

# SNP AT A GLANCE ANNUAL CALENDAR SY 2024-25

The purpose of this calendar is to help plan milestone events and reporting dates throughout the year. The calendar contains known and consistent events, such as claim dates. This is not an all-inclusive resource. The bimonthly SNP Newsletter is the most up to date resource.

Subscribe to the newsletter [here](#).

June	July /August
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JUNE 16</b> Complete USDA Foods Program Renewal.</li> <li><input type="checkbox"/> Conduct <a href="#">public outreach</a> to households regarding the availability of summer meals before the end of the academic school year*</li> <li><input type="checkbox"/> Review and update program forms</li> <li><input type="checkbox"/> Download up coming school year <a href="#">Income Eligibility Guidelines</a> **</li> <li><input type="checkbox"/> Confirm <a href="#">Nondiscrimination Statement</a> is up-to-date</li> <li><input type="checkbox"/> Prepare <a href="#">Household Income Survey</a> for provision sites if applicable.</li> <li><input type="checkbox"/> Complete Wellness Policy Triennial Assessment if required.</li> <li><input type="checkbox"/> Make sure applicable staff have access to <a href="#">CNP Direct Certification</a></li> <li><input type="checkbox"/> Review proper procedures for all <a href="#">procurement methods</a> (micro, small and formal) before purchasing</li> <li><input type="checkbox"/> Complete <a href="#">civil rights</a> complaint log(s)</li> <li><input type="checkbox"/> Prepare program records for retention.</li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JUNE 1-10</b> (<i>best practice</i>) Submit May reimbursement claim.</li> <li><input type="checkbox"/> <b>JUNE 29</b> Last day to submit April Claim (or an upward revision)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete USDA Foods <a href="#">Storage Facility Self-Evaluation</a></li> <li><input type="checkbox"/> Conduct Seamless Summer Option (SSO) onsite monitoring, if applicable.</li> <li><input type="checkbox"/> Identify the 30-day operational date of current school year for expiration of carryover benefits. Enter date in calendar*, **</li> <li><input type="checkbox"/> Request in writing two <a href="#">food safety inspections</a> for all sites from the local health department</li> <li><input type="checkbox"/> Review adult meal prices and adjust for upcoming school year.</li> <li><input type="checkbox"/> <b>JULY 13-15</b> Annual School Nutrition Association Conference</li> <li><input type="checkbox"/> Review <a href="#">Meal Charge Policy</a>**</li> </ul> <p><b>NO SOONER THAN JULY 1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct first required direct certification through CNP <a href="#">Direct Certification</a>, send notification letters and update benefit issuance system.</li> <li><input type="checkbox"/> Distribute household applications with parent letter to only those students who are not directly certified**</li> <li><input type="checkbox"/> Begin processing household applications with <a href="#">current income guidelines</a>, send notification letters within 10 days of application receipt and update BID** This timeframe includes the second review of applications if required**</li> </ul> <p><b>BEST PRACTICES PRIOR TO SCHOOL STARTING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create <a href="#">Professional Standards</a> plans for all School Nutrition Program Staff, including Civil Rights and procurement training.</li> <li><input type="checkbox"/> Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable</li> <li><input type="checkbox"/> Review and revise <a href="#">food safety/HACCP plan</a> if needed</li> <li><input type="checkbox"/> Review and revise cycle menu and check for compliance with meal pattern.</li> <li><input type="checkbox"/> Update <a href="#">civil rights</a> forms and ensure current “And Justice for All” posters are posted at sites.</li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JULY 1-10</b> (<i>best practice</i>) Submit June reimbursement claim.</li> <li><input type="checkbox"/> <b>JULY 30</b> Last day to submit May Claim (or an upward revision)</li> <li><input type="checkbox"/> <b>AUGUST 1-10</b> (<i>best practice</i>) Submit July reimbursement claim (if operated in July)</li> <li><input type="checkbox"/> <b>AUGUST 29</b> Last day to submit June Claim (or an upward revision)</li> </ul>

