

## **Provision 2 Schedule and Procedures**

### **Applying**

1. Review the Special Assistance Guidance Manual
2. Complete Online Training: [Applying for a Provision 2/3 Base Year](#); submit training worksheet with application
3. Submit Special Assistance application no later than May 1 of the school year prior to base year
4. Submit updated Free and Reduced Price Policy Statement and Provision 2 Addendum

### **Base year**

1. Indicate Special Assistance Provision 2 Base Year on all site/sponsor applications (as applicable)
2. Conduct Direct Certification (3 times per year at minimum)
3. Distribute household applications
4. Distribute Non-Pricing letter to households indicating that ALL students may receive meals at NO cost
5. Distribute media release indicating which sites are non-pricing
6. Certify applications, conduct verification, submit Verification Summary Report, and continue to conduct Direct Certification
7. Accurately count/claim reimbursable meals served at the point of service by student eligibility category
8. Submit claims for each operational month during base year

### **Non-Base Year 1**

1. Notify parents that meals will be provided to ALL students at NO cost
2. Count total number of reimbursable meals served at the point of service
3. Complete Daily Edit Check Worksheet and monthly claims
4. Complete online training: [Operating a Provision 2/3 Non Base Year](#); submit worksheet prior to the first day of meal service.

### **Non-Base Years 2 and 3 (End of Cycle)**

1. If requesting an extension, submit an application no later than May 1<sup>st</sup> of the second non-base year
2. If an extension application was submitted, the socioeconomic data is due in the third non-base year, no later than March 1<sup>st</sup>
3. If an extension application was not submitted, a new application for a base year should be submitted by May 1<sup>st</sup> or preparations should be made to return back to regular NSLP operations