



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch and Breakfast Programs

**FROM:** Cheryl Resha, Education Manager  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** September 19, 2008

**SUBJECT: Operational Memorandum # 29-08**

- I. Reporting of Food Safety Inspections
- II. Food Safety Inspections for facilities not under the jurisdiction of the health department

**I. Reporting of Food Safety Inspections**

Section 9 of the Richard B. Russell National School Lunch Act requires each State Agency to 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 National School Lunch Program (NSLP) or School Breakfast Program (SBP). Therefore, all school food authorities must complete an **online survey** pertaining to food safety inspections that were conducted during the 2007-2008 school year.

Prior to completing the survey, it is important that you determine the number of food safety inspections completed for each site. It is also important that you determine the total number of sites that operated the NSLP/SBP in 2007-2008. To assist you in the process, enclosed is a listing of school districts and the total number of sites that were reported on the June 2008 online claim under the NSLP/SBP. This number reflects the total number of sites that must be reported on the Food Safety Inspection survey.

The survey must be submitted no later than **October 6, 2008.**

To complete the survey, please go to this website  
<http://www.csde.state.ct.us/public/surveys/health/> and follow the directions outlined below:

**Food Safety Survey Instructions:**

- A. Enter Password: **Salad** (All sponsors will have the same password.);
- B. Select your school district or school name;
- C. Enter information for the contact person, include a phone number and an email address;
- D. Enter the number of schools you submit a monthly claim for the SBP and/or NSLP;
- E. For the 2007-2008 school year, enter the total number of sites which had the following:
  - i. zero health inspections
  - ii. one health inspection
  - iii. two health inspections
  - iv. more than two health inspections

**Note:** All sites must be accounted for in this section. If any of these questions do not apply to any of your sites you must enter "0." **Do not leave any of the fields blank;**

- F. If any schools did not receive at least two inspections, provide an explanation;
- G. Click on **Save** at the bottom right hand of this screen. (This must be done or the data will not be entered.);
- H. **Are you sure data is accurate?** Enter “yes” if all of the data entered is accurate. If the data is not accurate, click “no” and correct the data and click on **Save**; and
- I. **Thank you for submitting your data!** (This screen should appear if you have successfully submitted and saved your data.)

## **II. Food Safety Inspections for facilities not under the jurisdiction of the Health Department**

State schools, some Department of Children and Families (DCF) facilities and Group Homes in a private residential house do not fall under the jurisdiction of the Department of Public Health (DPH) and therefore, will not be inspected by DPH. Please note however, that these NSLP sponsors are still required by USDA to have two food safety inspections annually. Therefore, DPH has developed a list of certified Food Inspectors who indicated an interest in private consulting. Please contact your local health department for a list of certified inspectors who can be contracted to conduct inspections at facilities not under the jurisdiction of the DPH.

Additionally, for the Department of Children and Families services, DPH has trained and certified two of the DCF staff to conduct inspections of the DCF food service operations. It would be these trained certified inspectors who could conduct the food safety and sanitation inspections at these facilities.

Questions regarding completing this may be directed to Benedict Onye at (860) 807-2080 or [benedict.onye@ct.gov](mailto:benedict.onye@ct.gov).

CR:bo

Enclosure