



Program Year 2018

**Volcano School of Arts & Sciences PCS
(2409-1)**
99-128 Old Volcano Rd
Volcano, HI 96785-0845

Food Service Contact
Food Service Manager
(808) 985-9901

Executive Contact
Principal
(808) 985-9800

No. of Sites / Reviewed: 2 / 1
Month of Review: October 2017

Suggestions

- * --Food appears to be over produced for meals. This increases food cost. Use the production sheets to track meal counts and determine how much food to produce daily.
- Excessive inventories were observed in the basement (6 cases bananas, excessive 1 lb of various spices, etc .) Streamline ordering and use a perpetual inventory to insure low inventories.
- Use assignment lists (job duties) for employees for daily, weekly and monthly duties.
- Breakfast was disorganized and slow. Pre-plate items to keep lines moving. Recommend changing from OVS to serve all for breakfast. Use parent volunteers to serve since they are there. Use proper size serving items to prevent spilling. For example, smoothie on one line was put in a 12 oz cup but the other had a 8 oz cup for 1 cup of product.
- Set up serving lines to maximize serving times to ensure students have time to eat their food. Use portion control cups for fruits/vegetables for self-serve to increase line speed.
- For lunch, enforce Offer vs Serve better to reduce food waste. Students only have to take 3 of 5 items at lunch and milk is not required to be taken. Recommend bundling meals to ensure reimbursable meals are served.
- Keep meal service area set up for breakfast and lunch at all times so it does not have to be done before service. It was observed that food is usually late and students are waiting for the food to be ready to serve.
- Being late consistently interferes with student academic time and shortens time students have to eat.
- More pre-prepping for the next day will help employees be on time for the meal service.
- Parents working in cafeteria informed AR team of a general displeasure of the meal service here. Mostly, heard about food waste. This could be prevented by better implementing OVS.
- Tables used for serving should be sanitized before using and after since they are also used for other functions.
- Do not use heavy cream in cooking. Adds fat, calories and sodium.
- Write in the specs foods that are low in sodium and/or fat. For example, ranch dressing, soy sauce, etc.
- Meals for field trips should be provided; especially since they are taken weekly. Since labor is not reduced on field trip days, money is lost in reimbursement monies for missed meals. 15 meals times 2 classes times 180 school days times \$3.90 = approx. \$21,000 annually.
- Labor appears to be high for under 155 meals at lunch daily. Unofficial calculations for labor showed a meals per labor hour at 9.6 with the mean being 14.6 meals per hour and the range being 12 -15 meals per hour. (Source: School Nutrition Association)
- Breakfast counts for last year were much lower than lunch considering all meals are free. In addition, many bag lunches from home were observed which may indicate student dissatisfaction with the current menu and/or quality of food. Suggest researching this as lunches from home tends to be of lower nutritional standards. In addition, missed meals reduces USDA reimbursements to the school's budget.

Commendations

- * -School is showing good effort in implementing farm to school by using local produce.
- The school has a good system for consolidating meal counts.



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Technical Assistance

- * ASP: Milk was served to the students after the point of service. Recommend having all three snack components available to students before the point of service and allowing the students to choose two of the three components.
- * SFA stated preschool class conducts breakfast and lunch family style. What was observed is not considered family style. HCNP recommends preplating all meal components before students sit down at the table so that an accurate meal count can be taken.
- * Substitutions to the menu are made on a daily basis. Reviewers understand that substitutions will need to be made time to time. However, the SFA should strive to serve the planned menu.
- * CEP documentation must be maintained to support CEP numbers submitted to HCNP annually (enrollment and identified students). Provided TA on checking possible matches in HCNP Systems for direct certification.
- * When notes are made to program documentation, remember to initial and date them.
- * TA provided on the preschool meal pattern and documenting what preschoolers are served on the production record.
- * Ulu recipe will need to be reformulated to provide the desired amount of ounce equivalents.
- * Each SFA is required to categorize meal program staff according to their duties in the program. The categorization determines how many hours of training each staff member must obtain each school year.

