Annual Requirements Checklist for USDA Child Nutrition Programs

Requirement	Due Date
Complete the **SNP Annual Application** for the current school year in CNPweb: https://me.cnpus.com/cnp/Login	By August 15
Free and Reduced Price Meal Application *(N/A for CEP or non-base year Provision II schools)* Distribute the Free and Reduced-Price Meal Application after to households (except those certified through Direct Certification). Completed 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 all documentation, including duplicate 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
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.	By September 1
Direct Certification (DC) *(N/A for CEP or non-base year Provision II schools)* Run a direct certification match and maintain documentation of the DC list from NEO: https://neo.maine.gov/doe/neo/core/ Notify eligible households of DC eligibiity. 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 my contacting: medms.helpdesk@maine.gov	**First Run**: July - September **Second Run**: October – December **Third Run**: January – May
Benefit Issuance (Master) List *(N/A for CEP or non-base year Provision II schools)* Maintain a benefit issuance list of all students including student's name, eligibility, date of qualification and eligibility type (i.e. DC, application, homeless). Use the following documentation to create the list: • free and reduced-price meal applications • Direct Certification lists • documentation designating students as homeless by the homeless liaison • documentation designating students as migrant by the migrant coordinator • any additional documentation for foster or runaway students. Eligibility carries over from the prior school year for the first 30 <u>operating days</u> of school, or until new benefit documentation is received.	Before the beginning of the school year Updates should be made throughout the year as new benefit documentation is received or as new students arrive
Civil Rights 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.	Before beginning of school year and as needed throughout the year
Food Safety Plan/Standard Operating Procedures Review the food safety plan at each site and make any necessary updates. A sample plan is available from NFS 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

Conduct staff food safety training, making sure to include substitutes and volunteers.	
NSLP Afterschool Snack Service ( ) N/A If operating the NSLP Afterschool Snack Service, complete the Afterschool Snack On-site Monitoring form and keep on file at the SFA (if applicable). A sample form is available under "On-site Monitoring Forms" at: https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/OnSiteReviewFormSnack.rtf	1st review done within first 4 weeks of snack service and the second review mid-year
Verification - *start verification process (N/A for CEP or non-base year Provision II schools)* • Verifying Official determines how many free and reduced-price meal applications were APPROVED on or before October 1(carryover applications should not be included), calculates how many free and reduced-price meal applications need to be verified and selects verification sample from the pool of applications that were APPROVED on or before October 1. Directly certified students are not subject to the verification process. • 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	On or after October 1
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 • Send letter to households selected for verification to let them know the results • Submission of Verification Collection Report (VCR) must be completed and submitted by November 20 • Additional resources can be accessed at https://www.maine.gov/doe/schools/nutrition/studenteligibility	By November 15 Report due by November 20
Verification – *update student meal benefits (N/A for CEP or non-base year Provision II schools)* Make any necessary benefit changes as a result of verification	Upon completion of verification
October Survey – Complete the October Survey in CNPweb based on student eligibility as of October 31.	November 1-8
CNPWeb Users – Review the 'Users' tab on the Sponsor Summary Page in CNPWeb to make sure those with access to CNPWeb are current.	
On-site Monitoring Form ( ) N/A For schools with more than one site where meals are served, complete monitoring visits & document results, including any follow up, for all sites by February 1 annually. 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
FFVP On-site Monitoring Form ( ) N/A For sites participating in the Fresh Fruit & Vegetable Program, complete the FFVP Site Monitoring Review Form and keep on file.	No later than February 1
Afterschool Snack Program ( ) N/A 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
Professional Standards Training Tracking Track completed school nutrition related training for staff to ensure the 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
Paid Lunch Equity Tool *( ) N/A for RCCI's, P2, CEP, and non-pricing schools* 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.	In the spring and/or near the end of the school year, when lunch prices are being determined for the upcoming school year

https://www.maine.gov/doe/schools/nutrition/financial/schoolmealpricing	
USDA Foods Annual Order Complete the USDA Foods Annual Order in CNPweb for the upcoming school year.	March - April
Summer Food Service Program Application ( )N/A Complete the Sponsor Application and Site Information Sheet(s) in CNPweb.	By April 30 – for USDA foods availability otherwise by June 10

Daily and Monthly Requirements for USDA Child Nutrition Programs

Requirement	Due Date
Complete daily menu **production records**. Production records are required by USDA but not in any required format. Production records 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
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.	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