

## SNP Administrative Review Findings

## Kihei Public Charter School (3406-1)

## Program Year 2017

## Kihei Public Charter School (3406-1)

41 East Lipoa Street #29  
Kihei, HI 96753

## Food Service Contact

NSLP Coordinator  
(808) 344-3832  
FSMC: Jawz Fish Tacos; Philmart  
Oriental/Fast Food; Vycor Subway,  
INC

## Executive Contact

Head of School  
(808) 270-4906

No. of Sites / Reviewed: 2 / 2  
Month of Review: February 2017

## Certification and Benefit Issuance - Kihei Public Charter School (3406-1)

## 126. Certification Benefits/Issuance Review Method, applications correctly approved?

**Finding 9000: Certification and Benefit Issuance**

The Determining Official signature line was not completed on the application. The Confirming Official signature line was completed.

**Corrective Action:**

1. Train all employees involved in processing applications on Section 3 of the Eligibility Manual for School Meals, July 2016 located at <https://www.fns.usda.gov/sites/default/files/cn/EligibilityManualFinal.pdf>. Submit to HCNP the sign in sheet and any other materials used in the training.
2. Assure HCNP that the Determining Official and Confirming Official will attend the mandatory training conducted by HCNP when meal applications are on the agenda.

## 126. Certification Benefits/Issuance Review Method, applications correctly approved?

**Finding 9000: Certification and Benefit Issuance**

Two applications were missing the Social Security number. These are incomplete applications and cannot be processed until the number is provided.

**Corrective Action:**

1. Call the households and request the last 4 digits of the Social Security number.
2. Document the phone calls. If a school employee records the information on the meal application, it must be initialed and dated by the employee.
3. Submit to HCNP a copy of the completed applications.

## 126. Certification Benefits/Issuance Review Method, applications correctly approved?

**Finding 9000: Certification and Benefit Issuance**

When an application lists multiple income frequencies, the SFA converts the income to monthly instead of annually. This resulted in an error for one of the applications. The SFA approved the application as free but the application should have been denied based on the household's annual income.

**Corrective Action:**

1. The household must be given 10 calendar days notice of a decrease in meal benefits. Immediately send a letter to the household notifying them of the benefit change. In the letter, notify the household of the date of the change.
2. On the date of the change in benefits, make the change in the electronic POS system.
3. Submit to HCNP a copy of the letter sent to the household and a document from the POS system showing the date the status was changed.
4. The SFA will be required to conduct an independent review of the applications for SY 2017-18. This requires the confirming official to review all applications before the household is notified of their child's eligibility status. A report is required to be completed and submitted to HCNP.
5. Assure HCNP the SFA will conduct the independent review of applications for SY 17-18 and submit the completed report to HCNP.

## 129. Household notification consistent with Off-site Assessment responses?

**Finding 9000: Certification and Benefit Issuance**

The SFA mailed various households the “We Have Checked Your Application” letter upon processing applications rather than the “Notice to Households of Approval/Denial of Benefits” letter that is to be sent.

The “We Must Check Your Application” letter was not sent to the households selected for verification. The SFA verbally notified the households to submit proof of income to confirm the income information listed on the meal application. The SFA sent the “Notice to Households of Approval/Denial of Benefits” letter to verified households rather than the “We Have Checked Your Application” letter.

The “We Have Checked Your Application” letter that was used is not the most current HCNP template. The non-discrimination statement is not current and the SFA is not completing all parts of the letter correctly. The Determining Official (Tiare Tialino) is listed as the Hearing Official and all of the hearing information is not being completed. The Public Release and “Notice to Households of Approval/Denial of Benefits” letter also have the incorrect Hearing Official listed.

