CALENDAR OF SCHOOL NUTRITION PROGRAM REQUIREMENTS

Item or Process	Due Date	Submit to DOE	Retain in File
CNPweb Packet for New Program Year -Sponsor Information Sheet -Site Information Sheet -Other documents starred on packet page	Before School Start	Online/Starred Documents Sent to Office	No
Food Service Management Company Contract/ Vended Meals Contract	June 30th	Signed Copy Sent to Office	Yes
*Direct Certification- 1st Match	Before Distributing Applications	No	Yes
*Parent Letter/Free and Reduced Application -To all households not directly certified	After Direct Certification and Before School Start	No	Yes
Train All Free and Reduced Application Processors -Complete annually using the most current version of the USDA Eligibility Manual for School Meals	August	No	Yes
Food Distribution Program Re-Certification for New Program Year -Green Puzzle Piece on CNPweb	August	Online	No
Food Safety Letter sent to Local Health Department -All sites must have 2 health inspections each year	School Start	No	Yes
Breakfast Notification Letter -Required for schools that serve breakfast	School Start and Multiple Times During School Year	No	Yes
After School Snack Program On-Site Monitoring -Required for schools that operate the After School Snack Program	Within first 4 weeks of operating the program and once more before the end of the school year	No	Yes
Civil Rights Training -Completed quiz on Moodle website and print out -"And Justice for All Poster" in prominent place -Document training all staff involved in CNP	Annually	No	Yes
Professional Standards	Annually	No	Yes
**On-Site Monitoring Process	As soon as possible in the school year but no later than February 1st	No	Yes
Production Records	Daily	No	Yes
Edit Checks	Monthly	No	Yes
Claim for Reimbursement (CNPweb)	Due within 60 days after the last day of the claim month	Online	No
Annual Financial Report -For previous program year	September 1st	Online	No
Revenue from Non-Program Foods	September 1st	No	Yes
*Direct Certification- 2nd Match	Last Week of September-Before Verification Process	No	Yes
* Verification Process Started	October 1st	No	Yes
* Direct Verification	October 1st	No	Yes

*Residential Child Care Institutions (RCCIs) do not need to complete these items if they do not approve free and reduced-price meal applications or charge for meals.

**Single school sites or single RCCI sites do not need to complete this item.

DOE/SCN March 2015

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*Verification Process Completed	November 15th	No	Yes
Verification Summary Report Due	December 15th	Online	No
*Direct Certification- 3rd Match	Last Week of January	No	Yes
Contract Review/Renewal -Develop procurement specifications for Food Service Management Company, vendor, distributor, and processors	Begin Process in January	Signed Copy Sent to Office (FSMC/Vended Meals only)	Yes
*Update Paid Meal Pricing	March	No	Yes

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