

NEW YORK STATE CHILD NUTRITION PROGRAM ANNUAL CHECKLIST

Revised 8/1/13

Check website weekly for new information

Suggested Preparation Date(s)	Annual Requirements	Due Date ¹
<input type="checkbox"/> March-April	Submit request for breakfast exemption . (Approval based on supporting documentation) See the Breakfast Exemption Memo on the Child Nutrition Knowledge Center (CNKC) ² .	July 1
<input type="checkbox"/> May-August	If contracting with a food service management company (FSMC) , submit fully executed food service management company contracts or extensions for approval for the upcoming school year. Use appropriate checklist and Power Point training to ensure that required documents are submitted.	Prior to the beginning of the school year
<input type="checkbox"/> April-August	Complete the required Annual Renewal on the Child Nutrition Management System (CNMS) ³ .	Prior to LEAs start date each year
<input type="checkbox"/> June	Operating date changes must be submitted on Local Education Agency (LEA) letterhead to the Child Nutrition Program Office. Indicate the program, new start date (i.e. from September to July or August) and reason for the change.	Prior to the new operating date
<input type="checkbox"/> June-August	Produce and distribute Public Announcement , including both the free and reduced price scale, to the Newspaper, One Stop Employment Center and large area employers contemplating layoffs. Keep on file a copy of the Public Announcement, the date, and where it was sent.	Prior to LEAs start date each year
<input type="checkbox"/> June-August	Notify the local Health Department with a list of sites and addresses that are serving meals within your LEA that two health inspections are required for participation in the NSLP/SBP. Keep a copy of this letter on file.	At or near the beginning of the school year
<input type="checkbox"/> June-September	Produce and distribute free and reduced price application and parent letter (<i>include the reduced price scale only and the nondiscrimination statement</i>). LEAs cannot accept and process applications before the beginning of the federally defined School Year (July 1 through June 30). Year-round schools usually follow the July 1-June 30 school year, therefore, they would distribute notification letters in June. LEAs should conduct the Direct Certification Matching Process (DCMP) prior to processing applications, to reduce the burden of paperwork for both the LEA and families. This process certifies eligible children for free meals/milk without families needing to complete an application.	At or near the beginning of the school year
<input type="checkbox"/> July-August	Conduct the 1st Direct Certification Matching Process (DCMP) . For further information, refer to the CNKC.	August 31
<input type="checkbox"/> July-September	Complete certification of acceptance from the Free and Reduced Price Policy Booklet and retain on file with Program documents.	At or near the beginning of the school year

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<input type="checkbox"/> July-September	Establish eligibility for students based on the previous year application through the first 30 operating days, or until families submit a new application. Approve applications as they are received from families, and establish a master list of students with current benefits. The master list should indicate student eligibility status and method of determining the status [i.e. direct certification matching process (DCMP), categorically eligible, application].	First 30 operating days of school
<input type="checkbox"/> July-September	Establish a parent/student/staff food service advisory board (mandatory for schools using Food Service Management Companies).	At or near the beginning of the school year
<input type="checkbox"/> July-October	Change benefits to the paid category for all students who do not have a current year application on file. Update the master list as students submit new applications and they are accurately approved.	31st operating day of your LEAs school year
<input type="checkbox"/> September	Healthier US School Challenge (HUSSC) applications may be submitted any time during the school year. Begin planning for submission and refer to guidance documents on the CNKC.	At or near the beginning of the school year
<input type="checkbox"/> September	Annually review and update Food Safety Plans and Local Wellness Policy as required.	At or near the beginning of the school year
<input type="checkbox"/> October	Complete Civil Rights training and retain the following documents with Program records for the school year. A Power Point presentation and record of the annual training which includes a sign-in sheet, the date, location, and who provided the training is available on the CNKC. All cafeteria staff must receive training annually.	At or near the beginning of the school year
<input type="checkbox"/> October	Begin the verification process by counting the total number of current free/reduced applications on file as of October 1 st and selecting a sample pool of those applications to be verified. Refer to the Income Verification Booklet for instructions. Do not include eligibility carryover from the previous year in the sample pool on October 1.	October 1
<input type="checkbox"/> June- October	Submit Health Inspection Report (for the previous school year) on the CNMS. Indicate the number of health inspections received by each school/site within the LEA, even if none were received (enter zero for none received).	October 15
<input type="checkbox"/> October-November	As required for the verification process , the LEA must make <i>at least one follow-up attempt</i> to contact the household when the household does not adequately respond to the request for verification. The follow-up attempt may be in writing (including to the parent's/guardian's email) or by telephone, and the LEA must document that a contact was attempted.	November 4
<input type="checkbox"/> October-November	Direct verification (optional) is using records from public agencies to verify income and/or program participation. Direct verification may be completed at the local level. Schedule time accordingly for this process. If the child(ren) is not verified by public agency records, the LEA must proceed with regular verification activities. See the Income Verification Booklet for further information.	November 5

