

To: School Food Authorities

Subject: SFS-17-51 Health Inspections Must be entered to Submit April Claim for Reimbursement

Each year SFAs must enter their health inspections by site in the Child Nutrition Program (CNP) database. Two site inspections must be entered by each site or the reason for not receiving both health inspections. *Prior to submitting an NSLP claim for reimbursement beginning with the month of April each year, each SFA must document in the CNP database that two health inspections have been conducted.* Directions on entering health inspection data in the CNP database are located on the CNP website under Resources ([07. How to Add, Edit, and Delete Health Inspection Date Guidance](#)).

DRAFT

Louisiana Believes

School Food Service Program Child Nutrition Program Website Users Guide

(How to Add, Edit, and Delete Site Health Inspection
Dates)

Training Goals

- Understand all steps needed to add, edit, and delete site health inspection dates

Abbreviations

- CNP – Child Nutrition Program
- SFS – School Food Service

Logging Into the CNP Website

1. Type Login Name
2. Type Password
3. Click the Login button

Web address:

<http://cnp.doe.louisiana.gov>

The screenshot shows the website header with the State of Louisiana seal, the CNP logo, and the Louisiana Department of Education's vision and mission statements. Below this is a 'SYSTEM LOGIN' form with fields for 'Login Name' and 'Password', and a 'Login' button. A callout box points to these fields with the text 'Login Name and Password'. To the right of the login form is a list of links including 'Revised Eligibility Manual for School Meals', 'Upcoming Fresh Fruit and Vegetable iMeeting', and 'SESP Approved Sites List'. At the bottom of the page is the USDA logo and a disclaimer.

STATE OF LOUISIANA

CNP
Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support

Louisiana Department of Education
Our Vision: To create a world-class education system for all students in Louisiana
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

SYSTEM LOGIN

Login Name

Password

Login

Click on latest

Revised Eligibility Manual for School Meals

Upcoming Fresh Fruit and Vegetable iMeeting

SESP Approved Sites List

USDA United States Department of Agriculture
Food and Nutrition Service

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Best viewed with Microsoft Internet Explorer.

[Click here to download the latest version.](#)



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[Click here to download the latest version.](#)

Site Health Inspection Dates

1. Click *School Food Service.*
2. Click *Site Health Inspection.*

Louisiana Department of Education

Our Vision: To create a world-class education system for all students in Louisiana

Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Allen Parish School Board
School Food Service

[Home](#) [School Food Service](#)

Agreements

- Forms
 - Policy Checklist
 - Schedule A
 - Collection Procedure
 - Collection Officials
 - Labor Expenses
 - Income & Expenses
 - Menu Certifications
 - Meal Pattern Reimbursement
 - NSLP 2014 Grant Application
 - Submit Forms
- Claims
- Manager Certification
- Seamless Waiver
- Verification Summary
- H1N1 Waiver
- Program Administration
- Site Health Inspection**
- CEP Participation
- Meal Denials
- Log Out

School Food Service: Forms

This form constitutes the requirements for sponsor participation in National School Lunch or School Breakfast Programs. The following forms must be completed in the order listed below:

- Policy Checklist
- Schedule A
- Collection Officials
- Collection Procedures
- Labor Expenses
- Income and Expenses

To view, complete, update or print your Forms, click on the appropriate form link in the left menu. For instructions on completing the forms, download the [Users Manual \(PDF\)](#)

Instructions: For Technical Assistance, please contact:
[Dana Dauzat](#) at dana.dauzat@la.gov

For School Food Service (SFS) related questions, please contact:
[Judy Stracener](#) at Judy.Stracener@la.gov

You can also contact us by telephone for assistance at **225-342-9661** or toll-free at **1-877-338-3663**.

If you see any errors or inconsistencies, please bring these to our attention immediately so that we may resolve them. Thank you for your patience and assistance with this effort.

Required to view PDF files. Click the image to download the latest reader.

Get the latest version of Microsoft Internet Explorer.

United States Department of Agriculture (USDA)	
Funding Citation:	Catalog of Federal Domestic Assistance (CFDA) #10.555, Title: National School Lunch Program (NSLP) #10.553, Title: School Breakfast Program (SBP)
Administering Agency:	Louisiana Department of Education, Division of Nutrition Assistance
USDA Code of Federal Regulations (CFR) 7 CFR Part 210, 220 and	











Adding a Health Inspection Date

1. Click on the Add Inspection Button (“+”) sign.

You need to add two health inspection dates per year per site.

