

Calendar of School Nutrition Program Requirements and Activities • School Year 2019-20

The CSDE calendar assists Connecticut schools and institutions that participate in the U.S. Department of Agriculture (USDA) school nutrition programs with planning for the school year. School food authorities (SFAs) should distribute this calendar to each person responsible for completing tasks related to the National School Lunch Program (NSLP), including the Afterschool Snack Program (ASP), School Breakfast Program (SBP), and Special Milk Program (SMP).

Note: Schedules are subject to change and do not represent all federal and state requirements for operating the USDA Child Nutrition Programs in schools and institutions.

When	Information	Due date	Submit or file
July	<p>Healthy Food Certification (HFC) Statements Due (<i>Public school districts only</i>)</p> <p>https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification</p>	<p>July 1, 2019</p> <p>Board vote must occur by this date for the district to participate for the 2019-20 school year.</p>	<p>Submit to CSDE: Use the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) to submit the 2019-20 HFC Statement.</p> <p>File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *</p>
July	<p>Submit lunch time waiver request for SY 2019-20, if needed</p> <p>https://portal.ct.gov/-/media/SDE/Circular-Letters/circ07-08/C9.pdf</p>	<p>July 1, 2019</p>	<p>Submit to CSDE: Written request from the Superintendent must be sent to John Frassinelli, Bureau Chief. Copy your assigned county consultant.</p> <p>File at SFA.</p>
July and August	<p>Interschool Agreements</p> <ul style="list-style-type: none"> • Full-service Interschool Agreement • Recipient Site Vended Interschool Agreement <p>https://portal.ct.gov/SDE/Lists/Forms-School-Nutrition-Programs/Interschool-Agreements</p>	<p>Full-service Interschool Agreement due by July 1, 2019.</p> <p>Recipient Site Vended Interschool Agreement due by August 30, 2019.</p>	<p>Submit to CSDE.</p>
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July and Ongoing	Application for Free and Reduced-price Meals and Free Milk https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Milk-in-School-Nutrition-Programs	After July 1 but within four weeks of the start of school distribute to all households at the beginning of each school year. Process and implement within 10 operating days of receipt.	File at SFA: Copies of letter to households, approved and denied applications, lists of students enrolled in the federally funded Head Start Program, all direct certification lists, and a list of students designated as homeless or runaway. *
July and Ongoing	Identify Directly Certified Students https://portal.ct.gov/SDE/Nutrition/Direct-Certification	Weekly throughout school year.	File at SFA: Documentation of student eligibility. *
Summer	Public Media Release for free and reduced-price meals and free milk https://portal.ct.gov/SDE/Lists/Forms-School-Nutrition-Programs/Public-Media-Release Note: SFA is required to send public release to media but is not required to pay to publish.	August 2019 Send to the local news media, the employment office, and any major employers who are contemplating large layoffs prior to the beginning of each school year.	File SFA: Copy of public media release materials sent. *
July – September	Annual Online Sponsor Agreement Renewal and Upload of Required Documents (Documents include Policy Statement, Meal Counting and Claiming Process, Free and Reduced Application Materials, Food Safety Inspection Report, Financial Report, etc.) Must be updated for each school year. <i>Wait for specific instructions from CSDE before completing information.</i>	Must be completed by September 13, 2019 * Submitted electronically using the online CNP System. Notify your CSDE school nutrition consultant when update is complete. * Must be completed by July 31, 2018: RCCIs and any SFA with an approval to operate the NSLP and SBP over the summer.	Submit to CSDE: Use the online CNP System . Annual update required. Update with any changes throughout the school year to keep information current.
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August – September	First NSLP State Match Payment to Districts CSDE provides first state match payment to schools (75 percent of amount district received in school year 2016-17).	August or September 2019	Not applicable
August – September	Rolling Verification <i>FNS Instruction SP 42-2017:</i> https://fns-prod.azureedge.net/sites/default/files/cn/SP42-2017os.pdf <i>USDA Rolling Verification Webinar:</i> https://www.fns.usda.gov/verification-toolkit-and-beginning-verification-october-1-aka-%E2%80%9Crolling-verification%E2%80%9D <i>USDA Rolling Verification Toolkit</i> https://www.fns.usda.gov/school-meals/verification-toolkit	Rolling Verification: USDA allows sponsors to start the verification process prior to October 1. Rolling Verification is designed to help ease the administrative burden associated with the verification process – especially for sponsors expecting large verification sample sizes. The due date for completing this Rolling Verification is the same for the regular verification process - November 15. Interested sponsors must review the applicable links to the left and the USDA webinar prior to implement this type of verification.	File at SFA: Documentation of the Rolling Verification process and all supporting documentation for the verification of the each selected household.
September or October	Financial Report (Annual Revenue and Cost Expenditures Report)	No later than October 31, 2019	Submit to CSDE: Use the online CNP System.
September or October	End of Carryover of Student Eligibility https://www.fns.usda.gov/eligibility-manual-school-meals https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/CarryoverTransfer.pdf	31st day of school A child’s prior school year eligibility is in effect for 30 operating days into the current school year. Also, refer to the new <i>Carryover Versus Transfers of a Child’s Eligibility</i> document for more information.	File at SFA: Documentation of removed students who had been receiving meal benefits due to 2019-19 approved application or directly certification. *

