

### **Food Safety Inspection Requirements and Reporting**

Schools participating in the National School Lunch Program and/or School Breakfast Program must obtain and report at least two food safety inspections conducted by a state or local agency responsible for such inspections. It may not be possible for schools to obtain two food safety inspections per year because of local agency capacity, but they still must be requested each year. Download a request for Health Inspection Letter <a href="here">here</a>.



### **How to report in the Colorado Nutrition Portal**

- In the Portal, indicate the following:
  - The <u>total number of food safety inspections</u> conducted in food preparation and/or service areas in schools under its jurisdiction during the prior school year.
  - The number of schools that had zero health inspections. 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.
     Include a brief explanation for the reason for not meeting the inspections requirement of at least two inspections.
  - o The number of schools that had two health inspections.
  - o The number of schools that had *more than two* health inspections.
- For accuracy, do not report the same schools under more than one category.
- Inspection Reporting Available in the Portal: October 1-31
- Deadline: October 31

Authorized users will access the Colorado Nutrition Portal at: <a href="https://co.cnpus.com/Colorado/Splash.aspx">https://co.cnpus.com/Colorado/Splash.aspx</a>.

After logging in, if the first screen that comes up has colored tiles, 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:

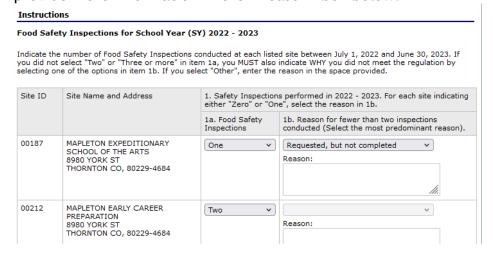




Several years will display. Click on Modify next to the previous school year date. \*The years in the screenshots are from past years.



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 **the previous SY.** If reporting 0 to 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.



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.



This screen will then appear. Click on Finish.





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 October 31.

