

Important Dates – National School Lunch Program

July 1	<ul style="list-style-type: none">• Program Year starts• Update student enrollment data. Upload student information into the CNP Direct Certification Enrollment to start generating DC match list. Distribute notification letters (Attachment D) to households with matched students.• Sponsor/Site Program Applications open in the online CNP system for the new school year
July 15	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Sponsors distribute Free/Reduced Application Packet to households• School Meals and Bookkeeper Training presented by NDE-Nutrition Services.
September	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Deadline for SFAs to complete the Sponsor/Site Applications in CNP for the new school year
August 31	<ul style="list-style-type: none">• Direct Certification – Federal regulations require updating student enrollment data at least three times annually. Public Schools: ADVISER system communicates with school's student information system daily. Non-public Schools: Regularly update student enrollment in PersonID/ADVISER to ensure match list is current.
30th School Day	<ul style="list-style-type: none">• Last date any students remaining on carryover of eligibility status from the previous school can receive free/reduced benefits. The prior year's eligibility can be extended for up to the first 30 school days OR until the student appears on the DC list or turns in a new application, whichever occurs first.
October 1	<ul style="list-style-type: none">• Date free/reduced applications must be counted for the verification pool. SFAs may start verifying applications on or before Oct. 1, but the final number of applications to verify must be calculated as of Oct 1.
October	<ul style="list-style-type: none">• National School Lunch Week - 2nd full week• Sponsors considering a Food Service Management Company (FSMC) for the next school year must contact Nutrition Services.
October 15	<ul style="list-style-type: none">• Deadline for entering the number of Health Inspections received at each feeding site for the previous school year in the online CNP system
October 31	<ul style="list-style-type: none">• Direct Certification – Federal regulations require updating student enrollment data at least three times annually. Public Schools: ADVISER system communicates with school's student information system daily. Non-public Schools: Regularly update student enrollment in PersonID/ADVISER to ensure match list is current.• Verification Report opens for completion in the CNP system.

- November 1**
 - Fixed Price Food Service Management Company (FSMC) Request for Proposal (RFP) is available from the NDE-Nutrition Services
- November 15**
 - Verification must be completed and the online Verification Report entered in CNP
 - Civil Rights Summary (Attachment H-1) must be completed; keep on file at school
- December 1**
 - 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 SFAs that don't qualify for PLE Exemption and charge for student meals.
- February 28**
 - Direct Certification – Federal regulations require updating student enrollment data at least three times annually. Public Schools: ADVISER system communicates with school's student information system daily. Non-public Schools: Regularly update student enrollment in PersonID/ADVISER to ensure match list is current.
- March 1**
 - Last date for the RFP notification in a newspaper with statewide distribution
- March**
 - National School Breakfast Week – 1st full week
- April - May**
 - Email with School Meals and Bookkeeper Training registration information sent to SFAs.
- May**
 - School Nutrition Employee Appreciation Week – 1st full week
 - Nebraska School Food Service Employee Appreciation Day–2nd Wednesday of the month
- 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 (i.e. August claims are due by September 10). Claims are paid on the 10th and 20th each month.

Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the 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