



SNP Administrative Review Findings Program Year 2023

Connections Public Charter School (2406-6)

Connections Public Charter School (2406-6)

174 Kamehameha Ave
Hilo, HI 96720-2834

No. of Sites / Reviewed: 1 / 1

Month of Review: April 2023

Date of Review: May 15-19, 2023

Exit Conference: May 19, 2023

Due Date for Corrective Action: **July 16, 2025**

Commendations

* Sponsor: Documentation

Staff did a good job uploading documentation to Dropbox.

* Sponsor: Live Streaming

The School Food Services Manager was proactive with testing the live streaming at the school by requesting to meet with the HCNP before the start of the Administrative Review to test the internet connection and equipment.

* Sponsor: Meal Service

The School Food Services Manager did a really good job live streaming the school's meal service operations with two cameras and did a great job with recording meal preparation, especially the commentary.

* Sponsor: Seamless Summer Option

Thank you for providing requested documentation promptly. Meal service ran smoothly. Kitchen is clean and organized.

Technical Assistance

* General Program Compliance: Breakfast Outreach

School Breakfast Program Outreach: include the breakfast meal service time so parents and students know what time to come to school for breakfast. When maintaining documentation, please make sure the date is documented to demonstrate your SFA completed the requirement on-time. The newsletters that were submitted for breakfast outreach were of only the page with the breakfast outreach - it did not have a date on them but appeared to be from SY 21-22 based on some of the other information on the newsletter. Maintain a copy of the entire newsletter.

Suggestions

* Sponsor: Oranges

When serving the orange wedges, consider putting the sliced oranges in hotel pans instead of the tall white containers. This should make it easier to plate and prevents potential contamination since staff would not have to reach into the tall containers when serving the orange wedges.

* Sponsor: Oil

Substitute oil for butter in recipes to help decrease the saturated fat in the meals and may be more cost effective. The Manager demonstrated through the meal preparation videos that he started to make this change with the scrambled eggs for Tuesday's breakfast.

* Sponsor: NSLP Equipment Grant

Consider applying for the NSLP Equipment Grant for items such as a commercial blender since it was mentioned that the current blender (not a commercial blender) at times stops working while making the smoothies, and portable steam table on wheels since it was mentioned that the school may serve meals from the bar area in the main dining area.

* Sponsor: Summer Seamless Locations

The list of other locations that are offering free summer meals is difficult to find on your school website. This information is in a link under all of the other links that are not related to summer meals. To better advertise the list of other locations where

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families can find free meals during the summer for their children, include this immediately after the information about your school's summer meals. For example, after the second paragraph of your summer meals information (before the nondiscrimination statement), explain that there are also other locations that are offering free summer meals to children and to click the following link to see the list of locations that are providing free summer meals (immediately list the link).

* Sponsor: Summer Seamless Advertising

Consider advertising the school's summer meals using the School Messenger (automated phone message) as another way to promote the availability of free summer meals for children.

Meal Counting & Claiming - Connections Public Charter School (2406-6)**313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?****Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

The edit checks do not include the Attendance Factor. As a result, the attendance-adjusted eligible counts are not being calculated. SFAs are required to compare daily meal counts to the attendance-adjusted eligibles to ensure compliance.

Corrective Action:

1. Update all of the SFA's edit checks to incorporate the Attendance Factor.
2. Provide training to all appropriate staff involved in meal counting and claiming procedures.
3. Maintain documentation confirming all edit checks have been corrected and training has taken place with all appropriate staff. Training documentation includes the sign-in sheet, date of training, and agenda.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and its corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

314. SFA following approved SFA-SA agreement?**Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.**

The SFA is not following its approved SFA-State Agency Permanent Agreement and Application. Specifically, the SFA is not adhering to the approved Point of Service (POS) procedures. A discrepancy was noted during the on-site review: meals are being served at an off-campus location for the agriculture program, which was not disclosed in the NSLP renewal application.

Corrective Action:

SFA revised the site application and submitted the required offline form for the off-campus agriculture program site. Completed 6/1/23. No further corrective action is required.

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: Other Finding**

A Civil Rights Ethnic Data Report was not submitted to determine compliance.

Corrective Action:

1. Create and implement a Civil Rights Ethnic Data Report for each school year.
2. Annually review and update the Civil Rights Ethnic Data Report.
3. Maintain on file the Civil Rights Ethnic Data Report.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by

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the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?**Finding 9000: Other Finding**

A Complaint Log was not submitted to determine compliance.