September	October	November
<ul style="list-style-type: none"> <li><input type="checkbox"/> Make <a href="#">Local School Wellness Policy</a> and results of triennial assessment publicly available.</li> <li><input type="checkbox"/> Review and communicate Meal Charge Policy to households and staff at the beginning of the school year**</li> <li><input type="checkbox"/> Complete first <a href="#">onsite monitoring</a> of the After School Snack Program within first four weeks of operation*</li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SEPTEMBER 1-10</b> (<i>best practice</i>) Submit August reimbursement claim.</li> <li><input type="checkbox"/> <b>SEPTEMBER 29</b> Last day to submit July Claim (or an upward revision)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>OCTOBER 1</b> Begin <a href="#">verification</a> activities**</li> <li><input type="checkbox"/> Conduct required 3 month <a href="#">direct certification</a>**</li> <li><input type="checkbox"/> <b>OCT 14-18</b> Celebrate <a href="#">National School Lunch Week</a></li> <li><input type="checkbox"/> Celebrate <a href="#">National Farm to School Month</a></li> <li><input type="checkbox"/> Expire carry over eligibility (most schools)*, **</li> <li><input type="checkbox"/> Begin <a href="#">onsite monitoring</a> of NSLP and SBP</li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>OCTOBER 1-10</b> (<i>best practice</i>) Submit September reimbursement claim.</li> <li><input type="checkbox"/> <b>OCTOBER 30</b> Last day to submit August Claim (or an upward revision)</li> <li><input type="checkbox"/> <b>OCTOBER 18</b> Excess Operating Balance Report due for all sponsors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>NOVEMBER 15</b> Complete all verification efforts**</li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>NOVEMBER 1-10</b> (<i>best practice</i>) Submit October reimbursement claim.</li> <li><input type="checkbox"/> <b>NOVEMBER 29</b> Last day to submit September Claim (or an upward revision)</li> <li><input type="checkbox"/> <b>NOVEMBER 1- FEBRUARY 1</b> Submit Second Review of Applications Report, FNS-874, if required.</li> <li><input type="checkbox"/> <b>NOVEMBER 16 – FEBRUARY 1:</b> Submit Verification Report FNS-742</li> </ul>
December	January	February
<ul style="list-style-type: none"> <li><input type="checkbox"/> (<i>best practice</i>) Conduct <a href="#">direct certification</a></li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>DECEMBER 1-10</b> (<i>best practice</i>) Submit November reimbursement claim.</li> <li><input type="checkbox"/> <b>DECEMBER 30</b> Last day to submit October Claim (or an upward revision)</li> <li><input type="checkbox"/> <b>DECEMBER 2</b> <a href="#">Revenue from Non-Program Foods</a> Report due</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct required 6 month <a href="#">direct certification</a>**</li> <li><input type="checkbox"/> Start Wellness Policy Triennial Assessment if required.</li> <li><input type="checkbox"/> Plan USDA Foods order for upcoming school year.</li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JANUARY 1-10</b> (<i>best practice</i>) Submit December reimbursement claim.</li> <li><input type="checkbox"/> <b>JANUARY 29</b> Last day to submit November Claim (or an upward revision)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>FEBRUARY 1</b> Last day to complete Internal Onsite Monitoring (required if more than one site)</li> <li><input type="checkbox"/> Complete 2<sup>nd</sup> <a href="#">onsite monitoring</a> visit for After School Snack Program*</li> <li><input type="checkbox"/> (<i>best practice</i>) Conduct <a href="#">direct certification</a></li> <li><input type="checkbox"/> <b>FEBRUARY 14</b> USDA Foods orders for upcoming school year open in WEBSCM</li> </ul> <p><b>CLAIMS AND REPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>FEBRUARY 1</b> Last day to submit Verification Collection Report FNS-742</li> <li><input type="checkbox"/> <b>FEBRUARY 1</b> Last day to submit Second Review of Applications Report, FNS-874, if required.</li> <li><input type="checkbox"/> <b>FEBRUARY 1-10</b> (<i>best practice</i>) Submit January reimbursement claim.</li> </ul>

March	April	May
<input type="checkbox"/> <b>MARCH 8-12</b> Celebrate <a href="#">School Breakfast Week</a> <input type="checkbox"/> ( <i>best practice</i> ) Conduct <a href="#">direct certification</a> <input type="checkbox"/> <b>MARCH 14-15</b> Oregon School Nutrition Association Conference <input type="checkbox"/> <b>MARCH 14</b> last day to place USDA Foods Order for upcoming school year in WEBSCM <input type="checkbox"/> Follow up request to local health department for food safety inspections if not yet completed.  <b>CLAIMS AND REPORTS</b> <input type="checkbox"/> <b>MARCH 1-10</b> ( <i>best practice</i> ) Submit February reimbursement claim. <input type="checkbox"/> <b>MARCH 1</b> Last day to submit December Claim (or an upward revision)	<input type="checkbox"/> Apply for Special Assistance <a href="#">Provision 2</a> (application due June 1) or <a href="#">CEP</a> (application due June 30) if applicable <input type="checkbox"/> ( <i>best practice</i> ) Conduct <a href="#">direct certification</a>  <b>CLAIMS AND REPORTS</b> <input type="checkbox"/> <b>APRIL 29</b> Last day to submit February Claim <input type="checkbox"/> <b>APRIL 1</b> Last day to submit January Claim (or an upward revision) <input type="checkbox"/> <b>APRIL 1-10</b> ( <i>best practice</i> ) Submit March reimbursement claim.	<input type="checkbox"/> Plan for the Seamless Summer Option and update CNPweb site information sheets to reflect summer operations. <input type="checkbox"/> ( <i>best practice</i> ) Conduct <a href="#">direct certification</a> <input type="checkbox"/> <b>Program Renewal</b> Submit Site/Sponsor information sheets and applicable forms (Date TBA) <input type="checkbox"/> <b>MAY 2</b> Celebrate <a href="#">School Lunch Hero Day</a>  <b>CLAIMS AND REPORTS</b> <input type="checkbox"/> <b>MAY 1-10</b> ( <i>best practice</i> ) Submit April reimbursement claim. <input type="checkbox"/> <b>MAY 30</b> Last day to submit March Claim (or an upward revision) <input type="checkbox"/> <b>MAY 10<sup>th</sup></b> State Match Report due <input type="checkbox"/> <a href="#">Paid Lunch Equity</a> Report due (DATE TBA)

The Washington Office of Superintendent of Public Instruction created this document. The Oregon Department of Education modified the document to apply to Oregon.

- Items with \* have timelines that are related to the first day of operations of programs and may fall in different months depending on program start dates. The date was placed in the month that is most common for school food authorities.
- Items with \*\* are not required for CEP or Non-Base Year Breakfast and Lunch Provision 2 sites.

This institution is an equal opportunity provider.