

# NSLP AT A GLANCE SY 2019-2020

## WANT MORE?

REGISTER FOR THE STAYING ON TRACK WEBINAR SERIES! Visit our Training and Professional Standards webpage to learn more: <http://www.azed.gov/hns/nslp/trainings/>

## JUNE

- JUNE 1-10** (*best practice*) Submit May reimbursement claim.
- JUNE 1-BEFORE OPERATION** Submit Site/Sponsor Applications through CNPWeb.
- Read Memo: Welcome Back to School Nutrition Programs: School Year 2019-2020.
- Be sure program forms are current for new school year. Go to: <http://www.azed.gov/hns/nslp/forms/>
  - SY 19-20 Household Application.
  - SY 19-20 Income Eligibility Guidelines (*updated*).
  - Confirm Civil Rights statement is up-to-date.
- Double check that your food safety/HACCP plan is up-to-date.
- Review and update your Local Wellness Policy <http://www.azed.gov/hns/nslp/lwp/>
- Update your Unpaid Meal Charge Policy. <http://www.fns.usda.gov/school-meals/unpaid-meal-charges>
- Subscribe to receive automated matching emails in Direct Certification.
- Validate myFOODS delivery site, contact information, food service director, program contact and billing contact.

## JULY / AUGUST

### NO SOONER THAN JULY 1

- Conduct first Direct Certification through CNP Direct Certification, send notification letters and update BID.
- Distribute household applications with parent letter to only those students who are not directly certified.
- Begin processing household applications with *SY 19-20 income guidelines*, create BID and send notification letters.
- Send out Press/Media Release.

### BEST PRACTICES PRIOR TO SCHOOL STARTING

- Outreach to households for School Breakfast Program (SBP) at the beginning of school and once again during the school year (required only if operating SBP).
- Print SY 19-20 Training Curriculum & Brochure, visit <http://www.azed.gov/hns/nslp/trainings/>
- Create Professional Standards plans for all School Nutrition Program Staff, including Civil Rights Training.
- Register for "Preparing for Verification" Workshop at <http://www.azed.gov/hns/nslp/trainings/>
- Post point of service (POS) meal signage. Train Offer VS. Serve (OVS) to all staff if applicable.

### AFTER FIRST DAY OF SCHOOL

- Complete Production Records, daily (keep on file).
- Count meals at point of service (POS) and complete Daily Edit Checks (keep on file).
- ON 30TH OPERATING DAY** discontinue prior year's benefits for households that have not reapplied/directly certified.
- AUGUST 1-10** (*best practice*) Submit July reimbursement claim (if operated in July).
- Validate myFOODS delivery site, contact information, food service director, program contact and billing contact.

## SEPTEMBER

- SEPTEMBER 1-10** (*best practice*) Submit August reimbursement claim.
- SEPTEMBER 30** (*best practice*) Conduct CNP Direct Certification.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Start preparing for Verification! To print off the Verification Best Practices Calendar go to: <http://www.azed.gov/hns/nslp/verification/>
- Register for "Preparing for Verification" Workshop: <http://www.azed.gov/hns/nslp/trainings/>



Hoping to expand your nutrition knowledge? Looking for new recipes? Want to stay up-to-date on school nutrition research? upLIFT is for you! Visit [www.azed.gov/hns/nslp/uplift](http://www.azed.gov/hns/nslp/uplift) for short webinars, fact sheets, research, recipes, and more!

## OCTOBER

## NOVEMBER

## DECEMBER

## JANUARY



### OCTOBER 1 – NOVEMBER 15 VERIFICATION ACTIVITIES

<http://www.azed.gov/hns/nslp/verification/>

### NOVEMBER 16 – FEBRUARY 1 VERIFICATION REPORT AVAILABLE TO SUBMIT TO ADE

Submit Verification Report through ADEConnect-CNP Verification

- OCTOBER 1-10** (*best practice*) Submit September reimbursement claim.
- OCTOBER 1** Annual Financial Report for private schools, BIA and RCCI locations.
- OCTOBER 15** Annual Financial Report for public schools.
- OCTOBER 31** (*best practice*) Conduct CNP Direct Certification.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Join School Food Programs quarterly call for updates on food distribution, policy, procurement, and Farm to School practices.

- NOVEMBER 1-10** (*best practice*) Submit October reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Register for "Submitting for Verification" Workshop <http://www.azed.gov/hns/nslp/trainings/>
- Don't forget, each operating site will need two food safety inspections during the program year!

- DECEMBER 1-10** (*best practice*) Submit November reimbursement claim.
- DECEMBER 3** Attend School Foods Programs Conference and Food Show.
- DECEMBER 15** Last day to complete Civil Rights Compliance Form.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.

- JANUARY 1-10** (*best practice*) Submit December reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Check.
- Review all Professional Standards training requirements, register for classes <http://www.azed.gov/hns/nslp/trainings/>
- Check your entitlement for Direct Delivery, processing, and DoD to assure 50% usage.
- Join School Food Programs quarterly call for updates on food

## FEBRUARY

## MARCH

## APRIL

## MAY

- FEBRUARY 1** Last day to submit Verification Summary Report to ADE through CNP Verification.
- FEBRUARY 1** Last day to complete Internal On-site Monitoring Form (required if more than one site).
- FEBRUARY 1-10** (*best practice*) Submit January reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Submit catalog requisitions for upcoming school year in myFOODS.

- MARCH 1-10** (*best practice*) Submit February reimbursement claim.
- MARCH 2-6** Celebrate National School Breakfast Week!
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.

- APRIL 1** Conduct CNP Direct Certification for purposes of Annual Identified Student and Enrollment Data.
- APRIL 1-APRIL 15** Submit to ADE Annual Identified Student and Enrollment Data.
- APRIL 1-10** (*best practice*) Submit March reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Submit Summer Food Service Program application if applicable.
- Join School Food Programs quarterly call for updates on food

- Decide to apply for Special Assistance Provision 2/3 (application due June 1) or CEP (application due June 30).
- MAY 1-10** (*best practice*) Submit April reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Outreach to your households of available Summer Food Service Program (SFSP) feeding sites in your area.
- Plan all end of year orders for DoD Fresh Program, processing, and Direct Delivery.