



Program Year 2018

Hawai'i Academy of Arts & Science PCS
(2413-9)
15-1397 Homestead Rd
Pahoa, HI 96778-1494

Food Service Contact
Kitchen Manager
(808) 965-3730

Executive Contact
School Director
(808) 965-3730

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

Commendations

- * -Documents (Civil Rights Annual Complaint Forms, Food Permits, Press Release, etc.) well organized
- Food Safety Plan extremely thorough and very well organized
- Meal counting staff was interactive with students during the lunch meal service.
- Staff was attentive, quick to retrieve requested information/documentation, and eager to make corrections as requested

Suggestions

- * -Suggest keeping Civil Rights training log in Civil Rights folder rather than general 2017-18 NSLP folder
- Document which milk type each elementary and middle school student orders and have meal counting staff ensure that each student takes the milk type he/she ordered.
- Replace Offer vs. Serve posters with a new one. Current posters are faded. NSLP specialist will mail new posters to SFA.

Technical Assistance

- * Maintaining CEP documentation from the base year.
- * Crediting ulu in ulu muffin at breakfast
- * Having meal counting staff ensure students take the type of milk they ordered.
- * Maintaining sign-in sheets for trainings involving meal counting staff. Trainings would include civil rights, food safety, and meal counting.

Certification and Benefit Issuance - Hawai'i Academy of Arts & Science PCS (2413-9)

124. Certification/Benefits Issuance and Verification N/A due to SFA-wide criteria

Finding 9000: CEP

The CEP Data Collection Report from the base year (SY 16-17) was not updated to reflect the correct data that was discussed with the NSLP Specialist on 4/4/2016. A hard copy of the CEP documents from the base year was not kept on file.

Corrective Action:

SFA updated CEP information and printed a copy to keep on file during the on-site review. No further corrective action is needed.

General Program Compliance - Hawai'i Academy of Arts & Science PCS (2413-9)

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

Finding 9000: Professional Standards

Not all meal program staff members have completed their required hours of training for SY 17-18. SFA stated that all meal program staff plan to attend the Department of Health food safety training this spring. The food safety training will complete the required hours for all meal program staff.



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Corrective Action:

1. Assure HCNP that all meal program staff will attend the DOH food safety training or complete the training online. Include the projected date in which staff will attend training.



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Campus (HAAS Main Site(K-12) (561-PCS)
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Meal Counting & Claiming - Campus (HAAS Main Site(K-12) (561-PCS)

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

Finding 9000: Meal Counting and Claiming - Review Period

On 2/16/2018, the SFA under claimed 1 meal for the DHS location. On 1/17/2018, the SFA under claimed 100 meals for the main campus location.

Corrective Action:

SFA updated meal claim on HCNP Systems, edit check worksheet, and excel document during the on-site review. No further corrective action required.

Meal Components & Quantities - Campus (HAAS Main Site(K-12) (561-PCS)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Finding 9000: Meal Pattern - Day of Review

The product formulation statement for the Nutrigrain bar served at breakfast does not reflect the size of the Nutrigrain bar currently served.

The Nutrigrain bar was not credited correctly on the production record. According to the product formulation statement, a 1.3 oz. bar should credit as 0.75 oz.eq.

Corrective Action:

1. Update records with correct product formulation statement.
2. Submit to HCNP a production record, in which the Nutrigrain bar is served, showing how the bar is credited.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9000: Signage

At least 2 sites (Discovery Heights and Kealanui) did not have the monthly menu posted.

Corrective Action:

1. Post the monthly menu in a visible area near the beginning of the meal service line at each serving location.
2. Assure HCNP that the monthly menu was posted at each site.
3. Explain to HCNP who will be responsible for posting the monthly menu each month at each serving location.

Technical Assistance:

All serving locations must have the monthly menu posted at or near the beginning of the meal service line.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.



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Finding 9000: Production Records - Crediting

The vendor credits meats at 2.2 ounce equivalents (oz. eq.). When crediting meat/meat alternate and grains, the creditable amount must be rounded down to the nearest quarter ounce.

The ulu muffin is not credited correctly. Ulu is credited based on $\frac{1}{2}$ cup = 1 oz. eq. grain. Based on the SFA's recipe, the ulu muffin credits as 1.5 oz. eq.

Corrective Action:

1. Submit to HCNP a production record, in which the ulu muffin is served, showing how the muffin is credited.

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

Finding 9000: Meal Pattern - Review Period

SFA is not meeting the whole-grain rich requirement for the bread crumbs used for the chicken fingers.

Corrective Action:

Vendor submitted whole grain rich exemption. Exemption was granted. No further corrective action is required.

General Program Compliance - Campus (HAAS Main Site(K-12) (561-PCS)

1408. Temperature logs available?

Finding 9000: Food Safety - SFA

SFA does not keep a thermometer in the walk-in refrigerator. The SFA uses a thermometer gun in the mornings to record the temperature. This is not acceptable.

Corrective Action:

1. Purchase a thermometer to store in the walk-in refrigerator.
2. Submit to HCNP a week of temperatures logs for the walk-in refrigerator.

Technical Assistance:

The thermometer gun should be used for food only.