State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 09-07

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Original Signed

Kacey Frey, NSLP Health Director
Arizona Department of Education, School Health & Nutrition Programs

Date: August 15, 2006

RE: Monitoring Implementation of HACCP-Based Food Safety Program

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This memorandum serves to provide all Local Education Agencies (LEAs) information regarding HACCP-Based Food Safety Programs provided to the Arizona Department of Education (ADE) from the United States Department of Agriculture (USDA).

Implementation of a HACCP-Based School Food Safety Program is required by the Child Nutrition and WIC Reauthorization Act of 2004. In June 2005 the USDA issued *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles* to assist LEAs with the implementation. With the start of the 2006-2007 school year, all LEAs shall have a food safety program in place that is consistent with the June 2005 guidance.

The ADE will be confirming the LEAs' implementation of a food safety program in the following ways:

- The CNP Web Sponsor Application
- Coordinated Review Effort (CRE) and
- School Meals Initiative (SMI) review

Health and Nutrition Services – School Health and Nutrition Programs - Food Distribution Program
Mailing Address: 1535 W Jefferson St - Bin 7
Phoenix AZ 85007
Physical Location: 2005 N Central Ave - 3rd Floor
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The ADE will be following up with LEAs who indicate on their CNP Web Sponsor Application that a food safety program has not been implemented.

During the CRE and SMI, the ADE will:

- Review the written food safety program to ensure it follows the guidance cited above
- Verify the Standard Operating Procedures (SOPs)
- Evaluate documentation such as food safety records and training schedules/agendas to:
    - Determine the level of participation among employees
    - Verify the written program is being followed

The *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles* is available on the ADE Health and Nutrition Programs website at www.ade.az.gov/healthsafety/cnp/nslp/Operating/foodsafety/default.asp.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.

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