COLORADO DEPARTMENT of EDUCATION

OFFICE OF SCHOOL NUTRITION
1580 Logan, Suite 760 • Denver, Colorado 80203
303-866-6661 • 303-866-6133 • www.cde.state.co.us

Robert K. Hammond
Commissioner of Education

Keith Owen, Ph.D.
Deputy Commissioner

TO: Child Nutrition Directors and Main Nutrition Contacts

FROM: Sara Rose LaViolette, Office of School Nutrition

DATE: September 19, 2013

SUBJECT: Food Safety Inspection Reporting – SY 2012-2013

Section 9(h) of the National School Lunch Act requires each State Agency (SA) to monitor and report to the Secretary of Agriculture the number of food safety inspections obtained by sponsors that participate in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP).

To fulfill this requirement, you must report information on the total number of food safety inspections conducted in food preparation and/or service areas in schools under your jurisdiction during 2012-2013. (Note that while this report is completed in 2013, it is based on data from the prior school year.) **By November 1, 2013**, you must then submit to the Office of School Nutrition a yearly compilation of information indicating the following:

- The number of schools that had *zero* health inspections during the school year covered by the report. Include a brief explanation for the reason for not meeting the inspections requirement of at least two inspections.

- The number of schools that had *one* health inspection during the school year covered by the report. Include a brief explanation for the reason for not meeting the inspections requirement of at least two inspections.

- The number of schools that had *two* health inspections during the school year covered by the report.

- The number of schools that had *more than two* health inspections during the school year covered by the report.

For accuracy, do not report the same schools under more than one category.

Again this year, the data collection will take place via the online claim system. Therefore, while any district employee may collect the information, it will need to be submitted by one of the staff within the district who has authorized access to the claim system (each district may have up to two users). To add a second user or to change a user, please email Jennifer Otey at otey_j@cde.state.co.us.

Please refer to the information on the following page for instructions on how to enter the data in the claim system.

Remember, this is a mandatory report, which must be completed by **November 1, 2013**.

If you have any questions, please contact Sara Rose LaViolette at laviolette_s@cde.state.co.us or 303-866-6650, as she will be overseeing most of this process.

