



SNP Administrative Review Findings

Ka Waihona o ka Na'auao PCS (1433-8)

Program Year 2018

Ka Waihona o ka Na'auao PCS (1433-8)

89-195 Farrington Hwy
Wa'ianae, HI 96792-4102

Food Service Contact

SASA
(808) 620-9030
FSMC: Sodexo Inc.

Executive Contact

Principal
(808) 620-9030

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

Commendations

- * Documents were very well organized – helped to make it much easier to find things when needed
- * Staff was eager to make changes when requested
- * Lunch was appealing and delicious.

Suggestions

- * To help speed up breakfast service, suggest staff pre-plate some of the meals during the breaks when there are no students so some meals are ready for the students when they come.
- * Use HCNP's error prone handout to flag error prone applications.
- * Numerous flies were in the vendor's kitchen. The department of health has documented this issue in their inspection reports. Cafeteria window screens were not all sealed – this may contribute to known issue of flies in the kitchen and dining area. Regularly assess all window screens to ensure they are properly sealed and free of holes.
- * The SFA has signage (menu is written on a dry erase board) but milk was not listed. Informed staff and this was corrected onsite prior to lunch meal service. Suggested to staff to post a monthly menu at the beginning of each meal service line.

Technical Assistance

- * Medical statements cannot ask for a student's diagnosis. Statements should only request for an explanation of how the child's diet is affected by their health condition.
- * Verifying official signed all meal applications. Only applications that are verified should be signed by the verifying official.
- * Do not use white out on meal applications. Mark through mistake and initial and date. If a parent uses white out, indicate on the application that it was the parent and initial and date.
- * During breakfast service, the handles of the utensils were in the pans of food. Prop utensils in a way so that the handles are not left in the food.
- * On Edit Check worksheets, currently using Attendance Factor (AF) from SY 16-17, which was 0.93. Use current school year's Attendance Factor (0.97).
- * Provided some assessment resources for the SFA to use for their triennial assessment of their LWP.
- * Afterschool Snack Program (ASP): SFA is interested in participating in ASP. Provided the meal pattern requirements. Reviewed the program requirements with NSLP Coordinator and informed her how to apply for the program.
- * Provided TA on correcting the Annual Financial Report based on the provided backup financial documents. AFR was revised during on-site review.

Verification - Ka Waihona o ka Na'auao PCS (1433-8)

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

Finding 9000: Verification - Error Prone

The SFA verified 4 applications (3 were error prone). The SFA had additional applications that were error prone that could have been selected from. A fifth application was verified for cause (this application was error prone and the SFA explained



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that the application was verified for cause because it was close to the Income Eligibility Guideline amount). Provided technical assistance to the SFA that verification for cause is for questionable applications where the SFA is aware of additional income or persons in the household. See the Verification for Cause section of the Eligibility Manual on pages 99-100.

Corrective Action:

1. Describe the SFA's plan/procedures that will be used beginning SY 2018-19 to correct the verification issues listed above.
2. Assure HCNP that error prone applications will be selected from first.
3. Assure HCNP that the verification official will attend HCNP's verification training in SY 18-19.

General Program Compliance - Ka Waihona o ka Na'auao PCS (1433-8)

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

Finding 9000: Civil Rights - Training

The four staff that serve meals have not yet had Civil Rights training this school year.

Corrective Action:

1. Train the food service staff on civil rights before the end of the school year.
2. Submit to HCNP training documentation (sign-in sheet, agenda, date of training).
3. Assure HCNP that all appropriate staff will be trained annually on civil rights.

810. *Non-discrimination on appropriate Program materials?*

Finding 9000: Civil Rights - Nondiscrimination Statement

The following program materials do not contain the nondiscrimination statement:

1. Meal charge policy
2. Meal Tracker letters
3. Statement Agreement of Meals

Corrective Action:

1. Add the current nondiscrimination statement to the program materials identified above.
2. Submit to HCNP a copy of each document demonstrating the nondiscrimination statement has been added.

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

Finding 9000: Professional Standards - Annual Training Hours

Eight staff members have not yet met the required four hours of annual training for SY 17-18.

Corrective Action:

Submit the training logs for each employee noted, demonstrating that they each met the required number of training hours. If the required training hours have not yet been met, submit a plan on how each employee will meet the required number of hours by the end of the school year.

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

Finding 9000: Food Safety Plan

The SFA's food safety plan is incomplete. The Standard Operating Procedures (SOPs) have not been signed or dated.

Corrective Action:

Review, sign, and date all of the SOPs in the food safety plan. This was completed during the on-site review. Reminder: review the food safety plan annually and all appropriate staff must be trained annually.