**Corrective Action:**

- 1.Explain to HCNP when each letter should be mailed out – Approval/Denial letter, “We Must Check Your Application”, and “We Have Checked Your Application”.
- 2.Update each form, including the Public Release, with the correct non-discrimination statement and Hearing Official. The most current version of each form is located on the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> under the Free and Reduce Price Application and Verification tab.
- 3.Submit to HCNP each updated form.
- 4.Assure HCNP that the SFA will use all of the HCNP letter templates and the HCNP Public Release template.

## 138. Updating Benefits Issuance documents accurately, timely?

**Finding 9000: Certification and Benefit Issuance**

The SFA carried over SY 2015-16 benefits status for all Direct Certification students; however the SFA did not change the benefits status to paid for students that did not turn in an application or match for Direct Certification after the first 30 operating days of SY 2016-17. This resulted in 24 students receiving an extended benefit of free meals for 7 months.

**Corrective Action:**

- 1.Each household must be given 10 calendar days notice of a decrease in meal benefits. Immediately send a letter to each household notifying them of the benefit change. In the letter, notify the household of the date of the change.
- 2.On the date of the change in benefits, make the change in the electronic POS system.
- 3.Submit to HCNP a copy of the letter sent to the households and a document from the POS system showing the date the status was changed for all 24 students.

**Verification - Kihei Public Charter School (3406-1)**

## 207. Verified applications on file match FNS-742 and Off Site question #200?

**Finding 9000: Verification**

The following information on the FNS-742, Verification Summary Report, was incorrect:

- #5-4: The SFA reported five error prone applications. The reviewer noted only three applications as error prone.
- #5-8C: The SFA reported one reduced price application with five students as “Responded, No Change”. The household did not submit any proof of income and the status was changed to paid. The application also only listed one student rather than five.

**Corrective Action:**

- 1.Train all application officials on the procedure for the FNS-742 Verification Summary Report using the “FNS-742 for SFA with Meal Applications” PowerPoint located on the HCNP website at <http://hcnp.hawaii.gov/training-resources/> > click on NSLP tab.
- 2.Describe to HCNP the definition of an error prone application and how the SFA will accurately identify error prone applications beginning SY 2017-18.

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3. Correct the information on the FNS-742 in HCNP systems. Provide the date this was corrected.

208. Confirmation Review – documentation on file, required procedures followed?

**Finding 9000: Verification**

Both applications selected for verification were not confirmed. Applications selected for verification must be reviewed by the Determining Official and Confirming Official before the application can be verified.

**Corrective Action:**

1. Train all application officials on the procedure for verification using the Verification PowerPoint for SY 2016-17 found on the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> > click on Verification tab > Verification PP SY 2016-17. Submit to HCNP the training sign-in sheet and any other materials used during the training.
2. Provide HCNP with the SFA's written procedure on completing the verification process that will be used in SY 2017-18.

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

**Finding 9000: Verification**

For the second application selected for verification, the wrong letters were used to notify the household of their eligibility status and that verification was completed. When the SFA approved the application in August, the SFA sent the household the "We Have Checked Your Application" letter dated August 22, 2016. On February 10, 2017, the SFA sent the "Notice to Households of Approval/Denial of Benefits" letter to inform the family of their denied benefit since no income documentation was submitted to the SFA. Verification ends on November 15. The SFA cannot wait until February to notify the household and change the status. The SFA was not able to provide documentation from the POS to show the date the status was changed to paid.

**Corrective Action:**

1. Explain to HCNP how the SFA intends to meet the November 15 deadline for SY 2017-18.
2. Submit documentation from the POS system showing the date the status was changed to paid.

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

**Finding 9000: Verification**

One of the verified applications was incomplete (no social security number). The application had income listed for only the father, but the pay stubs that were submitted were for the mother.

**Corrective Action:**

1. Complete verification of the application by requesting from the household the pay stubs for the father.
2. Based on both the father and mother's income, re-evaluate which benefit status the student should receive.
3. Send the household the "We Have Checked Your Application" letter and inform the household of any changes in benefit status, if applicable. If the benefit status has decreased, the household must be given 10 calendar days notice and the point of service (POS) system must be updated at that time.
4. Document and submit to HCNP all communication with the household and documentation submitted by the household. If the benefits status has changed, submit documentation from the POS system showing the date the status was changed.

