

School Nutrition Program Operational Calendar

July	
Financial Reporting (All)	<ul style="list-style-type: none"> Roll over all financial data Assign operational balances to cost centers (if applicable) Enter the financial data and the excess balance plan (if applicable) into the TMAC financial Report (<i>MUST be entered in TMAC by October 1</i>)
Local Website (All)	<ul style="list-style-type: none"> Update website (if applicable)
Computer Data (All, if applicable)	<ul style="list-style-type: none"> Roll over student accounts Update student records (i.e., enter new students, delete graduates, transfer students, etc.) Update Point of Sale data (e.g., pricing, items, defined meals)
Operations (All)	<ul style="list-style-type: none"> Compile Free and Reduced Application Packets (if applicable) Order food and supplies for all school sites Conduct starting inventory (at school level)
Policy and Procedural Updates	<ul style="list-style-type: none"> Wellness Policy Meal Charge Administrative Procedure
August, September, October	
Equipment Grants	<ul style="list-style-type: none"> Submit equipment bid documents, copy of itemized invoice, and copy of cancelled check for reimbursement for equipment grant by September 30
Afterschool Snack Program <i>Optional Program</i> (All)	<ul style="list-style-type: none"> Complete the program application to include afterschool snack program (by school) in TMAC Track counts and complete production records* Monitor all feeding sites within the first four weeks of operation and one more time throughout the school year* <p style="text-align: center;">*Toolkit found on SNP Resource Hub</p>
On-Site Internal Monitoring (All) <i>(Exempt, if only one site)</i>	<ul style="list-style-type: none"> Begin conducting the on-site internal monitoring of all feeding sites, due February 1 ; 50% of all Breakfast Programs must be monitored and 100% of all Lunch Programs must be monitored* <p style="text-align: center;">*Form found on SNP Resource Hub</p>
Verification (P, V, C)	<ul style="list-style-type: none"> Obtain Alternate Verification Method approval by September 15* Pull sample application count as of October 1 Pull the total student count as of the last operating day of October Download the Direct Verification File (if applicable)* <p style="text-align: center;">*Form found on SNP Resource Hub</p>

Attendance Adjusted Edit Check (All)	<ul style="list-style-type: none"> Develop the attendance factor from the October attendance data. Use this factor from October to September; <i>OR</i> Develop a local attendance factor monthly; <i>OR</i> Use the national attendance factor
Claim for Reimbursement (All)	<ul style="list-style-type: none"> Enter the Claim for Reimbursement by district Enter the Claim for Reimbursement by site/school (October and monthly if CEP)
Seamless Summer Option (begins October through September) <i>Optional Program (P, V, C)</i>	<ul style="list-style-type: none"> Enter feeding sites in TMAC prior to start-up for state agency approval (at least two weeks prior to operations)
November, December	
Procurement (All)	<ul style="list-style-type: none"> Plan menus for next school year
Verification (see notes to the right)	<ul style="list-style-type: none"> Complete the verification process by November 15 (P, V, C) Enter the verification summary data in TMAC by December 15 (All)
Commodity Processing <i>Optional Program (All)</i>	<ul style="list-style-type: none"> Prepare bid specifications, contact potential vendors for product testing, and develop potential bid documents Determine amounts to process upon receipt of the commodity surveys in January/February
January, February	
State Matching (P)	<ul style="list-style-type: none"> Receive state matching funds
Commodity Surveys <i>Optional Program (All)</i>	<ul style="list-style-type: none"> Complete and return commodity surveys to the Commodity Distribution Administrator
Financial (P)	<ul style="list-style-type: none"> Prepare school nutrition budgets (for next year) for local board approval
On-Site Internal Monitoring (All) <i>(Exempt, if only one site)</i>	<ul style="list-style-type: none"> Conduct the on-site internal monitoring of all feeding sites prior to February 1* <p>*Form found on SNP Resource Hub</p>
Fresh Fruit and Vegetable Program, <i>Optional Program (P,V, C)</i>	<ul style="list-style-type: none"> Submit Fresh Fruit and Vegetable Program application to state agency (in February)*
Equipment Grant	<ul style="list-style-type: none"> Submit Equipment Grant Application to the state by January 18
March, April, May	
Procurement (All, depending on total contract amount)	<ul style="list-style-type: none"> Update procurement information, conduct testing, formulate bid specifications, solicit potential vendors Conduct pre-bid conferences (if applicable) Issue bid documents (if applicable) Complete the renewal process for current bid (if applicable) Submit public notice via media route Issue procurement documents