Meal Counting & Claiming - Volcano School of Arts & Sciences PCS (2409-1)

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

Finding 9000: Meal Counting and Claiming

The following issues were observed relating to meal counting:

- Meal counting staff is not adequately trained on Offer vs. Serve and the proper meal counting procedures.
- Preschool meal counting is not done at the point of service. Staff should pre-plate meals and count as each student sits down to their meal.
- Adequate counts were not obtained at the breakfast meal service at the elementary school. Meal counter was distracted several times throughout the service, and reviewer had to point out two students that were missed.

Corrective Action:

1. Train all meal counting staff, including back up meal counters and preschool classroom meal counters, on the proper meal counting procedures.
2. Submit to HCNP the training agenda, sign-in sheet, and training materials used. Training materials may be located on the HCNP website under the Training Resources tab.

314. SFA following approved SFA-SA agreement?

Finding 9000: Meal Counting and Claiming

The SFA's meal program application in HCNP systems indicates that meal counting is conducted via computer system. It was observed during the on-site review that a manual checklist is used for meal counting.

Corrective Action:

1. Update the site application in HCNP Systems to reflect the current meal counting practices at the school.
2. Provide HCNP with the date the change was made.

Resource Management Comprehensive Review - Volcano School of Arts & Sciences PCS (2409-1)

766. Process for calculating compliance with Revenue From Nonprogram Foods requirements?

Finding 9000: Past due-USDA Nonprogram Revenue Tool

The SFA did not submit the USDA Nonprogram Revenue Tool to HCNP.



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Corrective Action:

Complete the USDA Nonprogram Revenue Tool and email it to HCNP

General Program Compliance - Volcano School of Arts & Sciences PCS (2409-1)

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

Finding 9000: Civil Rights

The SFA did not complete the Ethnic Data Report by 10/31/2017. The last Ethnic Data Report that was provided by the SFA was completed 10/10/2014. The report must be completed each school year by October 31 and kept on file for the required three years plus the current school year.

Corrective Action:

1. Complete the Ethnic Data Report for SY 2017-18. Submit to HCNP for review.
2. Explain to HCNP who will be responsible for completing the Ethnic Data Report by October 31 every school year.

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

Finding 9000: Civil Rights

The SFA's civil rights binder contains the old nondiscrimination statement and old nondiscrimination procedures (dated 2013). This is a repeat finding.

The old civil rights poster is on the cover of the civil rights binder.

Corrective Action:

1. Assure HCNP that the SFA removed all outdated forms.
2. Replace the outdated civil rights poster with the current version found on the HCNP website.

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

Finding 9000: Local Wellness Policy (LWP)

The LWP does not contain all of the requirements. A copy of the needed changes was provided during the on-site review. The following was noted:

- The wellness policy is not posted on the school website.
- The SFA has yet to update or modify the wellness policy as required for the triennial assessment.
- An identified leader to be responsible for overseeing the LWP has yet to be appointed and specified in the LWP.
- The policy states that the wellness committee plans to meet annually; however, there is no proof of annual meetings and assessments.
- The policy does not list who is a part of the wellness committee.
- The SFA has yet to provide updates on the LWP to the public.

Corrective Action:

1. Update the LWP with the changes listed above. The USDA LWP requirements can also be located at https://fns-prod.azureedge.net/sites/default/files/tn/LWPsummary_finalrule.pdf. Submit a copy of the updated LWP to HCNP for review.
2. Post a copy of the most current LWP and assessment of the LWP on the school's website. Provide the link in which the LWP can be located on the website.
3. Assure HCNP that a copy of each assessment will be kept on file for three years plus the current school year.

1217. Frequency of tracking training hours

Finding 9000: Professional Standards

After interviewing meal program staff, staff stated that they had not received any training this school year. However, the



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training logs indicated otherwise. Issues found during the on-site review indicated that staff had not received adequate training.

