

<b>CRITERIA AND PROCEDURE</b>	
<b>BROAD SUBJECT: SANITATION AND FOOD SAFETY</b>	<b>NO: SS-06-04</b>
<b>TITLE: Recording Food Safety Inspections</b>	<b>EFFECTIVE DATE: 2-4-14</b>

**PURPOSE OF THIS CRITERIA/PROCEDURE –**

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 institutions that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP). The reporting requirement, which initially applied only to school year (SY) 2005-2006 through SY 2008-2009, was extended through Fiscal Year (FY) 2015 by the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296).

The purpose of this Criteria and Procedure is to explain the procedure by which food inspection scores are to be reported to the United States Department of Agriculture (USDA).

**KEY TERMS AND DEFINITIONS –**

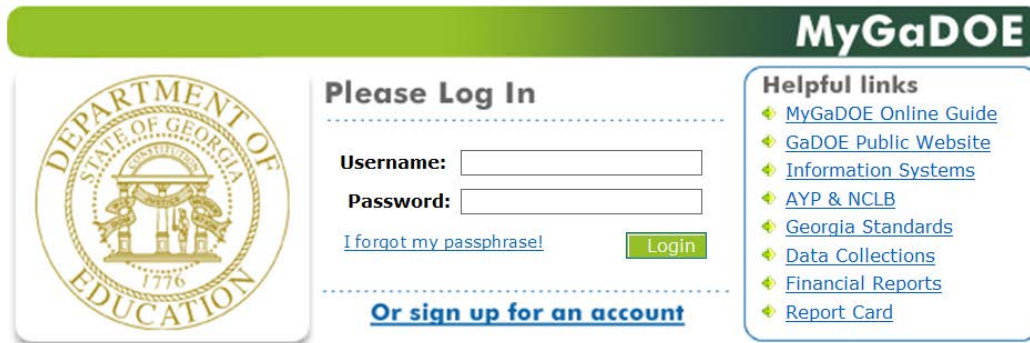
**Food Safety Inspection:** A food safety inspection is the official document utilized by the Health Authority for documentation of compliance of the food establishment with its regulatory requirements.

**School Approved Module (SAM):** The state agency database that facilitates the annual approval of schools to participate in the school lunch, school breakfast, after school snacks, seamless summer, special milk and commodity foods programs. It is password protected and accessible via the School Nutrition Program (SNP) School Nutrition Online main menu by an approved user.

**School Nutrition Online (SNO):** An electronic system that is used to file claims for meals and snacks served. It is authorized by federal regulations and state board of education rule. SNO is password protected and accessible to an approved user.

## CRITERIA AND/OR PROCEDURES –

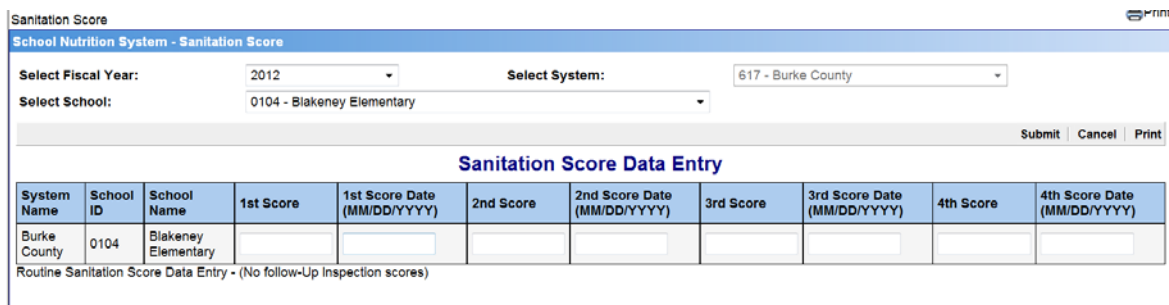
1. Food safety inspections are to be reported to USDA by November 15 of each year.
2. USDA has interpreted the law to include inspections for full service kitchens and service-only sites.
3. Food safety inspection dates and numerical scores should be entered as inspections are made during the school year.
4. SAM is closed to previous year data entry by July 31.
5. Only dates and scores for routine inspections are required. Routine inspections are the only inspections that we need to report to (USDA). **Do not** enter dates and scores for follow-up inspections, complaint inspections, etc.
6. SAM allows a maximum of four inspections to be entered for each school.
7. The navigational path to enter dates and scores is as follows:
  - Sign on to the GaDOE Portal.



The image shows the MyGaDOE login interface. On the left is the Georgia Department of Education logo. The main area is titled 'Please Log In' and contains fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'I forgot my passphrase!'. Below the login fields is a link to 'Or sign up for an account'. On the right, under 'Helpful links', there are several links: 'MyGaDOE Online Guide', 'GaDOE Public Website', 'Information Systems', 'AYP & NCLB', 'Georgia Standards', 'Data Collections', 'Financial Reports', and 'Report Card'.

This website requires Cookies be enabled in your browser.

- Select School Nutrition > SAM > Edit Sanitation Scores



The image shows a screenshot of the 'Sanitation Score Data Entry' form. At the top, it says 'Sanitation Score' and 'School Nutrition System - Sanitation Score'. There are dropdown menus for 'Select Fiscal Year:' (set to 2012), 'Select System:' (set to 617 - Burke County), and 'Select School:' (set to 0104 - Blakeney Elementary). Below these are 'Submit', 'Cancel', and 'Print' buttons. The main part of the form is a table titled 'Sanitation Score Data Entry' with the following columns: System Name, School ID, School Name, 1st Score, 1st Score Date (MM/DD/YYYY), 2nd Score, 2nd Score Date (MM/DD/YYYY), 3rd Score, 3rd Score Date (MM/DD/YYYY), 4th Score, and 4th Score Date (MM/DD/YYYY). The first row of data shows 'Burke County' for System Name, '0104' for School ID, and 'Blakeney Elementary' for School Name. Below the table, it says 'Routine Sanitation Score Data Entry - (No follow-Up Inspection scores)'.

- Select the School from the pull down. Enter the routine inspection score, the date of the routine inspection score and then click “submit”.
- Sanitation Scores may be edited until the last day in July for the preceding School Year.
- Scores must be entered before a June claim can be submitted.

**AUTHORITY –**

Section 9(h) of the National School Lunch Act

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)