

## NEW YORK STATE EDUCATION DEPARTMENT (SED) CHILD NUTRITION PROGRAM ANNUAL CHECKLIST

\*Check website weekly for new information\*

Suggested Preparation Date(s)	<u>Mandatory Reporting Requirements</u>	Due Date <sup>1</sup>
March-April	Submit request for <b>breakfast exemption</b> . (Approval based on supporting documentation) See the Breakfast Exemption Memo on the Child Nutrition Knowledge Center (CNKC) <sup>2</sup> .	<input type="checkbox"/> July 1
July-August	Conduct the 1st <b>Direct Certification Matching Process (DCMP)</b> . For further information, refer to the CNKC.	<input type="checkbox"/> August 31
May-August	If contracting with a <b>Food Service Management Company (FSMC)</b> , submit fully executed food service management company contracts or extensions for approval for the upcoming school year. Use the appropriate checklist and Power Point training to ensure that required documents are submitted.	<input type="checkbox"/> Prior to the beginning of the school year
April-August	Complete the required <b>Annual Renewal</b> on the Child Nutrition Management System (CNMS) <sup>3</sup> . <i>*If the start date of your program(s) is changing from September to July or August, submit a letter on your SFA's letterhead explaining the educational nature of the program(s) being offered. This cannot be done on-line through the renewal process.</i>	<input type="checkbox"/> Prior to LEAs start date each year
September	Mandatory reporting of <b>SNAP</b> and <b>Medicaid</b> eligible students on CNMS.	<input type="checkbox"/> September: prior to or with the September claim
September	Submit the <b>Annual Analysis of Cash Resources Report</b> on CNMS for the previous school year (only Charter schools, Nonpublic schools, RCCIs, and Jails).	<input type="checkbox"/> September 30

September-October	<p>Submit <b>Health Inspection Report</b> (for the previous school year) on CNMS. Indicate the number of health inspections received by each school/site within the LEA, even if none were received (enter zero for none received).</p> <p>Please ensure that all buildings operating under your SFA's jurisdiction are in compliance with the New York State Sanitary Code for Food Service Establishments which can be accessed at: <a href="http://www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-1.htm">http://www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-1.htm</a>.</p>	<input type="checkbox"/> October 15
June-October	<b>FNS-742 A</b> for SFAs selected to conduct an independent review of applications required by the Healthy Hunger-Free Kids Act 2010.	<input type="checkbox"/> October 31
October-December	Submit the FNS-742 <b>Verification Collection Report</b> (Attachment G of the Income Verification Booklet) on CNMS.	<input type="checkbox"/> December 15
January-February	Submit the <b>A-133 audit</b> to the Office of Audit Services (OAS). <a href="http://www.oms.nysed.gov/oas/">www.oms.nysed.gov/oas/</a>	<input type="checkbox"/> March <i>General deadline, follow OAS submission requirements</i>
April	Submit a written request with accompanying documentation to the SED if you want to participate in <b>Provision 2</b> .	<input type="checkbox"/> June 30
April	Submit application materials if applying for the <b>Community Eligibility Provision</b> (CEP), or submit an application if not at 100% free reimbursement in year 1 of the cycle. CEP is an alternative for those SFAs and schools with at least 40% identified students as of April 1 enrollment using DCMP.	<input type="checkbox"/> August 31

<b>Suggested Preparation Date(s)</b>	<b>Annual Program Requirements<sup>4</sup></b>	<b>Completion Date<sup>1</sup></b>
July-June	<b>Professional Standards Training Requirement</b> for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger Free Kids Act of 2010 - Final Rule. For further information, refer to the CNKC.	Annually
June-August	Produce and distribute <b>Public Announcement</b> , including both the free and reduced price scale, to the Newspaper, One Stop Employment Center and large area employers contemplating layoffs. Keep on file a copy of the Public Announcement, the date, and where it was sent.	Prior to LEAs start date each year
June-August	<p><b>Notify the local Health Department</b> with a list of sites and addresses that are serving meals within your SFA that two health inspections are required for participation in the NSLP/SBP. Keep a copy of this letter on file.</p> <p>Please ensure that all buildings operating under your SFA's jurisdiction are in compliance with the New York State Sanitary Code for Food Service Establishments which can be accessed at: <a href="http://www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-1.htm">http://www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-1.htm</a>.</p>	At or near the beginning of the school year
June-September	Produce and distribute <b>free and reduced price application</b> and <b>parent letter</b> ( <i>include the reduced price scale only and the nondiscrimination statement</i> ). SFAs cannot accept and process applications before the beginning of the federally defined School Year (July 1 through June 30). Year-round schools usually follow the July 1-June 30 school year, therefore, they would distribute notification letters in June. SFAs should conduct DCMP prior to processing applications, to reduce the burden of paperwork for both the SFA and families. This process certifies eligible children for free meals/milk without families needing to complete an application.	At or near the beginning of the school year

