

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	June 1 st - 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	2 nd Week of July-School Start	No	Yes
* Parent Letter/Free and Reduced Application -To all households not directly certified	After Direct Certification-School Start	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
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
** 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
* 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
* Verification Process Completed	November 15 th	No	Yes
* Verification Summary Report	December 15 th	Online	No
* Direct Certification - 3 rd Match	Last Week of January	No	Yes
* Update Paid Meal Pricing	March	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.