# SCNP Memo #2023-2024-91

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: June 20, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Food Safety Management Plan and Resources

This memo provides guidance to school food authorities (SFAs) on new resources available in SNPWeb Download Forms. Federal regulations require each SFA to develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must include requirements based on a traditional or process approach to hazard analysis and critical control point (HACCP) principles 7 CFR 210.13(c). There should be a copy of the food safety plan available at each school that is site specific to each school’s meal programs. The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) has created two new resources to assist SFAs with this regulation.

### Food Safety Management Plan Template

The Food Safety Management Plan Template is available for SFAs to provide a food safety management overview of their operation. This will be reviewed during the Federal Program Administrative Review offsite data collection as part of the general area of review. SFAs will enter all applicable data for their food service operation including the number of sites and their prospective enrollment, free and reduced-price eligibility information, participation data, and program initiatives. Contact information for the SFAs pest control and the Virginia Department of Health’s health inspector must also be included. There is a chart that must be completed to list each school cafeteria name, address, cafeteria manager’s information, and a list of specific programs and site specific standard operating procedures each site is currently using. SFAs will also enter each certified food handler’s name, position title, school currently employed, and their certification expiration date.

### HACCP-Based Food Safety Plan Template

The HACCP-Based Food Safety Plan Template contains many useful standard operating procedures (SOPs), temperature logs, and food safety checklists to assist SFAs in developing their own food safety plan. This template combines resources from the United States Department of Agriculture, the Institute of Child Nutrition, the Chef Ann Foundation, and the Lunch Box. SFAs are to use these templates as a reference to create their own site-specific SOPs for each school or part of a facility where food is stored, prepared, or served. This template is not meant to be the SFAs completed food safety plan. Relevant SOPs should be reviewed and updated to reflect current operations at each school site. Once completed, the SFA should have a food safety plan that reflects each school’s operating procedures and reflects either the traditional or process approach to HACCP.

### For more Information

For more information or questions regarding these templates, please contact your assigned School Nutrition Programs regional specialist.

SCC/CNC/fd