



**SNP Administrative Review Findings**  
*Program Year 2018*

**Connections Public Charter School (2406-6)**

**Connections Public Charter School (2406-6)**  
174 Kamehameha Ave  
Hilo, HI 96720-2834

**Food Service Contact**  
Educational Officer  
(808) 935-3504  
FSMC: Boyd Hawaii LLC

**Executive Contact**  
Director  
(808) 935-2395

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

**Commendations**

- \* -Documentation was available upon reviewers' arrival.
- Documentation was well organized.
- Staff was attentive and quick to retrieve needed information/documents.
- Meals were appealing and tasty.

**Suggestions**

- \* -Use the HCNP's most current version of the meal production record found on the HCNP website.
- About 35 high school students did not have their scan card at lunch meal service. Having the scan cards assists the meal counter in validating the meal counts. Think of a process that may help high school students keep up with their scan cards.

**Technical Assistance**

- \* The SFA used the old version of the MC-7 form for the POS review. Informed the SFA how to obtain the current MC-7 form on the HCNP website to use for the next school year. The current form specifies that a review is to be done on breakfast and lunch.
- \* When making a substitution to a meal, mark through the item that is no longer being served on the production record.
- \* 2 ounces of yogurt is equivalent to 0.5 oz.eq. meat alternate.
- \* All meal components must be served before the POS.
- \* For future SSO announcements, include language that was used in 2016 which specified that the SFA participates in SSO and better explains what SSO is.
- \* Reminded SFA to continue to do breakfast outreach throughout the school year (must inform families multiple times).
- \* Explained to the program director that the 8 hours of food safety training (part of the hiring requirement for the school nutrition program director) is not counted as part of her training requirement of 12 hours. The program director still met the training requirement with her other hours of training.

**General Program Compliance - Connections Public Charter School (2406-6)**

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

**Finding 9000: Civil Rights**

One employee had not yet received Civil Rights training for SY 2017-18. All nutrition program staff must be trained at least once annually.

**Corrective Action:**

1. Submit training documentation to HCNP showing where this employee completed civil rights training. Documentation includes sign-in sheet, agenda, length of training, and any training materials used.

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

**Finding 9000: Civil Rights**

The nondiscrimination statement was not included in the CEP press release.



Program Year 2018

**Corrective Action:**

1. Assure HCNP that the SFA will include the nondiscrimination statement on the CEP press release for SY 2018-19.

1110. *Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?*

**Finding 9000: Smart Snacks**

The vendor does not have a recipe for the spam musubi on file. The vendor submitted nutrient analysis on one piece of musubi during the on-site review; however it did not include the soy sauce marinade.

**Corrective Action:**

1. Create a standardized recipe for the spam musubi including how many pieces the recipe the yields.
2. Submit to HCNP the recipe.
3. Submit to HCNP the label for the spam.

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

**Finding 9000: Professional Standards**

New school nutrition program directors that begin duties after July 1, 2015 must meet the new hiring standards. SFA must seek prior approval from HCNP before hiring an individual that does not meet the minimum hiring standards. The program director did not meet hiring standards upon taking over program duties.

**Corrective Action:**

1. Assure HCNP that the SFA will seek prior approval before hiring a new food service director that does not meet the requirements.

1217. *Frequency of tracking training hours*

**Finding 9000: Professional Standards**

One employee has not yet met the training requirement of 4 hours. She has yet to receive training on meal counting and offer vs. serve for this SY.

**Corrective Action:**

1. Train the employee on her duties as a substitute meal clerk. This includes meal counting and offer vs. serve.
2. Submit training log showing where the employee has received training.

**Technical Assistance:**

SFA stated that the plan is to have the meal clerk attend the HCNP NSLP training in June. The meal clerk should be trained on meal counting and offer vs serve at least once a year since she is the substitute meal clerk.

**IX Special Provision Options - Connections Public Charter School (2406-6)**

2115. *CEP most recent approval – documentation support ISP and claiming percentages?*

**Finding 9000: Community Eligibility Provision (CEP)**

A letter dated 8/21/17 was included in the SFA's newsletter. The letter informed parents regarding lunches that, "If the student orders and does not pick up, parents will receive a letter and/or phone call. The student and parent will be informed that if it continues it will be considered insubordination and can result in disciplinary action. If a pattern develops (three times or more), arrangements will have to be made with the school in order for the student to continue to order lunches."

**Corrective Action:**

1. Change the action that is involved so that it does not discourage students from participating in the meal programs.
2. Submit to HCNP the new action that will taken for students who do no pick up their meals.