**General Program Compliance - Kihei Public Charter School (3406-1)**

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?

**Finding 9000: Civil Rights**

The following were found when reviewing the SFA's Civil Rights binder:

- The Civil Rights complaint log was not filled out correctly. The SFA is not maintaining a separate complaint log for each school year.
- The Civil Rights Ethnic Data Report was not completed for SY 2016-17. This was to be completed by October 31.
- The last record of Civil Rights training was from 2013.

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- The complaint form, complaint log, and nondiscrimination procedure form all have the incorrect nondiscrimination statement.

**Corrective Action:**

1. Create a complaint log using HCNP's template for SY 2016-17. The template can be found on the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> > click on the Civil Rights tab.
2. Complete the Ethnic Data Report for SY2016-17. Submit a copy of the report to HCNP.
3. Create and maintain a Civil Rights training log.
4. All employees that are involved with any part of the Child Nutrition Programs must be trained on Civil Rights annually. Train all appropriate staff on Civil Rights. Submit to HCNP all training documentation (sign-in sheet, date of training, agenda).
5. Update the complaint form, complaint log, and nondiscrimination procedure form with the current nondiscrimination statement.
6. Submit all updated forms and logs to HCNP.

*810. Non-discrimination on appropriate Program materials?***Finding 9000: Civil Rights**

Both the weekly menu and verification "We Have Checked Your Application" letter contain the incorrect nondiscrimination statement.

**Corrective Action:**

1. Update both documents with the current nondiscrimination statement.
2. Submit a copy of both documents to HCNP.

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding 9000: Local Wellness Policy (LWP)**

On page two of the LWP under the "Nutrition Standards" section, the policy lists the food and beverage standards for items offered outside of the SBP and NSLP. One standard states:

- "yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 1.5-ounce (two-ounce, if processed cheese) servings or less"

Any food or beverages sold during the school day and outside of the nutrition programs must follow the Smart Snacks Guidelines. The standards in the SFA's LWP do not coincide with the guidelines. Information regarding Smart Snacks may be found at: <https://www.fns.usda.gov/sites/default/files/tn/USDASmartSnacks.pdf>

**Corrective Action:**

1. Remove the above statement from the LWP.
2. Submit to HCNP an updated version of the LWP.

*1219. Frequency of tracking training hours***Finding 9000: Professional Standards**

The SFA does not maintain a training log for each nutrition program staff member. It is unclear if each staff member has met their required training hours.

**Corrective Action:**

1. Create and maintain training logs for each nutrition program staff member. This includes the nutrition director, kitchen manager, meal clerks for the 4-5 grade classes and 6-8 grade classes, kitchen help staff, and any other staff that assists with the program at Kihei High School. Refer to the Professional Standards Final Rule Summary to know how many training hours each staff member needs - [https://www.fns.usda.gov/sites/default/files/cn/profstandards\\_flyer.pdf](https://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf)
2. If staff members have not completed all of their training hours for SY 2016-17, create a training plan that shows how each staff member plans to achieve their required hours.
3. Submit to HCNP each staff member's training log as well as their plan to meet the required training hours, if applicable.

**SNP Administrative Review Findings**  
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**Kihei Public Charter School (3406-1)**

1500. Reports submitted to State agency as required?

**Finding 9000: Reporting and Record Keeping**

The SFA has missed deadlines and is not timely in submitting requested documentation for the Administrative Review.

**Corrective Action:**

1. Explain to HCNP how the SFA will meet deadlines moving forward.

1502. Records maintained for PLE and revenue from nonprogram foods?

**Finding 9000: Nonprogram Food Cost**

During the FFY15-16, there was one instance when the SFA had an error on the meals. The SFA accidentally ordered and received meals from two different vendors on the same day and charged the cost of both meals to the nonprofit food service account. The extra meals were sold to the students and teachers at a lower cost.