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When	Information	Due date	Submit or file
September – January	<p>NSLP and SBP On-site Monitoring</p> <p>Required only if the SFA has more than one school/site.</p> <p>https://portal.ct.gov/SDE/Lists/Forms-School-Nutrition-Programs/Meal-Counting-and-Claiming</p>	<p>February 1, 2020</p> <p>Local on-site monitoring must be completed and documented for each school at least once prior to February 1 of each year.</p>	<p>File at SFA: Documentation of review, findings, and corrective action. *</p>
October	<p>CT Grown for CT Kids Week</p> <p>National Farm to School Month:</p> <p>http://www.farmtoschool.org/our-work/farm-to-school-month</p> <p>For more information, visit the CSDE’s Farm to School webpage.</p>	<p>October 7-11, 2019</p>	<p>Not applicable</p>
October	<p>Severe Need Breakfast Start-up Funds</p> <p>CSDE sends start-up payment to districts for schools that qualify as state-defined Severe Need for Breakfast</p>	<p>October 2019</p>	<p>Not applicable</p>
October	<p>Selection of Applications for Verification</p> <p>https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs</p> <p>https://www.fns.usda.gov/eligibility-manual-school-meals</p>	<p>October 1, 2019</p>	<p>File at SFA: Documentation of selection process based on new applications on file as of October 1, 2019.</p>
October	<p>National School Lunch Week: “<i>SCHOOL LUNCH: what’s on your playlist?</i>”</p> <p>https://schoolnutrition.org/Meetings/Events/NSLW/2019/</p>	<p>October 14-18, 2019</p>	<p>Not applicable</p>

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October – November	Conduct Verification https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs https://www.fns.usda.gov/eligibility-manual-school-meals	November 15, 2019 Completion of verification activities	File at SFA: Verification activities must be fully documented and kept on file. Refer to the USDA <i>Eligibility Manual for School Meals</i> for guidance. *
November	Healthy Food Certification Documentation https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Documents	November 30, 2019	Submit to CSDE.
December	Verification Collection Report (FNS 742) https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs/Documents	December 16, 2019 Failure to submit report by due date could lead to the withholding of claims.	Submit to CSDE: Use the online CNP System and file at SFA. *
December	Independent Review of Applications (FNS 874) Requires sponsors who are at risk to have another person, other than the determining official, do a second review of applications. <i>The CSDE will notify sponsors by July 1 if this is required.</i>	December 16, 2019	Submit to CSDE.
January	First HFC Payment CSDE provides first payment to schools that choose to implement the healthy food option of HFC.	January 2020	Not applicable
Late January	First Severe Need Breakfast Per Meal Payment CSDE provides first state match payment to schools that qualify for State Severe Need Breakfast.	Late January 2020	Not applicable
February	NSLP and SBP On-site Monitoring <i>(See September for details)</i>	February 1, 2020 On-site monitoring must be completed for each school prior to February 1. *	File at SFA.*

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When	Information	Due date	Submit or file
February	<p>Schedule annual board meeting between February and June to vote on HFC (<i>public school districts only</i>)</p> <p>Vote must occur during February to June, to ensure timely submission of annual HFC Statement.</p>	<p>July 1, 2020</p> <p>Board vote must occur by this date for the district to participate for the 2020-21 school year.</p>	<p>Submit to CSDE: Use the online CNP System to submit the 2020-21 HFC Statement.</p> <p>File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *</p>
February/ March	<p>USDA Foods requests placed in Web Based Supply Chain Management system (WBSCM) for 2020-2021 school year</p>	<p>March 2020</p>	<p>Submit in WBSCM.</p>
March	<p>National School Breakfast Week: <i>“School Breakfast: Out of this World!”</i> https://schoolnutrition.org/Meetings/Events/NSBW/2020/</p>	<p>March 2-6, 2020</p>	<p>Not applicable</p>
April	<p>Second NSLP State Match Payment to Districts</p> <p>Second state match payment to schools for remainder of funds based on actual meal count from 2018-19.</p>	<p>April 2020</p>	<p>Not applicable</p>
April	<p>Complete Paid Lunch Equity Calculations for School Year 2020-21</p> <p>Memo and tool issued in early spring 2020.</p>	<p>April 2020</p>	<p>File at SFA. Use annually issued USDA tools to complete calculations and keep on file. *</p>
April	<p>Application Due for Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) of the NSLP</p> <p>https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program https://portal.ct.gov/SDE/Nutrition/Seamless-Summer-Option-SSO-of-the-NSLP</p>	<p>April or May 2020</p>	<p>Submit to CSDE. Contact CSDE staff with any questions.</p>