	<ul style="list-style-type: none"> Analyze and award bids Conduct Market Basket pricing comparison (if applicable)
Claim for Reimbursement (All)	<ul style="list-style-type: none"> Enter the Claim for Reimbursement by site/school (March)
Paid Lunch Equity (P, V, C)	<ul style="list-style-type: none"> Complete the Paid Lunch Equity (PLE) Tool using October data
Community Eligibility Program (P, V, C, CEP)	<ul style="list-style-type: none"> Analyze CEP data* <ul style="list-style-type: none"> *May be potentially eligible to do CEP if not currently on CEP *May have a higher percentage(s) if currently doing CEP *Based on March's Direct Certification Update current individual student percentages (ISPs) Develop new ISPs
Afterschool Snack (All)	<ul style="list-style-type: none"> Complete the second monitoring of all feeding sites prior to year-end (if applicable)
Health Inspections (All)	<ul style="list-style-type: none"> Contact your local health department if every site has not had two health inspections during the school year
Free and Reduced Application Packet (P, V, C) <i>(For next school year)</i>	<ul style="list-style-type: none"> Download Family Application, Instructions for applying, Household Letter, and Notification of predetermined eligibility for free meals (Direct Certification notification letter) Download Direct Certification Lists for SNAP/TNAF and Foster (as notified; May data available in June/July for download) Maintain limited disclosure/confidentiality agreement signed by employees
TMAC Application Packet (All) <i>(For next school year)</i>	<ul style="list-style-type: none"> Update and submit Information in TMAC <ul style="list-style-type: none"> ✓ Update SFA Application ✓ Update Local Agriculture Compliance Plan ✓ Update Site Application ✓ Update CEP Schedule (if applicable) Upload Meal Compliance Attestation Form (<i>only if new SFA</i>) Upload SFA & Local Ag Agreement <p>NOTE: The application packet must be completed and approved prior to submitting a claim for reimbursement.</p>
Commodities <i>Optional Program</i> (All)	<ul style="list-style-type: none"> Reconcile commodities received with allocated amounts Check with commodity distributor to make sure inventories are sent or warehoused (may be charged for warehousing)
Operations (All)	<ul style="list-style-type: none"> Recommend staff for the next school year (if applicable)
Seamless Summer Option (begins October through September) <i>Optional Program</i> (P, V, C)	<ul style="list-style-type: none"> Enter feeding sites in TMAC prior to start-up for state agency approval (at least two weeks prior to operations) or by June.

