| **NSLP AT A GLANCE ANNUAL CALENDAR****WANT MORE?** Sign up to receive the NSLP Newsletter to stay up to date and notified**,** [*subscribe here*](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/3731h-P%20%28On%20Site%20Monitoring%20NSLP%29.docx?topic_id=ORED_236)*.*Visit our [Training and Professional Standards webpage](https://www.oregon.gov/ode/students-and-family/childnutrition/Documents/Claim%20Timelines.pdf) to learn more**.** This calendar is provided as a resource. It is not exhaustive. Please follow information in the SNP Newsletter. |
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| **June** | **July/August** | **September** |
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| [ ]  **JUNE 1-10** *(best practice)* Submit May reimbursement claim [ ]  **JUNE 1-BEFORE OPERATION** Submit Site/Sponsor applications through CNPweb [ ]  **JUNE 29** Last day to submit April Claim[ ]  Be sure program forms are current for new school year[ ]  [Distribute Free & Reduced-Price Application materials](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Meal-Access-and-Reimbursement-.aspx)  [ ]  Download coming school year [Income Eligibility Guidelines](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Meal-Access-and-Reimbursement-.aspx) [ ]  Confirm [Nondiscrimination Statement](https://www.oregon.gov/ode/students-and-family/childnutrition/Pages/CivilRights.aspx) is up-to-date[ ]  Prepare Household Income Survey for families in CEP sites [English](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Oregon%20%20Family%20Income%20Survey_%20English.docx) [Spanish](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Oregon%20Family%20Income%20Survey_Spanish.docx)[ ]  Double check that your [food safety/HACCP plan](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/General-Program-Compliance.aspx#SFA) is up-to-date[ ]  Review and update your [Local Wellness Policy](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/General-Program-Compliance.aspx%22%20%5Cl%20%22SFA) [ ]  Update your Unpaid Meal Charge Policy [ ]  Make sure applicable staff have access to [CNP Direct Certification](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Direct%20Certification.aspx) [ ]  Review proper procedures for all [procurement methods](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Eligibility.aspx) (micro, small and formal) before beginning to make purchases[ ]  Update Civil Rights complaint log [ ]  Prepare program records for retention |

 | [ ]  USDA Foods: Validate delivery site, contact information, food service director, program contact and billing contact in WEBSCM; Complete USDA Foods Storage Evaluation**NO SOONER THAN JULY 1** [ ]  Conduct first required direct certification through CNP [Direct Certification](https://odedistrict.oregon.gov/Pages/default.aspx), send notification letters and update benefit issuance system [ ]  Distribute household applications with parent letter to only those students who are not directly certified [ ]  Begin processing household applications with [*current income guidelines*](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Meal-Access-and-Reimbursement-.aspx)*,* send notification letters and update BID[ ]  **JULY 30** Last day to submit May Claim[ ]  **AUGUST 29** Last day to submit June Claim**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) [ ]  Create [Professional Standards](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/General-Program-Compliance.aspx#PS) 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 [ ]  **AUGUST 1-10** *(best practice)* Submit July reimbursement claim (if operated in July) | **AFTER FIRST DAY OF SCHOOL** [ ]  **ON 30TH OPERATING DAY** discontinue prior year’s benefits for households without eligibility documentation for the current school year[ ]  **SEPTEMBER 1-10** *(best practice)* Submit August reimbursement claim[ ]  **SEPTEMBER 29** Last day to submit July Claim[ ] *(best practice)* Conduct [direct certification](https://odedistrict.oregon.gov/Pages/default.aspx)[ ]  Request two NSLP Food Safety Inspections from the local Health Department for each site[ ]  **FIRST FOUR WEEKS OF OPERATING AFTERSCHOOL SNACK** Complete internal After School Snack Onsite Monitoring |

| **October** | **November/December** | **January** |
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| [ ]  **OCTOBER 1-10** *(best practice)* Submit September reimbursement claim[ ]  **OCTOBER 1** Begin verification activities[ ]  **OCTOBER 15** Excess Operating Balance Report due for all sponsors[ ]  Conduct required 3 month [direct certification](https://odedistrict.oregon.gov/Pages/default.aspx)[ ]  **OCTOBER 30** Last day to submit August Claim |
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 | [ ]  **NOVEMBER 1-10** *(best practice)* Submit October reimbursement claim [ ]  **NOVEMBER 16** Submit Verification Report FNS-742 [ ]  **NOVEMBER 29** Last day to submit September Claim[ ]  Reminder, each operating site will need two food safety inspections during the program year [ ]  **DECEMBER 1-10** *(best practice)* Submit November reimbursement claim [ ]  **DECEMBER 30** Last day to submit October Claim[ ] *(best practice)* Conduct [direct certification](https://odedistrict.oregon.gov/Pages/default.aspx) | [ ]  **JANUARY 1-10** *(best practice)* Submit December reimbursement claim[ ]  Review all Professional Standards training requirements. Visit our [Training and Professional Standards webpage](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/SNPTraining.aspx)[ ]  Review Site/Sponsor applications in CNPweb and make updates if anything has changed[ ] Conduct required 6 month [direct certification](https://odedistrict.oregon.gov/Pages/default.aspx)[ ]  **JANUARY 29** Last day to submit November Claim |
| **February** | **March** | **April/May** |
| [ ]  **FEBRUARY 1** Last day to submit Veriﬁcation Report FNS-742 [ ]  **FEBRUARY 1** Last day to complete Internal [On-site Monitoring Form](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/3731h-P%20%28On%20Site%20Monitoring%20NSLP%29.docx) (required if more than one site) [ ]  **FEBRUARY 1-10** (best practice) Submit January reimbursement claim [ ] *(best practice)* Conduct [direct certification](https://odedistrict.oregon.gov/Pages/default.aspx) | [ ]  **MARCH 1-10** (best practice) Submit February reimbursement claim [ ]  **MARCH 1** Last day to submit December Claim[ ]  **MARCH 8-12** Celebrate National School Breakfast Week[ ] *(best practice)* Conduct [direct certification](https://odedistrict.oregon.gov/Pages/default.aspx) | [ ]  **APRIL 1** Last day to submit January Claim[ ]  **APRIL 1-10** (best practice) Submit March reimbursement claim [ ]  **APRIL 15** Request second Health Inspection as needed [ ]  Apply for Special Assistance [Provision 2](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Special-Provisions.aspx#SP) (application due June 1) or [CEP](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Special-Provisions.aspx#SP) (application due June 30) if applicable[ ]  **APRIL 29** Last day to submit February Claim[ ]  **MAY 1-10** (best practice) Submit April reimbursement claim [ ]  **MAY 30** Last day to submit March Claim[ ]  Provide outreach to households for availability of Summer Food Service Program (SFSP) feeding sites in your area[ ] *(best practice)* Conduct [direct certification](https://odedistrict.oregon.gov/Pages/default.aspx)  |

# The Washington Office of Superintendent of Public Instruction created this document. The Oregon Department of Education

#  modified the document to apply to Oregon.