



NSLP AT A GLANCE CALENDAR

WANT MORE?

REGISTER FOR THE STAYING ON TRACK WEBINAR SERIES! Visit our Training for the National School Lunch and School Breakfast Programs webpage to learn more:
<https://www.azed.gov/hns/nslp/training>

JUNE

- ☐ **JUNE 1-10 (best practice)** Submit May reimbursement claim.
- ☐ **JUNE 1-BEFORE OPERATION** Submit Site and Sponsor applications through CNPWeb.
- ☐ Be sure program forms are current for the new school year. Go to: <http://www.azed.gov/hns/nslp/forms/>
 - ☐ Household Application for the current SY
 - ☐ Income Eligibility Guidelines for the current SY
 - ☐ Confirm Nondiscrimination Statement is up-to-date.
- ☐ Double-check that your food safety/HACCP plan is up-to-date.
- ☐ Review signers on the Food Program Permanent Service Agreement. If the signers have changed, submit a new agreement. Go to: <http://www.azed.gov/hns/nslp/forms/>
- ☐ Review and update your Local Wellness Policy. Go to: <http://www.azed.gov/hns/nslp/forms/>
- ☐ Update your Unpaid Meal Charge Policy.
- ☐ Subscribe to receive automated matching emails in CNP Direct Certification.

JULY / AUGUST

READ MEMOS:

- ☐ [HNS/USDA Memorandums Webpage](#)

NO SOONER THAN JULY 1

- ☐ Send out Public Media Release.
- ☐ 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 *Income Eligibility Guidelines for the current SY*, create BID, and send notification letters.
- ☐ Send a request to the local health department for 2 food safety inspections to be conducted at all operating sites during the school year.
- ☐ Confirm delivery site, contact information, food service director, program contact, and billing contact in myFOODS.

PRIOR TO SCHOOL STARTING

- ☐ Provide outreach to households for School Breakfast Program (SBP) at the beginning of school and at least once again during the SY (required only if operating SBP).
- ☐ Print HNS' Training Curriculum & Brochure. Go to: <https://www.azed.gov/hns/nslp/training>
- ☐ Create Professional Standards plans for all School Nutrition Program Staff, including mandatory Civil Rights training
- ☐ Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable.
- ☐ Annual training on procurement for required individuals, reviewing all procurement methods (micro, small, and formal) prior to purchasing.
- ☐ Update Adult Meal Prices
- ☐ Set meal prices in accordance with Paid Lunch Equity (PLE)
- ☐ Schedule [Afterschool Care Snack Program Self-Monitoring](#) dates (once within first 4 weeks of operation and one other time)

AFTER FIRST DAY OF SCHOOL

- ☐ Complete Production Records daily.
- ☐ Count meals at point of service (POS) and complete Daily Edit Checks.
- ☐ **ON 30TH OPERATING DAY** discontinue previous benefits for households without eligibility documentation for the previous SY.
- ☐ **AUGUST 1-10 (best practice)** Submit July reimbursement claim (if operated in July).

SEPTEMBER

- ☐ **SEPTEMBER 1-10 (best practice)** Submit August reimbursement claim.
- ☐ **SEPTEMBER 30 (best practice)** Conduct direct certification.
- ☐ Complete Production Records daily.
- ☐ Count meals at POS and complete Daily Edit Checks.
- ☐ Start preparing for Verification! Print off the Verification Best Practices Calendar.
- ☐ Register for HNS' Verification Review Webinar: [Register in APLD](#)



Want to get inspired by your peers across the state? Our upLIFT page provides a platform where school nutrition professionals can connect to share tips, knowledge gained and lessons learned while navigating the upcoming school year. Visit www.azed.gov/hns/nslp/uplift to get involved!

OCTOBER

NOVEMBER

DECEMBER

JANUARY



OCTOBER 1 – NOVEMBER 15 VERIFICATION ACTIVITIES

<https://www.azed.gov/hns/nslp>

NOVEMBER 16 – FEBRUARY 1 VERIFICATION REPORT AVAILABLE TO SUBMIT TO ADE
Submit Verification Report through ADEConnect-CNP Verification Reporting using Google Chrome

- ☐ **OCTOBER 1-10 (best practice)** Submit September reimbursement claim.
- ☐ **OCTOBER 1** Annual Financial Report due for private schools, BIA schools and RCCIs.
- ☐ **OCTOBER 15** Annual Financial Report due for public schools.
- ☐ **OCTOBER 1-31** Complete the Farm Fresh Challenge
- ☐ **OCTOBER 31 (best practice)** Conduct direct certification.
- ☐ Complete Production Records daily.
- ☐ Count meals at Point of Service (POS) and complete Daily Edit Checks.
- ☐ Celebrate National Farm to School Month and National School Lunch Week.

- ☐ **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 the Verification Summary Report for SFAs" Webinar: [Register in APLD](#)
- ☐ 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 15** Last day to complete Civil Rights Compliance Form.
- ☐ Complete Production Records daily.
- ☐ Count meals at POS and complete Daily Edit Checks.
- ☐ Consider applying to serve At-Risk Afterschool Meals during winter break (programs eligible to apply must be at a site or in the attendance area of a site with at least 50% of enrolled students eligible for free or reduced-price meals): <https://www.azed.gov/hns/afterschool>

- ☐ **JANUARY 1-10 (best practice)** Submit December reimbursement claim.
- ☐ Complete Production Records daily.
- ☐ Count meals at POS and complete Daily Edit Checks.
- ☐ Review all Professional Standards training requirements, register for training: <https://www.azed.gov/hns/nslp/training>
- ☐ Check your entitlement for Direct Delivery, processing, and DoD to ensure 50% usage.
- ☐ Review Site/Sponsor applications in CNPWeb and make updates if anything has changed.

FEBRUARY

MARCH

APRIL

MAY/JUNE

- ☐ **FEBRUARY 1** Last day to submit Verification Summary Report to ADE through CNP Verification Reporting.
- ☐ **FEBRUARY 1** Last day to complete Internal On-site Monitoring Form (required if more than one site operating)
 - Forms: NSLP/SBP: [Breakfast](#) / [Lunch](#) & At-Risk Afterschool Meals (if applicable): [Snack](#) / [Lunch and Supper](#)
- ☐ **FEBRUARY 1** NSLP Equipment Grant application opens in GME.
- ☐ **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.
- ☐ Celebrate National School Breakfast Week.
- ☐ Complete Production Records daily.
- ☐ Count meals at POS and complete Daily Edit Checks.
- ☐ Apply for Fresh Fruit and Vegetable Program (if applicable)

- ☐ **APRIL 1** Conduct direct certification for purposes of Annual Identified Student and Enrollment Data.
- ☐ **APRIL 1-15** 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 (SFSP) or Seamless Summer Option (SSO) application(s), if applicable, and prepare to participate in the Farm to Summer Challenge in June.

- ☐ If applicable, 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.
- ☐ Provide outreach to households for availability of Summer Food Service Program (SFSP) feeding sites.
- ☐ Plan all end-of-year orders for Direct Delivery, processing, and DoD.
- ☐ **JUNE 1-30** Complete the Summer Farm Fresh Challenge