



Program Year 2018

Ka 'Umeke Ka'eo Public Charter School  
(2410-4)  
113 Kuawa St  
Hilo, HI 96720-4815

Food Service Contact  
  
SFS Coordinator  
(808) 961-0470  
FSMC: Remys; Wiki Fresh

Executive Contact  
  
Account Clerk  
(808) 961-0470

No. of Sites / Reviewed: 2 / 1  
Month of Review: February 2018

### Commendations

- \* -During lunch service, SFS Coordinator did a good job at monitoring the amount of tartar sauce that students added to their fish and made sure grades 3-8 took their milk
- Good choice to incorporate computer meal counting at both sites for both meals – this will definitely help decrease chances of error

### Suggestions

- \* -Consider storing paper cups in a plastic container near water cooler (during breakfast service on 3/7, cups had been blown over during the night and were not available for student use)
- Incorporate some type of tray at breakfast for students to use to carry items

### Technical Assistance

- \* -Breakfast OVS signage should be taken down as breakfast service is not OVS
- \* -Milk cooler in kitchen needs temperature log
- \* -Incorrect attendance factor was used on February Edit Check Worksheet – Attendance Factor for Ka 'Umeke is 96.6% (this would be entered in Edit Check Worksheet as 0.966)

### Meal Counting & Claiming - Ka 'Umeke Ka'eo Public Charter School (2410-4)

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

#### **Finding 9000: Other Finding**

Edit check worksheet Error: Attendance Factor (AF). The attendance factor for Ka Umeke is 96.6% (0.966). Edit check worksheets show AF as 100, which is incorrect and causes Attendance Adjusted Eligible (AAE) numbers to be incorrect.

#### **Corrective Action:**

Correct edit check worksheet to reflect accurate AF and AAE by changing. Submit to HCNP a blank edit check worksheet with the accurate AF and AAE.

### General Program Compliance - Ka 'Umeke Ka'eo Public Charter School (2410-4)

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

#### **Finding 9000: Other Finding**

SFA did not complete Ethnic Data Report for SY 2017-18.

SFA is currently participating in CEP - therefore, free and reduced price applications are not collected. Free and reduced price applications are typically used to collect racial and ethnic data on student population.

#### **Corrective Action:**

1. Collect racial & ethnic data on student population for SY 2017-18. Submit to HCNP the completed Civil Rights Ethnic Data Report. A blank form can be found here: <http://hcnp.hawaii.gov/overview/nsfp/>
2. Explain to HCNP the method Ka Umeke plans to use to collect ethnic and racial data information in future school years.



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

**Finding 9000: Other Finding**

SFA did not have a written Civil Rights Complaints Procedure during on-site review

**Corrective Action:**

Submit to HCNP a copy of the Civil Rights Complaint Procedure. Keep copy in Civil Rights file at each site.

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

**Finding 9000: Other Finding**

The wellness policy does not meet the USDA requirements. The wellness policy needs to be updated to include the following:

- Establish wellness leadership
- Permit participation by the general public and school community in the wellness policy process
- Update the public on the wellness policy, including any updates to and about the wellness policy, at least annually
- Conduct a triennial assessment of the wellness policy

**Corrective Action:**

Submit to HCNP the following items related to the Local Wellness Policy (LWP):

1. Identified leaders of the LWP
2. Evidence that the public was notified of their ability to participate in updating/revising the LWP (an announcement via school website is sufficient)
3. Results of a triennial assessment of the LWP (last updated February 2014), including date(s) of next planned update (update required on a tri-annual basis)

1214. *Validate OFS #1204 - Did the School Nutrition Director meet annual training requirements?*

**Finding 9000: Other Finding**

Director has not met required 12 hours of annual training.

**Corrective Action:**

Submit to HCNP training plan, including topics and dates of when training is anticipated to be completed. If any training has been completed in SY 17-18, submit to HCNP documents (i.e. training log) that indicate topic covered, date, duration, and signature of employee.

**Technical Assistance:**

SA provided SFA with reference to USDA Training Tracker Tool.

Topics that may be covered as part of training include: administrative practices (e.g. meal counting and claiming), nutrition (meal pattern, food safety, etc.)

1219. *Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?*

**Finding 9000: Other Finding**

Staff has not met required annual training hours

**Corrective Action:**

Submit to HCNP a plan for completion of required training hours (each employee has already completed Civil Rights Training; need 3 additional hours), including topic(s) to be covered and dates training will be held. If training hours have been completed since time of on-site review, submit to HCNP documentation (e.g. training log with topic(s), date(s), employee signature(s)) as evidence of training.

1501. *Records retained for 3 years?*



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**Finding 9152: SFA not retaining Program records for a minimum of 3 years.**

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.

**Corrective Action:**

Assure HCNP all program-related materials (e.g. school enrollment and direct certification reflective as of April 1st of each year, civil rights complaints logs, training records, etc.) will be maintained on file for 3 years plus the current year.

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

**Finding 9000: Other Finding**

SFA did not conduct breakfast outreach during the school year.

**Corrective Action:**

Assure HCNP breakfast outreach will be conducted multiple times throughout each school year. Provide HCNP with document/method that will be used for breakfast outreach, as well as proof (such as a post on school website, email to households, etc.) that outreach was conducted.



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Food Service Contact

SFS Coordinator  
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Month of Review: February 2018

Meal Components & Quantities - Pa Hoaka (562-PCS)

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

**Finding 9000: Other Finding \*Repeat Finding**

Weekly grain requirements during the month of review were found to be insufficient for students in Grades 3-8. This is a repeat finding from Administrative Review conducted in SY 14-15.

Week of February 5th to 9th: short by 3 oz. equivalents - 90 meals will be disallowed

Week of February 12th to 16th: short by 3 oz. equivalents - 90 meals will be disallowed

Week of February 19th to 23rd: short by 3 oz. equivalents - 90 meals will be disallowed

**Corrective Action:**

1. Revise menu planning to meet minimum weekly requirement for grains for students in grades 3-8. Submit to HCNP one week of blank production records that indicate grain serving sizes for students in grades 3-8.

2. Complete and submit to HCNP the USDA Certification of Compliance excel sheet for one week of the menu cycle for lunch for grades K-8, ensuring minimum weekly grain requirements are met.

502. DOR - Signage explaining OVS reimbursable meal near/at beginning of service line?

**Finding 9000: Other Finding**

Offer vs Serve (OVS) breakfast signage posted near service line

**Corrective Action:**

Remove OVS breakfast signage as breakfast does not utilize OVS. Sign removed during on-site review. No further correct action necessary.

General Program Compliance - Pa Hoaka (562-PCS)

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

**Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.**

On-site monitoring was not conducted for both meal services at both schools. On-site monitoring is required to be completed annually by Feb. 1 for both meal services (breakfast and lunch) at all participating sites.

**Corrective Action:**

1. Conduct an on-site review (complete MC-7 form) for lunch at Pa Hoaka and breakfast at Kuawa

2. Submit to HCNP the completed MC-7 forms, along with documentation that identified findings, if any, have been addressed

1404. Food safety plan - written, copy available?

**Finding 9145: A copy of the written food safety plan was not available at the reviewed school.**

The Food Safety Plan does not contain required Standard Operating Procedures (SOPs)

**Corrective Action:**



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Develop and implement Standard Operating Procedures (SOPs) for the Food Safety Plan. Submit to HCNP a copy of the updated Food Safety Plan that contains SOPs, including signatures and dates the SOPs were implemented.

**Technical Assistance:**

For guidance on what should be included, at a minimum, in the Food Safety Plan, please refer to CFR 210.13.