OSPI CNS School Meal Programs Reference Sheet

School Meals Monthly Requirements

The school meal programs monthly guide is a guide to help program operators meet program requirements and complete monthly tasks for a successful operation. The guide identifies tasks that must be completed within a required timeframe and tasks to plan for at the beginning of the year (i.e., July tasks). The companion document, School Meal Program Requirements, provides the details for each requirement and links to additional tools, forms, and resources. Some documents need to be completed and kept on file in the LEA while others must be submitted to Child Nutrition Services.

July

- ✓ USDA Income Guidelines effective July 1 – June 30 (released in the Spring)
- ✓ Federal Reimbursement Rates effective July 1 – June 30 (published in July)
- ✓ Place first USDA Foods Order and enter additional order dates on calendar
- ✓ Make plans to complete the following:
  - o Distribute Free & Reduced-Price Meal Application materials and local Meal Charge Policy to households
  - o Collect consent-to-share for disclosure of eligibility information under House Bill 1660
  - o Promote the School Breakfast Program at the beginning of the year
  - o Conduct Civil Rights Training for food service staff
  - o Establish Adult meal prices
  - o Establish a training plan for staff to meet Professional Standards requirements
  - o Review policies and procedures – update/revise/train as needed
  - o Review Food Safety Plan – update/revise/train as needed
  - o Request two Food Safety Inspections from the local Health Department
  - o Contact your Program Specialist with staff changes

August

- ✓ Attend OSPI Child Nutrition Services Annual Training
- ✓ Direct Certification and Direct Certification-Medicaid available in EDS
- ✓ Renewal application due by **August 30** for Residential Child Care Institutions
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

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September

- ✓ Submit August claim for reimbursement by **September 15** (if operated more than 10 days in August)
- ✓ Renewal application due by **September 30** for Public School Districts & Private Schools
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

October

- ✓ Celebrate Farm to School Month and National School Lunch Week
- ✓ Begin Verification process and count applications on file as of **October 1**
- ✓ Run the 30-day utility for carryover of free and reduced-price benefits from previous school year
- ✓ Conduct Afterschool Snack Program On-Site Reviews and/or CACFP At-Risk Afterschool Meal Program On-Site Reviews within first four weeks of operation (if applicable)
- ✓ Submit September claim for reimbursement (include August if operated less than 10 days in the month) by **October 15**
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

November

- ✓ Complete Verification process by **November 15**
- ✓ Submit October claim for reimbursement by **November 15**
- ✓ Report October Building Data with October claim for reimbursement
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

December

- ✓ Submit November claim for reimbursement by **December 15**
- ✓ Complete the Non-Program Food Revenue Tool for next school year
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

January

- ✓ Submit December claim for reimbursement by **January 15**
- ✓ Complete On-Site Reviews of NSLP and SBP sites by **February 1**
- ✓ Conduct Annual Storage Facility Self-Evaluation by **February 1**
- ✓ Submit the Verification Summary Report in WINS by **February 1**
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

February

- ✓ Plan Wellness Committee meeting for the annual review of the Wellness Policy
- ✓ Submit the January claim for reimbursement by **February 15**
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

March

- ✓ Celebrate National School Breakfast Week
- ✓ Submit the USDA Pre-Order Survey
- ✓ Submit the February claim for reimbursement by **March 15**
- ✓ Review Breakfast After the Bell Required Schools Report and begin planning for next school year
- ✓ Conduct second Afterschool Snack Program On-Site Review and/or CACFP At-Risk Afterschool Meal Program On-Site Review (if applicable)
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

April

- ✓ Complete the Paid Lunch Equity Tool and determine paid lunch pricing for next school year
- ✓ Submit the Summer Meal Program application (SSO or SFSP) – if extending NSLP, update site calendars in WINS
- ✓ Review CEP Eligibility Report to determine schools required to apply
- ✓ Submit March claim for reimbursement by **April 15**
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

May

- ✓ Celebrate School Lunch Hero Day
- ✓ Conduct Outreach for Summer Meal Programs
- ✓ Submit the April claim for reimbursement by **May 15**
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Place USDA Foods Order

June

- ✓ Submit May claim for reimbursement by **June 15**
- ✓ Submit CEP Application in WINS by **June 30** (if applicable)
- ✓ Download Direct Certification and Direct Certification-Medicaid lists
- ✓ Prepare the Local School Wellness Policy Annual Progress Report

Acronym Reference

— CACFP- Child and Adult Care Food Program
— CEP- Community Eligibility Provision
— EDS- Education Data System
— LEA- Local Education Agency
— NSLP- National School Lunch Program
— OSPI- Office of Superintendent of Public Instruction
— SBP- School Breakfast Program
— SFSP- Summer Food Service Program
— SSO- Seamless Summer Option
— USDA- United States Department of Agriculture