

School Nutrition Program (SNP) Task Checklist

√	Due Date	Required Task
	Yearly and Before Review	<ul style="list-style-type: none"> • Complete Storage Facility Review – USDA Donated Food form for all sites where USDA Foods are stored • Lunch Site(s)–Conduct no less than one Site Monitoring Review for each lunch site. [7 <i>CFR</i> 210.8 (a) 1] • Breakfast Site(s)–Conduct Site Monitoring Review annually for at least 50 percent of sites with all sites being reviewed every two years [7 <i>CFR</i> 220.11(d)(1)] • Request Food Safety Inspection from local governmental agency responsible for food safety inspections. Post the current food safety inspection report in a publicly visible location • Monitor Afterschool Meal Supplement (AMS) (snack program) two times per year within 6 months of each other, if applicable. First within four weeks of operation • Monitor and track financial accounts. Financial management resources are located on the CDE Cafeteria Fund Web page at http://www.cde.ca.gov/ls/nu/sn/cafefundguide.asp <ul style="list-style-type: none"> ○ Keep a statement of revenue and expense of the Cafeteria Fund ○ Track your Net Cash Resources (NCR) over 3 months ○ Complete the Paid Lunch Equity (PLE) Tool, if applicable ○ Track your Revenue from Non-Program Foods, if applicable ○ Confirm your indirect cost rate is the correct rate, if applicable ○ Review time accounting for each employee and program type • Track Professional Standards for all employees
	Monthly	<ul style="list-style-type: none"> • File your claim for meal and snack reimbursement through Child Nutrition Information and Payment System (CNIPS) http://www.cde.ca.gov/ls/nu/cn/ • Conduct Direct Certification at least three time per year–Best Practice to conduct monthly http://www.cde.ca.gov/ls/nu/sn/directcert.asp • Develop and file current eligibility roster at the end of each month • Use new attendance factor for monthly edit checks, check website for updates, http://www.cde.ca.gov/LS/NU/SN/, currently 93.8 is national attendance factor
	Weekly	<ul style="list-style-type: none"> • Be sure your daily and weekly menu meets the National School Lunch Program (NSLP) & School Breakfast Program (SBP) Requirements
	Daily	<ul style="list-style-type: none"> • Count meals at Point of Service (POS) and complete daily edit check • Record daily accurate meal counts for reimbursable meals http://www.cde.ca.gov/ls/nu/sn/mgmb.asp • Complete daily menu production records
	July 1	<ul style="list-style-type: none"> • Begin new fiscal school year (SY) • Complete and submit CNIPS annual update for new School Year (SY)
	July / August	<ul style="list-style-type: none"> • Obtain updated USDA Eligibility Manual, Income Eligibility Guidelines, and eligibility material when available at http://www.cde.ca.gov/ls/nu/sn/eligmaterials.asp • Update and distribute household application and letters to households • Prepare and submit Annual Media Release [7 <i>CFR</i> 245.5] • Ensure Justice for All poster(s) is displayed in prominent location(s) and that program material has nondiscrimination statement, and staff receive annual civil rights training • Complete and submit CNIPS Annual Food Distribution Program (FDP) Contract Update by July 30, if applicable • Review and update budgets and contracts • Double check that your Food Safety Plan (HACCP–Hazard Analysis Critical Control Point) is up-to-date, available to staff at each site, and coordinate food safety training for staff • Double check that your written procedures for procurement and code of conduct are current and staff are trained • Double check that your Local School Wellness Policy is up-to-date and posted • Outreach to households for SBP at the beginning of school and once again during the school year • Post POS meal signage for all meal programs • Assess NCRs
	August / September	<ul style="list-style-type: none"> • Conduct first Afterschool Meal Supplement (AMS) site monitoring review during the first four weeks that the school is in operation. [7<i>CFR</i> 210.9(c)7] (see this reference for exceptions)

This institution is an equal opportunity provider.

√	Due Date	Required Task
		<ul style="list-style-type: none"> July reimbursement claim deadline–September 29
	31st operating day of the school year	<ul style="list-style-type: none"> Determine 31st operating day of the SY End of 30-day eligibility for returning students based on their prior year determination or for students transferring from provisions or Community Eligibility Provision (CEP) schools On the 31st day recertify and change eligibility status for current SY
	October	<ul style="list-style-type: none"> Begin eligibility verification of all household applications received and approved as of October 1 Determine sample size of total free and reduced-price meal applications certified as of Oct. 1 Notify families selected for verification Determine the total number of students, the number of students qualifying for free meals, and the number of students qualifying for reduced-priced meals as of the last day of operation in October [7 CFR 210.8(c) 2] Determine number of students approved FREE eligible as of the last operating day in October that are NOT eligible for verification, i.e. Direct Certification Verification Materials: http://www.cde.ca.gov/ls/nu/sn/verification.asp Separate CalFresh, Medicaid, and other directly certified student information for verification report Submit mandatory food safety data collection survey in CNIPS
	November	<ul style="list-style-type: none"> Complete verification process–NOVEMBER 15
	December	<ul style="list-style-type: none"> FDP avenue of participation change deadline–December 15 (if applicable) Submit October eligibility data no later than the 31st [7 CFR 210.8(c) 2] Complete PLE for the next school year, if applicable
	January	<ul style="list-style-type: none"> Watch for <i>Request for Applications (RFA)</i> notice for the <i>School Breakfast and Summer Food Start-up or Expansion</i> grant Submit in CNIPS all verification findings no later than JANUARY 15 Start menu planning for the next school year Revise and update solicitations, bid documents, contracts to cover all federal/state requirements Submit Food Service Management Contracts (FSMC) bid package to NSD for approval no later than January
	February	<ul style="list-style-type: none"> Complete Site Monitoring no later than FEBRUARY 1 (for lunch and breakfast)
	March	<ul style="list-style-type: none"> Submit Seamless Summer Option Site Application (March through May) Submit unsigned FSMC renewal packets to California Department of Education for approval by
	April	<ul style="list-style-type: none"> Start outlining training plan for the next SY
	May	<ul style="list-style-type: none"> Outreach to households of the availability of Summer Food Service Program (SFSP) feeding sites in your area (required even if you are not operating SFSP) By the end of the school year, complete written self-certification that all hiring and training requirements for each staff for professional standards have been met for the SY. Keep documentation and back-up documentation for the administrative review
	June - August	<ul style="list-style-type: none"> Update information in CNIPS for next school year. Enroll the agency to access the application packet, update the sponsor information, and all site information. Submit to Nutrition Services Division for approval. Must have approved application packet on file to submit July claims. <ul style="list-style-type: none"> Review and up-date Meal Count/Collection procedure Review and up-date site lists for meal type and service Review and update written procurement plan and written code of conduct Ensure new sites have health permits CEP applications must be submitted no later than June 30 All Provision 2 sites wishing to rebase or extend and all sites wanting to implement Provision 2 must submit Provision 2 Addendum no later than June 30 Assess net cash resources Create job specific training plans for you and your staff, determine process to track training hours, and to ensure saving of back-up documentation Be sure all food items on menu have sufficient documentation to support meeting meal pattern requirements (nutrition fact labels, Child Nutrition labels, product formulation statements, standardized recipes, recipe analysis)
	June	<ul style="list-style-type: none"> Include revenue and cost on the June claim: http://www.cde.ca.gov/fg/aa/nt/snprevandcost.asp (Only for Charter Schools, Private Schools, and Residential Child Care Institutions (RCCIs))
	June 30	<ul style="list-style-type: none"> End of fiscal year