**Corrective Action:**

1. Remove the unallowable cost of the additional meals from the non-profit food service account.
2. Submit a copy of the revised general ledger to HCNP.

1502. Records maintained for PLE and revenue from nonprogram foods?

**Finding 9000: Reporting and Record Keeping**

The Annual Financial Report (AFR) did not match the SFA's General Ledger.

**Corrective Action:**

1. Revise the Annual Financial Report (AFR). Ensure the AFR matches the SFA's General Ledger and Profit and Loss Statement.
2. Submit a copy of the revised AFR and updated General Ledger to HCNP.



**SNP Administrative Review Findings**

**Kihei Public Charter School (3406-1)**

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**Kihei High School (554-PCS)**

41 East Lipoa Street #29  
Kihei, HI 96753

**Food Service Contact**

NSLP Coordinator  
(808) 344-3832

Month of Review: February 2017

**No Findings during Site 554-PCS Review**

**SNP Administrative Review Findings****Kihei Public Charter School (3406-1)****Program Year 2017****Kihei Middle School (704-PCS)**

41 East Lipoa Street #29  
Kihei, HI 96753

**Food Service Contact**

NSLP Coordinator  
(808) 344-3832

Month of Review: February 2017

Date of Onsite Review: March 14, 2017

**Meal Counting & Claiming - Kihei Middle School (704-PCS)**

318. DOR - accurate meal counts by category at POS? Enter data.

**Finding 9000: Meal Counting and Claiming**

The second meal clerk during the lunch service counted meals on the checklist prior to the point of service. Meal counting must be done at the point of service to ensure each student receives a reimbursable meal.

Point of service means when the student receives a reimbursable meal.

**Corrective Action:**

1. Describe the duties of the meal clerk, including how meals will be counted at the point of service.
2. Train all staff with duties related to the meal program on the correct procedure and responsibilities of the meal clerk. Submit to HCNP the training sign-in sheet and any materials used during the training.

320. DOR - meal counts combined and recorded correctly? Enter Data.

**Finding 9000: Meal Counting and Claiming**

The last student served at the lunch meal service for grades 6-8 selected two components (fruit and vegetable). The meal clerk was informed that this was not a reimbursable meal and did not count the meal. The meal was not accounted for on the meal counting form.

During the meal service for grades 4 and 5, it was observed that two milks were given to students who did not take a meal. It was also observed that two adults took a meal. The milk and meals were also not accounted for on the meal counting form.

Nonreimbursable meals, adult meals, and a la carte items cannot be claimed for reimbursement. However, the SFA must account for all nonreimbursable meals, adult meals, and a la carte items in order to determine nonprogram revenue costs.

**Corrective Action:**

1. Create a standard operating procedure (SOP) on how the SFA will address and keep record of each of the following:
  - Nonreimbursable meals
  - Adult meals
  - A la carte items
2. Explain to HCNP how all meal clerks will be informed of the SOP.
3. Submit a copy of the SOP to HCNP.

**Meal Components & Quantities - Kihei Middle School (704-PCS)**

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

**Finding 9000: Meal Components and Quantities**

The weekly menu was posted at the end of the meal service line.

The menu for the week of February 6-10, 2017 does not contain the required information and contains the incorrect nondiscrimination statement.

**Corrective Action:**

1. Post the menu at or near the beginning of the meal service line. Provide the date this was completed.



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2. Update the menu with the following:

- Current nondiscrimination statement
  - The year must be included in the date
  - The type of Subway sandwiches served
  - The type of quesadillas served
  - If cheeseburgers are an option, it must be listed on the menu.
  - The type of burritos must be listed
  - The grain served with the Teriyaki chicken must be listed.
  - For breakfast, the muffin must be removed and the Nature Valley granola bar added.
3. Submit a copy of the menu for May demonstrating all of the above has been corrected.