Corrective Action:

1. List each meal program staff member, their duties, and their professional standards classification – food service director, food service manager, full time staff, or part time staff.
2. Submit an individual training log for each meal program staff member. You may use HCNP’s training tracker template located at <http://hcnp.hawaii.gov/training-resources/> > 2017.
3. For staff that has yet to receive their required number of training hours, submit a training plan showing how each staff member intends to meet their training requirements by the end of SY 2017-18.

Refer to the below resources for further information on professional standards:

Food service director: https://fns-prod.azureedge.net/sites/default/files/tn/ps_appendixA.pdf

Food service manager: https://fns-prod.azureedge.net/sites/default/files/tn/ps_appendixB.pdf

Full and part time staff: https://fns-prod.azureedge.net/sites/default/files/tn/ps_appendixC.pdf

IX Special Provision Options - Volcano School of Arts & Sciences PCS (2409-1)

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

Finding 9000: Other Finding

Documentation is not maintained to support the CEP data that was submitted to HCNP. During the on-site review, the SFA provided enrollment and direct certification information that did not match the CEP data that was submitted. This resulted in a decrease in the free claiming percentage to 66.5% and an increase in the paid claiming percentage to 33.5%.

Corrective Action:

1. Assure HCNP that the SFA will maintain the proper CEP documentation (enrollment and list of identified students) that supports the CEP data submitted to HCNP every April.



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Old Volcano Road (560-PCS)

99-128 Old Volcano Rd
Volcano, HI 96785-0845

Food Service Contact

Food Service Manager
(808) 985-9901

Month of Review: October 2017

Meal Counting & Claiming - Old Volcano Road (560-PCS)

324. *Questionable patterns in Free, Reduced Price or Paid meal counts? Enter data.*

Finding 9000: Meal Counting and Claiming - Review Period

Meal counting documentation for the review period indicated that chocolate milk was not available for 16 students on 10/5/2017. Two allowable milk types must be available to all students throughout each meal service. 16 meals will be disallowed.

Corrective Action:

1. Explain to HCNP the milk ordering process the SFA is implementing so that two types of milk will be available throughout each meal service.
2. If milk inventory is low and SFA is not expecting a milk delivery prior to the meal service, assure HCNP that the SFA will purchase two allowable types of milk in bulk container sizes to supplement inventory until the next milk delivery.

Meal Components & Quantities - Old Volcano Road (560-PCS)

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

Finding 9000: Meal Pattern and Quantities - Day of Review

The following issues were observed on the day of review:

Breakfast:

- SFA credits Ulu muffin as a 2 ounce equivalent of grain. After calculating the ounce equivalents (oz. eq.) based on the recipe (100 servings), the muffin credits as a 0.5 oz. eq. After speaking with the food service director, she stated that she gets 80 servings from the recipe. Based on 80 servings, the muffin credits as 0.75 oz. eq.
- Staff does not follow standardized recipes. It was observed that ingredients were not measured out.
- The breakfast meal service did not start on time causing students to take breakfast with them to the classroom. This seemed to be a reoccurring issue. Students must be given adequate time to consume their meal.
- Students were allowed to take only two items at meal service. Students must take at least three items at breakfast meal service with one item being at least a ½ cup of fruit or vegetable in order to be considered reimbursable.
- The students were unable to carry their breakfast and the smoothie overflowed. This led to several spills.
- During the breakfast meal service, students were allowed to take one ulu muffin (0.75 oz. eq.) and one apple banana (1/4 cup). Reviewers counted at least 16 meals as non-reimbursable due to incorrect crediting and not implementing OVS correctly. Fiscal action will occur for the 16 meals.
- Meal counting staff stated that a student was allergic to milk and allowed the student to only take two items at breakfast. This meal is considered non-reimbursable and will be taken back. The student must be accommodated either by substituting the milk for a different type or by offering a third dairy-free item. If the accommodation does not meet the meal pattern requirements, the SFA must request a medical statement and keep the statement on file.
- Milk was on the floor during the meal service. All food must be kept at least 6" off the floor. The placement of the milk caused one student to spill their smoothie. In addition, the placement of the milk does not encourage students to take milk during the meal service.



