

## Important Dates – National School Lunch Program

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| <b>July 1</b>          | <ul style="list-style-type: none"><li>• Program Year starts</li><li>• Upload student enrollment file(s) into the CNP Direct Certification (DC) Enrollment module if ADVISER/PersonID rosters are not accurate.</li><li>• Sponsor/Site Program Applications open in the online <a href="#">CNP system</a> for the new school year</li></ul>  |
| <b>July 8</b>          | <ul style="list-style-type: none"><li>• DC match list will begin populating for the new school year. SFAs can start distributing eligibility notification letters (<a href="#">Attachment D</a>) to households with matched students.</li><li>• Nightly DC matching process begins based on ADVISER/PersonID or CNP DC student enrollment data - SFAs should check their match list daily for newly matched students.</li></ul> |
| <b>July 15</b>         | <ul style="list-style-type: none"><li>• Annual Financial Statement for Non-Public Schools, Residential Child Care Institutions (RCCIs), and Government Agencies must be completed online in the <a href="#">CNP System</a></li></ul>  |
| <b>July - August</b>   | <ul style="list-style-type: none"><li>• SFAs distribute <a href="#">Free/Reduced Meal Benefit Application and letter</a> to households</li><li>• School Meals and Bookkeeper Training presented by the NDE Nutrition Services.</li><li>• All staff (paid and volunteer) need to complete the annual Civil Rights training requirement; Civil Rights training available <a href="#">here</a>.</li></ul>                          |
| <b>September</b>       | <ul style="list-style-type: none"><li>• 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.</li></ul>  |
| <b>August 15</b>       | <ul style="list-style-type: none"><li>• Deadline for SFAs to complete the Sponsor/Site Applications in CNP for the new school year</li></ul>  |
| <b>August 31</b>       | <ul style="list-style-type: none"><li>• Non-public SFAs should update student enrollment in the PersonID system or upload enrollment files into the DC Enrollment module to ensure accurate matching.</li></ul>   |
| <b>September 15</b>    | <ul style="list-style-type: none"><li>• Nightly DC matching process for public SFAs now populated through automated SIS data-sharing using ADVISER. Non-public SFAs must continue to update PersonID data or upload enrollment files (at least three times each school year) into the DC Enrollment module for accurate matching.</li></ul>   |
| <b>30th School Day</b> | <ul style="list-style-type: none"><li>• 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 operating days OR until the student appears on the DC list or submits a new application, whichever occurs first.</li></ul>  |
| <b>October 1</b>       | <ul style="list-style-type: none"><li>• 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.</li></ul>   |

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| <b>October</b>          | <ul style="list-style-type: none"> <li>National School Lunch Week - 2<sup>nd</sup> full week</li> <li>Sponsors considering a Food Service Management Company (FSMC) for the next school year must contact the NDE Nutrition Services.</li> </ul>  |
| <b>October 15</b>       | <ul style="list-style-type: none"> <li>Deadline for entering the number of Health Inspections received at each meal service site for the previous school year in the online <a href="#">CNP system</a></li> </ul>   |
| <b>October 31</b>       | <ul style="list-style-type: none"> <li>Non-public SFAs should update student enrollment in the PersonID system to ensure accurate matching. All schools must update student enrollment used for matching at least three times each school year.</li> <li>Verification Report opens for completion in the CNP system.</li> </ul> |
| <b>November 1</b>       | <ul style="list-style-type: none"> <li>Fixed Price Food Service Management Company (FSMC) Request for Proposal (RFP) is available from the NDE-Nutrition Services</li> </ul>  |
| <b>November 15</b>      | <ul style="list-style-type: none"> <li>Verification must be completed, and the online Verification Report entered in CNP</li> <li>Civil Rights Summary (<a href="#">Attachment H-1</a>) must be completed; keep on file at school</li> </ul>  |
| <b>December 1</b>       | <ul style="list-style-type: none"> <li>Deadline for SFAs to request NDE's RFP Packet if considering a FSMC for the next school year</li> </ul>  |
| <b>January 15</b>       | <ul style="list-style-type: none"> <li>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</li> </ul>  |
| <b>February 1</b>       | <ul style="list-style-type: none"> <li>On-Site Reviews (<a href="#">Attachment I</a>) must be completed for each feeding site for SFAs with 2 or more feeding sites</li> </ul>  |
| <b>February - April</b> | <ul style="list-style-type: none"> <li>Paid Lunch Equity (PLE) Tool must be completed by SFAs that don't qualify for PLE Exemption and charge for student meals.</li> </ul>   |
| <b>February 28</b>      | <ul style="list-style-type: none"> <li>Non-public SFAs should update student enrollment in the PersonID system to ensure accurate matching. All schools must update student enrollment used for matching at least three times each school year.</li> </ul>  |
| <b>March 1</b>          | <ul style="list-style-type: none"> <li>Last date for the RFP notification in a newspaper with statewide distribution</li> </ul>   |
| <b>March</b>            | <ul style="list-style-type: none"> <li>National School Breakfast Week – 1<sup>st</sup> full week</li> </ul>   |
| <b>April - May</b>      | <ul style="list-style-type: none"> <li>Email with School Meals and Bookkeeper Training registration information sent to SFAs</li> </ul>   |
| <b>May</b>              | <ul style="list-style-type: none"> <li>School Nutrition Employee Appreciation Week – 1<sup>st</sup> full week</li> <li>Nebraska School Food Service Employee Appreciation Day–2<sup>nd</sup> Wednesday of the month</li> </ul>  |
| <b>May 15</b>           | <ul style="list-style-type: none"> <li>Deadline to receive SFA's FSMC RFP/Contract for approval prior to execution</li> </ul>   |
| <b>June</b>             | <ul style="list-style-type: none"> <li>ADVISER/PersonID system opens for the upcoming school year. SFAs should update student rosters in ADVISER/Person ID for accurate and timely DC matches.</li> </ul>   |
| <b>Late June</b>        | <ul style="list-style-type: none"> <li>Nebraska School Nutrition Association (NSNA) Annual Conference</li> </ul>  |
| <b>June 30</b>          | <ul style="list-style-type: none"> <li>Program Year ends</li> </ul>   |

**Submitting a Claim:** SFAs are encouraged to submit the Claim for Reimbursement by noon CT the

10<sup>th</sup> day of the following month (i.e. August claims are due by September 10). Claims are paid on the 10<sup>th</sup> and 20<sup>th</sup> 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  |