



SNP Administrative Review Findings

Ho'okako'o Schools (1443-5)

Program Year 2018

Ho'okako'o Schools (1443-5) **New SFA**

1360 S. Beretania Street
Suite 202
Honolulu, HI 96814

Food Service Contact

Chief Operations Officer
(808) 983-3830
FSMC: Sodexo; Waimea
Elementary School

Executive Contact

Chief Operations Officer
(808) 983-3830

No. of Sites / Reviewed: 3 / 1
Month of Review: December 2017

Commendations

- * -Staff was attentive and quick to retrieve information/documentation.
- Congratulations on higher breakfast participation due to the implementation of wiki breakfast.
- Kitchen was clean and organized.

Suggestions

- * -During the observation of meal preparation, the floor in the kitchen was slippery/wet. Adding nonslip floor mats in the kitchen may help to prevent accidents
- Cafeteria window screens were not all sealed properly – this may be contributing to the known issue of flies in the kitchen and dining areas. Regularly assess all window screens to ensure they are properly sealed and free of holes.

Technical Assistance

- * -TA provided on accommodating special diets and medical statements. If accommodation does not fall within the meal pattern requirements, SFA must have a medical statement on file in order for the meal to be considered reimbursable.
- * -During breakfast, it was noticed that unopened milk was being put into a container near the trash cans. Students should be reminded that they are not required to take milk (OVS).
- * Weekly grains served at the Wiki breakfast service regularly exceed maximum amounts. Consider the following changes to help decrease maximum amounts, expedite the service line, and decrease burden on meal counters:
1.

General Program Compliance - Ho'okako'o Schools (1443-5)

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

Finding 9000: Other Finding

Ethnic Data Reports from SFA's individual sites (Kamaile, Waimea, Kualapu'u) were not signed and dated.

Corrective Action:

Assure HCNP future Ethnic Data Collection reports will be completed, including dates and signatures.

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

Finding 9000: Other Finding

Students who are served Silk milk due to lactose intolerance do not have a medical statement on file. Silk milk is not comparable to cow's milk and therefore does not meet the meal pattern requirements. SFA must obtain medical statements from the families that state the need for soy milk.

Corrective Action:

Submit to HCNP medical statements for all students that require an alternative to cow's milk due to lactose intolerance.

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

Finding 9000: Other Finding

The breakfast outreach flyer has incorrect non-discrimination statement.



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Corrective Action:

Provide HCNP with breakfast outreach flyer with correct non-discrimination statement. Provide HCNP with short version of non-discrimination statement and assure HCNP correct statement will be used on all materials.

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool

Corrective Action:

1. An identified leader, who has the authority and responsibility to ensure each school complies with the policy, must be designated.
2. Please establish a meeting schedule to regularly meet with wellness policy members
3. Policy currently states all students will participate in FFVP - please revise statement to reflect correct grades (only elementary school students permitted to participate in FFVP).
4. Submit copy of updated LWP (website link is acceptable) to HCNP.

1212. *Validate OFS #1202 - Were hiring requirements met when hiring new Director?*

Finding 9000: Other Finding

SFA hired a new food service director that did not meet the hiring standards and did not seek prior approval from HCNP before doing so.

Corrective Action:

Provide HCNP with professional standards requirement for new food service directors. Assure HCNP will follow all professional standards requirements when hiring staff with duties related to child nutrition programs.

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

Finding 9000: Other Finding

Meal counters have not met annual training requirements (each are short 1.5 training hours); Food Service Manager has not met annual training requirements (short 7.5 hours)

Additionally, there is no training record for Loke (meal counter during wiki service)

Corrective Action:

Submit to HCNP a training plan for the following employees:

Part time employees - each need 1.5 hours

Food service manager - needs 7.5 hours

Employee - needs 4 hours, 1 of which must be on civil rights

If any of these employees have already completed required training hours, send HCNP the documentation log (or website if web-based tool used).

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

Finding 9000: Other Finding

SFA sent breakfast outreach flyer to households at the beginning of the school year; however, requirement includes sending breakfast outreach multiple times throughout the school year.

Corrective Action:

Provide HCNP with plan of how/when breakfast outreach will be sent to households during the school year. Additionally, provide HCNP with a copy of the revised flyer, which must include information on the Wiki breakfast service.



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Kamaile Academy PCS (275-PCS)

1360 S. Beretania Street
Suite 202
Honolulu, HI 96814

Food Service Contact

Food Services Manager
(808) 696-4692

Month of Review: December 2017

Meal Counting & Claiming - Kamaile Academy PCS (275-PCS)

325. Review Period meal counts by category correctly used in the claim? Enter data.

Finding 9000: Other Finding

For the month of review, SFA was found to have over-claimed 84 lunch meals and 1 breakfast meal. Although the SFA has an electronic POS, it is often not used because of technical issues. To reduce the potential for meal counting and claiming errors when utilizing a manual meal counting system, SFA will be required to have a staff member review meal counts on either a daily or weekly basis.

Corrective Action:

Designate an employee who will be responsible for reviewing meal counts daily to ensure accuracy. Submit to HCNP the name of the employee and assure HCNP meal count reviews will be done on a daily basis.

325. Review Period meal counts by category correctly used in the claim? Enter data.

Finding 9000: Other Finding

SFA has electronic POS system; however, the SFA is not using the system on most days because of technical issues. The SFA uses a tally sheet on the days the electronic system is not used. The SFA has two meal service lines as well as a separate preschool POS location. The SFA sometimes includes the preschool count in the total counts but not always. The SFA also has frequent field trips but does not take the meal counts at the POS. This has resulted in the over and under claiming of meals. For the month of review, 84 lunch meals and 1 breakfast meal were found to be overclaimed - reimbursement for these meals will be taken back.

Corrective Action:

1. Create and submit to HCNP a new tally sheet that meets the needs of the different POS locations - Preschool, Elementary, Secondary, Field Trips, and Volunteers. These forms were submitted during on-site review. No further corrective action needed.

Technical Assistance:

Explained to SFA importance of meal counting at the POS (particularly for pre-k students) in order for meals to be considered reimbursable. Also reviewed current meal counting practices, particularly for field trip meals, and provided suggestions to SFA about how they can practice proper meal counting methods to prevent over/under claiming as well as serving non-reimbursable meals.

Meal Components & Quantities - Kamaile Academy PCS (275-PCS)

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements. *Repeat Finding

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.



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Field trip meals provide the same menu regardless of grade(s) attending. The planned menu provides 3/4 cups vegetables (baby carrots) - this amount does not meet grades 9-12 daily vegetable requirement.

Corrective Action:

Provide HCNP with field trip menu that will meet all grade-level meal pattern requirements. Alternatively, SFA may submit a separate high school field trip menu that includes the correct quantities of each component.

Technical Assistance:

The school was provided technical assistance during the on-site visit - explained that one menu for all grades when attending field trips is okay, however recommended the menu to meet the daily high school meal pattern requirements to ensure all field trip meals are reimbursable, regardless of grades attending.

General Program Compliance - Kamaile Academy PCS (275-PCS)

1404. Food safety plan - written, copy available?

Finding 9000: Other Finding

Food safety plan found to have incorrect holding temperatures and SOPs contained signatures with incorrect date of implementation.

Corrective Action:

Revise food safety plan to include correct holding temperatures (above 135 F for hot foods, below 41 F for cold foods) and correct dates of implementation. Provide HCNP with proof of revisions.