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Lunch:

- Lunch meal service did not start on time. This seemed to be a reoccurring issue. Students must be given adequate time to consume their meal.
- Students were served $\frac{3}{4}$ of an orange. This is less than $\frac{1}{2}$ cup of fruit and does not meet the meal pattern requirements.
- Two classes were on a field trip during the lunch meal service. The food service staff stated that they were unaware of the field trip. Other school staff stated that field trips are taken almost weekly. The miscommunication resulted in an overproduction of food.

Corrective Action:

1. Train kitchen staff on following standardized recipes and using the proper utensils that will allow for accurate measurement of ingredients. Submit to HCNP the training agenda, sign-in sheet, and any training materials used.
2. Submit to HCNP a standardized recipe for the ulu muffin. Include with the recipe, the grain ounce equivalent per muffin.
3. Explain to HCNP the changes that will be made to ensure that both breakfast and lunch meal service begins on time.
4. Train all meal program staff on the meal pattern requirements for both breakfast and lunch. Submit to HCNP the training agenda, sign-in sheet, and any training materials used. Training materials can be found on the HCNP website under the Training Resources tab.
5. Train all meal program staff on Offer Versus Serve. Submit to HCNP the training agenda, sign-in sheet, and any training materials used. Training materials can be found on the HCNP website under the Training Resources tab.
6. Explain to HCNP how the SFA will set up the breakfast meal service to ensure only reimbursable meals are served. Include in the explanation if the SFA will continue implementing Offer Versus Serve or if the SFA will switch to a Serve All service for breakfast.
7. Explain to HCNP how the SFA will address the difficulty the students have with carrying their breakfast to the table. Include in the explanation how the SFA will address the overflow of the smoothie.
8. Explain to HCNP how the student who is allergic to milk will be accommodated. If a medical statement is provided to the SFA, submit a copy of the statement to HCNP for review.
9. Explain to HCNP how the milk will be set up for breakfast meal service. Submit a picture of the service to show the placement of the milk.
10. Explain to HCNP how the SFA will set up the lunch meal service to ensure only reimbursable meals are served. Suggestion: Bundle meals with the meat, grain, and at least a $\frac{1}{2}$ cup of vegetable or fruit. Students may then choose which additional vegetables and/or fruits they may want. This will assist students in moving faster through the meal service line and aid the meal counters in identifying a reimbursable meal.
11. Create and submit to HCNP a written procedure on how field trips will be communicated to the food service staff.

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

Finding 9000: Signage

- The Justice for All (JFA) poster was not posted in the preschool classroom. A JFA poster must be posted in all areas of meal service and each school's front office.
- The breakfast offer vs. serve poster was not posted at the beginning of the meal service line.
- The monthly menu was not posted at the beginning of the meal service line. This is a repeat finding.

Corrective Action:

No further corrective action is needed. All signage issues were corrected during the on-site review.

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

Finding 9000: Meal Pattern and Quantities - Review Period

The week of 10/16-10/20/17 was selected for review. The following issues were found:

Breakfast:

- The menu planning templates, production records, and recipes and labels do not provide consistent information. This is a repeat finding.



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- The preschool meal pattern is not met. SFA serves the same portion sizes to the preschool students as to grades K-5. The preschool students are not comingled with other grades; therefore the preschool meal pattern must be served.
- Reviewer is unable to verify if the whole grain rich requirement is met. A label for the bagel and granola was not submitted.
- The production record states two apple bananas are served for a 1 cup serving. One apple banana provides a ¼ cup serving, thus two apple bananas would provide a ½ cup serving.
- The production record states a #113 orange is cut into 6 slices. A #113 orange provides 5/8 cup of fruit. After speaking with food service director, she stated that the oranges are cut into 4 slices and that 6 slices are served per student.

Lunch:

- The menu planning templates, production records, and recipes and labels do not provide consistent information.
- The tea roll served on 10/16/17 and 10/20/17 is listed on the production record as a 1.5 oz. eq. The label states that each tea roll provides 1.25 oz. eq.
- The preschool meal pattern is not met. SFA serves the same portion sizes to the preschool students as to grades K-5. The preschool students are not comingled with other grades; therefore the preschool meal pattern must be served.

