



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 each 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

School Nutrition Programs DE-NARS

Applications | Claims | Reports | Security | Spouses | Programs | Year | Help | Log Out

Applications > Site Food Safety Inspections > School Year: 2015 - 2016

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

2014 - 2015 Site Food Safety Inspections

33358
DAPI - Kent County
 185 South Street
 Camden, DE 19934

Instructions

Food Safety Inspections in School Year (SY) 2014 - 2015:
 Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2014 and June 30, 2015. If you did not select "Two" or "Three or more" in Item 1a, you MUST also indicate WHY you did not meet the regulation by selecting one of the options in item 1b. If you select "Other" enter your reason in the space provided.

SITE NO.	SITE NAME AND ADDRESS	1. Safety Inspections performed in 2014 - 2015. For each site indicating either "Zero" or "One", indicate reason in 1b.	
		1a. Food Safety Inspections	1b. Reason for fewer than two inspections conducted (Select one, the most predominant reason).
11556	DAPI, Kent County 185 South Street Camden, DE 19934	None	Other If Other, please describe: not required per DPH

Food Safety Inspection Summary

Sites Summary					Reasons Summary				
None	One	Two	Three or more	Total Sites	Sched. Inspections Not Avail.	N/A	Sched. By Year	Other	Total Reasons
1	0	0	0	1	0	0	0	0	1

Certification (Required)

**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.
 - 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 previous school year information. This report has a due date so it is imperative the DENARS information be submitted in a timeline manner.