Corrective Action:

1. Create and implement a Complaint Log for each school year.
2. Annually review and update the Civil Rights Complaint Log.
3. Maintain on file the Complaint Log.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?**Finding 9000: Other Finding**

A Civil Rights Complaint Form was not submitted to determine compliance.

Corrective Action:

1. Create and implement the most recent Civil Rights Complaint Form. HCNP has a complaint form available on HCNP's website for SFAs to utilize.
2. Maintain the Civil Rights Complaint Form on file.
3. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?**Finding 9000: Other Finding**

The SFA did not publish the required public release for the current school year.

Each school year, SFAs must notify the public that free and reduced-price meals are available. This public notice must be distributed to the local news media, the unemployment office, and any major employers in the area who may be contemplating large layoffs. If the local news media charges a fee to publish the notice, alternative posting locations – such as the school website, post office, or grocery stores – are acceptable.

Corrective Action:

1. Create and publish the required public release for the current school year.
2. Maintain documentation verifying that the public release was published.
3. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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*Program Year 2023***Connections Public Charter School (2406-6)***810. Non-discrimination on appropriate Program materials?***Finding 9000: Other Finding**

The SFA distributed a breakfast promotion flyer that did not include the required short USDA non-discrimination statement. All program materials must include the appropriate USDA non-discrimination statement to ensure compliance with federal regulations.

Corrective Action:

1. Update the breakfast promotion flyer to include the required USDA non-discrimination statement.
2. Maintain a copy of the corrected flyer and any future breakfast promotions on file.
3. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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*1213. Validate OFS #1203 - Did new Director meet food safety certification and training requirements?***Finding 9000: Other Finding**

The School Nutrition Program Director has not completed the required Hawaii State Department of Health Food Handler Certification. This certification is mandatory for all School Nutrition Program Directors to ensure proper food safety and program compliance.

Corrective Action:

1. The School Nutrition Program Director must complete the Hawaii State Department of Health Food Handler Certification.
2. Keep training documentation (certificate) to confirm that training was completed. Documentation should be kept for 3 years plus the current school year, or 6 years plus the current year, if required to follow the Hawaii State Department of Education requirement.
3. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

*1215. Validate OFS #1205 - Did School Nutrition Manager meet annual training requirements?***Finding 9000: Other Finding**

The school nutrition manager did not meet the training requirements, and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.

Corrective Action:

1. Annually, the School Nutrition Program Manager must complete a minimum of 10 hours of training relevant to their job duties.
2. Create a standard operating procedure (SOP) detailing how all school nutrition managers at the SFA level and at the school level have met the required professional standards training hours requirement annually. Include in the procedures how the SFA will have all required information readily available for review upon request by the State Agency.
3. Train all appropriate staff on the SOP.
4. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
5. Documentation of professional standards training should be kept for 3 years plus the current school year, or 6 years plus the current year, if required to follow the Hawaii State Department of Education requirement. Records that list the employee name, employer/school, hiring date, Professional Standards job category, training title, topic/objectives, training source, dates, and total training hours would be appropriate to show compliance with professional standards training requirements.



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6. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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

Finding 9000: Other Finding

The school nutrition staff did not meet the training requirements, and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.

Corrective Action:

1. Annually, the full-time staff must complete a minimum of 6 hours of training relevant to their job duties, and part-time staff must complete a minimum of 4 hours of training that is relevant to their job duties.
2. Create a standard operating procedure (SOP) detailing how all school nutrition employees at the SFA level and at the school level have met the required professional standards training hours requirement annually. Include in the procedures how the SFA will have all required information readily available for review upon request by the State Agency.
3. Train all appropriate staff on the SOP.
4. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
5. Documentation of professional standards training should be kept for 3 years plus the current school year, or 6 years plus the current year, if required to follow the Hawaii State Department of Education requirement. Records that list the employee name, employer/school, hiring date, Professional Standards job category, training title, topic/objectives, training source, dates, and total training hours would be appropriate to show compliance with professional standards training requirements.
6. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

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

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

Finding 9000: Other Finding

Review of the CEP base year documentation from SY 2019-2020 showed that the identified student percentage was calculated incorrectly due to the SFA incorrectly included one student in its count of identified students.