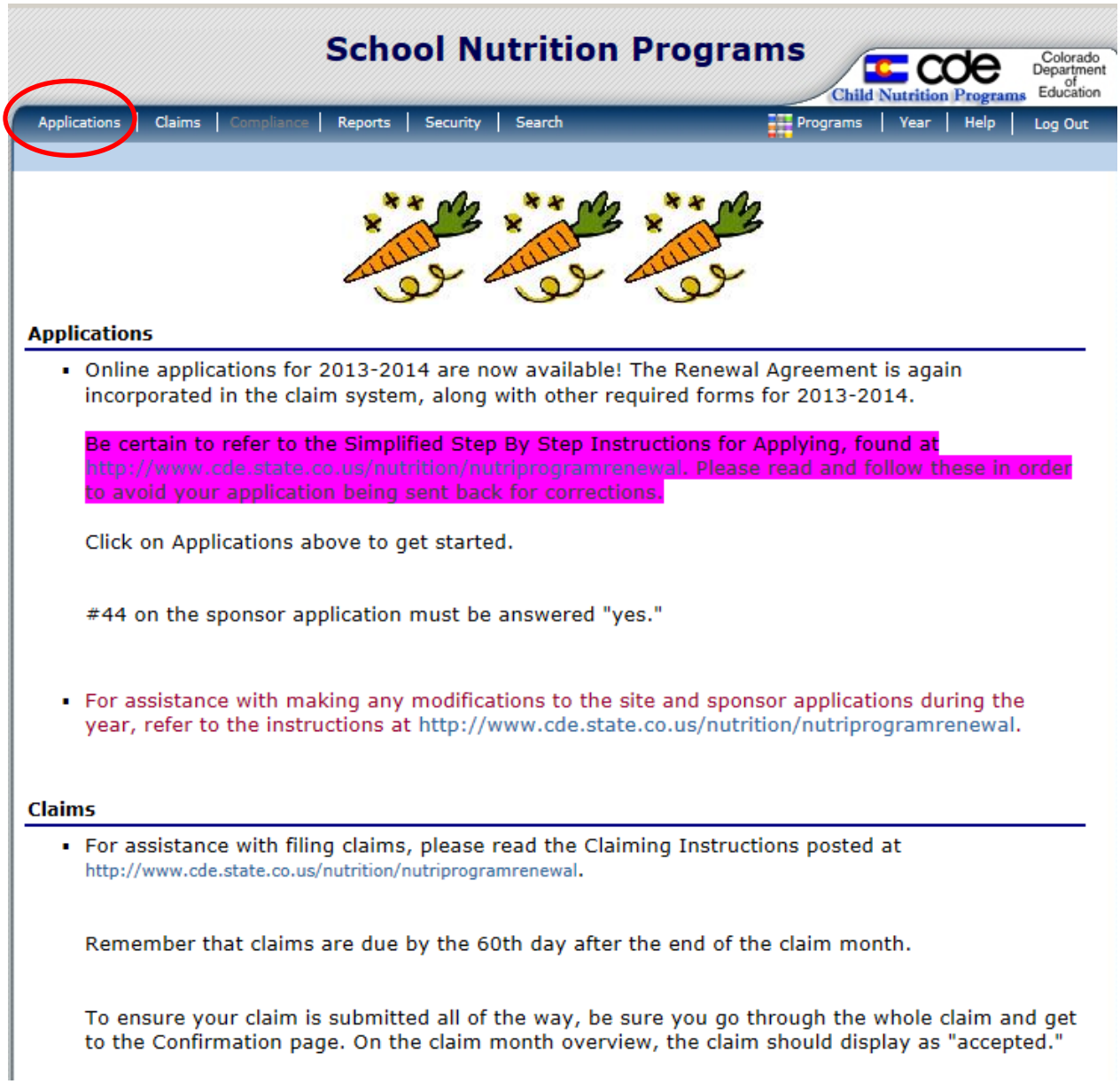
Attachment

Mandatory
FORM # NU-116
EDAC APPROVED
Approved 3/15/2013 for 2013-2014

Food Safety Inspection Reporting Instructions

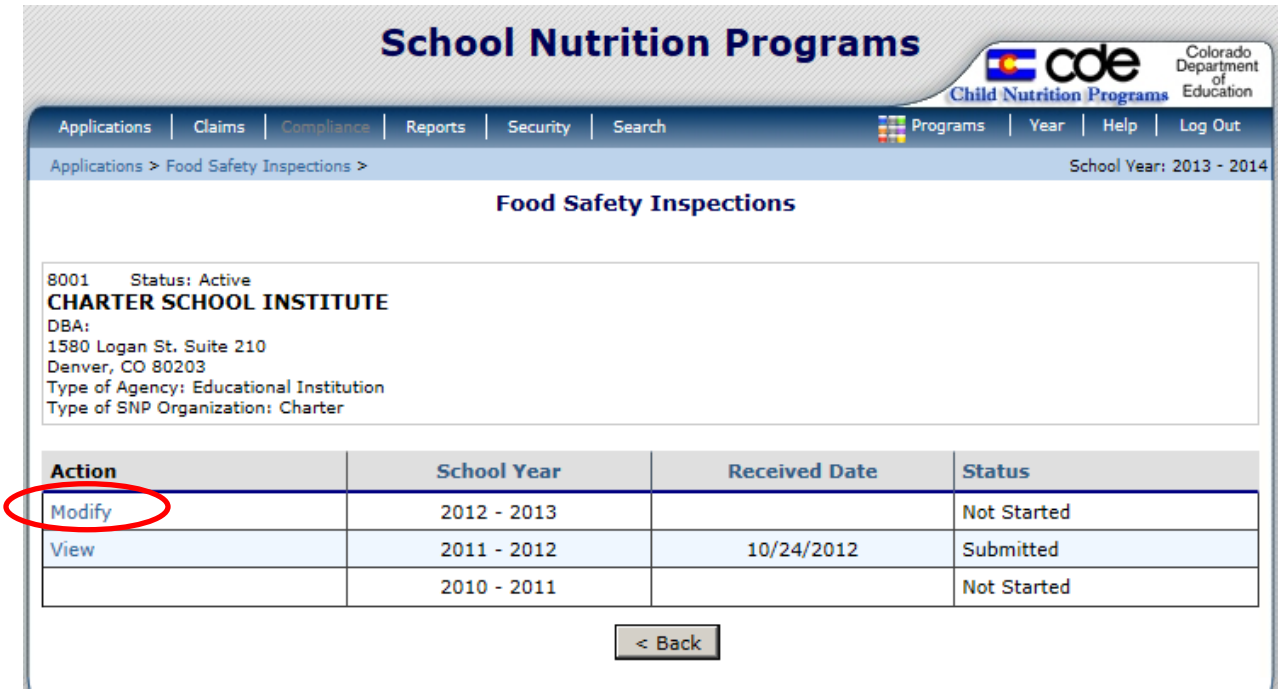
Authorized users will access the online claim system at https://cde.cnpus.com/codoe/Splash.aspx.

