



Retail Program Standards Timeline

This standard timeline represents information from the Administrative Procedures Manual only. Questions should be referred to your Retail Food Specialist (RFS). This document was last updated in June 2022.

Enrollment Date



Up to 1 Year

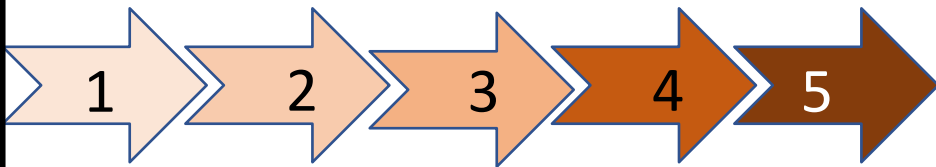
2. Full Self-Assessment Completed

A full self-assessment (SA) of all nine standards must be completed and reported **within 12 months** of enrollment. The jurisdiction must submit FORM FDA 3958, **within 30 days**, and will be posted on the Website.

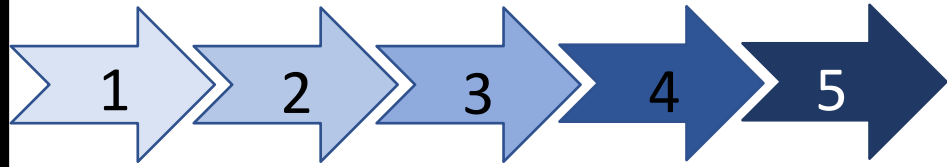
SA Cycle 1, begins on the initial full SA date reported on the FORM FDA 3958 to the Retail Food Specialist (RFS).

4. Full SA of all Nine Standards

At a minimum, a full SA of all nine standards must be completed **before the end of every five-year cycle**. This must be reported using FORM FDA 3958, within 30 days, and will be posted on the Website as the second, third, fourth, etc. cycle.



Full Self-Assessment Cycle 1 (5 years/60 months)



Full Self-Assessment Cycle 2 (5 years/60 months)

1. Enrollment Period

Jurisdiction submits FORM FDA 3958 to enroll in Program Standards (PS). This is the date of enrollment. Info is posted on the Retail PS Website (Website).

3. When a Standard is Met

If a standard has been claimed as met during either a full SA of all nine standards, or during an SA update of one or more individual standards, the jurisdiction must request a verification audit (VA) **within three months** of the completion of the SA or SA update. The VA must be completed **within six months** of the SA or SA update. When a standard is met, it must be reported using FORM FDA 3958, **within 30 days**, and will be posted on the Website.

5. VA Frequency

VA's shall be conducted at the following frequency:
1. After the initial SA (conducted within 12 months of enrollment), if the jurisdiction claims conformance with one or more Standards; and
2. After each subsequent **full SA** (conducted every 60 months), if the jurisdiction claims conformance with one or more Standards.

Any standards that were met (verified by a successful audit) in the previous **full SA** must be self-assessed again as part of the **five-year full SA**, and the VA must be done again for any Standard reported as met, regardless of the date the VA was reported from the previous full SA.