

School Meal Programs Yearly Calendar

The school meal programs yearly calendar is a guide to help program operators meet program requirements and complete monthly tasks for a successful operation. The calendar 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 local education agency while others must be submitted to Child Nutrition Services.

July	<ul style="list-style-type: none"> ✓ Income Guidelines Effective July 1 (published late spring) ✓ Federal Reimbursement Rates effective July 1 (published late July) ✓ Place USDA Foods Order (first order due end of July) - place dates on your calendar ✓ Make plans to- <ul style="list-style-type: none"> • promote School Breakfast Program at the beginning of the year • conduct Civil Rights training for food service staff • prepare Local School Wellness Policy Annual Progress Report • establish a training plan for staff to meet Professional Standards training requirements • review food service policies and procedures - update/revise/train as needed • review Food Safety Plan – update/revise/train as needed & meet Food Safety Inspection requirements
August	<ul style="list-style-type: none"> • contact your Program Specialist with staff changes ✓ Child Nutrition Services School Meal Programs Annual and Update Training ✓ Direct Certification list available in the Education Data System School Meal Program Renewal/WINS due last business day (Residential Child Care Institutions only) ✓ Place USDA Foods Order
September	<ul style="list-style-type: none"> ✓ School Meal Program Renewal/WINS due last business day (public school districts & private schools) ✓ Submit August claim for reimbursement in WINS not later than September 15 (Claim Due Dates) ✓ Conduct Afterschool Snack Program Onsite Reviews – twice yearly as applicable
October	<ul style="list-style-type: none"> ✓ Conduct CACFP At Risk Afterschool Meals Onsite Reviews – twice yearly as applicable ✓ Begin Verification Process (count of applications on file as of October 1) ✓ October Building Data Report - report when submitting October claim for reimbursement ✓ CACFP Program Renewal Application due October 1- if participating. ✓ Submit September claim for reimbursement in WINS not later than October 15 ✓ Place USDA Foods Order

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November	<ul style="list-style-type: none"> ✓ Finish Verification Process (November 15) ✓ Submit October claim for reimbursement in WINS not later than November 15 ✓ Place USDA Foods Order
December	<ul style="list-style-type: none"> ✓ Submit November claim for reimbursement in WINS not later than December 15
January	<ul style="list-style-type: none"> ✓ Onsite Reviews complete no later than February 1 - keep on file ✓ Annual Storage Facility Self-Evaluation complete not later than February 1 - keep on file ✓ Submit December claim for Reimbursement in WINS not later than January 15 ✓ Place USDA Foods Order
February	<ul style="list-style-type: none"> ✓ Verification Summary Report due February 1. Send to Child Nutrition Services. ✓ Submit January claim for reimbursement in WINS not later than February 15
March	<ul style="list-style-type: none"> ✓ Paid Lunch Equity Tool for next school year. Keep on file. ✓ Non-Program Food Revenue Tool for next school year. Keep on file. ✓ USDA Pre-order Survey ✓ Submit January claim for reimbursement in WINS not later than March 15 ✓ Complete USDA Foods Preorder Survey ✓ Place USDA Foods Order
April	<ul style="list-style-type: none"> ✓ Summer Food Application Process begins (SSO and SFSP). To extend NSLP, update calendars in WINS. ✓ Submit March claim for reimbursement in WINS not later than April 15
May	<ul style="list-style-type: none"> ✓ Conduct ✓ Submit April claim for reimbursement in WINS not later than May 15

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June

- ✓ School Meal Program Renewal – Bulletins released and WINS open (complete by September 30)
- ✓ [Meal Application Materials](#) Available
- ✓ Submit May claim for reimbursement in WINS not later than June 15