Suggestion: Create a monthly menu in place of the weekly so that students can plan for lunch further in advance.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

**Finding 9000: Offer vs. Serve (OVS)**

The OVS posters for breakfast and lunch are not posted at or near the beginning of the serving line.

**Corrective Action:**

1. Refer to the "Offer vs. Serve" posters for both breakfast and lunch sent via certified mail. Post the posters at or near the beginning of the service line.
2. Assure HCNP that both of these posters are posted at or near the beginning of the meal service line.

406. DOR - meal service structured to meet specific meal pattern requirements for multiple menus, multiple age/grade groups served?

**Finding 9000: Meal Components and Quantities**

The following issues were observed:

- The SFA plates the lunches for grades 4 and 5. On the day of review, it was observed that the food service staff plated half an orange (113 count) which is the equivalent to 1/4 cup of fruit. The reviewer informed the food service manager that half an orange is 1/4 cup of fruit which does not meet the 1/2 cup daily fruit requirement. The manager then added half an apple to each plate.
- The SFA packed only fat free chocolate milk for grades 4 and 5 lunch meal service. Two milk types must be available for all students.
- The SFA is not documenting what is being served to grades 4 and 5 on the production records.

**Corrective Action:**

1. Train all NSLP staff on the meal pattern requirements for grades 4-8. Since grades 4 and 5 do not participate in Offer vs. Serve, the students must be served the full portion of each of the components. Submit training documents (sign-in sheet and materials used) to HCNP.
2. The SFA must specify what is served to grades 4 and 5 on the production records. Submit a week of production records that accurately documents the components and portion sizes served to grades 4 and 5 as well as the number of each milk type provided for the meal service.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?  
Enter data.

**Finding 9000: Meal Components and Quantities - Review Period**

During the week of review (2/6-2/10/17), the manager stated that the students were encouraged but not required to take the fruit component at breakfast meal service.

Meals in which the fruit component was missing during the week of review will be disallowed. Production records indicate not enough fruit was prepared on the following days: 2/9/17 and 2/10/17.

**Corrective Action:**



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1. Train all staff on the breakfast meal pattern requirements for grades 6-8. Submit to HCNP the training sign-in sheet and any materials used.
2. Submit to HCNP a week of fully completed production records for breakfast that accurately show how many students were served, how many servings of fruit were prepared, and how much was leftover.

409. *Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.*

**Finding 9000: Production Records**

The following issues were found with the production records:

Production records list the grade group 9-12 instead of grades 4-5 and 6-8.

Production records were not fully and accurately completed. The time, temperature, portion sizes served, and meal pattern equivalents were not consistently documented. This is a repeat finding. This was identified in the AR conducted in SY 2013-14.

The production records list all items the SFA serves on the menu making it difficult to distinguish what is being served.

The SFA is not documenting which food items are served to grades 4 and 5.

The salad bar items are listed in pounds and do not include the serving size for each student.

On 2/7/2017 and 2/8/2017, the SFA did not complete a production record for the breakfast meal service. Invoices were requested to ensure reimbursable meals were served. Production records must be completed every day to show how the meals contribute to the required food components and food quantities for each age/grade group.

**Corrective Action:**

1. Edit production record template to include the correct grade groups.
2. Explain how the SFA will fully complete a production record for each meal service each day.
3. Submit to HCNP a week of completed production records for both breakfast and lunch to show that all issues listed above have been corrected.

410. *Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

**Finding 9000: Meal Components and Quantities**

For breakfast, the SFA serves five different grain options and allows the students to take anywhere from one to all five options. The five options provide 11 ounce equivalents of grain per day. The weekly requirement is 8-10 ounce equivalents. The bran muffin and rice crispy cereal served at breakfast do not meet the whole grain rich requirement.

The whole wheat bagel that is served provides 4 ounce equivalents. This is excessive.