July-September	<b>Establish eligibility for students</b> based on the previous year application through the first 30 operating days, or until families submit a new application. Approve applications as they are received from families, and establish a <b>master list</b> of students with current benefits. The master list should indicate student eligibility status and method of determining the status [i.e. DCMP, categorically eligible, application].	First 30 operating days of school
July-September	<b>Establish</b> a parent/student/staff food service <b>advisory board</b> (mandatory for schools using FSMCs).	At or near the beginning of the school year
Year-round	Conduct the 1 <sup>st</sup> <b>Afterschool Snack Program Review</b> . For further information, refer to the CNKC.	During the first 4 weeks that the program is in operation
July-October	<b>Change benefits</b> to the paid category for all students who do not have a current year application on file. <b>Update the master list</b> as students submit new applications and they are accurately approved.	31st operating day of your LEAs school year
September	<b>Healthier US School Challenge</b> (HUSSC) applications may be submitted any time during the school year. Begin planning for submission and refer to guidance documents on the CNKC.	At or near the beginning of the school year
September	Annually review and update <b>Food Safety Plans</b> and <b>Local Wellness Policy</b> as required.	At or near the beginning of the school year
October	Complete <b>Civil Rights training</b> and retain the following documents with Program records for the school year. The Civil Rights Power Point presentation and record of the annual training which includes a sign-in sheet, the date, location, and who provided the training. The power point is available on the CNKC. This is a requirement for all staff, including front line cafeteria staff who deals directly with program applicants and participants.	At or near the beginning of the school year

October	Begin the <b>verification process</b> by counting the total number of current free/reduced applications on file as of October 1 <sup>st</sup> and selecting a sample pool of those applications to be verified. Refer to the Income Verification Booklet for instructions. Do not include eligibility carryover from the previous year in the sample pool on October 1.	October 1
October-November	As required for the <b>verification process</b> , the SFA must make <i>at least one follow-up attempt</i> to contact the household when the household does not adequately respond to the request for verification. The follow-up attempt may be in writing (including to the parent's/guardian's email) or by telephone, and the SFA must document that a contact was attempted.	October- November
October-November	<b>Direct verification (optional)</b> is using records from public agencies to verify income and/or program participation. Direct verification may be completed at the local level. Schedule time accordingly for this process. If the child(ren) is not verified by public agency records, the SFA must proceed with regular verification activities. See the Income Verification Booklet for further information.	November 5
October-November	<b>Notify families of the result</b> of income verification and if program benefits are being decreased, notification (10 day advanced notice) must be in writing. (Provide time for the appeals process.)	Prior to November 15
October-November	Complete the <b>verification process</b> . Make necessary changes to benefits (including applications, master lists and notification of necessary site staff) as a result of verification. Summarize verification efforts.	November 15
October-November	Conduct the <b>2<sup>nd</sup> DCMP</b> . For further information, refer to the CNKC.	November 30
October-January	<b>Begin annual self-review</b> in SFAs with multiple sites. Conduct a self review summary in each building, scheduling follow up reviews within 45 days for any sites with critical problems. Complete and keep records on file. See the CNKC website for the annual self review memo and review form.	February 1

January-February	Conduct the <b>3<sup>rd</sup> DCMP</b> . For further information, refer to the CNKC.	February 28
January- June	Conduct the <b>2<sup>nd</sup> Afterschool Snack Program Review</b> . For further information, refer to the CNKC website.	Prior to the end of the Afterschool Snack Program operations
January- June	Register for <b>Managing Professional Cooking and Professional Cooking Workshops</b> . For further information, refer to the CNKC.	On-going until spaces are filled
February-March	<b>Provision 2 extension requests</b> should be made in writing to SED.	Before the end of the school year
March-April	<b>Determine eligibility for the CEP</b> based on April 1 enrollment using DCMP, if considering applying for the following school year.	April 1
April- the end of the school year	Review your SFA's paid lunch revenue to assure compliance with the <b>Paid Lunch Equity (PLE)</b> requirement. Refer to the PLE tool on the CNKC.	Prior to new school year
April	<b>Fresh Fruit and Vegetable Program (FFVP)</b> awarded SFAs should begin preparation for the coming school year. Operation of the FFVP must begin by the second week that school is in session.	June 30

<sup>1</sup>Failure to submit reports to SED by the due dates may result in funds being withheld and/or denied and Program termination in accordance with Program regulations.

<sup>2</sup>The Child Nutrition Knowledge Center (CNKC) is the New York State Education Department (SED) Child Nutrition Program Administration's website. This website provides child nutrition program information. All program guidance, trainings and forms are available online: <http://portal.nysed.gov/portal/page/pref/CNKC>.

<sup>3</sup>The Child Nutrition Management System (CNMS) is a web-based system for the management of the Breakfast, Lunch, Snack, Milk and Summer Food Service programs.

<sup>4</sup>SFA records shall be retained for a period of 3 years after submission of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit. These records must be readily retrievable or immediately available upon request.