



SNP Administrative Review Findings

St. Joseph School (2401-5)

Program Year 2018

St. Joseph School (2401-5)

1000 Ululani Street
Hilo, HI 96720

Food Service Contact

(808) 935-4935
FSMC: Hawaii County Economic
Opportunity Council

Executive Contact

Principal
(808) 935-4936

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2018

Commendations

- * -All necessary documents were organized and available for reviewers when needed
- Staff seemed very interactive with children and both breakfast and lunch service run smoothly; serving staff demonstrated understanding of OVS principles
- All applications were approved correctly.
- Mahalo for providing spacious accommodations for review team

Technical Assistance

- * -Spoke with kitchen staff about ensuring 1 cup of fruit provided at breakfast (breakfast is not OVS)
- Reminded Food Service Operator that Production Records should always be filled out at time of service
- Lunch on 2/8 and Breakfast on 2/9 – noticed correct ladles/serving spoons/dishers were used; however, heaping portions (i.e. overflowing) were being served. Reminded kitchen staff to avoid this practice as it was noted that children (especially at lunch on 2/8) were dumping most of the fruit/vegetable portions.
- Spoke with vendor on how to correctly credit whole in shell edamame.

Certification and Benefit Issuance - St. Joseph School (2401-5)

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

Finding 9000: Other Finding

Notification of approval letter sent home to household was found to have incorrect breakfast and lunch meal prices. Household was notified of error during on-site review.

Corrective Action:

No further corrective action needed.

Meal Counting & Claiming - St. Joseph School (2401-5)

313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?

Finding 9000: Other Finding

One kindergarten student is being handwritten in on the manual meal counting sheet each day. Meal counting sheet should be updated to include student's name.

Corrective Action:

Add student's name to meal counting roster to prevent potential for exclusion of the student. Assure HCNP all student's names will be included on meal counting sheet in a manner that prevents having to write names in on a regular basis.

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

Finding 9051: SFA's Review Period claim not validated.

There are differences between the SFA's Review Period claim and the State agency's validated counts for lunch and/or breakfast by category for one or more schools for the review period, as documented on S-1.

During the review period (month of January 2018):



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SFA underclaimed 3 free lunches and 5 reduced lunches; SFA overclaimed 1 paid lunch
SFA underclaimed 6 paid breakfast meals

Corrective Action:

SFA will be required to have a second staff member review meal counts entered into electronic system on a daily and/or weekly basis to prevent incorrect meal count claiming. SFA must inform HCNP of the planned frequency of the second review of meal counts, including which staff member will be responsible for doing the review.

General Program Compliance - St. Joseph School (2401-5)

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

Finding 9000: Other Finding

Staff Civil Rights Training Logs were not kept for the required 3 years plus the current year (missing SY 15-16 and SY 16-17).

Corrective Action:

Assure HCNP all training logs, including civil rights, will be saved on file for the required 3 years plus the current year. Provide HCNP with training log document that will be used to track training hours (if using an online tool, please provide web address).

Technical Assistance:

Reminded SFA staff that per regulations, training logs must be kept for 3 years plus the current year

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: Other Finding

Local Wellness Policy missing required elements: documentation of efforts to provide annual updates to the local wellness policy, including who was involved in the process and how stakeholders were permitted to participate; documentation demonstrating how the policy and updates are made available to the public

Corrective Action:

Provide HCNP with following:

1. Plan for how stakeholders will be made aware of ability to participate in updating the Local Wellness Policy
2. Proof that the policy, including updates, are made available to the public

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

Finding 9000: Other Finding

Two non-nutrition staff were short on annual training requirements - Melveen Ojano and Theresa Revell both short 2 hours

Corrective Action:

Provide HCNP with plan for two non-nutrition staff to receive 2 hours of training each by end of SY 2017-18. If necessary trainings have been completed, please provide log of training hours.

1400. Food safety plan – contain required elements, copy available at each school?

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: SOPs, including date implemented and signature.

Corrective Action:

SOPs were signed and dated on site. Corrective action accepted.

Technical Assistance:

Explained importance of maintaining an updated food safety plan that meets necessary standards.



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Program Year 2018

St. Joseph School (805-PS)

1000 Ululani Street
Hilo, HI 96720

Food Service Contact

Meal Program Manager
(808) 935-4935

Month of Review: January 2018

Date of Onsite Review: February 8, 2018

Meal Components & Quantities - St. Joseph School (805-PS)

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

Finding 9000: Other Finding *Repeat Finding

Pancakes served at breakfast are WGR; however, insufficient quantities are being served. Three 4-inch pancakes credit as 1 oz. eq. grains. Per Food Service Operator, either 1 or 2 pancakes are served to students (1 if student also elects to take cereal; 2 if student declines cereal). Insufficient meal component quantities were a finding on previous AR; As a result, 37 breakfast meals will be taken back.

Corrective Action:

1. Increase serving of pancake size/amount to meet both the daily oz. equivalent as well as weekly requirement of grains. Submit to HCNP meal planning template and production record (blank) that indicates corrected serving size of pancakes to meet grain requirements.

Technical Assistance:

Provided vendor with whole-grain-rich resources and went over crediting of pancakes and amount needed to be served to meet meal pattern requirements.

411. *Review period planned menu – school comply, incomplete meals due to unacceptable substitutions? Enter data.*

Finding 9000: Other Finding *Repeat Finding

Lunch - nutrigain bars served for Grades 7-12 are not whole grain rich - WGR violation is a repeat from previous AR (SY 2014-15)

Breakfast - bagel served is not whole grain rich - WGR violation is a repeat from previous AR; pancakes served do not meet daily ounce equivalent requirement.

Not meeting whole grain rich requirements was a finding on previous AR; as a result, 15 breakfast meals and 29 lunch meals will be taken back.

Corrective Action:

1. Find a Whole Grain Rich (WGR) bagel (or substitute a different WGR product) and WGR granola bar. Submit to HCNP label of newly selected product that meets whole grain rich requirement as well as the menu planning template that indicates how new product(s) are credited. Alternatively, submit to HCNP a whole grain exemption request for the bagel and/or nutrigain bar, ensuring justification for why exemption is necessary is included.

General Program Compliance - St. Joseph School (805-PS)

1407. *SFA written food safety plan implemented?*

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

SFA food safety plan did not include SOPs with signatures and dates implemented Food safety plan also missing processes 1, 2, and 3.

Corrective Action:

Provide HCNP with a copy of the SFA food safety plan, including Standard Operating Procedures (SOPs) w/ signatures and date(s) implemented as well as procedures for cooking processes 1, 2, and 3.

