

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 30 th | Signed Copy Sent to Office | Yes |
| * Direct Certification - 1 st 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 1 st | 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 1 st | Online | No |
| Revenue from Non-Program Foods | September 1 st | No | Yes |
| * Direct Certification - 2 nd Match | Last Week of September-Before Verification Process | No | Yes |
| * Verification Process Started | October 1 st | No | Yes |
| * Direct Verification | October 1 st | 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 July 2015

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|--|---------------------------|---|-----|
| <u>*Verification Process Completed</u> | November 15 th | No | Yes |
| <u>Verification Summary Report Due</u> | December 15 th | Online | No |
| <u>*Direct Certification- 3rd Match</u> | Last Week of January | No | Yes |
| <u>Contract Review/Renewal</u> -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 |
| <u>*Update Paid Meal Pricing</u> | March | No | Yes |

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