

## CALENDAR OF SCHOOL NUTRITION PROGRAM REQUIREMENTS

Item or Process	Due Date	Submit to DOE	Retain in File
<a href="#">CNPweb Packet</a> 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
<a href="#">Food Service Management Company Contract/Vended Meals Contract</a>	June 30 <sup>th</sup>	Signed Copy Sent to Office	Yes
* <a href="#">Direct Certification</a> - 1 <sup>st</sup> Match	Before Distributing Applications	No	Yes
* <a href="#">Parent Letter/Free and Reduced Application</a> -To all households not directly certified	After Direct Certification and Before School Start	No	Yes
<a href="#">Train All Free and Reduced Application Processors</a> -Complete annually using the most current version of the USDA Eligibility Manual for School Meals	August	No	Yes
<a href="#">Food Distribution Program</a> Re-Certification for New Program Year -Green Puzzle Piece on CNPweb	August	Online	No
<a href="#">Food Safety Letter</a> sent to Local Health Department -All sites must have 2 health inspections each year	School Start	No	Yes
<a href="#">Breakfast Notification Letter</a> -Required for schools that serve breakfast	School Start and Multiple Times During School Year	No	Yes
<a href="#">After School Snack Program On-Site Monitoring</a> -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
<a href="#">Civil Rights Training</a> -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
<a href="#">Professional Standards</a>	Annually	No	Yes
** <a href="#">On-Site Monitoring Process</a>	As soon as possible in the school year but no later than February 1 <sup>st</sup>	No	Yes
<a href="#">Production Records</a>	Daily	No	Yes
<a href="#">Edit Checks</a>	Monthly	No	Yes
<a href="#">Claim for Reimbursement</a> (CNPweb)	Due within 60 days after the last day of the claim month	Online	No
<a href="#">Annual Financial Report</a> -For previous program year	September 1 <sup>st</sup>	Online	No
<a href="#">Revenue from Non-Program Foods</a>	September 1 <sup>st</sup>	No	Yes
* <a href="#">Direct Certification</a> - 2 <sup>nd</sup> Match	Last Week of September-Before Verification Process	No	Yes
* <a href="#">Verification Process Started</a>	October 1 <sup>st</sup>	No	Yes
* <a href="#">Direct Verification</a>	October 1 <sup>st</sup>	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 August 2016

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<a href="#">*Verification Process Completed</a>	November 15 <sup>th</sup>	No	Yes
<a href="#">Verification Summary Report Due</a>	December 15 <sup>th</sup>	Online	No
<a href="#">*Direct Certification- 3<sup>rd</sup> Match</a>	Last Week of January	No	Yes
<a href="#">Contract Review/Renewal</a> -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
<a href="#">*Update Paid Meal Pricing</a>	March	No	Yes
<a href="#">Wellness Policy – Inform the Public</a>	Annually	No	Yes
<a href="#">Wellness Policy – Evaluation</a>	Every Three Years	No	Yes

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