



## DEPARTMENT OF EDUCATION


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September 11, 2013

### MEMORANDUM

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

**FROM:** Linda C. Wolfe, EdD, RN   
Director, School Support Services

**SUBJECT:** SY 2013-14 Operational Memo #8  
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 Monday, October 15, 2013.**

The second page to this memo has directions on the data entry process for DENARS. You will need to input the number of Food Safety Inspections conducted at each listed site between July 1, 2012 and June 30, 2013.

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

/dt

cc: Aimee F. Beam, RD, LDN, Education Associate, School Support Services  
Field Agents, School Support Services

## REPORTING FOOD SAFETY INSPECTIONS IN DENARS

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

The screenshot shows the DENARS web application interface. The main heading is "School Nutrition Programs" with a sub-heading "DE-NARS". Below this is a navigation bar with tabs for "Applications", "Claims", "Receipts", "Security", and "Appraisals". The "Applications" tab is selected, and the page title is "School Year 2010 - 2011".

Item	Description
Sponsor Profile	SNP Sponsor's Profile Information
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report submitted to O&D&E
Verification Summary	Mandatory Annual Verification Report Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audit Status Certification Form	Annual Audit Status Certification Form
Annual Audit Status Summary	Annual Audit Status Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Fresh Fruit and Vegetable Grants	Fresh Fruit and Vegetable Grants

An arrow points to the "Food Safety Inspections" row in the table.

4. Enter all data for each site
5. Save