

CALENDAR OF SCHOOL NUTRITION PROGRAM REQUIREMENTS AND ACTIVITIES • SCHOOL YEAR 2016-17

The CSDE calendar assists Connecticut schools and institutions that participate in the U.S. Department of Agriculture (USDA) school nutrition programs with planning for the school year. School food authorities (SFAs) should distribute this calendar to each person responsible for completing tasks related to the National School Lunch Program (NSLP), including the Afterschool Snack Program (ASP), School Breakfast Program (SBP), and Special Milk Program (SMP).

Schedules are subject to change and do not represent all federal and state requirements for operating the USDA Child Nutrition Programs in schools and institutions.

WHEN	INFORMATION	DUE DATE	SUBMIT OR FILE
July	Healthy Food Certification (HFC) Statements Due <i>(Public school districts only)</i> www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424	July 1, 2016 Board vote must occur by this date for the district to participate for the 2016-17 school year.	Submit to CSDE: Two signed originals by mail. E-mailed or faxed copies are not accepted. If certifying “yes” to HFC, district must also submit the District Contact and Information Sheet . File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *
July and August	Interschool Agreements <ul style="list-style-type: none"> • Full-service Interschool Agreement • Recipient Site Vended Interschool Agreement www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	Full-service Interschool Agreement due by July 1, 2016 . Recipient Site Vended Interschool Agreement due by August 30, 2016 .	Submit to CSDE.
July and Ongoing	Application for Free and Reduced-price Meals and Free Milk www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	After July 1 but within four weeks of the start of school distribute to all households at the beginning of each school year. Process and implement within 10 school days of receipt.	File at SFA: Copies of letter to households, approved and denied applications, all direct certification lists, and a list of students designated as homeless or runaway. Copies of lists of students enrolled in the federally funded Head Start Program. *
July and Ongoing	Identify Directly Certified Students www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=335442	Weekly throughout school year , determining Official should check the Direct Certification list every Tuesday for new students.	File at SFA: Documentation of student eligibility. *
* All required program materials must be retained by the SFA for three (3) prior school years plus the current year of operation for audit compliance.			

CONNECTICUT SCHOOL NUTRITION CALENDAR • 2016-17, continued

WHEN	INFORMATION	DUE DATE	SUBMIT OR FILE
<i>Summer</i>	Food Service Management Company Contract <i>(new or renewal)</i> www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320668	On or prior to the expiration date of the current contract. CSDE must approve prior to approval of online agreement.	Submit to CSDE: E-mail completed unsigned contract for review and approval. Submit signed contract after CSDE provides approval to sign the contract.
<i>Summer</i>	Public Media Release for free and reduced-price meals and free milk www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680 Note: SFA is required to send public release to media but is not required to pay to publish.	August 2016 Send to the local news media, the employment office, and any major employers who are contemplating large layoffs prior to the beginning of each school year.	File SFA: Copy of public media release materials sent. *
<i>July – September</i>	Annual Online Sponsor Agreement Renewal and Upload of Required Documents (Documents include Policy Statement, Meal Counting and Claiming Process, Free and Reduced Application Materials, Food Safety Inspection Report, etc.) Must be updated for each school year. <i>Wait for specific instructions from CSDE before completing information.</i>	Must be completed by September 15, 2016 Submitted electronically using the online CNP System. Notify your CSDE school nutrition consultant when update is complete.	Submit to CSDE: Use the online CNP System. Annual update required. Update with any changes throughout the school year to keep information current.
<i>August – September</i>	First NSLP State Match Payment to Districts CSDE provides first state match payment to schools (75 percent of amount district received in school year 2015-16).	August or September 2016	Not applicable
<i>September or October</i>	Financial Report (Annual Revenue and Cost Expenditures Report)	No later than October 31, 2016	Submit to CSDE: Use the online CNP System.
<i>September or October</i>	End of Carryover of Student Eligibility www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/eligibilitymanual.pdf	31st day of school A child's prior school year eligibility is in effect for 30 operating days into the current school year.	File at SFA: Documentation of removed students who had been receiving meal benefits due to 2015-16 approved application or directly certification. *
<i>September – January</i>	NSLP and SBP On-site Monitoring Required only if the SFA has more than one school/site. www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	February 1, 2017 Local on-site monitoring must be completed and documented for each school at least once prior to February 1 of each year.	File at SFA: Documentation of review, findings, and corrective action. *

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CONNECTICUT SCHOOL NUTRITION CALENDAR • 2016-17, continued