June	
Health Inspection Report (All)	<ul style="list-style-type: none"> Enter the number of health inspections for each school from the previous year (<i>MUST be entered in TMAC by June 30</i>)
Health Department Permit (All)	<ul style="list-style-type: none"> Obtain health department permit
Verification Correction Action Plans (VCAP)	<ul style="list-style-type: none"> Complete the VCAP and submit to regional consultant (if applicable)
<p style="text-align: center;">Staff development (All) (verification training not applicable for R & CEP)</p> <p style="text-align: center;">Note: The local district determines the training days throughout the year. Non- operational school months are used most.</p>	<ul style="list-style-type: none"> Conduct civil rights training for all SNP Staff* Conduct training on HACCP updates Conduct locally required training(s) Conduct/attend verification training (recommended, if applicable) Conduct/attend offer versus serve training (recommended) Conduct/attend cashier/substitute cashier training (recommended) Maintain all training records <p style="text-align: center;">*Training materials found on SNP Resource Hub</p>
Financial (All)	<ul style="list-style-type: none"> Complete financial transactions for year-end record closure Reconcile operating balance with local finance office (balance as of June 30) Complete the Non Program Revenue tool* Set meal pricing for next school year Roll over student accounts and issue student refunds (if applicable) Update computer software (if needed) <p style="text-align: center;">*Worksheet found on SNP Resource Hub</p>
Procedural Updates <i>Submitted</i> to the State Agency (All)	<ul style="list-style-type: none"> Submit PLE Exemption Request (if applicable)* Submit <i>Amended</i> or <i>New</i> Exemption for Whole Grain-Rich (2018-19) Submit Alternate Milk Policy (if applicable)* Submit Program Agreement (<i>all must submit for 2018-19</i>)* Submit Local Agricultural Products Compliance Plan (<i>all must submit for 2018-19</i>)* Submit Breakfast Waiver (if applicable)* (<i>not V or R</i>) Submit RCCI Meal Pattern Exemption (if applicable)* Submit non-SNP employees' meal fee waiver to state director from director of schools (if changes have occurred) Submit the Waiver for Non Participation in NSLP (if applicable)* <p style="text-align: center;">*Form found on SNP Resource Hub</p>
Policy and Procedural Updates Maintained at the Local Level (All)	<ul style="list-style-type: none"> Update policies as needed: <ul style="list-style-type: none"> ✓ Charge policy ✓ HACCP plan (update plan annually) ✓ Offer versus Serve ✓ Wellness policy (board approved) ✓ Civil rights (board approved)

	<ul style="list-style-type: none"> ✓ Procurement plan ✓ Code of Conduct
Year End Records' Maintenance (All)	<ul style="list-style-type: none"> • Backup all computer records and store all records • Update equipment inventory records
Codes: P-Public, V-Private, C-Charter, R-RCCI, CEP-Community Eligibility Provision Schools, & All	

Monthly Reminders:	
Attendance Adjusted Edit Checks (All)	<ul style="list-style-type: none"> • Conduct attendance adjusted edit check prior to submission of the claim for reimbursement
Financial (All)	<ul style="list-style-type: none"> • Track revenue, expenditures, and operating balances • Track food, labor and other costs
Equipment (All)	<ul style="list-style-type: none"> • Request approval for any new equipment purchases (over \$5000) if item is not listed on the state approved list
Claim for Reimbursement (All)	<ul style="list-style-type: none"> • File the claim for reimbursement monthly, within 30 days • Maintain documentation to support the meal counts and issued eligibility/status
Direct Certification (P, V, C, CEP)	<ul style="list-style-type: none"> • Download and track the number of direct certification (SNAP and Foster) • Track the number of direct certification (all other categories i.e. homeless, migrant, runaway)
Inventory (All)	<ul style="list-style-type: none"> • Track all inventories (food/supplies)
Training (All)	<ul style="list-style-type: none"> • Track all training activities to support the requirements of the Professional Standards
Important Deadlines:	
July 1	Official start of the new school year (All)
Sept. 15	Final date for Alternate Verification Method approval (P, V, C)
Sept. 30	For FFVP, close out of funds for July–September
Oct. 1	Financial Report entered into TMAC (including Excess Balance Plan, if applicable) (All)
Oct. 1	Pull application counts for Verification pool determination (P, V, C)
Oct. 31 (last operating day of October)	Pull student counts for Verification reporting (P, V, C)
Nov. 15	Complete the Verification Process (P, V, C)
Dec. 15	Final date to enter the Verification Summary Report in TMAC (P, V, C)
Jan. 31	On-site monitoring tool completed (if more than one site) (All)
Feb. 1–28	FFVP applications accepted
June 15	CEP Eligibility Selection with supporting documentation
June 30	Final date for Health Inspection totals to be entered in TMAC (All)
June 30	For FFVP, close out of funds for October–June
June 30	Official end of the new school year (All)