Suggested Preparation Date(s)	Annual Requirements	Due Date¹
<input type="checkbox"/> October-November	Notify families of the result of income verification and if program benefits are being decreased, notification (10 day advanced notice) must be in writing. (Provide time for the appeals process.)	November 5
<input type="checkbox"/> October-November	Complete the verification process . Make necessary changes to benefits (including applications, master lists and notification of necessary site staff) as a result of verification. Summarize verification efforts.	November 15
<input type="checkbox"/> October	Submit the Annual Analysis of Cash Resources Report on the CNMS for the previous school year (only Charter schools, Nonpublic schools, RCCIs, and Jails).	November 30
<input type="checkbox"/> October-November	Conduct the 2 nd Direct Certification Matching Process (DCMP) . For further information, refer to the CNKC.	November 30
<input type="checkbox"/> October-December	Submit the Verification Collection Report (Attachment G of the Income Verification Booklet) on the CNMS.	December 15
<input type="checkbox"/> October-January	Begin annual self-review in LEA with multiple sites. Conduct a self review summary in each building, scheduling follow up reviews within 45 days for any sites with critical problems. Complete and keep records on file. See the CNKC for the annual self review memo and review form.	February 1
<input type="checkbox"/> January-February	Conduct the 3 rd Direct Certification Matching Process (DCMP) . For further information, refer to the CNKC.	February 28
<input type="checkbox"/> January-February	Submit the A1 33 audit to the Office of Audit Services (OAS). www.oms.nysed.gov/oas/	March
<input type="checkbox"/> February-March	Provision 2 extension request should be made in writing to the State Education Department.	Before the end of the school year
<input type="checkbox"/> March-April	Determine eligibility for the CEO based on April 1 data, if considering applying for the following school year.	April 1
<input type="checkbox"/> April	Submit application materials if applying for the Community Eligibility Option (CEO) . The CEO is an alternative for those LEAs and schools with at least 40% identified students as of April 1 enrollment using DCMP. Or submit if not at 100% free reimbursement in year 1 of the cycle.	June 30
<input type="checkbox"/> April	Fresh Fruit and Vegetable Program (FFVP) awarded LEAs should begin preparation for the coming school year. Operation of the FFVP must begin by the second week that school is in session.	June 30
<input type="checkbox"/> April	Submit written request with accompanying documentation to the New York State Education Department (NYSED) if you want to participate in Provision 2 .	June 30

¹ Failure to meet due dates may result in reimbursement hold.

² The Child Nutrition Knowledge Center (CNKC) is the New York State Education Department (NYSED) Child Nutrition Program Administration's website. This website provides child nutrition program information. All program guidance, trainings and forms are available online: <http://portal.nysed.gov/portal/page/pref/CNKC>.

³ The Child Nutrition Management System (CNMS) is a web-based system for the management of the Lunch, Snack, Breakfast, Milk and Summer Food Service programs. Paper submissions are only allowable if your LEA has not established administrative/user access to the CNMS.