

NSLP AT A GLANCE SY 2016-2017



WANT MORE?

STAYING ON TRACK WEBINAR SERIES! Join us the first Tuesday of every month to review in detail the activities that should be happening each month Register online: <https://ems.azed.gov//home/SearchResults?SearchString=Staying on Track- Webinar Series>

JUNE

- JUNE 1- BEFORE OPERATION** [Submit Site/Sponsor Applications](#) through CNPWeb.
- Read HNS Memo: [Preparation for Program Year 2017](#).
- Be sure [program forms](#) are current for new school year-
 - [SY 16-17 Household Application \(updated\)](#)
 - [SY 16-17 Income Eligibility Guidelines \(updated\)](#)
 - Confirm [Civil Rights statement](#) is up-to-date
- Create your [Benefit Issuance Document \(BID\)](#).
- Double check that your [Food Safety Plan \(HACCP- Hazard Analysis Critical Control Point\)](#) is up-to-date.
- Double check that your [Local Wellness Policy](#) is up to date.
- Post (new!) Civil Rights Posters near the point of service (POS) (Request poster from ADE)**



JULY / AUGUST

NO SOONER THAN JULY 1

- Conduct first [Direct Certification through CNP Direct Certification](#), send [notification letters](#) and update BID. *Note, CNP Direct Certification must be conducted three times during the school year. See USDA Student Eligibility Manual.*
- Distribute [household applications](#) with parent letter to only those students who are not directly certified.
- Start to certify household applications returned to the school and send Notification Letters to households.
- 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).
- Be sure that all School Nutrition Program Staff have received [Civil Rights Training](#).
- [Post point of service \(POS\) meal signage](#).



AFTER FIRST DAY OF SCHOOL

- Complete [Daily Production Records](#) (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** Submit July reimbursement [claim](#) (if operated in July) through CNPWeb.

SEPTEMBER

- SEPTEMBER 1-10** Submit August reimbursement [claim](#).
- SEPTEMBER 30** Best practice: Conduct CNP Direct Certification.
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).
- Start preparing for [Verification](#)! Make sure to print off the Verification Best Practices Calendar!
- Don't forget, each operating site will need [two food safety inspections](#) during the program year!

TRAINING OPPORTUNITIES!

- **FOOD SAFETY** Attend this train-the-trainer interactive course to learn how to [train your staff food safety!](#)
- **STUDENT ELIGIBILITY** Wanting to know if you are on the right track? Attend [Am I Doing it Right](#) to review BID, applications and Direct Certification.

OCTOBER

NOVEMBER

DECEMBER

JANUARY



OCTOBER 1 – NOVEMBER 15 VERIFICATION ACTIVITIES

NOVEMBER 16– FEBRUARY 1 VERIFICATION REPORT AVAILABLE TO SUBMIT TO ADE
Submit Verification Report through [Common Logon](#)—CNP Verification

- OCTOBER 1-10** Submit September reimbursement [claim](#).
- OCTOBER 1** [Annual Financial Report](#) for private schools, BIA and RCCIs.
- OCTOBER 15** [Annual Financial Report](#) for public schools.
- OCTOBER 31** Best Practice: Conduct CNP Direct Certification.
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).

- NOVEMBER 1-10** Submit October reimbursement [claim](#).
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).

- DECEMBER 1-10** Submit November reimbursement [claim](#).
- DECEMBER 15** Last day to complete [Civil Rights Compliance Form](#).
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).

- JANUARY 1-10** Submit December reimbursement [claim](#).
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).

TRAINING OPPORTUNITIES!

Sign up for [Verification Workshops](#) and work one on one with ADE Specialists on completing the Verification Report!

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** Submit January reimbursement [claim](#).
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).

- MARCH 1-10** Submit February reimbursement [claim](#).
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).

- APRIL 1** Conduct CNP Direct Certification for purposes of [Annual Identified Student and Enrollment Data](#). (below)
- APRIL 1-APRIL 15** Submit to [ADE Annual Identified Student and Enrollment Data](#).
- APRIL 1-10** Submit March reimbursement [claim](#).
- Complete [Daily Production Records](#).
- Count meals at POS and complete [Daily Edit Checks](#).

- MAY 1-10** Submit April reimbursement [claim](#).
- MAY 1** Application for [Special Assistance Provision 2](#) or Provision 3 due today (send to ADE).
- Complete [Daily Production Records](#).
- 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 (required even if you are not operating SFSP).