

Script for Calendar of Due Dates

1. In order to help your school or institution keep track of when requirements are due, a calendar of due dates has been created for your school or institution. We suggest that you keep this calendar of due dates on a bulletin board or any other visible location to keep track of State deadlines. **Next slide.**
2. Following this presentation if you want to view or print out the calendar of due dates, go to the School Nutrition Website and find the calendar located in the Program Resources' section. The link will direct you to that page as well. Also if you see an asterisk next to any item, residential institutions, otherwise called RCCIs, do not need to complete these items if they do not approve free and reduced meal applications. If you see two asterisks next to an item, schools with less than two sites or single RCCI sites do not need to complete them. **Next slide.**
3. The first item is the CNPweb Packet for New Program Year. Before the beginning of every new school year, your institution or school is responsible for updating their sponsor information sheet, site information sheet, and other starred items on the packet page in CNPweb on the School Nutrition program's purple puzzle piece. The CNPweb is where you file your claims for reimbursement. You can access the CNPweb by going to the Office of School and Community Nutrition at www.doe.in.gov/food. It is important to make sure all the information is updated for the new school year. **Next slide.**
4. Due next is the Food Service Management Company Contract/Vended Meals Contract. If your school has a Food Service Management Company or vends meals, you must send your contract or amendment to the Indiana Department of Education. The Food Service Management Company or Vended Meals Contract is an agreement between your school and a company to run the daily operations of your school food service or to provide your school with meals. There are proper procurement procedures that need to be followed before bidding and signing with a Food Service Management Company or Vendor. For more information, contact Ted Feeney at 317-234-2516 or tfeeney@doe.in.gov. **Next slide.**
5. Direct Certification should be completed before you send out your free and reduced price meal applications for the new school year. All schools, private or public, are required to do a direct certification match. The second week of July is the earliest that direct certification can be started, and it must be completed before school begins, in order to send out Free and Reduced Applications in a timely manner. A second direct certification match will need to be completed the last week of September, before the Verification Process begins. And a third direct certification match will need to be completed by the last week of January. **Next slide.**

6. Next, Parent Letter/Free & Reduced Applications should be sent out after direct certification. Parent Letter/Free & Reduced Applications should be given to every household not directly certified. **Next slide.**
7. Food Distribution Program (FDP) On-line Recertification is next. Each year, starting in August, you will be asked to re-certify your Food Distribution, Recipient Agency Information Sheet. FDP recertification will allow you access to your commodities for the upcoming school year. However, you must first be approved to participate in the School Nutrition Programs (SNP). Once your SNP Sponsor Information Sheet has reached an “approved or pending approval” status, you will be ready to log into the FDP green puzzle piece and start your yearly recertification process. In August, there will be an on-line start-up slide show tutorial posted to assist you. Additionally, you can contact John Moreland, Food Distribution Program Specialist, by email at jmorelan@doe.in.gov or by calling (317) 233-0020. **Next slide.**
8. Next, Production Records are supposed to be kept daily. Check out the school nutrition program’s website at www.doe.in.gov/food/schoolnutrition for the PowerPoint presentation on food production records. **Next slide.**
9. Claims for Reimbursement are submitted on the CNPweb in the school nutrition program’s website purple puzzle piece under the claims/AFR tab. They are due on the 10th day of each month and cannot be paid if submitted more than 60 calendar days following the end of the claim month. **Next slide.**
10. Next, the Annual Financial Report is due on September 1st and is submitted on the CNPweb under the claims/AFR tab. The annual financial report should include all financial transactions from July 1st to June 30th of the previous school year. Annual financial report instructions, worksheet, and common problems can be found on the CNPweb under resources. The link provided on the slide will provide additional help. **Next slide.**
11. Next, Civil Rights Training should be completed annually. One person from your school or institution should complete the online training. Once that person completes the training he or she is responsible for training the other people involved in the school nutrition programs. Materials, resources, and the on line training can be found on the office of school and community nutrition website at www.doe.in.gov/food. You should keep your quiz results on file at your school. Also, file a list of employees that attended the training session you conducted after taking the quiz. **Next slide.**
12. The Verification Process should be started October 1st. Verification is required for all sponsors with the National School Lunch and/or School Breakfast Program that have students with Free & Reduced Price applications on file. Verification is proving the data on the application with other written documentation, like a recent pay stub,

or a letter from the welfare department noting the food stamp number and eligibility date. Schools without any free or reduced price eligible students, residential schools that do not collect free and reduced applications, and sponsors having only the Special Milk Program are exempt from verification. **Next slide.**

13. Next, Direct Verification can be started October 1st. Direct verification is optional and verifies if a student is free or reduced without contacting the household. Direct verification can be beneficial by eliminating some of the paperwork during verification. Direct certification and direct verification are two different processes, and you should only use direct verification during the verification process. **Next slide.**
14. Next, the Verification Process should be completed by November 15. You should have picked your sample size, sent the letters to the parents chosen for verification, received the information back from the parents, verified the applications, and sent the confirmation letters to the parents by November 15. **Next slide.**
15. The Verification Summary Report is due on December 15. The Verification Summary Report will not be available until after you file your October claim for reimbursement and have completed your Annual Financial Report. The verification summary report will then show up under the Claims/AFR page in the CNPweb. Upon completion of the verification process (by November 15), the verification results should be entered in the Verification Summary Report on or before December 15. **Next slide.**
16. Next, the On-site Monitoring Process should be completed by February 1. Every school year, each sponsor with two or more schools or sites shall perform an on-site review of their lunch counting and claiming system at each school. Each on-site review shall ensure that the school's counting system yields the actual number of reimbursable free, reduced price, and paid lunches served for each day of operation. The on-site monitoring form and instructions can be found on the School Nutrition Program's website at www.doe.in.gov/food/schoolnutrition. **Next slide.**
17. Menus should be analyzed routinely to make sure they are meeting the requirements. This only applies to schools or institutions that have Nutrient Standard Menu Planning. **Next slide.**
18. Thank you for viewing the National School Lunch Program Calendar of Due Dates' PowerPoint Presentation.