

Off-site Assessment Instructions:

- Log into DESE Web Applications
- Select School Food Services and then Continue
- Click on the Compliance Tab
- Click Review Tracking
- Select Details under the Actions tab for the current review year
- Under Review Tools, click Detail next to Review Forms
- Select Modify next to 100 – Certification and Benefit Issuance
- Answer all of the questions 100 – 122 and then click Validate at the bottom of the page. Make sure no errors are present after the form is validated.
- Continue on with each of the SFA Forms: 200, 300, 600, 700, 800, 900, 1000, 1100, 1600, and 2100 (if special provision).
- Next click on Detail next to the Building (s) selected for review.
- Select Modify next to the Meal Compliance Risk Assessment Tool and answer questions 1-9 and then click Validate at the bottom of the page.
- Select Modify next to the Dietary Specifications Assessment Tool for Breakfast (if applicable) and answer questions 1-25 and then click Validate at the bottom of the page.
- Select Modify next to the Dietary Specifications Assessment Tool for Lunch and answer questions 1-25 and then click Validate at the bottom of the page.