

DEPARTMENT OF EDUCATION

The Townsend Building 401 Federal Street Suite 2 Dover, Delaware 19901-3639 DOE WEBSITE: http://www.doe.k12.de.us Mark T. Murphy Secretary of Education Voice: (302) 735-4000 FAX: (302) 739-4654

September 11, 2013

MEMORANDUM

TO:

School Nutrition Supervisors

Single Unit and Special School Administrators

FROM:

Linda C. Wolfe, EdD, RNACO

Director, School Support Services

SUBJECT:

SY 2013-14 Operational Memo #8

Food Safety Inspection Report

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 <u>each</u> listed site between July 1, 2012 and June 30, 2013.

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

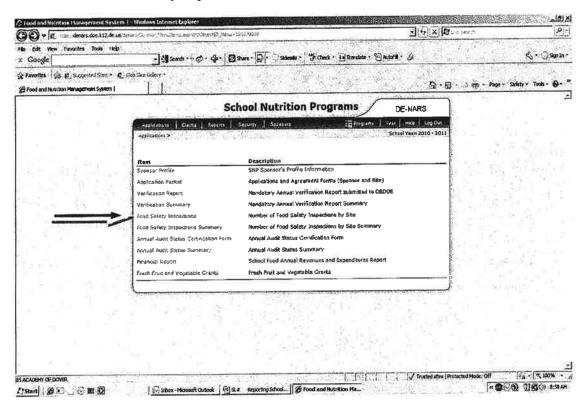
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cc:

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



- 4. Enter all data for each site
- 5. Save