



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

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

DATE: September 24, 2010

SUBJECT: Operational Memorandum # 21-10

1. Reporting of Food Safety Inspections due **October 15, 2010**
2. Food Safety Inspections for Facilities Not Under the Jurisdiction of the Health Department
3. Hazard Analysis Critical Control Point (HACCP)
4. Special HACCP Inspection
5. Food Defense and Emergency Management Resources

1. 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 NSLP or SBP. Therefore, all school food authorities must complete an **online survey** pertaining to food safety inspections that were conducted during the 2009-10 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 2009-10. To assist you in the process, attached is a listing of school districts and the total number of sites that were reported on the June 2010 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 15, 2010**. To complete the survey, please go to the following Web site <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 e-mail address;
- D. Enter the number of schools you submit a monthly claim for the SBP and/or NSLP;
- E. For the 2009-10 school year, enter the total number of sites which had the following: (**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.**);
 - ❖ zero health inspections
 - ❖ one health inspection
 - ❖ two health inspections
 - ❖ more than two health inspections

- 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.)

2. Food Safety Inspections for Facilities Not Under the Jurisdiction of the Health Department

State schools, some Department of Children and Families 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 the DPH. Please note however, that these NSLP sponsors are still required by the USDA to have two food safety inspections annually. Therefore, the 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. It would be these trained certified inspectors who could conduct the food safety and sanitation inspections at these facilities.

3. Hazard Analysis Critical Control Point (HACCP)

The Child Nutrition and WIC Reauthorization Act of 2004 requires all schools participating in the NSLP and SBP to have a HACCP plan. Two areas that require special attention are:

- ❖ School Food Authorities (SFAs) must review and revise their district’s food safety program as needed or at **least once a year**. The USDA *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles* addresses this issue on page 23. A copy may be downloaded at this Web site:
<http://www.fns.usda.gov/cnd/CNlabeling/Food-Safety/HACCPGuidance.pdf>;
and
- ❖ HACCP plans must include **Connecticut specific temperature requirements**. For a list of these requirements, go to the following Web site:
http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/CT_Temperature_Guide.pdf.

The DPH also encourages SFAs to partner with local health departments to establish an effective and comprehensive plan. The school food authority may want to consider requesting that the local health department review the HACCP plan and provide guidance and feed back.

- 4. **Special HACCP Inspection** - Public Health Code Section 19-13-B42 (t) (4), 19-13-B48 (1) (4), 19-13-B49 (u) (4) allows the local health authority to substitute one Hazard Analysis inspection for two traditional inspections in class IV food service establishments. Contact your local health department for more information.
- 5. On June 3, 2010, a School Food Defense Tabletop Exercise was conducted. The overall goal of the tabletop exercise was to enhance the ability of the participants to respond to a food-related emergency. The emphasis was on a team approach to incident response: examination of infrastructure interdependencies; integration of capabilities and resources; problem identification, reporting, analysis, and resolution through various phases of incident response. Attached is a list of available resources that were shared with the participants at the tabletop.

<i>COUNTIES</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
Hartford and Windham	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
Litchfield and Middlesex	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2129
Fairfield and New London	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven and Tolland	Bob Zwack	robert.zwack@ct.gov	860-807-2081

Questions regarding completing the survey may be directed to Fionnuala Brown at 860-807-2129 or fionnuala.brown@ct.gov.

CR:fb

Attachments: (2)

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>