The week of review did not meet the meal pattern requirements. The review period was expanded to the entire month of October 2017. The production records, recipes, and labels do not provide consistent information and reviewer is unable to verify if the menu meets the meal pattern requirements.

Corrective Action:

1. Train all meal program staff on the preschool meal pattern requirements. Submit to HCNP the training agenda, sign-in sheet, and any training materials used. Training materials can be found on the HCNP website under the Training Resources tab.
2. Update the cycle menu so that it corresponds to the product labels and recipes. Use the HCNP Menu Planning Template to input each week of the cycle menu. Template is located at <http://hcnp.hawaii.gov/overview/nslp/> > Meal Pattern tab. All menu documentation must clearly indicate what is served to preschool and what is served to grades K-8.
3. Input each week of the corrected cycle menu into USDA's Certification of Compliance Worksheet to show that each week of the menu meets the meal pattern requirements. <https://www.fns.usda.gov/school-meals/certification-compliance-worksheets-5-day-schedule>
4. Create production record templates for each day of the cycle menu. The most current version of HCNP's production record template can be located on the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> > Program Resources > Production Record and Transport Daily Record.
5. Submit to HCNP a copy of each menu planning template, Certification of Compliance Worksheet, and production record template.
6. Submit to HCNP a copy of each product label and recipe that corresponds with the cycle menu.

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

Finding 9000: Production Records

The following issues were found on the production records:

- Recipes that were submitted for the review period did not always correspond with the items listed on the menu and/or production records. Recipes must match up with the items listed on the menu and production records.
- It was observed during the on-site review that temperatures were not taken prior to meal service. Temperatures were either typed into the production record prior to the day of service or written in after the meal service. For example, 40 degrees is typed in for milk. This is unacceptable. The temperature of all hot and cold foods must be taken on the day of service, prior to serving, and recorded on the production record. If the temperature of an item is not taken, the food service staff must not guess the temperature.
- Production records are completed after the day of service. Production records are to be completed prior, during, and immediately following the service. This ensures that production records are completed on a daily basis and that the most accurate information is documented.

Corrective Action:



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1. Train kitchen staff on how to correctly complete production records using the Production Record PowerPoint located on the HCNP website under the Training Resources tab. Submit to HCNP the training sign-in sheet.
2. Assure HCNP that the SFA will take the temperature of each food item prior to serving and record the temperature on the production record in real time.
3. Assure HCNP that the SFA will complete each production record on the day of service.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

Finding 9000: Offer Versus Serve (OVS) - Preschool

- OVS was implemented at the preschool breakfast meal service. OVS is not an option for preschool students unless the students are comingled.
- All preschool students received a reimbursable meal for breakfast except for one. This meal will be taken back through fiscal action.
- It was not communicated to the preschool staff the correct portion size for each component.

Corrective Action:

1. The SFA must serve all components at preschool meal service. Explain to HCNP the new steps that will be taken during the preschool meal service to ensure each student receives a reimbursable meal.
2. Explain to HCNP how the food service staff will communicate with the preschool staff on the appropriate serving size for each component.

General Program Compliance - Old Volcano Road (560-PCS)

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

Finding 9000: SFA On-Site Monitoring

The on-site review of the SFA's point of service (MC-7 form) for SY 17-18 has yet to be completed. The SFA was unable to provide record of the review from previous school years.

The MC-7 form must be completed for each service location (preschool classroom, elementary school, and middle school) and for both the breakfast and lunch meal service by February 1 of each school year. Records must be kept on file for three years plus the current school year.

Corrective Action:

1. Complete a separate MC-7 form for each service location and for both breakfast and lunch meal service. SFA should complete a total of six MC-7 forms. Submit to HCNP a copy all six review forms.
2. Explain to HCNP how the SFA plans to meet the February 1 deadline each school year, and how the SFA will keep the review forms for the required three years plus the current school year.

1300. Potable Water – free and available to all students, lunch and breakfast?

Finding 9000: Potable Water

Cups are not provided to the preschool classroom on a regular basis for water during meal service. A classroom sink is used as the water source, therefore cups must be provided.

