



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch (NSLP) and School Breakfast Programs (SBP)

**FROM:** Therese Dandeneau, Education Consultant 

**DATE:** September 24, 2012

**SUBJECT: Operational Memorandum #43-12**

1. Reporting of Food Safety Inspections due **October 5, 2012, New System**
2. Food Safety Requirements- Hazard Analysis and Critical Control Point (HACCP) Plans
3. Food Safety Inspections for Facilities Not Under the Jurisdiction of the Health Department

**1. Reporting of Food Safety Inspections**

Section 402 of The Healthy, Hunger-Free Kids Act extended current state food safety reporting requirements through fiscal year 2015. Each state agency must annually monitor and report to the United States Department of Agriculture (USDA) the number of food safety inspections obtained by institutions that participate in the NSLP or SBP. All schools participating in NSLP and SBP must obtain two food safety inspections annually. This inspection requirement applies to all: 1) food preparation-service sites; and 2) service-only sites (all sites where food is served).

Therefore, all School Food Authorities (SFAs) must submit data pertaining to food safety inspections that were conducted during the 2011-12 school year. Prior to entering the data, it is important that the number of food safety inspections completed for each site has been determined.

***New for this year, the data must be submitted electronically using the online agreement and claim system for Child Nutrition Programs (CNPs). All data must be entered no later than October 5, 2012.***

**Procedures for Submitting Online Food Safety Inspection Data**

- a. Go to the **CNP 2000 Child Nutrition Application and Claim** Web site: [www.csde.state.ct.us/connecticutprod](http://www.csde.state.ct.us/connecticutprod)
- b. Enter the assigned **user name** and **password**. Note: Due to security enhancements that were previously implemented, only the claims preparer and the authorized representatives have access to the online system.
- c. Select **Agreements** and then select **Health Inspection**
- d. Select **Program Year 2012**
- e. Under Action click **Select**
- f. Enter the number of food safety inspections completed in the **2011-12** school year for each site listed in your district. In the drop-down box beside each site name, select the appropriate number of inspections completed.
- g. Click **Submit** after all of the drop-down boxes are filled.
- h. *If applicable, an explanation must be entered if any school did not receive at least two inspections. Enter the explanation then click **Submit***
- i. When all information has been entered correctly, the top of the screen displays, **“Inspection numbers have been saved successfully”**.

2. **The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, strengthens the food safety requirements** in the NSLP, SBP and all other Food and Nutrition Service programs operated in a school. The paragraphs below will provide guidance on the statutory requirement.

Section 302 of the Act amends section 9(h) (5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(h) (5)) by requiring that the school food safety program based on HACCP principles be applied to any facility or part of a facility in which food is stored, prepared or served for the purposes of the NSLP, SBP or other CNPs. The school food safety program, required since 2004, addresses food safety in all aspects of school meal preparation, ranging from procurement through service.

**HACCP plans must be reviewed annually. It is important that SFAs review their HACCP Food Safety Programs to ensure that standard operating procedures for safe food handling are updated to include any facility or part of a facility where food is stored, prepared, or served, such as on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria.** This requirement applies to school breakfast or lunch meals, Special Milk, the Fresh Fruit and Vegetable Program and afterschool snack or supper programs.

The Department of Public Health (DPH) encourages SFAs to partner with local health departments to establish an individualized, effective and comprehensive plan. The SFA may want to consider requesting that the local health department review the HACCP plan and provide guidance and feedback.

HACCP plans must include *Connecticut specific temperature requirements*. A list of these requirements can be found at:

[http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/CT\\_Temperature\\_Guide.pdf](http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/CT_Temperature_Guide.pdf).

3. **Food Safety Inspections for Facilities Not Under the Jurisdiction of the Local or State Health Department**

Some schools or facilities (such as schools or group homes operated by the Department of Children and Families) do not fall under the jurisdiction of the DPH and therefore, will not be inspected by the 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 requirement of two food safety inspections annually.**

Questions regarding submitting the Online Food Safety Inspection Data may be directed to Fionnuala Brown at 860-807-2129 or [fionnuala.brown@ct.gov](mailto:fionnuala.brown@ct.gov). All other questions should be directed to the following:

COUNTY ASSIGNMENTS	CONSULTANT	E-MAIL	PHONE
Litchfield County New London County	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2129
Fairfield County Middlesex County (towns/cities beginning with C-E) New Haven County (towns/cities beginning with A-M)	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
Middlesex County (towns/cities beginning with F-W) Tolland County Windham County	Susan Alston	<a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a>	860-807-2081
Hartford County New Haven County (towns/cities beginning with N-W)	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079

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**Important:** This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website:  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>