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When	Information	Due date	Submit or file
April	<p>Submit data for the USDA Annual Community Eligibility Provision (CEP) Notification requirement</p> <p>Identify the total number of <i>Directly Certified</i> students and total enrollment as of April 1, 2020.</p>	April 2020 (final date TBD)	Submit to CSDE: Use the online CNP System to submit the number of Directly Certified students.
April or May	<p>Second State Severe Need Breakfast Per Meal Payment</p> <p>Second state match payment for remainder of funds to schools that qualify for State Severe Need Breakfast.</p>	April or May 2020	Not applicable
April or May	<p>Remove all USDA Foods from State Contracted Warehouse</p> <p>USDA Foods products are not stored over the summer.</p>	By last scheduled delivery date per USDA Foods delivery schedule, at the latest May 2020	Not applicable
May	<p>School Lunch Hero Day</p> <p>www.schoolnutrition.org/SLHD/</p>	May 1, 2020	Not applicable
May	<p>Submit request to extend the NSLP and SBP into the summer months (July and August)</p> <p>Note: LEAs that want to serve and claim reimbursable meals during the summer (due to an extension of the school year or a required academic summer school), must submit a request to the CSDE. The CSDE must approve this request before the LEA can claim any meals.</p>	June 21, 2019	Submit to CSDE: E-mail request for an extension of the NSLP and SBP to Susan Alston at susan.alston@ct.gov .

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When	Information	Due date	Submit or file
May or June	Second HFC Payment CSDE provides second payment of remainder due to schools that participate in HFC.	May or June 2020	Not applicable
June	Community Eligibility Provision (CEP) Application Due https://portal.ct.gov/SDE/Nutrition/Community-Eligibility-Provision/Apply	June 30, 2020	Submit to CSDE: Use the online CNP System to submit the required application materials. File at SFA: Maintain copies of all CEP documentation. *

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Information for Districts Contracting with a Food Service Management Company (FSMC)

<https://portal.ct.gov/SDE/Nutrition/Food-Service-Management-Company>

When	Information	Due date	Submit or file
Every Month	Invoice/USDA Foods Received Credit and Usage/Agenda Monthly Meeting	Last day of month	File at SFA
August	Invoice/Agenda Monthly Meeting (Summer)	Not applicable	File at SFA
August	USDA Foods Certification of Reconciliation Based on previous school year	August 1 st	Submit to CSDE
September	Invoice/Agenda Monthly Meeting (Summer)	Not applicable	File at SFA
October	Monitoring Visit 1 https://portal.ct.gov/-/media/SDE/Nutrition/FSMC/SFAFSMCmonitor.pdf	October 31	File at SFA
October	Food Advisory Meeting 1	October 31	File at SFA
January	Year-to-date Financial/Satisfaction Review Decide to renew contract or go out to bid	Not applicable	Contact CSDE if going out to bid
January	Ensure FSMC is ready for USDA Foods order for next year. Review percentage of Direct Delivery, percentage of DOD, and percentage of Processed.	Not applicable	File at SFA
February	Monitoring Visit 2	End of Month	File at SFA
February	Food Advisory Meeting 2	End of Month	File at SFA
March	Conversations with FSMC regarding contract renewal. CSDE issues renewal email.	Not applicable	File at SFA
April	CSDE Issues CPI percentage e-mail. SFA drafts renewal document.	Not applicable	File at SFA
May	Submit renewal and supporting documents to CSDE for approval	Ongoing	Submit to CSDE
June	Submit renewal and supporting documents to CSDE for approval	June 15	Submit to CSDE
June	Execute and submit renewal documents	June 30	Submit to CSDE

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Daily/Weekly/Monthly/Annually