Site Health Inspections for Allen Parish School Board

Program Year: 2015

Action	Site Name	Code	City
	Elizabeth	0001	Elizabeth
	Fairview High School	002002	Grant
	Kinder Elementary School	002003	Kinder
	Kinder High School	002004	Kinder
	Oakdale Elementary School	002005	Oakdale
	Oakdale High School		Oakdale
	Oakdale Middle School		Oakdale
	Oberlin Elementary School		Oberlin
	Oberlin High School	002009	Oberlin
	Reeves High School	002010	Reeves

Page: 1 of 2 Go Page size: 10 Change Item 1 to 10 of 11

Print

Click the “+” sign to add a date

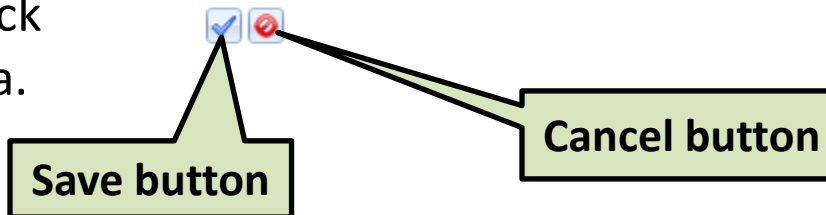
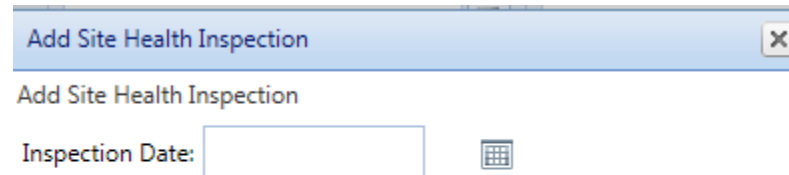
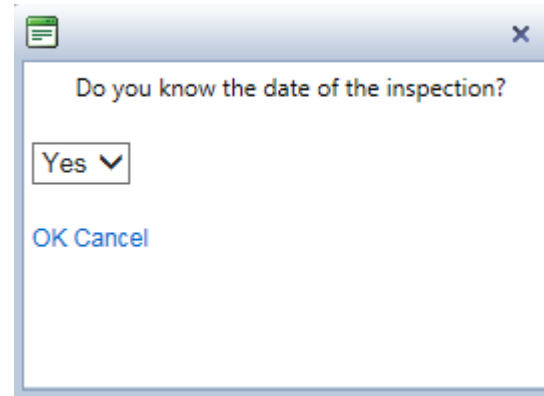
Click on page numbers to view additional sites

Adding a Health Inspection Date (continued)

HAVE AN HEALTH INSPECTION DATE!!

Adding a Health Inspection Date (**with a health inspection**):

1. Select Yes from the drop down list.
2. Click OK.
3. Add the Inspection Date by either typing in the date or clicking on the calendar.
4. Click on the blue check mark to Save the data.



Adding a Health Inspection Date (continued)

DON'T HAVE AN HEALTH INSPECTION DATE!!

Adding a Health Inspection Date (**without a health inspection**):

1. Click on the Add Inspection Button (“+”) sign.
2. Select No from the drop down list.
3. Click OK.
4. Add the Reason for not inspecting from the drop-down list.
5. Click on the blue check mark to Save the data.

The screenshot shows a two-step process. The first step is a dialog box asking 'Do you know the date of the inspection?' with a 'No' dropdown menu and 'OK' and 'Cancel' buttons. The second step is the 'Add Site Health Inspection' form. It has a title bar 'Add Site Health Inspection' and a subtitle 'Add Site Health Inspection'. Below the subtitle is a label 'Reason for not inspecting:' followed by a dropdown menu. A callout box points to this dropdown with the text 'Select Reason for Not Inspecting Here'. Below the dropdown are two checkboxes: a checked blue checkbox and an unchecked red checkbox. At the bottom is a table with columns for status, date, and reason. The table shows four rows of data, all with a red 'X' in the status column.

Status	Date	Reason
X	11/14/2014	Site Closed
X	1/8/2015	Site shares a cafeteria with another site.
X	4/23/2015	Site did not serve meals
X	4/28/2015	Inspection requested but not conducted (letter/date on file)

Editing Health Inspection Dates

Editing a Health Inspection:

1. Click the Expand button which is the arrow pointing to the right.
2. Click the Edit button which is the pencil.
3. Edit the Date.
4. Click on the blue check mark to Save the data.

Expand button

Edit button

Site Health Inspections for Allen Parish School E

Program Year: 2015

Action	Site Name	Site Code ▲
	<input type="text"/>	<input type="text"/>
▶ +	Elizabeth High School	002001
▶ +	Fairview High School	002002

Action	Site Name	Site Code ▲	City
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Elizabeth High School	002001	Elizabeth

Health Inspections

Action	Delete	Inspection Date	Reason for not inspecting
	✗	9/12/2014	
	✗	11/14/2014	
	✗	1/8/2015	
	✗	4/23/2015	
	✗	4/28/2015	
	✗	5/10/2015	

Deleting the Health Inspection Date

Deleting a Health Inspection:

1. Click the Expand button which is the arrow pointing to the right.
2. Click the Delete button which is the red "X".
3. Click OK.

Expand button

Site Health Inspections for Allen Parish School E

Program Year: 2015

Action	Site Name	Site Code ▲
	<input type="text"/>	<input type="text"/>
+	Elizabeth High School	002001
+	Fairview High School	002002

Action	Site Name	Site Code ▲	City
	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	Elizabeth High School	002001	Elizabeth
Health Inspections			
Action	Delete	Inspection Date	
	✗	9/12/2014	
	✗	11/14/2014	
	✗	1/8/2015	
	✗	4/23/2015	
	✗	4/28/2015	
	✗	5/10/2015	

Delete button