WHEN	INFORMATION	DUE DATE	SUBMIT OR FILE
October	CT Grown for CT Kids Week National Farm to School Month: www.farmtoschoolmonth.org/ For more information, visit the CSDE's Farm to School Web page.	October 2-8, 2016	Not applicable
October	Severe Need Breakfast Start-up Funds CSDE sends start-up payment to districts for schools that qualify as state-defined Severe Need for Breakfast	October 2016	Not applicable
October	Selection of Applications for Verification www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320644 www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/eligibilitymanual.pdf	October 1, 2016	File at SFA: Documentation of selection process based on new applications on file as of October 1, 2016.
October	National School Lunch Week: "Show Your Spirit" www.schoolnutrition.org/nslw/	October 10-14, 2016	Not applicable
October – November	Conduct Verification www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320644	November 15, 2016 Completion of verification activities	File at SFA: Verification activities must be fully documented and kept on file. Refer to the USDA Eligibility Manual for School Meals for guidance. *
November	Paid Lunch Pricing Report www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	November 1, 2016	Submit to CSDE: Annual update required.
November	Healthy Food Certification Documentation www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420	November 30, 2016	Submit to CSDE.
December	Verification Collection Report (FNS 742) www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320644	December 16, 2016 Failure to submit report by due date could lead to the withholding of claims.	Submit to CSDE: Use the online CNP System and file at SFA. *
December	Independent Review of Applications (FNS 742a) Requires districts who are at risk to have another person, other than the determining official, do a second review of applications. The CSDE will notify districts by July 1 if this is required.	December 16, 2016	Submit to CSDE.

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CONNECTICUT SCHOOL NUTRITION CALENDAR • 2016-17, continued

WHEN	INFORMATION	DUE DATE	SUBMIT OR FILE
January	First HFC Payment CSDE provides first payment to schools that choose to implement the healthy food option of HFC.	January 2017	Not applicable
Late January	First Severe Need Breakfast Payment CSDE provides first state match payment to schools that qualify for Severe Need Breakfast (75 percent of amount district received in school year 2015-16).	Late January 2017	Not applicable
February	NSLP and SBP On-site Monitoring (See September for details)	February 1, 2017 On-site monitoring must be completed for each school prior to February 1. *	File at SFA.
February	HFC application materials available: Schedule annual board meeting between February and June to vote on HFC (public school districts only) Vote must occur during February to June, to ensure timely submission of annual HFC Statement www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424	July 1, 2017 Board vote must occur by this date for the district to implement the healthy food option of HFC for school year 2017-18.	Submit to CSDE: Two signed originals by mail. <i>E-mailed or faxed copies are not accepted.</i> If certifying “yes” to HFC, district must also submit the District Contact and Information Sheet. File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *
March	National School Breakfast Week: “Take the School Breakfast Challenge” https://schoolnutrition.org/NSBW/	March 6-10, 2017	Not applicable
April	Second NSLP State Match Payment to Districts CSDE provides second state match payment to schools for remainder of funds based on actual meal count from 2015-16.	April 2017	Not applicable
April	Complete Paid Lunch Equity Calculations www.fns.usda.gov/paid-lunch-equity-school-year-2016-2017-calculations-and-tool	April 2017	File at SFA. Use annually issued USDA tools to complete calculations and keep on file. *
April	Application Due for Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) of the NSLP www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320658 www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320646	April or May 2017	Submit to CSDE. Contact CSDE staff with any questions.

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CONNECTICUT SCHOOL NUTRITION CALENDAR • 2016-17, continued

WHEN	INFORMATION	DUE DATE	SUBMIT OR FILE
April or May	Second State Severe Need Breakfast Payment CSDE provides second state match payment for remainder of funds to schools that qualify for Severe Need Breakfast.	April or May 2017	Not applicable
April or May	Remove all USDA Foods from Sysco USDA Foods products are not stored over the summer.	By last scheduled Sysco delivery date for school year in April or May 2017	Not applicable
May	School Lunch Hero Day www.schoolnutrition.org/SLHD/	May 5, 2017	Not applicable
May	School Nutrition Employee Week www.schoolnutrition.org/SLHD/	May 1-5, 2017	Not applicable
May or June	Second HFC Payment CSDE provides second payment of remainder due to schools that participate in HFC.	May or June 2017	Not applicable
June	Annual HFC Statement <i>(public school districts only)</i> www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424	July 1, 2017 Board vote must occur by July 1, 2017 for the district to participate in HFC for school year 2017-18.	Submit to CSDE: Two original copies of the <i>Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)</i> , signed by the SFA’s Authorized Representative, must be mailed to the CSDE. <i>E-mailed or faxed copies are not accepted.</i> Districts choosing the healthy food option must also submit the District Contact and Information Sheet.
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CONNECTICUT SCHOOL NUTRITION CALENDAR • 2016-17, continued

