

Important Dates – National School Lunch Program

- July 1**
 - Program Year starts
 - List of Directly Certified students is available in the online CNP system for the new school year
 - Sponsor/Site Program Applications open up in the online CNP system for the new school year
- July 15**
 - Annual Financial Statement for Non-Public Schools, Residential Child Care Institutions (RCCIs) and Government Agencies must be completed online in the CNP System
- July - August**
 - Sponsors distribute Free/Reduced Application Packet to households
 - Nutrition Services back-to-school mailing is sent; includes program updates, reimbursement rates, adult meal prices, etc.
- September**
 - SFAs participating in the After School Snack Program must complete an On-Site Review at each site within the first 30 days of operation. A second On-Site Review must be completed at each site before the end of the school year.
- August 15**
 - Deadline for SFAs to update the Sponsor/Site Applications in CNP for the new school year
- August 31**
 - Direct Certification – upload current student records to NDE using either the CNP system, e-Scholar Uniq-ID or NDE’s Nebraska Student and Staff Recordkeeping System (upload list in early July if current students records are available for the new year)
- 30th School Day**
 - Last date free/reduced approvals from previous school year can be honored
- October 1**
 - Verification process begins. Date free/reduced applications must be counted for the verification pool. Complete Section 4 of the online Verification Report to determine the number of applications to verify.
- October**
 - National School Lunch Week - 2nd full week
- October 15**
 - Deadline for entering the number of Health Inspections received at each feeding site the previous school year in the online CNP system
- October 31**
 - Direct Certification – upload student records for new or transfer students to NDE using either the CNP system, e-Scholar Uniq-ID or NDE’s Nebraska Student and Staff Recordkeeping System
- November 1**
 - Fixed Price Food Service Management Company (FSMC) Request for Proposal (RFP) is available from NDE-Nutrition Services
- November 15**
 - Verification must be completed and the online Verification Report entered in CNP
 - Deadline for SFAs to request NDE’s RFP Packet if considering a FSMC for the next school year
- January 15**

Deadline for SFAs to submit the completed RFP Packet to NDE. This only applies to SFAs planning to outsource operations to a Food Service Management Company.

- February 1**
 - On-Site Reviews (Attachment I) must be completed for each feeding site for SFAs with 2 or more feeding sites
- February - April**
 - Paid Lunch Equity (PLE) Tool must be completed by all SFAs that charge for student meals
- February 28**
 - Direct Certification – upload student records for new or transfer students to NDE using either the CNP system, e-Scholar Uniq-ID or NDE’s Nebraska Student and Staff Recordkeeping System
- March 1**
 - Last date for the RFP notification in a newspaper with statewide distribution
- March**
 - National School Breakfast Week – 1st full week
- April - May**
 - Nutrition Services spring mailing for the next school year; includes program changes, updated forms, summer training dates, etc.
- May**
 - School Nutrition Employee Appreciation Week – 1st full week
- May 2nd Wednesday**
 - Nebraska School Food Service Employee Appreciation Day
- May 15**
 - Deadline to receive SFA’s FSMC RFP/Contract for approval prior to execution
- Late June**
 - Nebraska School Nutrition Association (NSNA) Annual Conference
- June 30**
 - Program Year ends

Submitting a Claim: SFAs are encouraged to submit the Claim for Reimbursement by the 10th day of the following month. Claims are paid on the 10th, 15th and 20th each month.

Claims are to be submitted by the 10th of the following month (i.e. August claims are due by September 10). Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the full month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

Claim Month	Due Date	Claim Month	Due Date
October	December 30	April	June 29
November	January 29	May	July 30
December	March 1 (February 29 if leap year)	June	August 29
January	April 1 (March 31 if leap year)	July	September 29
February	April 29	August	October 30
March	May 30	September	November 29