Corrective Action:

1. Explain to HCNP how the SFA plans to supply the preschool classroom with cups for water on a regular basis.

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

Finding 9000: Food Safety

The following issues were observed related to food safety:



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- A yogurt container is kept in the rice bin. Measuring utensils should never be stored in the product to prevent cross contamination.
- The corn meal bag was left open in a garbage bag on the floor with a measurement cup in the corn meal. Food must be stored at least 6" off the floor and the package must be tightly closed. Measurement cups may not be kept in the package.
- Sour cream, yogurt, and coffee containers are used as storage containers and measurement cups. This is not allowed.
- The flour stored in bins is neither labeled nor dated.
- Items in the refrigerator and freezer, both in the kitchen and downstairs storage, are not labeled or dated. All items placed in storage bags, dressing bottles, pans, etc. must be labeled with what it is and dated.
- Program foods are stored with non-program foods – popcorn, pasta, white rice.
- #10 cans are stored on the floor.
- The following items were found to be expired and were discarded: grape jelly, mayonnaise, yogurt, half and half, and one carton of 1% white milk in downstairs refrigerator. If a product is out of date, the product must be labeled with "DO NOT USE" or discarded immediately to prevent others from using the outdated product.
- The freezer in the kitchen is not clean and organized. An item had leaked in the bottom and was not cleaned up.
- The thermometer in the kitchen refrigerator is not working properly, and there is no thermometer in the storage freezer. The food service director uses a thermometer gun in order to take the temperature of the freezer. This is not acceptable.
- The thermometer in the elementary school refrigerator is not working properly.
- The elementary school refrigerator had an uncovered bagel on the bottom shelf.
- Temperature logs are not kept for all program equipment. Logs must be kept for all kitchen, storage, and elementary school equipment that stores program foods.
- Three compartment sink is not used properly.
- The staff hand washing sink was blocked by the pan rack. Sinks are not to be blocked.

Corrective Action:

1. Train all nutrition program staff on food safety. Submit to HCNP the training agenda, sign-in sheet, and training materials used. Training materials may be located on the HCNP website under the Training Resources tab.
2. Purchase proper measuring cups/utensils instead of reusing sour cream, yogurt, and coffee containers. Submit a photo of the new measuring cups/utensils.
3. Explain to HCNP where the measuring cups/utensils will be stored rather than in the product.
4. Purchase thermometers and place in each refrigerator and freezer that contains program foods in a place where it can easily be read by staff each day. Note: It is not recommended to keep thermometers in the door of the equipment as temperature could read higher than it actually is. Submit to HCNP a week of temperature logs for each refrigerator and freezer that contains program foods.
5. Explain to HCNP the procedure the SFA will implement to ensure inventory does not contain expired foods.
6. Submit a photo showing that all food is stored at least 6" off the floor.
7. Submit a photo of each refrigerator and freezer showing that equipment is clean and organized and that items are labeled and dated.
8. Post signage reminding staff to not block access to the hand washing sink. Submit a copy of the signage to HCNP as well as a photo showing that the hand washing sink is no longer blocked.

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

Finding 9000: Food Safety - continued

The following issues were observed related to food safety:

- Reviewers did not observe staff washing hands prior to meal prep or between changing gloves. Staff is unlikely to properly wash hands due to the effort needed to get to the sink.
- Kitchen staff put gloves on at the elementary school without first washing their hands and had to be reminded by manager to wash their hands.
- Kitchen staff stated that the fruit served at the breakfast meal service had been previously washed then placed back into the original dirty box. This is unacceptable as the box was dirty, and it did not appear that the fruit had been previously washed.



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Fruits must be washed prior to serving.

