

## DEPARTMENT OF EDUCATION

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September 8, 2016

## **MEMORANDUM**

TO:

**School Nutrition Supervisors** 

Single Unit and Special School Administrators

FROM:

Aimee F. Beam, RD, LDN

Education Associate, Child Nutrition Programs

SUBJECT:

SY 2016 - 2017 Operational Memo #14

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 Friday, October 14, 2016.

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 <u>each</u> listed site between July 1, 2015 and June 30, 2016.

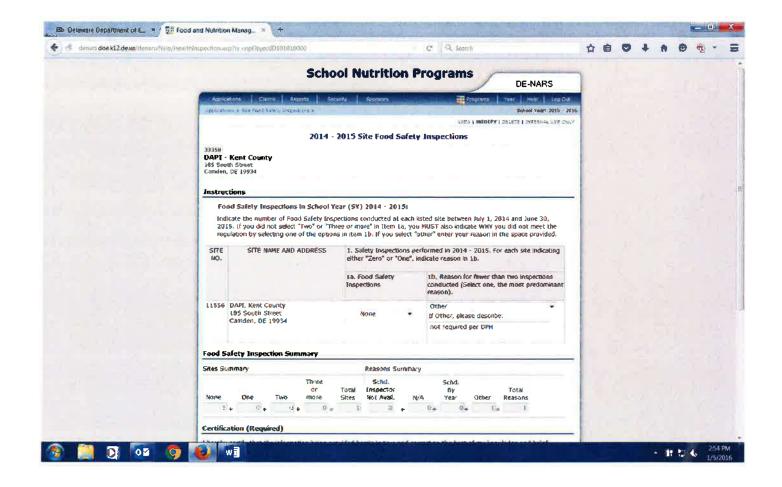
At the time of this memo, many SFAs have already completed the Food Safety Inspection Report in DENARS and they have been approved by our office.

If you have any questions or need assistance, please contact us at 302-857-3356.

/klg

cc:

SNP Team



## Food Safety Inspections for Facilities Not under the Jurisdiction of the Health Department or, Possess a DPH exemption letter

- Some schools or facilities (Correctional facilities and group homes operated by DYRS) do not fall under the jurisdiction of the Division of Public Health (DPH) and therefore, will not be inspected by DPH.
  - o Please note however, that the food safety inspections that are conducted by the state agency that licenses the facility *would qualify* toward meeting the USDA food safety inspection requirement.
    - If applicable, count your food safety inspection that is done annually by your OCCL licensing specialist. Enter (One) in DENARS
    - Include the number of times the main kitchen receives an inspection that prepares your meals
      - Example Terry Children's Center receives meals from the Delaware Psychiatric Center kitchen which possess a Food Establishment Permit from DPH.
- If you have been granted an exemption letter for a food establishment (FE) permit from DPH and receive zero inspections, enter (None) in DENARS. You have to enter this field you cannot leave it blank. If you have an exemption letter, you should not be entering any inspection numbers other than None.
  - See DAPI example included in the screenshot above.

DDOE has to collect ALL of the SFAs information entered into DENARS and submit a federal report to USDA. Please note DENARS will always ask for the <u>previous</u> school year information.

This report has a due date so it is imperative the DENARS information be submitted in a timeline manner.