**Corrective Action:**

1. Decrease the number of food items (grains) that students are allowed to select in order to stay within the meal pattern requirements. Students may select one grain item but no more than two.
2. The bran muffin and rice crispy cereal must no longer be served or be replaced by a creditable product. Submit to HCNP the nutrition facts of any new products that are ordered and served.
3. Change the serving size of the bagel to half a bagel for a 2 ounce equivalent. Submit one week of production records to demonstrate the change has been made.

410. *Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

**Finding 9000: Meal Components and Quantities - Review Period**

The SFA is not ensuring that the meal pattern requirements are being met and that each vendor is adequately contributing to the requirements. The following were observed during the review period:

- 100% of grains were not whole grain rich
- Students were not required to take fruit as a component for breakfast
- Incomplete production records made it difficult to tell if the weekly vegetable subgroup requirements were met for lunch
- The weekly meat/meat alternate ounce equivalents were excessive for lunch.
- The weekly grain ounce equivalents were excessive for both breakfast and lunch.
- Meeting the dietary specifications does not appear to be a factor in menu planning. Menus must meet the USDA's dietary

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specifications for calories, saturated fat, trans fat, and sodium

- The SFA does not have a cycle menu. A cycle menu is a set menu pattern that offers different foods every day and repeats itself after a set period of time. A cycle menu is most helpful in that it ensures that each week of the menu meets the USDA meal pattern requirements. It also ensures that the vegetable subgroup requirements are met over the course of each week.

It is the SFA's responsibility to train their vendors and to ensure the meal pattern requirements are being met.

**Corrective Action:**

1. Create a cycle menu for lunch to provide consistency.
2. Create and maintain a binder with food labels, Child Nutrition labels, ingredient lists, product formulation statements, and recipes for all menu items.
3. Input both the breakfast and lunch cycle menus into HCNP's Menu Planning Template. The template can be found at <http://hcnp.hawaii.gov/overview/nslp/> > click on New Meal Pattern tab.
4. Complete the USDA Certification of Compliance Worksheets for each week of the breakfast and lunch menu cycle to ensure the meal pattern is being met. The worksheets can be found at <https://www.fns.usda.gov/school-meals/certification-compliance-worksheets-5-day-schedule>.
5. Create production record templates for each week of the cycle menu.
6. Submit to HCNP a copy of the cycle menu and production record templates.
7. Submit to HCNP any recipes that have been modified or added to the menu as well as the food label, Child Nutrition label, ingredient list, and/or product formulation statement for any new food items added to the menu.
8. Submit to HCNP all completed menu planning templates and compliance worksheets.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9000: Meal Components and Quantities - Review Period**

The week of 2/6-2/10/17 was selected for review. The lunch meat/meat alternate component was equal to 22 ounce equivalents. This amount is excessive. The weekly requirement is 9-10 ounce equivalents.

The cheese served on the hamburgers is not listed on the production record and is not a creditable meat/meat alternate.

The chow fun noodles are not whole grain rich.

The review period was expanded to the entire month of February 2017. HCNP was unable to determine if the menu met the meal pattern requirements due to the SFA not submitting requested documentation in a timely manner.

**Corrective Action:**

1. Reduce the amount of meat/meat alternate for the week of review (2/6-2/10/17).
2. The SA suggests that the SFA have the appropriate vendor make the following changes:
  - Reduce the amount of meat and cheese in the burrito to one ounce each of meat and cheese.
  - Reduce the serving size of the teriyaki chicken to 2 ounces per student.
  - Reduce the size of the hamburger to 3 ounces cooked weight.
  - Stop serving the Kraft American cheese slices.
3. Submit to HCNP the nutrition label for any new products that are ordered and served.
4. Obtain copies of the revised recipes from the vendor to keep on-site.
5. Submit to HCNP a copy of each revised recipe.
6. Replace the chow fun noodles with a whole grain rich noodle. If the vendor is unable to find a whole grain equivalent, the SFA may submit a whole grain rich exemption request form. The exemption form can be found on the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> > Click on New Meal Pattern Tab. Please know that exemption forms are only valid for one school year.
7. The following documents have been requested but were not submitted to HCNP:
  - Meatball product formulation statement
  - Weight of hotdog bun
  - Tortilla label and ingredient list – two different labels were submitted. Submit the label for the tortilla that the vendor is currently using.
  - Documentation showing that the unbleached flour in the hamburger bun is enriched. A picture of the flour label and ingredient list would be accepted.