2115. CEP most recent approval – documentation support ISP and claiming percentages?

**Finding 9000: Community Eligibility Provision (CEP)**

The SFA maintained enrollment and direct certification documentation. However, the documentation did not specify a date on them. For future documents, the SFA must record the date of the data and initial/sign on the documentation.

The CEP data (enrollment and direct certification counts) for April 3, 2017 included a student who exited the school on 3/30/17. This affects the identified student percentage and claiming percentages (slight decrease in the identified student percentage which results in a slight decrease in the free claiming percentage and a slight increase in the paid claiming percentage).

**Corrective Action:**

1. Assure HCNP that future CEP data will include the date and SFA representative signature.
2. Assure HCNP that SFA will confirm enrollment data prior to submitting CEP data to HCNP.



**Meal Components & Quantities - Kress PCS (396-PCS)**

401. DOR - meals selected by students contain all required components/quantities? Enter data.

**Finding 9000: Meal Pattern and Quantities - Day of Review (Breakfast)**

The label submitted for the pork sausage patty does not include a child nutrition label.

**Corrective Action:**

1. Obtain a product formulation statement from the manufacturer.
2. Submit to HCNP the product formulation statement.
3. If product formulation statement states that the sausage patty credits differently than what is on the production record templates for the sausage in a blanket and sausage with rice, update the production record templates with the correct creditable amount. Submit to HCNP a copy of each of the updated production record templates.

401. DOR - meals selected by students contain all required components/quantities? Enter data.

**Finding 9000: Meal Pattern and Quantities - Day of Review (Lunch)**

The following issues were noted on the day of review for the lunch meal service (2/22/18):

-The whole grain rich requirement was not met. The corn muffin recipe had more enriched flour and enriched cornmeal in it than whole wheat flour. This makes the recipe less than 50% whole grain.

-The recipe for the corn muffin states one serving is equivalent to 0.75 oz. grain. However, staff makes the muffin larger for grades 7-12. Recipes should indicate the portion size and creditable amount for both grade groups in order to provide consistency.

-The production record stated that the corn muffin credits as 0.75 oz. eq. for both grade groups. The production record should indicate the crediting for both grade groups since they are served different sized muffins.

**Corrective Action:**

1. Update corn muffin recipe so that it is whole grain rich and includes the portion size and creditable amount for each grade group.
2. Submit to HCNP a copy of the updated corn muffin recipe.

**Technical Assistance:**

All grains must contain 50% or more whole grain. Recommend changing flour in the corn muffin recipe to all whole wheat flour and continue using cornmeal as is.

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

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

The vendor uses the same recipe for the sandwich bread and dinner roll. The recipe states one serving is equivalent to 2 ounce of grain. However, the production record for the dinner roll states one roll is equivalent to 1 ounce. The vendor stated that the rolls are smaller than the sandwich bread by half.

**Corrective Action:**

1. Update the yeast roll recipe to include the portion size and creditable amount of the roll.
2. Submit the updated yeast roll recipe to HCNP for review.

**General Program Compliance - Kress PCS (396-PCS)**

1404. Food safety plan - written, copy available?

**Finding 9000: Food Safety - SFA**



The SFA's food safety plan does not include cooking process #3 menu items.

The standard operating procedures (SOPs) are not signed as implemented. A few of the SOPs are signed as implemented and reviewed; however these are dated 2012 and 2014.

**Corrective Action:**

1. Collaborate with the vendor in order to document menu items that categorize as cooking process #3. Submit to HCNP a copy of the Process #3 list.
2. Sign and date each SOP. Submit to HCNP a copy of each SOP.
3. Assure HCNP that each SOP will be reviewed at least once annually and signed to show proof of the review.

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

**Finding 9000: Food Safety - SFA**

The share table/cooler for milk is located in the back of the cafeteria with little supervision. The cooler should be relocated to the end of the POS line. This allows students to place unwanted milk in the cooler prior to sitting down at the table and for the meal counter to ensure milk has not been tampered with before being placed in the cooler.

**Corrective Action:**

1. Assure HCNP that the milk cooler is placed at the end of the POS line during each meal service.

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

**Finding 9000: Food Safety - Vendor**

The following issues were observed:

The measuring cup is kept in the rice and flour bin. This is considered cross-contamination.

Juice containers are reused for Crystal Light. Containers may not be reused for storage of food or beverage items. Drink pitchers should be purchased and clearly labeled.

**Corrective Action:**

1. The measuring cups must be stored in a different location. Describe to HCNP the new method of storing the measuring cups.
2. Vendor must purchase drink pitchers for the Crystal Light and clearly label the pitchers when used. Assure HCNP that drink pitchers are now used for the Crystal Light.