The SFA included student W.R. in its count of identified students. Documentation indicates that this student had a sibling who was directly certified, but they were not residing in the same household and therefore R.W. cannot be counted as an identified student.

The SFA's corrected base year ISP should be 62.82% (not 63.11%). The free claiming % remains 100%.

Corrective Action:

This SFA started a new CEP cycle (district-wide) in SY 2024-2025. A new ISP was established and validated by the State Agency at the time of application, effective SY 24-25. No further action is required.



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Kress PCS (396-PCS)

174 Kamehameha Ave
Hilo, HI 96720-2834

Month of Review: April 2023

Date of Onsite Review: May 19, 2023

Technical Assistance

* Meal Counting & Claiming: Second Meals

Second meals (breakfast): the SFA may claim second meals in the School Breakfast Program (SBP) as long as the SFA does not plan and produce meals with the intention of claiming second meals.

* Meal Components & Quantities: Juice

Crediting of juice: juice credits as the volume served. Therefore, 6.75 fluid ounces of juice credits as $\frac{3}{4}$ cup.

* Meal Components & Quantities: Juice Limits

Juice limit in the breakfast and lunch meal pattern requirements: for grades K-12, no more than one-half of the fruit or vegetable offerings over the week may be in the form of juice.

* Meal Components & Quantities: Fruit Smoothies

Fruit in smoothies: fruits and vegetables used in smoothies credit as juice. Therefore, the fruit in smoothies count toward the weekly juice limit.

* Meal Components & Quantities: Cabbage Prep

When preparing cabbage for the Kalua Pork and Cabbage, remember to wash the cabbage before cooking.

* Meal Components & Quantities: OVS Signage

Provided an example of Offer versus Serve lunch signage so the SFA can identify components that the food item belongs to.

* Meal Components & Quantities: Sharing Table

Contact the Department of Health Sanitation Branch to seek their guidance on the self-serve whole fruit and items being placed on the sharing table by the students. In particular, ask about whole fruit with edible skin. During the meal observation, pears in a pan for students to select with their hands and pears were being placed on the sharing table by students.

* Other Federal Programs: SSO - Meal Pattern

Seamless Summer Option (SSO): reminded SFA that if they plan on only operating four days a week this summer, the 4-day meal pattern requirements must be met. Provided the link to the short week calculations: <https://hcnp.hawaii.gov/wp-content/uploads/2019/07/Short-and-Long-Week-Meal-Pattern-Calculations.pdf>

* Other Federal Programs: SSO

When maintaining documentation of summer outreach, remember to document the date of the advertisement. For example, if a date is not shown on the Facebook posting, document the date on the print out of the advertisement.

Before purchasing processed products such as pizza, chicken nuggets, etc., ask for the Child Nutrition (CN) Label or Product Formulation Statement (PFS).



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Suggestions

- * Other Federal Programs: Multiple Days of Service

Next SY, if FFVP goes to multiple days of service during the week, it is recommended that the weekly FFVP menu is displayed along with the meal menu for the week/month. This helps generate interest and allows teachers the option to provide some interesting nutritional and other info to their students about the fresh snacks and eating healthy.

- * Other Federal Programs: FFVP & School Garden

Any tie-ins with the produce from the school garden at Kaumana with the FFVP would be a good promotion for both for the growing and consuming of healthy foods for the younger students.

- * Other Federal Programs: FFVP Time

EARLIER SERVICE TIME: There was mention of possibly having FFVP around morning recess and that is more typical at FFVP schools and teachers are not as pressured to complete end of day activities prior to sending students to get their FFVP snacks. This may be more possible to plan with the new prep kitchen set-up.

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

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

Finding 9052: Day of Review portion sizes insufficient.

During the meal observation, the meals delivered to the Kaumana students at lunch did not meet the minimum daily fruit requirement for the 9-12 age/grade group being served. The planned menu was a 1/2 cup of pear and 1/2 cup of fruit juice to meet the minimum daily fruit requirement of 1 cup. The meals delivered did not include the juice. The students received one pear.

Corrective Action:

1. Train appropriate staff on meal pattern requirements for all age/grade groups served.
2. Maintain training documentation (sign-in sheet, date of training, agenda) to confirm that training was conducted with the appropriate staff.
3. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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Technical Assistance:

All students must be provided access to the required meal components and quantities.

