



NSLP AT A GLANCE CALENDAR

For Special Provision Options

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/Sponsor applications through CNPWeb.
- ☐ Be sure program forms are current for the new school year. Go to: <http://www.azed.gov/hns/nslp/forms/>
 - ☐ Parent Letter 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/>
- ☐ Ensure school officials will be distributing alternate income forms to collect individual student data for the current SY.

JULY / AUGUST

READ MEMOS:

- ☐ [HNS/USDA Memorandums Webpage](#)

NO SOONER THAN JULY 1

- ☐ Distribute Parent Letters to all households for the current SY.
- ☐ Send out Press/Media Release.
- ☐ 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 school year (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.
- ☐ 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.
- ☐ **AUGUST 1-10 (best practice)** Submit July reimbursement claim (if operated in July).

SEPTEMBER

- ☐ **SEPTEMBER 1-10 (best practice)** Submit August reimbursement claim.
- ☐ Complete Production Records daily.
- ☐ Count meals at POS and complete Daily Edit Checks.



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

- ☐ **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 15** LEAs with private/BIA/tribally controlled BIA schools must submit enrollment file to ADE.
- ☐ **OCTOBER 1-31** Complete the Farm Fresh Challenge
- ☐ **OCTOBER 31** Document each site's student enrollment count (required for Verification Summary Report).
- ☐ 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

- ☐ **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 who did NOT Collect Applications" Webinar: **Register in APLD**
- ☐ Don't forget, each operating site will need two food safety inspections during the program year!

DECEMBER

- ☐ **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

- ☐ **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, and register for training: <https://www.azed.gov/hns/nslp/training>
- ☐ Check your entitlement for Direct Delivery, processing, and DoD to ensure 50% usage.
- ☐ Review application packets and make updates if anything has changed.

FEBRUARY

- ☐ **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

MARCH-MAY: PREPARE TO APPLY FOR OR CONTINUE SPECIAL ASSISTANCE PROVISION 2/3 OR COMMUNITY ELIGIBILITY PROVISION (CEP) FOR NEXT PROGRAM YEAR

- ☐ **MARCH 1** If applying for an extension of a Provision 2 or 3 cycle, socioeconomic data is due.
- ☐ **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

- ☐ **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.

MAY / JUNE

MAY-JUNE: SUBMIT REQUIRED DOCUMENTATION TO OPERATE PROVISION 2/3 OR CEP NEXT PRORAM YEAR

- ☐ **MAY 1:** If applying for an extension of a Provision 2 or 3 cycle, last day to submit application.
- ☐ **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
- ☐ **JUNE 30:** Special Assistance Provision 2/3 application due. CEP application due; CEP Annual ISP Forms due. Complete the Summer Farm Fresh Challenge