Annual Requirements for USDA School Nutrition Programs

REQUIREMENT	DUE DATE
Complete the **SNP Annual Application** for the current school year in CNPweb: https://me.cnpus.com/cnp/Login **Step-by-step instructions are available under the 'Help' tab in CNPweb*	By August 15
Distribute the **Free and Reduced-Price Meal Application** to households, except those certified through Direct Certification. Returned applications must be processed within 10 operating days after the date of receipt. Send notification to households with students who are approved for meal benefits and those who did not qualify. Maintain documentation, including duplicate and ineligible applications, in a secure, confidential manner. Maine DOE provides a prototype application, parent notification letter, notice of direct certification letter and other related forms: https://www.maine.gov/doe/schools/nutrition/studenteligibility	After July 1 *N/A for CEP & non-base year SP2 schools*
Send **NSLP Press Release** to the local paper Use the sample press release available on the Maine DOE Child Nutrition website. Make sure to include the full federal and state non-discrimination statements.	Prior to the start of school
Complete the **Annual Financial Report** (AFR) for the prior school year in CNPweb: https://me.cnpus.com/cnp/Login Work with the district's business office to obtain financial information from the prior school year to complete the AFR. **Step-by-step instructions are available under the 'Help' tab in CNPweb*	By September 1
Download the **direct certification (DC)** list from NEO: https://neo.maine.gov/doe/neo/core/ Notify eligible households of DC eligibility. Sample eligibility letters are available on our website: https://www.maine.gov/doe/schools/nutrition/studenteligibility. The Direct Certification match must be done at least three times per school year per USDA SP 31-2011. It is highly recommended to run Direct Certification more frequently. *Maintain (print or save electronically) all original Direct Certification lists.* Food service directors may request access to NEO by contacting: medms.helpdesk@maine.gov	**First Run**: July - September **Second Run**: October – December **Third Run**: January – May
Maintain a **Benefit Issuance (Master) List** of all enrolled students including name, eligibility, date of qualification and eligibility type (i.e. DC, application, homeless). Eligibility carries over from the prior school year for the first 30 operating days of school, or until new benefit documentation is received.	First day of school (*N/A for CEP or non-base year Provision II schools)*
Complete annual **Civil Rights** training for all staff involved with USDA Child Nutrition Programs. Maintain a copy of the training and attendance log at the SFA. https://www.maine.gov/doe/schools/nutrition/nondiscrimination Check to make sure the "And Justice for All" poster is on display for public view at each site.	Prior to the start of school
Complete annual **Procurement training** for all staff involved with procurement for the school nutrition program. Maintain documentation.	Prior to the start of school
Review the **Food Safety Plan/Standard Operating Procedures** at each site and make any necessary updates. A sample plan is available at https://theicn.org/icn-resources-a-z/standard-operating-procedures/ and should be customized to reflect each site.	Before beginning of school year and as needed throughout the year
NSLP Afterschool Snack Program ( ) N/A If you operate the NSLP Afterschool Snack Program, complete the Afterschool Snack On-site Monitoring form and keep it on file. This program is available to school-sponsored enrichment programs only. A sample form is available on our	1st review done within first 4 weeks of snack service and the second review mid-year

