

How to enter the Food Safety Inspections on IowaCNP

<https://cnp.ed.iowa.gov/CNP/Splash.aspx>

1. Log on to IowaCNP



2. Click on "Applications" from the dark blue navigational bar



3. Click on Food Safety Inspections



4. Click on Modify



- Click on the drop down box labeled 1.a Food Safety Inspections and select the appropriate response for each site. If None, you will be required to complete 1b. and select the reason. If "Other" is selected you will need to enter the "Reason" in the comment box provided.

IOWA **CNP**

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Food Safety Inspections > Food Safety Inspections Details > School Year: 2014 - 2015

VIEW | MODIFY |

Food Safety Inspections For School Year: 2014 - 2015

02250000 Status: Active
York Community School District
 DBA:
 415 Stanton Ave
 York, IA 50014
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Instructions

Food Safety Inspections for School Year (SY) 2014 - 2015

Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2014 and June 30, 2015. If you did not select "Two" or "Three or more" in item 1a, you MUST also indicate WHY you did not meet the regulation by selecting one of the options in item 1b. If you select "Other", enter the reason in the space provided.

Site ID	Site Name and Address	1. Safety Inspections performed in 2014 - 2015. For each site indicating either "Zero" or "One", select the reason in 1b.	
		1a. Food Safety Inspections	1b. Reason for fewer than two inspections conducted (Select the most predominant reason).
0109	York High School 1921 Ames High Drive York IA, 50010	None One Two Three or More	Reason: Requested but not completed Scheduling (Inspector not available) Other

- The Food Safety Inspection Summary table will populate. Click on Save

Food Safety Inspection Summary

Site Summary					Reasons Summary							
None	One	Two	Three or More	Total Sites	Requested Not Completed	Sched. Inspector Not Avail.	Other	Total Reasons				
0	+	0	+	0	=	0	+	0	+	0	=	0

VIEW | MODIFY

7. Click Edit if there are errors to resolve or Finish if it was processed.

77270000 Status: Active
YORK Community School District
DBA:
14478 170th St
York, IA 52754
Type of Agency: Educational Institution
Type of SNP Organization: Public

The Food Safety Inspection has been processed with errors.

Information entered is either incomplete or is not in compliance with the Iowa Department of Education rules and regulations. All errors listed on the form must be corrected before the Food Safety Inspection can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Food Safety Inspection later.

< Edit Finish

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YORK Community School District
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The Food Safety Inspection has been processed.

< Edit Finish

Note: The Food Safety Inspections Report is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is “Error”.