



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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Alexandria, VA  
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**MEMO CODE:** SP 38-2008  
**DATE:** September 11, 2008  
**SUBJECT:** State Agency Reports on Food Safety Inspections  
**TO:** Special Nutrition Programs  
All Regions  
State Agencies  
Child Nutrition Programs  
All States

This is to remind you that the State Agency (SA) report on school food safety inspections for the School Year 2007-2008 is due to the Food and Nutrition Service (FNS) by November 15, 2008. Section 9(h) of the National School Lunch Act requires each 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 or School Breakfast Program. A report is required for each School Year 2005-2006 through 2008-2009.

To fulfill this requirement, you must collect information on the total number of food safety inspections conducted in food preparation and/or service areas in schools under your jurisdiction. It would be beneficial for us if you would use the attached prototype form to submit the total numbers as indicated and send the report to:

[NSLPFoodSafetyInspections@fns.usda.gov](mailto:NSLPFoodSafetyInspections@fns.usda.gov).

If you are reporting zero or one inspection, briefly explain in the body of the response e-mail the reasons for not meeting the inspections requirement. For accuracy, do not report the same schools under more than one category. For example, if a school obtained two inspections, report it only under "Schools with two inspections."

Please submit the complete report on inspections on time so that FNS has accurate information on the level of compliance with this statutory requirement. You may contact your Regional Office for assistance with this reporting requirement.

Thank you for your cooperation.

**Original Signed**

CYNTHIA LONG  
Director  
Child Nutrition Division

Attachment