

OSPI School Meal Programs Reference Sheet

Food Safety Plan

All Local Education Agencies (LEAs) that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) must have a food safety program based on the Hazard Analysis and Critical Control Point (HACCP) principles. The purpose of a food safety program is to **identify and control hazards** that might otherwise get in the way of delivering safe meals to children. Your LEA's written plan should address food safety in all aspects of meal preparation, from procuring ingredients to meals being placed on students' trays. It applies to any facility or part of a facility where food is stored, prepared, or served for any United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) program.

Requirements

- ✓ LEAs must have a written food safety plan in compliance with HACCP principles
- ✓ The Food Safety Plan must address all:
 - Food Storage Areas
 - includes any warehouses that are used to store food for Child Nutrition Programs and under control of the LEA
 - Food Preparation Areas
 - Food Service Areas
 - Anywhere food is served, for all USDA FNS programs including NSLP, SBP, Fresh Fruit and Vegetable Program (FFVP), Afterschool Snack Program (ASP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Special Milk Program (SMP) and including the cafeteria, classrooms, school buses, hallways, school courtyards, kiosks, as applicable.
- ✓ The Food Safety Plan must include:
 - A program description overview of district wide policies and procedures.
 - Descriptions for each school, tailored to each facility that considers production type, available equipment, and meal service style.
 - Written standard operating procedures (SOPs), including:
 - General Safety
 - Personal Hygiene
 - Excluding and Restricting Sick Employees
 - Handwashing
 - Procurement



- Receiving Deliveries
 - Storing Food
 - Transporting Food
 - Preparing Food
 - Hot holding
 - Cooking Time
 - Cooling Methods / Times
 - Reheating
 - Cleaning and Sanitization
 - Vomit and Diarrhea Clean-up Plan
 - Field Trip Meals
- All menu items grouped according to process categories
 - Critical control points and critical limits
 - Monitoring procedures
 - Corrective action procedures
 - Recordkeeping procedures

Frequently Asked Questions:

1. How often should LEAs update their written food safety plan?

Your HACCP-based food safety plan should be a living document. It should be reviewed at least annually. You should review and revise when employees voice issues, when a procedure isn't working, or new laws or regulations impact the food safety plan. The plan should also be revised any time there are changes to a facility like new equipment is purchased, a new USDA FNS program is added, or new items are added to the menu.

2. Who needs food safety training and when should they receive it?

Providing on-going food safety training for all employees is key to an effective food safety program. New employees, including substitutes and volunteers, should be trained in all relevant procedures before handling food. Employees should receive training on all food safety procedures relevant to their job duties. Supervisors responsible for overseeing staff should be trained in the food safety procedures those staff will be expected to follow. Employees found not following an SOP in the written food safety plan should be retained in accordance with the SOP's corresponding corrective action. All employees should have periodic refresher training, such as monthly or quarterly. All food safety training can be counted towards food service staff's professional standards annual training requirements.

Reference

- [7 CFR 210.13](#) and [210.15](#) – NSLP
- [7 CFR 220.7](#) – SBP
- [SP 37-2013 Enhancing the School Food Safety Program FAQs](#)
- [Developing a School Food Safety Program Based on the Process Approach to HACCP Principles](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- FNS – Food and Nutrition Services
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI – Office of Superintendent of Public Instruction
- SBP – School Breakfast Program
- SFSP – Summer Food Service Program
- SMP – Special Milk Program
- SOP – Standard Operating Procedure
- USDA – United States Department of Agriculture

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