- Staff prepped ready to eat fruits with bare hands. Ready to eat fruits and other food items must be handled with gloved hands.
- During the breakfast service, milk was served from crates that were on the floor. All foods should be at least 6" off the floor.
- Numerous flies were observed in the cafeteria. Suggestion: Install fly fans at the entrances of the cafeteria or at least have ceiling fans turned on during meal service to keep the flies to a minimum.
- During the breakfast service, spoons were in a container with the spoon side up. Spoons must be stored with handle up.
- The most current sanitation inspection was not posted. This was corrected during the on-site review.
- The food establishment permit expired on 9/30/2017. A new permit has not been obtained.
- SFA does not have a food safety plan at the elementary school.
- The food safety plan that is kept in the kitchen at the Middle School is incomplete. The standard operating procedures (SOP) are not signed and reviewed annually. There is no record of training on the food safety plan and SOPs.

Corrective Action:

1. Explain to HCNP what the SFA is doing to keep flies in the cafeteria to a minimum.
2. Submit a photo showing how utensils are stored so that students may pick up a utensil by the handle.
3. Obtain and post the new food establishment permit. Submit a copy of the permit to HCNP.
4. Create and complete a food safety plan for the elementary school. Include standard operating procedures in the plan. Submit to HCNP a completed copy of the elementary school food safety plan. SFA may use HCNP's food safety plan template located at <http://hcnp.hawaii.gov/overview/nslp/> > Food Safety tab.
5. Complete the food safety plan that is kept at the middle school. Submit a copy of the food safety plan to HCNP for review.
6. Train all nutrition program staff on the food safety plan and standard operating procedures. Include in the training proper handling washing procedures. Submit to HCNP the training sign-in sheet.

Other Federal Programs - Old Volcano Road (560-PCS)

1700. ASSP – areas identified requiring TA, CA?

Finding 9000: Afterschool Snack Program - Self Review

SFA did not complete the Afterschool Snack Program self-review within the first 4 weeks of program operation. The SFA was not able to provide proof of snack reviews from previous school years. This is a repeat finding.

The self-review must be completed within the first 4 weeks of program operation. A second review must be completed before the end of the school year. Records must be kept on file for three years plus the current school year.

Corrective Action:

1. Complete the self-review of the Afterschool Snack Program and submit a copy to HCNP.
2. Assure HCNP that the SFA will conduct a second review of the snack program prior to the end of the current school year. Provide the projected date of the second review.

1700. ASSP – areas identified requiring TA, CA?

Finding 9000: Afterschool Snack Program – Day of Review

The following issues were observed of the Afterschool Snack Program:

- The pretzels that are served for snack are not enriched, and therefore do not meet the meal pattern requirements.
- The snack served on the day of review was not the snack listed on the monthly menu. It was noted that substitutions are often made.
- The snack served on the day of review was 1 ounce of string cheese and ½ cup of apple. The apple did not meet the required serving size of fruit (¾ cup).
- Staff allowed students to take only one of the two snack items, and counted all students as receiving a reimbursable snack.
- Milk was served after the point of service. The milk was also served to students who either did not take a snack or brought a



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snack from home. This is allowed as long as all milk served is documented and milk that is not part of a reimbursable snack is covered by funds outside of the nonprofit food service account.

- The temperature of the snack items was not taken prior to the snack service.
- The Food Service Director completed the production record on 12/1/2017 for the snack service on 11/30/2017. The production record showed that 18 snacks were served when only 6 students were marked as receiving a snack on the meal counting sheet.

Corrective Action:

1. Explain to HCNP how the SFA plans to decrease the amount of substitutions made to the menu.
2. Serve a new product in place of the pretzels that is either whole grain or enriched. Submit to HCNP the label of the new product.
3. Train all staff with duties related to the Afterschool Snack Program. The training should include information on the meal pattern requirements, what a reimbursable snack is, the correct method of meal counting, food safety (taking temperature of food items), and how to accurately complete a production record. Submit to HCNP the agenda, sign-in sheet, and materials used in training. Training materials may be found on the HCNP website at <http://hcnp.hawaii.gov/training-resources/>.
4. Revise the monthly snack menu to include the correct serving sizes. Submit the revised menu to HCNP for review.
5. Submit to HCNP a week of meal counting sheets and production records for the Afterschool Snack Program. Records must be from the same week.