



## DEPARTMENT OF EDUCATION


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Secretary of Education  
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September 15, 2014

### MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

**FROM:** Aimee F. Beam, RD, LDN   
Education Associate, Child Nutrition Programs

**SUBJECT:** SY 2014-2015 Operational Memo #15  
Food Safety Inspection Report

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The United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) requires that all State Agencies submit a report on the number of food safety inspections conducted at sites/schools in the State Agency's jurisdiction. These reports are submitted by School Food Authorities each year in DENARS. The State Agency, in turn, will compile a report and submit it to USDA.

Please enter the data by close of business on Friday, October 10, 2014.

Directions on the data entry process for DENARS are attached for your convenience. You will need to input the number of Food Safety Inspections conducted at each listed site between July 1, 2013 and June 30, 2014.

At the time of this memo, many SFAs have already completed the Food Safety Inspection Report in DENARS and they have been approved by our office.

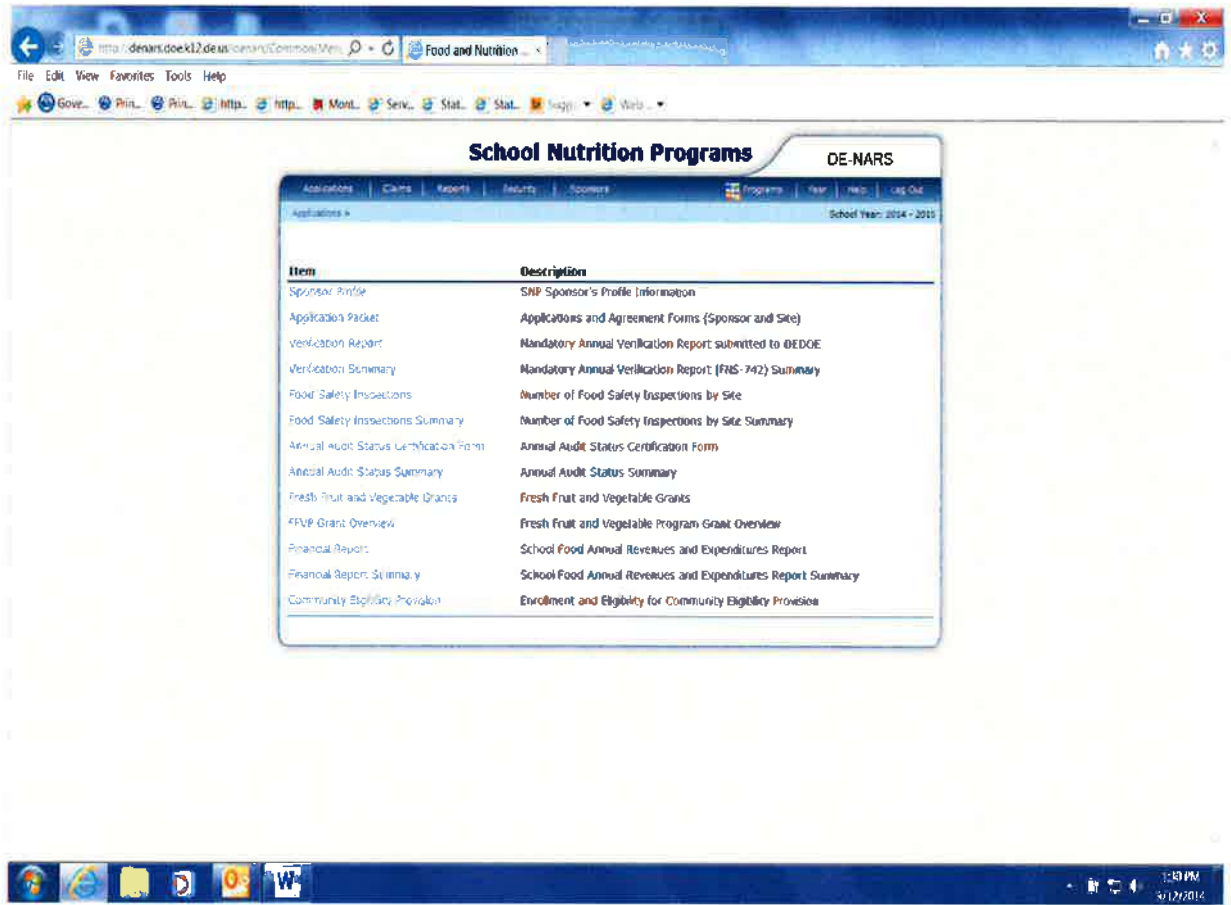
If you have any questions or need assistance, please contact us at 302-735-4060.

/klg

cc: Linda C. Wolfe, EdD, RN, Director, School Support Services  
Ruth A. Uhey, EdD, Education Specialist, Child Nutrition Programs  
Field Agents, School Support Services

## REPORTING FOOD SAFETY INSPECTIONS IN DENARS

1. Log into DENARS
2. Click on the Application Tab on the Cookie Bar
3. Click on Food Safety Inspections



4. Enter data for each site
5. Save