When	Information	Due date	Submit or file
Daily	Menu Production Records https://portal.ct.gov/SDE/Nutrition/Production-Records-for-School-Nutrition-Programs	Required daily	File at SFA. *
Daily	Edit Check Worksheets https://portal.ct.gov/SDE/Lists/Forms-School-Nutrition-Programs/Meal-Counting-and-Claiming	Required daily	File at SFA: Edit Check Worksheets with monthly claim materials. *
Weekly	Identify Directly Certified Students https://portal.ct.gov/SDE/Nutrition/Direct-Certification	Required weekly	File at SFA: Documentation of student eligibility. *
Monthly	Claim for Reimbursement https://portal.ct.gov/SDE/Lists/Forms-School-Nutrition-Programs/Meal-Counting-and-Claiming	Due approximately two weeks after end of month claimed. Claims cannot be paid if submitted more than 60 calendar days following the end of the claim month.	Submit to CSDE: Use the online CNP System for NSLP, SBP, SMP, and ASP claims. File at SFA: Keep final claim and all backup documentation on file.*
Twice Annually	Local Health Inspections https://portal.ct.gov/DPH/Food-Protection-Program/Main-Page	Twice per school year	File at SFA: Copy of the most recent inspection must be posted in a public area of the school. *
Annually	Wellness Policy Review https://portal.ct.gov/SDE/Nutrition/School-Wellness-Policies	Evaluate annually with the local Wellness Committee.	File at SFA: Documentation of Wellness Committee meeting and review of policy. *
Annually	Civil Rights Training https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/SNPCivilRightsPresentationPPT.ppt	Conduct annually for all food service staff, including determining and verifying official.	File at SFA: Documentation of training agenda and attendance. *
Annually	HACCP Plan Update https://theicn.org/icn-resources-a-z/food-safety	Review, update and document annually.	File at SFA: Documentation of SFA's annual review of HACCP plan. *

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Daily/Weekly/Monthly/Annually, continued

When	Information	Due date	Submit or file
Anytime	Start a Federally Funded School Breakfast Program https://portal.ct.gov/SDE/Nutrition/School-Breakfast-Program	Any time during the school year The district must obtain CSDE approval before starting or expanding a SBP. For more information, see Starting a SBP or Expanding a SBP .	Submit to CSDE.
Ongoing	Start the Federally Funded Afterschool Snack Program (ASP) https://portal.ct.gov/SDE/Nutrition/Afterschool-Snack-Program	At least two weeks prior to provision of snacks. Submitted electronically using the Online Application and Claiming System for Child Nutrition Programs (CNP System).	Submit to CSDE: Use the online CNP System.
Ongoing	ASP Monitoring https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPMonitor.pdf	At least twice per year for each snack program site. The first review must be conducted within four weeks of the start of snack service.	File at SFA: File documentation of reviews and findings. *
Ongoing	Professional Standards Tracking www.fns.usda.gov/school-meals/professional-standards	Track training attended by staff to ensure compliance with USDA Professional Standard Requirements.	File at SFA: Keep supporting documentation on file.*
Ongoing	Equipment Purchase Approval https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Equipment/EquipmentApproval.pdf	Submit request to assigned county consultant to purchase any equipment over \$5000 IF that equipment is not on the <i>CSDE's Capital Expenditure Approved List</i>. https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Equipment/EquipmentList.pdf	Submit to CSDE. File at SFA: Keep documentation on file.*
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Annual Meetings and Trainings

When	Information	Due date	Submit or file
September	HFC Workshops State Office Building, Hartford 450 Columbus Blvd, North Meeting Rooms C & D,	Thursday, September 19, 2019	Overview of HFC requirements. Registration information will be e-mailed in August 2017. Contact Susan Fiore at susan.fiore@ct.gov
September-November	Procurement Trainings	To be determined	CSDE will email registration information in August 2019
September	Administrative Review Training State Office Building, Hartford 450 Columbus Blvd, North Meeting Rooms C & D,	September or October 2019	Training for SFAs scheduled for an Administrative Review during the 2019-20 school year only . CSDE will e-mail invitations to individual SFAs in August 2019.
September	Fresh Fruit and Vegetable Program Annual Training	Tuesday, September 10, 2019	CSDE will e-mail registration information to participants once selections are made for 2019-20.
November	School Nutrition Association of Connecticut 70th Annual Conference and Industry Trade Show: “Fortify Your Foundation: Build Skills for Success” Foxwoods Fox Tower (Mashantucket, CT)	Friday, November 15 and Saturday, November 16, 2019	For more information, visit www.SNACT.org
January	USDA Regulations: From Planning to Plow to Plate and USDA Foods Show Aqua Turf Club, Plantsville	January 28, 2020	CSDE/SNACT will e-mail registration information in December 2019.
April	Seamless and Summer Food Service Program Training	To be determined <i>Mandatory for all Summer Sponsors</i>	CSDE will e-mail registration information Spring 2020.
Summer	Verification and Application Training	June, July, and August 2020	CSDE will e-mail registration information in May 2020.
August	<i>The Road to Success: Training for New School Nutrition Directors</i>	August 2020	CSDE will e-mail registration information May 2020. Registrants must commit to attend all three days of training.



For more information, visit the CSDE's [School Nutrition Programs](#) webpage or contact the [school nutrition programs](#) staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SNPCalendar.pdf>.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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