## SNP Administrative Review Findings Program Year 2018

## Connections Public Charter School (2406-6)

**Connections Public Charter School (2406-6)**  
174 Kamehameha Ave  
Hilo, HI 96720-2834

**Food Service Contact**  
Mrs. Heather J McDaniel  
Educational Officer  
(808) 935-3504  
FSMC: Boyd Hawaii LLC

**Executive Contact**  
Mr. John L Thatcher  
Director  
(808) 935-2395

No. of Sites / Reviewed: 1 / 1  
Month of Review: **June 2018 (SSO)**

### Commendations

- \* - Documentation was well organized.
- Kitchen was neat and orderly.
- The SFA identified issues with the operation of SSO and made corrections immediately.

### Suggestions

- \* - New employee/volunteer orientation agreement should have been completed with the two SSO administrators.
- Designate a second person to double check SSO meal count totals before submitting the claim.

### Technical Assistance

- \* Provided meal pattern requirements for a 4-day week. Reviewed with the vendor what issues were found for the SSO menu documentation for June 2018.
- \* When making a substitution, mark through the item that is no longer being served. (Repeat TA from AR)
- \* Document type of lettuce on the production record.
- \* SFSP Program Specialist explained the program to the SFA for consideration for next summer.

### Other Federal Programs - Kress PCS (396-PCS)

1827. Meal documentation for last five days of review period indicate required meal components available? Enter data.

#### Finding 9000: Meal Components and Quantities (SSO Review Period)

SFA operates SSO four days a week (Monday-Thursday). The four day meal pattern was not met during the month of June.

For the week of June 25-28, 2018, the following issues were found for Grades K-8:

- Friday, June 28, 2018: did not meet the daily vegetable requirement for (short ¼ cup)
- Weekly vegetable requirement was not met (short ¼ cup)
- Weekly red/orange requirement was not met (short ¼ cup)
- Weekly beans requirement was not met (short ½ cup)

Notes for week of June 25-28, 2018:

- Sliced cheese for bologna sandwich is not creditable.

Since the meal pattern requirements were not met for the week of review, the rest of June was reviewed.

For the week of June 18-21, 2018, the following issues were found for Grades K-8:

- Weekly red/orange requirement was not met (short ¼ cup)
- The spaghetti noodles contain oat fiber which is a noncreditable grain. Contact the manufacturer for a product formulation statement to confirm the product meets the USDA whole grain-rich criteria (oat fiber must be less than 2% of the product formula)

Notes for week of June 18-21, 2018:

- Document and count the chicken nugget breading (1 oz eq for 5 pieces) and meat/meat alternate (2 oz eq for 5 pieces) on



*Program Year 2018*

the production record

- Egg salad recipe – document number of servings and scoop size
- Thursday, June 21, 2018 – chicken credits as 0.75 oz eq, not 1 oz eq. Need at least 17.12# of chicken for 200 servings of 1 oz eq cooked meat/meat alternate

Notes for week of June 12-14, 2018:

- Tuesday, June 12, 2018: beef patty crediting is 2.25 oz eq, not 2 oz eq.

**Corrective Action:**

1. Submit menu documentation for July 16-19, 2018 to demonstrate that corrections were made immediately and that the meals met the four day meal pattern requirements. Submit production records, labels, and recipes. If multiple labels are on one page, please cross out the labels that do not pertain to what was served this week.
2. Submit documentation to show how the following have been corrected:
  - Sliced cheese: describe what has been done to correct this issue. If sliced cheese will be used in SY 18-19, submit the documentation to show it is a creditable product.
  - Spaghetti noodles: submit the product formulation statement that demonstrates this product meets the USDA whole grain-rich criteria
  - Chicken nugget crediting: submit the production record template that shows the crediting information for the chicken nugget breading and meat/meat alternate have been added.
  - Egg salad: submit the revised egg salad recipe to show that the number of servings and scoop size has been added.
  - Chicken Ranch Taco: submit the correction made to the Chicken Ranch Taco recipe and/or production record template to show the chicken crediting is correct.
  - Beef patty: submit the production record template that shows the crediting information for the beef patty has been corrected.
3. Assure HCNP that the SFA will ensure all meals and all weeks of the cycle menu meet the appropriate meal pattern requirements beginning SY 18-19.

**Technical Assistance:**

Provided meal pattern requirements for a 4-day week. Reviewed with the vendor what issues were found for the SSO menu documentation for June 2018.

When making a substitution, mark through the item that is no longer being served. (Repeat TA from AR) There were a number of times when an item was not served and it was not crossed out on the production record.