

School Nutrition Program (SNP) Task Checklist

√	Due Date	Required Task	Per Year
	Yearly and Before Review	<ul style="list-style-type: none"> • Complete <i>Storage Facility Review – USDA Donated Food</i> form for all sites where commodity foods are stored. • Request Food Safety Inspection from local governmental agency responsible for food safety inspections. The latest food safety inspection report must be posted in a publicly visible location. • Conduct no less than one <i>Site Monitoring Review</i> for each lunch site. 7CFR 210.8 (a) 1 • Monitor after School Snack Program. 	Once Twice Once Twice
	July 1	<ul style="list-style-type: none"> • Begin new fiscal school year 	
	July	<ul style="list-style-type: none"> • Obtain new Income Eligibility Guidelines and application forms when they become available at http://www.cde.ca.gov/ls/nu/sn/eligmaterials.asp • Up-date application letters • Prepare to submit Annual Media Release (7 CFR 245.5) • Review and up-date budgets and contracts • Prepare for Direct Certification process 	
	August - September	<ul style="list-style-type: none"> • Use new attendance factor for monthly edit checks • Conduct first school snack program site monitoring review during the first four weeks that the school is in operation. 7CFR 210.9 (c) 7 (see reference for exceptions) • Develop and file current eligibility roster at the end of every month. 	
	31st operating day of the school year	<ul style="list-style-type: none"> • End of 30 day eligibility for returning students based on their prior year determination. Recertify and code all students for current year eligibility status. 	
	October 1 October 31 Last operating day of October	<ul style="list-style-type: none"> • Begin eligibility verification process of all applications received as of October 1. • Determine total number of students, number of students qualifying for free lunches and snacks, and number of students qualifying for reduced lunches and snacks as of the last day of operation in October. 7 CFR 210.8 (c) 2 • Submit mandatory food safety data collection survey in Child Nutrition Information Payment System (CNIPS) 	
	November 15	<ul style="list-style-type: none"> • Complete all eligibility verification of income. 	
	December 1 December 31	<ul style="list-style-type: none"> • Designate at least one person to complete the entire <i>Mandatory Annual Training for School Nutrition Programs</i>. See <i>Training Alert when available</i> • Submit October eligibility data no later than the 31st. 7 CFR 210.8 (c) 2 	
	January	<ul style="list-style-type: none"> • Watch for <i>Request for Applications (RFA)</i> notice for the <i>School Breakfast and Summer Food Start-up or Expansion</i> grant. 	
	January 31	<ul style="list-style-type: none"> • Submit all eligibility verification findings no later than January 31. 	
	February 1	<ul style="list-style-type: none"> • Complete Site Monitoring no later than February 1. 	
	June - August	<ul style="list-style-type: none"> • Update information in CNIPS for next school year. Some data will roll over from prior year. Enroll the agency to access the application packet, update the sponsor information, and all site information. Submit to NSD for approval. Must have approved application packet on file to submit July claims. <ul style="list-style-type: none"> ○ Review and up-date Meal Count/Collection procedure. ○ Review and up-date site lists for meal type and service. ○ Complete meals served 2 years prior by site for Severe Need Breakfast reimbursement (serving \geq 40% Free/Reduced lunches for second preceding year.) ○ Annual SB 80 certification, served no trans fat menu items in reimbursable meals 	
	June	<ul style="list-style-type: none"> • Include revenue and cost on the June claim: http://www.cde.ca.gov/fq/aa/nt/snprevandcost.asp 	
	June 31	<ul style="list-style-type: none"> • End of fiscal year 	