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500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

**Finding 9000: Meal Counting and Claiming**

The SFA is not following their application in HCNP Systems. The application in HCNP Systems indicates that meals are not counted in any other location besides the regular dining area and that Offer vs. Serve (OVS) is implemented for grades 4 and 5 at lunch. These are not the current NSLP practices observed while on-site.

**Corrective Action:**

1. Revise the application in HCNP Systems to reflect the current NSLP practices at Kihei Middle School. Provide the date this was corrected.

**General Program Compliance - Kihei Middle School (704-PCS)**

811. Justice for All poster displayed in prominent location?

**Finding 9000: Civil Rights**

The SFA did not have the "Justice For All" Poster posted in the office or in the serving areas.

**Corrective Action:**

1. Refer to the "Justice For All" posters there were sent via certified mail. Post the poster at all specified locations.
2. Assure HCNP that the posters are posted in both offices and at all meal service areas.

901. On-site monitoring review completed prior to February 1?

**Finding 9000: SFA On-Site Monitoring**

The SFA did not complete the "School Food Authority On-Site Review Checklist (MC-7)" form correctly. The following were noted on the MC-7 forms:

- The form was not completed prior to February 1. The SFA completed the form in March 2017 (signed and dated March 10 and March 13).
- The review date listed on the MC-7 form is listed as March 14-15. These are the dates of the Administrative Review. The review date should be the date the SFA completed the review.
- Meal counts were not completed for question #10.
- SFA's on-site review indicated that there are no areas that were not in compliance. However, during the Administrative Review, it was observed that there are areas that are not in compliance.

**Corrective Action:**

1. Explain to HCNP how the SFA plans to meet the deadline of February 1 moving forward.
2. Complete the MC-7 form again for the breakfast and lunch meal services for both the Middle and High School.
3. Submit completed forms to HCNP.

1406. SFA written food safety plan implemented?

**Finding 9000: Food Safety**

The following issues were observed:

During the breakfast meal service, it was observed that the kitchen manager was wearing one glove to serve the food. However, for a few students, the manager served apples with his bare hand. Boxes of cereal were sitting on the floor. All food must be kept at least 6" off the floor. Leftover food in the refrigerator was not labeled or dated.

**Corrective Action:**

1. Train all kitchen staff on the SOPs related to food handling. Submit to HCNP the sign-in sheet, the SOPs trained on, and any other training materials used.
2. Assure HCNP that all foods are stored at least 6" off the floor.
3. Label and date all leftovers. Submit to HCNP a picture of the inside of the refrigerator showing where this practice has been

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put into place.

***1406. SFA written food safety plan implemented?*****Finding 9000: Food Safety**

The SFA's food safety plan is outdated. A previous employee is listed as the Food Service Manager throughout the food safety plan (the previous employee has not worked for the school since 2015).

The food safety plan lists the incorrect cold holding food temperature of 45 degrees. The current cold holding food temperature is 41 degrees or below.

Food safety training log is not maintained. Training on the Standard Operating Procedures (SOP) must be conducted annually.

**Corrective Action:**

1. Update the food safety plan with the current forms found on the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> > click on Food Safety Program.
2. Update SOPs to include the correct cold holding food temperature. You can find the updated forms on the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> > click on Food Safety Program.
3. Create and maintain a training log for the food safety plan.
4. Submit all updated forms and training log to HCNP.
5. Assure HCNP that the food safety plan will be reviewed annually and all appropriate staff will be trained and documented annually.