After logging in, if you also have access to the Summer Food Service Program, be sure you click the *blue tile, School Nutrition Programs*. After this, the following screen will display. Click on Applications in the upper left hand corner:

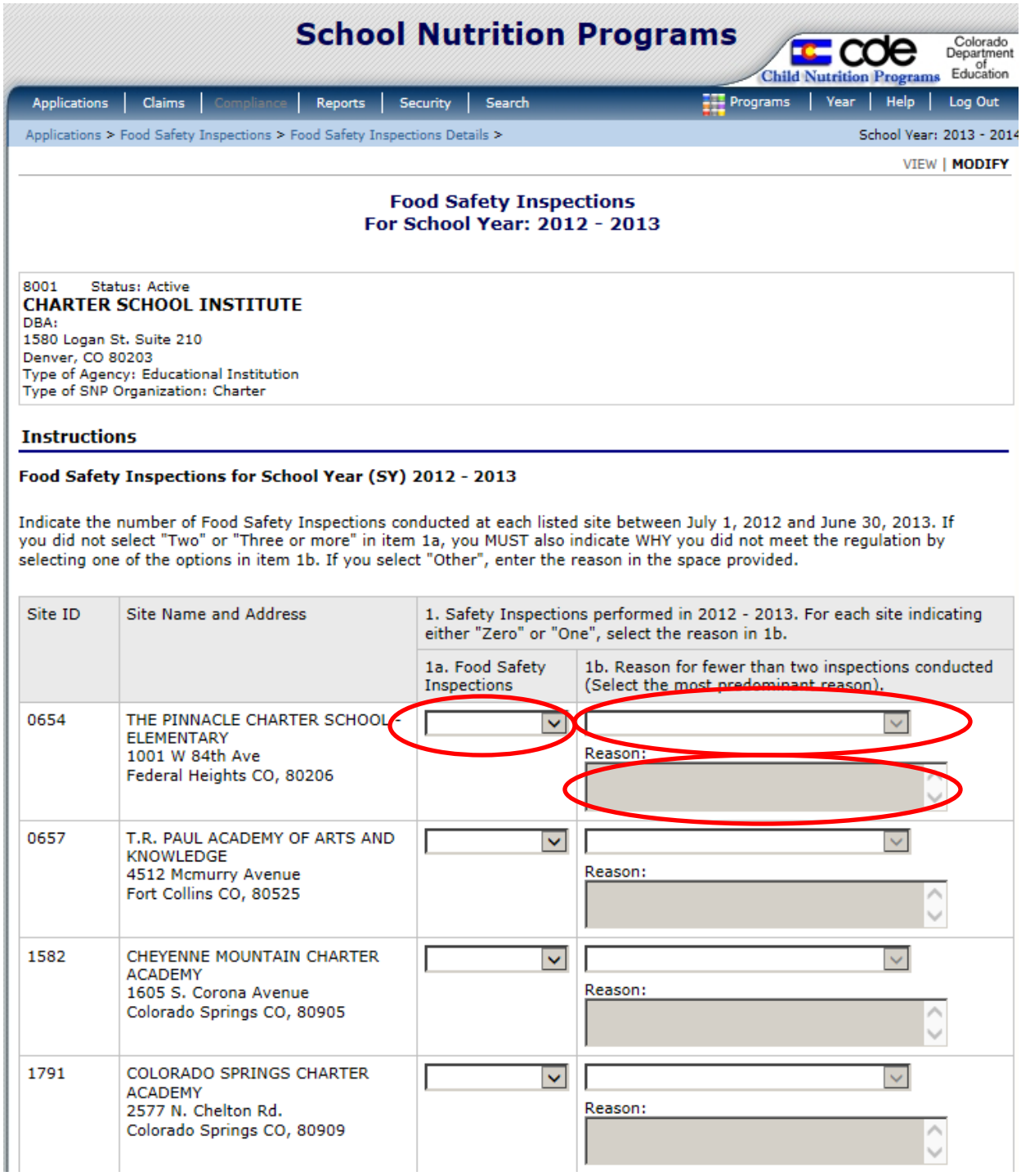


Next, click on Food Safety Inspections:

Several years will display. Click on Modify next to School Year 2012-2013.



A list of the schools in the SFA will appear. Next to each school, click on the drop down to indicate the number of inspections obtained in 2012-2013. If reporting 0 or 1, click on the drop down in the next box to indicate the reason the federal requirement was not met. If needed, you may provide more information in the "Reason" box below.



