

# NSLP AT A GLANCE SY 2020-2021

## 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.
- Be sure program forms are current for new school year. Go to: <http://www.azed.gov/hns/nslp/forms/>
  - SY 20-21 Household Application
  - SY 20-21 Income Eligibility Guidelines
  - Confirm Nondiscrimination Statement is up-to-date
- Double check that your food safety/HACCP plan is up-to-date.
- Verify 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/lwp/>
- Update your Unpaid Meal Charge Policy. Go to: <http://www.azed.gov/hns/nslp/rm/>
- Subscribe to receive automated matching emails in CNP Direct Certification.

## JULY / AUGUST

- Read Memo: Welcome Back to School Nutrition Programs: School Year 2020-2021.
- 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 20-21 *income guidelines*, create BID and send notification letters.
  - Send out Press/Media Release.
  - Validate delivery site, contact information, food service director, program contact and billing contact in myFOODS.
- BEST PRACTICES 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 school year (required only if operating SBP).
  - Print SY 20-21 Training Curriculum & Brochure. Go to: <http://www.azed.gov/hns/nslp/trainings/>
  - Create Professional Standards plans for all School Nutrition Program Staff, including Civil Rights training.
  - Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable.
  - Review proper procedures for all procurement methods (micro, small and formal) before beginning to make purchases.
- 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 prior year's benefits for households without eligibility documentation for SY 20-21.
  - 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! 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/>



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](http://www.azed.gov/hns/nslp/uplift) to get involved!

## 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 Reporting

- 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 31** (*best practice*) Conduct direct certification.
- Complete Production Records daily.
- Count meals at POS and complete Daily Edit Checks.
- Celebrate National Farm to School Month and National School Lunch Week (October 12-16).

- 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 15** Last day to complete Civil Rights Compliance Form.
- Complete Production Records daily.
- Count meals at POS and complete Daily Edit Checks.
- Apply to serve At-Risk Afterschool Meals during winter break (programs eligible to apply must be at a site with at least 50% of enrolled students eligible for free or reduced-price meals): <http://www.azed.gov/hns/atriskafterschoolmealsforsfa/>

- 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: <http://www.azed.gov/hns/nslp/trainings/>
- 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

- 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).
- 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.
- MARCH 8-12** Celebrate National School Breakfast Week!
- Complete Production Records daily.
- Count meals at POS and complete Daily Edit Checks.

- APRIL 1** Conduct 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 (SFSP) application, 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 in your area.
- Plan all end-of-year orders for Direct Delivery, processing, and DoD.