

Reporting Annual Arkansas Department of Health Inspections Conducted in Child Nutrition Food Preparation Sites

Issue Number: CNU E-Memo 24-2024

Correspondence Date: 05/02/2024

Regulatory Authority: SP16-2024; Richard B. Russell National School Lunch Act (NSLA), 42 USC 1758(h)(3)

Response Required: Yes

Attention: Superintendents, Principals, Directors, Managers

Contact: Kristen Gottshall

Phone Number: 501-324-9502

Email: Kristen.Gottshall@ade.arkansas.gov

It is a United States Department of Agriculture (USDA) requirement that every serving/preparation site within each school district has two health inspections performed annually by the Arkansas Department of Health no later than June 30th.

If districts have not received two annual health inspections at each school site by the closing of the school year, Child Nutrition Directors are required to contact the local health department and schedule an inspection.

If it is not possible for the health department to make two visits a year, Child Nutrition Directors are required to keep sufficient documentation to show scheduling attempts and justification for non-compliance.

The number of health inspections performed at each serving/preparation site within the school district each year must be reported to the Arkansas Department of Education, Division of Elementary and Secondary Education, Child Nutrition Unit (DESE, CNU).

This year, the [2023-2024 School Year Health Inspection Report](#) will need to be completed no later than **May 30, 2024**. Click the link listed above to report information for the 23-24 school year.

If you have questions or need assistance with the Health Inspection Report, contact your Area Specialist.