

# Food Safety Inspection Reporting



## 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 [here](#).



## How to report in the Colorado Nutrition Portal

- In the Portal, indicate the following:
  - The total number of food safety inspections 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.
  - The number of schools that had **two** health inspections.
  - 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: <https://co.cnpus.com/Colorado/Splash.aspx>.

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:



# Food Safety Inspection Reporting



Next, click on Food Safety Inspections:

Applications >	
Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Application Manager Dashboard	Application Management Tool
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Sponsor Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary

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

## Food Safety Inspections

✓ NOT ON NDL  
0010 Status: Active  
**MAPLETON 1**  
DBA: Mapleton Public Schools  
7350 BROADWAY  
DENVER, CO 80221-3610  
Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2022 - 2023		Not Started
View   Admin	2021 - 2022	10/13/2022	Submitted
	2020 - 2021		Not Started
View   Admin	2019 - 2020	10/06/2020	Submitted
View   Admin	2018 - 2019	10/09/2019	Submitted

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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.

### Instructions

#### Food Safety Inspections for School Year (SY) 2022 - 2023

Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2022 and June 30, 2023. 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 2022 - 2023. 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).
00187	MAPLETON EXPEDITIONARY SCHOOL OF THE ARTS 8980 YORK ST THORNTON CO, 80229-4684	One	Requested, but not completed Reason:
00212	MAPLETON EARLY CAREER PREPARATION 8980 YORK ST THORNTON CO, 80229-4684	Two	 Reason:

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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.

A screenshot of a web form titled "Food Safety Inspection Summary". The form is divided into two main sections: "Site Summary" and "Reasons Summary".  
**Site Summary:** A table with columns: None, One, Two, Three or More, and Total Sites. The values are: None (0), One (2), Two (1), Three or More (1), and Total Sites (4).  
**Reasons Summary:** A table with columns: Cost, Schd. Inspector Not Avail., N/A, Other, and Total Reasons. The values are: Cost (0), Schd. Inspector Not Avail. (0), N/A (0), Other (1), and Total Reasons (1).  
At the bottom of the form, there are two buttons: "Save" (highlighted with a red circle) and "Cancel". In the bottom right corner, there are links for "VIEW" and "MODIFY".

This screen will then appear. Click on Finish.

A screenshot of a web page titled "Food Safety Inspections For School Year: 2022 - 2023".  
The page displays information for a specific school:  

- Status: Active
- MAPLETON 1**
- DBA: Mapleton Public Schools
- 7350 BROADWAY
- DENVER, CO 80221-3610
- Type of Agency: Educational Institution
- Type of SNP Organization: Public

  
Below this information, a message states: "The Food Safety Inspection has been processed."  
At the bottom, there are two buttons: "< Edit" and "Finish" (highlighted with a red circle).

# Food Safety Inspection Reporting



This is the final screen that will display:

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

Applications > Food Safety Inspections >

### Food Safety Inspections

✓ NOT ON NDL  
0010 Status: Active  
**MAPLETON 1**  
DBA: Mapleton Public Schools  
7350 BROADWAY  
DENVER, CO 80221-3610  
Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	School Year	Received Date	Status
View   <b>Modify</b>   Admin	2022 - 2023	09/29/2023	Submitted
View   Admin	2021 - 2022	10/13/2022	Submitted
	2020 - 2021		Not Started
View   Admin	2019 - 2020	10/06/2020	Submitted
View   Admin	2018 - 2019	10/09/2019	Submitted

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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.**