website: https://www.maine.gov/doe/schools/nutrition/programs/afterschool	
Start the **verification** process of free and reduced-price meal applications. • Verifying Official determines how many free and reduced-price meal applications were approved on or before October 1 (carryover applications are not included), calculates how many free and reduced-price meal applications need to be verified, and selects the verification sample. Directly certified students are not subject to verification. • Confirming Official conducts confirmation review of the free and reduced-price meal applications that were selected for verification – signs and dates the bottom of the application. This does not apply to districts that use an electronic approval system. • Determining Official sends letters to households selected for verification Review verification materials *(N/A for CEP or non-base year Provision II schools)* • Review documents submitted by households selected for verification and follow-up with households that did not respond to verification request • Notify verified households of the results • Report the results of verification in CNPweb by November 20 • Additional resources can be accessed at https://www.maine.gov/doe/schools/nutrition/studenteligibility Update student meal benefits changes as a result of verification	On or after October 1, completed by November 15 Report due in CNPweb by November 20 *N/A for CEP or non-base year SP2 schools*
Complete the **October Survey** in CNPweb based on student eligibility as of October 31. **Step-by-step instructions are available under the 'Help' tab in CNPweb*	November 1-8
Review **CNPWeb Users** by going to the 'Users' tab on the Sponsor Summary Page in CNPWeb. Make sure all users are current. Any changes need to be made using the CNPweb User Access form which may be requested by emailing child.nutrition@maine.gov.	Ongoing
For SFAs with more than one site serving SBP/NSLP meals, complete the **on-site monitoring form** and keep on file. A sample form is available under "On-site Monitoring Forms" at: https://www.maine.gov/doe/schools/nutrition/programs/nslp	No later than February 1
For sites participating in the Fresh Fruit & Vegetable Program, complete the **FFVP Site Monitoring Form** and keep on file.	No later than February 1
Complete second required **Afterschool Snack Program On-site Monitoring form** and keep on file.	2nd review should be done in the second half of the school year
Completed school nutrition **Professional Standards Training Tracking** for all staff and make sure require Professional Standards training hours are met. A tracking tool is available for downloaded here: https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards	Complete throughout the school year
Obtain **Student Enrollment & Direct Certification** liists for all students enrolled as of April 1 at each school in the SAU. The list must come from the SAU's student database, not the food service database. On April 1, download the Direct Certification list from NEO. Maine DOE Child Nutrition will provide instructions of where to submit this information.	April 1
Complete the **USDA Foods Annual Order** in CNPweb for the upcoming school year.	March -April
Complete the application for the **Fresh Fruit & Vegetable Program (FFVP)** in CNPweb. (optional)	Last Friday in April
Complete the **Summer Food Service Program Application** in CNPweb.	By April 30 – for USDA foods availability otherwise by June 10

Complete the **Paid Lunch Equity (PLE) Tool** for the upcoming school year. The Paid Lunch Equity (PLE) tool must be completed prior to setting lunch prices for the upcoming school year. https://www.maine.gov/doe/schools/nutrition/financial/schoolmealpricing	To be completed in the Spring when student lunch process are being determined for the upcoming school year. *( ) N/A for RCCI's, P2, CEP, and non-pricing schools*

Daily and Monthly Requirements for USDA Child Nutrition Programs

Requirement	Due Date
Complete **production records**. Production records are required and should document all items prepared and served, including quantities, for SBP, NSLP and ASP. Maintain production records for 3 years plus the current school year. Production record templates can be found at https://www.maine.gov/doe/schools/nutrition/programs/nslp	Complete daily
Obtain daily point of service meal counts for each site. Complete and review Daily Participation **Edit Check** prior to submission of claim for reimbursement. Maintain the monthly edit checks from each school.	Completed daily, review monthly
Complete **Edit Check Form** prior to filing the claim for reimbursement. Edit checks are required. An edit check form can be found on our website under the 'Daily Operations' heading: https://www.maine.gov/doe/schools/nutrition/programs/nslp	Completed monthly, prior to submitting the claim for reimbursement.
Submit monthly **claim for reimbursement** in CNPweb. https://me.cnpus.com/cnp/Login To ensure timely payment of claims, the claim due date is the 8th of the month following the last day the claim is covered. Final claims, including any revisions, must be submitted no later than 60 days following the last day of the month covered by the claim. Claims not filed or corrected within the 60 days might not be paid. A claim that is submitted after the final deadline will only be paid if the sponsor is eligible and approved for a one-time exception. Maine DOE CN has the authority to approve a one-time exception every 36 months for one month's original or revised claim submitted after the 60-day deadline when the lateness is due to reasons within the control of the sponsor. **Step-by-step instructions are available under the 'Help' tab in CNPweb*	Monthly, no later than the 8th of each month.
Submit monthly FDP order in CNPweb https://me.cnpus.com/cnp/Login	Monthly, no later than the 15th of each month