Daily/Weekly/Monthly/Annually

WHEN	INFORMATION	DUE DATE	SUBMIT OR FILE
<i>Daily</i>	Menu Production Records www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320672	Required daily	File at SFA. *
<i>Daily</i>	Edit Check Worksheets www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	Required daily	File at SFA: Edit Check Worksheets with monthly claim materials. *
<i>Weekly</i>	Identify Directly Certified Students www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=335442	Required weekly	File at SFA: Documentation of student eligibility. *
<i>Monthly</i>	Claim for Reimbursement www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=335744	Due approximately two weeks after end of month claimed. Claims cannot be paid if submitted more than 60 calendar days following the end of the claim month.	Submit to CSDE: Use the online CNP System for NSLP, SBP, SMP, and ASP claims.
<i>Twice Annually</i>	Local Health Inspections www.ct.gov/dph/cwp/view.asp?a=3140&q=387486	Twice per school year	File at SFA: Copy of the most recent inspection must be posted in a public area of the school. *
<i>Annually</i>	Wellness Policy Review www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=322438	Evaluate annually with Wellness Committee.	File at SFA: Documentation of Wellness Committee meeting and review of policy. *
<i>Annually</i>	Civil Rights Training www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/civilrightsppt.pdf www.sde.ct.gov/sde/lib/sde/powerpointpresentations/deps/nutrition/civilrightsppt.ppt	Conduct annually for all food service staff, including determining and verifying official.	File at SFA: Documentation of training agenda and attendance. *
<i>Annually</i>	HACCP Plan Update www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333766	Review, update and document annually.	File at SFA: Documentation of SFA's annual review of HACCP plan. *
<i>Anytime</i>	Start a Federally Funded School Breakfast Program www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320662	Any time during the school year The district must obtain CSDE approval before starting or expanding a SBP. For more information, see Starting a SBP or Expanding a SBP .	Submit to CSDE.

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Daily/Weekly/Monthly/Annually, continued

WHEN	INFORMATION	DUE DATE	SUBMIT OR FILE
<i>Ongoing</i>	ASP Application www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648	At least two weeks prior to provision of snacks. Submitted electronically using the Online Application and Claiming System for Child Nutrition Programs (CNP System).	Submit to CSDE: Use the online CNP System.
<i>Ongoing</i>	ASP Monitoring www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648	At least twice per year for each snack program site. The first review must be conducted within four weeks of the start of snack service.	File at SFA. File documentation of reviews and findings. *
<i>Ongoing</i>	Professional Standards Tracking www.fns.usda.gov/school-meals/professional-standards	Track training attended by staff to ensure compliance with USDA Professional Standard Requirements.	File at SFA. Keep documentation of training records on file. *
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Annual Meetings and Trainings

WHEN	INFORMATION	DATE	DETAILS
<i>September</i>	HFC Workshops	September 13, 2016 or September 15, 2016	Overview of HFC requirements. Registration information will be e-mailed in August 2016. Contact Susan Fiore at susan.fiore@ct.gov
<i>September – October</i>	Administrative Review Training CSDE Middletown, Meeting Room 3	September 8, 13 and 16, 2016 and October 4, 6 and 11, 2016	Training for SFAs scheduled for an Administrative Review during the 2016-17 school year ONLY. CSDE will e-mail invitations to individual SFAs in August 2016.
<i>November</i>	SNACT Annual Conference and Industry Show: “The Secret Formula of a Successful School Nutrition Program” Foxwoods Fox Tower Resort	Friday, November 4 and Saturday, November 5, 2016	For more information, visit www.SNACT.org .
<i>November 2016, February and May 2017</i>	New Director Training: <i>The Road to Success</i> CSDE Middletown, Meeting Room 3	Three days of training: November 10, 2016, February 6, 2017, and May 1, 2017	CSDE will e-mail registration information in September 2016. Registrants must commit to attend all three days of training.
<i>March</i>	Fourth Annual Connecticut School Breakfast Summit: <i>Put Local on your Breakfast Tray,</i> and USDA Foods Show Sheraton Hartford South 100 Capitol Boulevard, Rocky Hill	March 3, 2017	CSDE will e-mail registration information in January 2017
<i>April</i>	Seamless and Summer Food Service Program Training	To be determined <i>Mandatory for all Summer Sponsors</i>	CSDE will e-mail registration information Spring 2017.
<i>Summer</i>	Verification and Application Training	June, July, August and September 2017	CSDE will e-mail registration information in May 2017.
<i>August</i>	Annual New Director Training: <i>The Road to Success</i>	Three days of training: August 8, 9 and 10, 2017	CSDE will e-mail registration information May 2017. Registrants must commit to attend all three days of training.



For more information, visit the CSDE's [School Nutrition Programs](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snpcalendar.pdf.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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