School Nutrition Programs

Colorado Department of Education — Child Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Food Safety Inspections > Food Safety Inspections Details > School Year: 2013 - 2014

VIEW | MODIFY

Food Safety Inspections
For School Year: 2012 - 2013

8001 Status: Active
CHARTER SCHOOL INSTITUTE
DBA:
1580 Logan St. Suite 210
Denver, CO 80203
Type of Agency: Educational Institution
Type of SNP Organization: Charter

Instructions

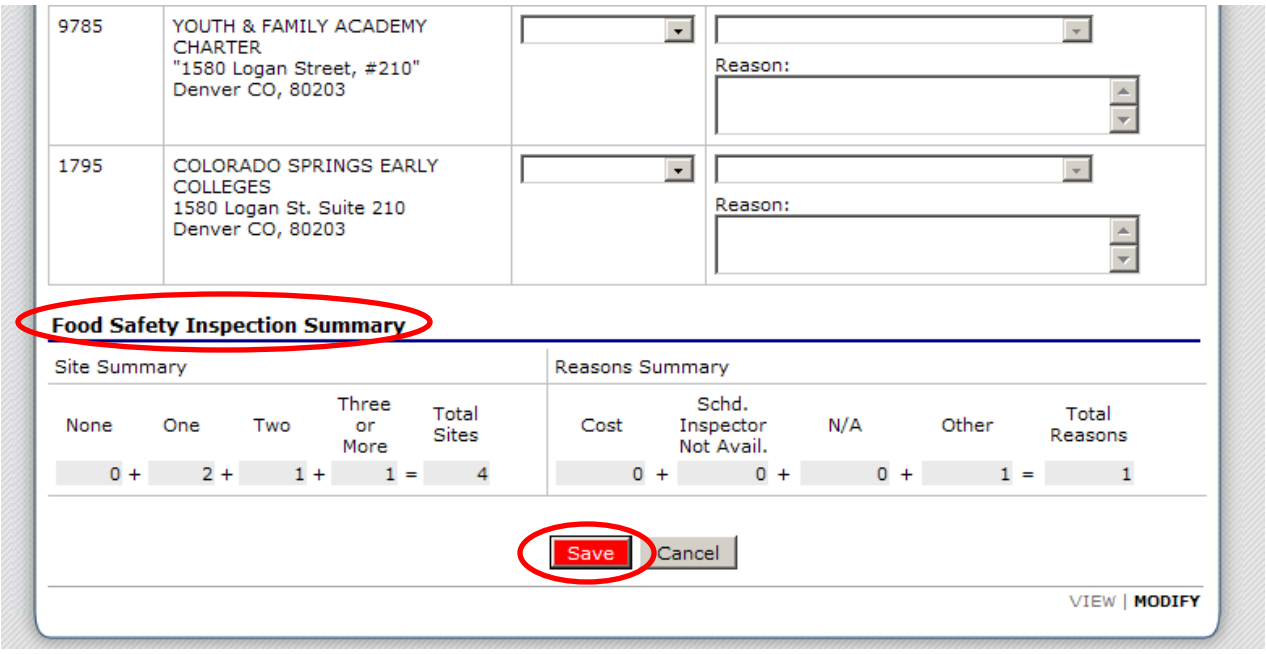
Food Safety Inspections for School Year (SY) 2012 - 2013

Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2012 and June 30, 2013. 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 the reason in the space provided.

Site ID	Site Name and Address	1. Safety Inspections performed in 2012 - 2013. For each site indicating either "Zero" or "One", select the reason in 1b.	
		1a. Food Safety Inspections	1b. Reason for fewer than two inspections conducted (Select the most predominant reason).
0654	THE PINNACLE CHARTER SCHOOL - ELEMENTARY 1001 W 84th Ave Federal Heights CO, 80206		Reason:
0657	T.R. PAUL ACADEMY OF ARTS AND KNOWLEDGE 4512 Mcmurry Avenue Fort Collins CO, 80525		Reason:
1582	CHEYENNE MOUNTAIN CHARTER ACADEMY 1605 S. Corona Avenue Colorado Springs CO, 80905		Reason:
1791	COLORADO SPRINGS CHARTER ACADEMY 2577 N. Chelton Rd. Colorado Springs CO, 80909		Reason:

At the bottom of the screen, the Food Safety Inspection Summary will provide a total of how many schools obtained none, one, two, and three or more inspections. It will also provide a total of each reason that the number of inspections was not met.

When you have filled in all of your information on the form, click on Save at the bottom of the screen.



9785	YOUTH & FAMILY ACADEMY CHARTER "1580 Logan Street, #210" Denver CO, 80203		Reason:
1795	COLORADO SPRINGS EARLY COLLEGES 1580 Logan St. Suite 210 Denver CO, 80203		Reason:

Food Safety Inspection Summary

Site Summary						Reasons Summary								
None		One		Two		Three or More		Total Sites	Cost		Schd. Inspector Not Avail.		N/A		Other		Total Reasons
0	+	2	+	1	+	1	=	4	0	+	0	+	0	+	1	=	1

Save Cancel

VIEW | **MODIFY**

This screen will then appear. Click on Finish.

School Nutrition Programs

cde Child Nutrition Programs — Colorado Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Food Safety Inspections > Food Safety Inspections Details > School Year: 2012 - 2013

Food Safety Inspections
For School Year: 2012 - 2013

8001 Status: Active
CHARTER SCHOOL INSTITUTE
DBA:
1580 Logan St. Suite 210
Denver, CO 80203
Type of Agency: Not Selected
Type of SNP Organization: Not Selected

The Food Safety Inspection has been processed.

< Edit Finish

This is the final screen that will display:

If you need to make any changes, you can go to Modify on this screen above, or if you have already logged out of the system and need to make changes, you can always return to the report by logging into the system, selecting Applications, and then selecting Food Safety Inspections again. This final screen will appear, again allowing you to make any needed modifications.

Once you have submitted your data, our office will contact you if we have any questions. As a reminder, this federal report is required, and it is due by Thursday November 1, 2013.

For questions, please contact Sara Rose LaViolette at laviolette_s@cde.state.co.us.