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89-195 Farrington Hwy
Wa'ianae, HI 96792-4102

Food Service Contact

Accounting Manager
(808) 620-9030

Month of Review: January 2018

Date of Onsite Review: February 27, 2018

Meal Counting & Claiming - Ka Waihona o ka Na'auao (545-PCS)

317. DOR meal observation – overt identification, F/R eligible students treated differently?

Finding 9000: Meal Counting and Claiming

Only one of the two laptops used at lunch has a security screen to prevent students from seeing the computer screen.

Corrective Action:

1. Add a security screen to the second laptop to help prevent students from looking at the computer screen to prevent overt identification.
2. Provide the date this has been completed.

Meal Components & Quantities - Ka Waihona o ka Na'auao (545-PCS)

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines. There are two meal service lines during lunch. The line on the left ran out of chocolate milk but because a student asked for chocolate milk, the staff replenished the chocolate milk. The line on the right ran out of white milk towards the end of meal service. There were at least 3 students who did not have a choice for their type of milk. White milk was available for the line on the left. Staff need to make sure each line has two types of milk available throughout the meal service.

Corrective Action:

1. Describe how the SFA has corrected the issue above to ensure two types of milk are available on all meal service lines throughout the entire meal service.
2. Train all appropriate staff on this requirement and how they are to implement the corrective action. Submit training documentation (sign-in sheet, agenda, date of training) demonstrating training was conducted.

Technical Assistance:

Suggested to the NSLP coordinator that the staff use two coolers for the left service line (one for white and one for chocolate) like the right service line. Explained that the requirement is to have two types of milk throughout the meal service. Staff need to check and replenish the milk during the breaks/slow times. Staff cannot rely on students to ask for the type of milk that has run out.

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

Finding 9000: Meal Components and Quantities

Menu documentation was reviewed for the week of 1/22-1/26/18. The weekly maximum grain requirement was exceeded by 3.75 oz eq. Exceeding the weekly maximum requirement may result in meals that are in excess of calories, saturated fat, and sodium. Suggest decreasing the Vienna sausage from 3 pieces (1.5 oz eq) to 2 pieces (1 oz eq).

Corrective Action:

1. Revise the breakfast cycle menu to better meet the weekly grain requirement.



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2. Submit the revised HCNP Menu Planning Template and USDA Certification Worksheet for the week of the cycle menu that was used for 1/22-1/26/18.

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

Finding 9000: Production Records and Menu Documentation

The following issues were found with the menu documentation for the week of 1/22-1/26/18:

Lunch

- 1/22/18: For the Recipe Analysis Worksheet for Macaroni and Cheese, separate out the dinner roll since the roll is not part of the macaroni and cheese recipe. The Servings per Purchase Unit per FBG for the cheese sauce should be 8.76 and the elbow macaroni should be 17. This was corrected during the onsite review.
- 1/23/18: Love's whole grain bun - malted barley flour is listed towards the end of the ingredient list. Please obtain clarification from the manufacturer that this is enriched. A revised ingredient list was sent on 2/27/18 stating that the malted barley flour is less than 2% of the product's formula.
- 1/25/18: Egg Noodles - submit a product formulation statement. For the Recipe Analysis Worksheet for Beef Stroganoff, separate out the dinner roll since the roll is not part of the beef stroganoff. Product formulation statement for egg noodles was provided on 2/9/18. Recipe Analysis Worksheet was corrected on 2/13/18.
- 1/26/18: For the Recipe Analysis Worksheet for Kalua Cabbage, the Servings per Purchase Unit per FBG for the cabbage should be 9.86. According to the recipe, each portion provides 2.25 oz eq M/MA, not 2 oz eq. The Recipe Analysis Worksheet and the Menu Planning Template were corrected on 2/28/18.
- Document milk on the production records. Production records submitted for 2/13/18 showing milk is being documented on the production records. Corrected on 2/13/18.

Breakfast

- 1/23/18: Product formulation statement for the pork link sausage cannot be used. It is dated February 1, 2005 and it is not signed. Ask the manufacturer for a current product formulation statement that is signed. Documentation dated 11/10/17 was provided on 2/15/18.
- 1/26/18: Document on the production record for applesauce, 4 oz spoodle is used 2x (similar to how it is listed on the Transport Daily Record). This was corrected during the onsite review.

Corrective Action:

All items identified above have been corrected. No further action required.

General Program Compliance - Ka Waihona o ka Na'auao (545-PCS)

1409. Storage violations observed, on-site, off-site?

Finding 9000: Food Safety - SFA

In the SFA's ice machine, the ice scoop is being stored in the ice.

Corrective Action:

Store the ice scoop outside the machine in a container to prevent contamination. This was corrected during the on-site review. No further action required.