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

Finding 9000: Other Finding

At least 80% of grains offered must be whole grain-rich to meet requirements. The breakfast menu met 78.9% whole grains for the week of review for grades K-12.

The following products were not whole grain-rich. Increase the amount of whole grain-rich products offered to at least 80% of the weekly grain offerings.

- Bread served on Tuesday.

To be considered whole grain-rich, the product must be comprised of at least 50% whole grain ingredients, with the remaining grain ingredients enriched. An easy way to determine this is by looking at the ingredient list. The product would be considered whole grain-rich if the primary ingredient is a whole grain, such as: whole wheat flour, graham flour, whole corn, or oatmeal.



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Corrective Action:

1. Update menus to come into compliance.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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

Finding 9000: Other Finding

The federal regulations require menus to be planned that meet the daily minimum 1 oz. eq. meat/meat alternate requirement for grades K-8. This requirement was not met on Wednesday, 4/12/23, with 0 oz. eq. offered.

The meal pattern crediting for the meat/meat alternate component on this day could not be determined due to lack of documentation received from the SFA. No Child Nutrition (CN) Label or Product Formulation Statement (PFS) was submitted for the meatballs served on this day.

Choose a product with either a CN Label or PFS in order to determine meal pattern crediting, and ensure that the serving size offered provides at least 2 oz. eq. meat/meat alternates per serving, to meet both the daily and weekly meat/meat alternate requirement.

The federal regulations require weekly minimum amounts of meat/meat alternate to be served. The weekly requirement of 9 oz. eq. was not met for grades K-8. The lunch menu offered a minimum of 7.25 oz. eq. of meat/meat alternate throughout the week.

By following the suggestions outlined to meet the daily meat/meat alternate requirement, the weekly requirement will also be met.

Please note, the recipes for the chicken nachos on Tuesday and the teriyaki chicken on Thursday both credit 2 oz. eq. meat/meat alternates on the production records and the recipes. However, per the Product Formulation Statement provided, each 4 oz portion of chicken thighs only credits as 1.5 oz. eq. meat/meat alternates. A 3.2 oz. portion of chicken was used per serving, but this only provided 1.2, rounded down to 1 oz. eq. meat/meat alternates per serving. Increase the total amount of chicken in the recipes to 67# for 200 servings to provide 2 oz. eq. meat/meat alternates per serving.

Corrective Action:

1. Update menus to come into compliance.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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

Finding 9000: Other Finding

The federal regulations require menus to be planned that meet the daily minimum 2 oz. eq. meat/meat alternate requirement for grades 9-12. This requirement was not met on Tuesday (4/11/23), Wednesday (4/12/23), and Thursday (4/13/23).

The federal regulations require weekly minimum amounts of meat/meat alternate to be served. The weekly requirement of 10 oz. eq. was not met for grades 9-12. The menu offered a minimum of 7.25 oz. eq. of meat/meat alternate throughout the week.

See details, by day, below.

Tuesday, 4/11/23: On this day, only 1 oz. eq. meat/meat alternates were served. The chicken nachos are credited as providing 2 oz. eq. meat/meat alternates on the production records and the recipes. However, per the Product Formulation Statement provided for the chicken thighs, each 4 oz portion of chicken thighs only credits as 1.5 oz. eq. meat/meat



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alternates. A 3.2 oz. portion of chicken was used per serving, but this only provided 1.2, rounded down to 1 oz. eq. meat/meat alternates per serving.

- Increase the total amount of chicken in the recipes to 67# for 200 servings to provide at least 2 oz. eq. meat/meat alternates per serving.

Wednesday, 4/12/23: The meal pattern crediting for the meat/meat alternate component on this day could not be determined due to lack of documentation received from the SFA. No Child Nutrition (CN) Label or Product Formulation Statement (PFS) was submitted for the meatballs served on this day.

- Choose a product with either a CN Label or PFS in order to determine meal pattern crediting, and ensure that the serving size offered provides at least 2 oz. eq. meat/meat alternates per serving, to meet both the daily and weekly meat/meat alternate requirement.

Thursday, 4/13/23: On this day, only 1 oz. eq. meat/meat alternates were served. The teriyaki chicken is credited as providing 2 oz. eq. meat/meat alternates on the production records and the recipes. However, per the Product Formulation Statement provided for the chicken thighs, each 4 oz portion of chicken thighs only credits as 1.5 oz. eq. meat/meat alternates. A 3.2 oz portion of chicken was used per serving, but this only provided 1.2, rounded down to 1 oz. eq. meat/meat alternates per serving.

