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## Kentucky Department of Agriculture *A Consumer Protection And Service Agency*

POLICY MEMORANDUM – KY-FD-S-PM-07-04

TO: Food Service Directors / Administrators

FROM: Teresa Ulery, Director   
Division of Food Distribution

DATE: December 4, 2006

SUBJECT: New Monitoring Review Requirements

The new monitoring review procedures require the Food Service Director to conduct a compliance review of each school site in the district by February 1 of each year using the new Compliance Review (KY-FD-54). Once the compliance review(s) are completed they must be kept on file, to be reviewed your Program Coordinator when they conduct the Central Office Review.

The new electronic version of the Compliance Review (KY-FD-54) can be found on the Food Distribution web site under National School Lunch Forms. The review can be completed electronically, but must be printed for original signatures. We request that you complete this form for any 2006-2007 compliance reviews that have not been completed at this time.

At the end of the review period we will be requesting comments on the new procedure and the new compliance form. At that time we will consider your comments and request and will be make changes as needed.

Should you have questions or concerns pertaining to the content of the memorandum, please contact your program coordinator or Steve Castanis by email.

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