

Calendar of School Nutrition Program Requirements

Item or Process	Due Date	Submit to Doe	Retain in File
<u>CNPweb Packet for New Program Year</u> -Sponsor Information Sheet -Site Information Sheet -Other documents starred on packet page	June 1 st - School Start	Online/Starred Documents Sent to Office	No
<u>Food Service Management Company Contract/ Vended Meals Contract</u>	June 30 th	Signed Copy Sent to Office	Yes
*<u>Direct Certification- 1st Match</u>	2 nd Week of July-School Start	No	Yes
*<u>Parent Letter/Free and Reduced Application</u> -To all households not directly certified	After Direct Certification-School Start	No	Yes
<u>Food Distribution Program Re-Certification for New Program Year</u> -Green Puzzle Piece on CNPweb	August	Online	No
<u>Food Safety Letter sent to Local Health Department</u> -All sites must have 2 health inspections each year	School Start	No	Yes
<u>Breakfast Notification Letter</u> -Required for schools that serve breakfast	School Start and Multiple Times During School Year	No	Yes
<u>Civil Rights Training</u> -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
<u>Production Records</u>	Daily	No	Yes
<u>Claim for Reimbursement (CNPweb)</u>	Due within 60 days after the last day of the claim month	Online	No
<u>Annual Financial Report</u> -For previous program year	September 1 st	Online	No
*<u>Direct Certification- 2nd Match</u>	Last Week of September-Before Verification Process	No	Yes
* <u>Verification Process Started</u>	October 1 st	No	Yes
* <u>Direct Verification</u>	October 1 st	No	Yes
* <u>Verification Process Completed</u>	November 15 th	No	Yes
*<u>Verification Summary Report</u>	December 15 th	Online	No
*<u>Direct Certification- 3rd Match</u>	Last Week of January	No	Yes
**<u>On-Site Monitoring Process</u>	February 1 st	No	Yes
*<u>Update Paid Meal Pricing</u>	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.