- Increase the total amount of chicken in the recipes to 67# for 200 servings to provide at least 2 oz. eq. meat/meat alternates per serving.

Corrective Action:

1. Update menus to come into compliance.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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Technical Assistance:

The school was provided technical assistance during the on-site visit.

Secure a Child Nutrition (CN) Label or Product Formulation Statement (PFS) for the liquid eggs served on Monday, Tuesday, Thursday, and Friday of this week. The crediting was estimated, based on similar products, but an official CN Label or PFS should be secured.

A standardized recipe is a recipe that has been carefully adapted and tested to ensure that it will produce a consistent product each time it is prepared. The recipes submitted were not always written in standardized format with complete information.

- Thursday 4/13/23: Three different recipes for the Teriyaki Chicken were submitted, using different products and quantities in each recipe. The recipe was used that matched the Product Formulation Statement submitted for the boneless, skinless chicken thighs, but when submitting recipes be sure to upload specific ones use for the recipe used for menu review week.

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

Finding 9000: Other Finding

The federal regulations require weekly minimum amounts of the combined grain and meat/meat alternate component to be served. The breakfast weekly requirement of 9 oz. eq. was not met for grades K-12. The menu offered a minimum of 8.75 oz. eq. of grain throughout the week.

On Wednesday, 1/4 cup granola was served. Per the labeling provided, 62 g of granola credits as 2 oz. eq. grains, and 2/3 cup granola weighs the 62 g. In order to provide 1 oz. eq. grains per serving, increase the serving size of the granola to 1/3 cup, using a #12 scoop. Currently, the 1/4 cup serving size only provides 0.75 oz. eq. grains.

Corrective Action:

1. Update menus to come into compliance.



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2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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

Finding 9000: Other Finding

OVS is required for the 9-12 age/grade group. During the meal observation, it was observed that the Kaumana students' meals are plated at the school and delivered. The Kaumana students are not allowed to decline any items. The reviewer suggested having an order form for each student to complete that identifies the pre-plated food items for lunch, and include a section that lists the other food items the student can select, including the milk choices to meet the OVS requirements for the 9-12 age/grade group.

Corrective Action:

1. Provide OVS training to all food service staff, including the food service manager and all meal counting staff, so that staff understand what makes up a reimbursable meal under OVS.
2. Food service staff must communicate with the meal counting staff daily prior to meal service so that meal counting staff understand the portions of the food items served and offered to students to determine what makes up a reimbursable meal.
3. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

501. Cafeteria staff trained on OVS?

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

The meal clerk was not able to correctly explain what constitutes a reimbursable meal under OVS. All staff that do meal counting, including any substitute staff, must complete OVS training annually.

Corrective Action:

1. Provide OVS training to all food service staff, including the food service manager and all meal counting staff, so staff understand what makes up a reimbursable meal under OVS.
2. Food service staff must communicate with the meal counting staff daily prior to meal service so that meal counting staff understand the portions of the food items served and offered to students to determine what makes up a reimbursable meal.
3. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.



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

Finding 9000: Other Finding

The SFA did not correctly complete the MC-7 form for lunch on 1/6/23. Question #10 was marked "N/A" but this question does apply. Complete the free row under both columns (Number of Students Approved by Category and Today's Meal Counts by Category). Question #12 applies to your SFA. All SFAs are required to complete edit checks.

Corrective Action:

1. Review directions for properly completing the MC-7 form to ensure that forms are completed correctly annually.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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Other Federal Programs - Kress PCS (396-PCS)

1809. Site operating according to approved agreement?

Finding 9000: Other Finding

Advertisement of summer meals on Facebook and the school website did not list the correct breakfast meal service time. The time was listed as 7:30-8:00am. The approved meal service time was 7:00-8:30am. The SFA confirmed that they have been serving breakfast from 7:00-8:30am.

Corrective Action:

1. Make sure the breakfast meal service time for summer meals are correct on Facebook and the school's website.
2. Maintain documentation demonstrating the correct meal times are accurately reflected in advertisement of summer meals.
3. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

Failure to complete corrective action or request an extension by the due date may result in claim payment being withheld until corrective action is complete and approved.