

Annual Requirements for USDA School Nutrition Programs



REQUIREMENT	DUE DATE
☐ Complete the annual SNP Application: Site Information Sheet & Sponsor Information Sheet - in CNPweb: https://me.cnpus.com/cnp/Login <i>*Step-by-step instructions are available under the 'Help' tab in CNPweb</i>	By August 15
** N/A for CEP & non-base year SP2 schools ** ☐ Distribute the Free and Reduced-Price Meal Application to households, except those certified through Direct Certification. Returned 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 documentation, including duplicate and ineligible 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 local media. 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. <i>*Step-by-step instructions are available under the 'Help' tab in CNPweb</i>	By September 1
☐ Set the adult meal price to be greater than the Per Meal Cost from the most recent Annual Financial Report (AFR).	Prior to the start of school
☐ Determine if the program is generating sufficient income from non-program foods by completing the non-program revenue ratio tool and adjust prices of non-program foods accordingly.	Prior to the start of school
☐ Download the direct certification (DC) list from NEO: https://neo.maine.gov/doe/neo/core/ Notify eligible households of DC eligibility. 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. <i>Keep copies of all original Direct Certification lists.</i> <i>*Food service directors may request access to NEO by contacting: medms.helpdesk@maine.gov</i>	Prior to the start of school and at least two other times
** N/A for CEP & non-base year SP2 schools ** ☐ Maintain a Benefit Issuance (Master) List of all enrolled students including name, F/R/P eligibility, date of qualification and eligibility type (i.e. DC, income application, homeless). 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.	First day of school, update as needed
☐ 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. ☐ Complete additional staff training including meal pattern, offer versus serve, production records, food safety, counting and claiming of meals	Prior to the start of school

☐ Complete annual Procurement training for all staff involved with procurement for the school nutrition program. Maintain documentation. https://www.maine.gov/doe/index.php/schools/nutrition/financial	Prior to the start of school
☐ Review the Food Safety Plan/Standard Operating Procedures at each site and make any necessary updates. A sample plan is available at https://theicn.org/icn-resources-a-z/standard-operating-procedures/ and should be customized to reflect each site.	Prior to the start of school and as needed throughout the year
☐ Review CNPWeb Users by going to the 'Users' tab on the Sponsor Summary Page in CNPWeb. Make sure all users are current. <i>*CNPweb User Access Form is available under the 'Help' tab in CNPweb.</i>	Prior to start of school
NSLP Afterschool Snack Program () N/A ☐ Train afterschool staff of meal pattern requirements and proper counting of reimbursable snacks. ☐ Complete the Afterschool Snack On-site Monitoring form and keep it on file. This program is available to school-sponsored enrichment programs only. A sample form is available on our website: https://www.maine.gov/doe/schools/nutrition/programs/afterschool	1st review within first 4 weeks of snack service. 2nd review mid-year.
** N/A for CEP & non-base year SP2 schools ** ☐ Start the verification process of free and reduced-price meal applications. - Determine how many F/R meal applications were approved on or before October 1, calculates how many F/R meal applications need to be verified, and selects the verification sample. Directly certified students & carryover applications are not subject to verification. - Confirming Official (a second person) conducts a confirmation review of the F/R meal application(s) that were selected for verification. They sign and date the bottom of the selected application(s). This does not apply to districts that use an electronic application approval system. - Send notification letters to households selected for verification ☐ Review verification materials - Review documents submitted by households selected for verification - Follow-up with households that did not respond to verification request - Notify verified households of the results - Report the results of verification in CNPweb by November 20 - Update student meal benefits changes as a result of verification - Additional resources can be accessed at https://www.maine.gov/doe/schools/nutrition/studenteligibility	On or after October 1, completed by November 15 Report due in CNPweb by November 20 **N/A for CEP or non-base year SP2 schools**
☐ Complete the October Survey in CNPweb based on student eligibility as of October 31. <i>*Step-by-step instructions are available under the 'Help' tab in CNPweb</i>	November 1-8
☐ For SFAs with more than one site serving SBP/NSLP meals, complete the on-site monitoring form and keep on file. A sample form is available under "On-site Monitoring Forms" at: https://www.maine.gov/doe/schools/nutrition/programs/nslp	Before February 1
☐ For sites participating in the Fresh Fruit & Vegetable Program, complete the FFVP Site Monitoring Form	Before February 1
☐ Complete second required Afterschool Snack Program On-site Monitoring form and keep on file.	second half of the school year
☐ Complete school nutrition Professional Standards Training Tracking for all staff and make sure required Professional	Ongoing

Standards training hours are met. A tracking tool is available for downloaded here: https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards	
☐ Obtain Student Enrollment & Direct Certification lists for all students enrolled as of April 1 at each school in the SAU. The list must come from the SAU's student enrollment database, not the food service database. On April 1, download the Direct Certification list from NEO. Maine DOE Child Nutrition will provide instructions on where to submit this information.	April 1
☐ Complete the USDA Foods Annual Order in CNPweb for the upcoming school year.	March -April
☐ Complete the application for the Fresh Fruit & Vegetable Program (FFVP) in CNPweb. (optional)	Last Friday in April
☐ Complete the Summer Food Service Program Application in CNPweb. (optional)	By April 30 – for USDA foods availability otherwise by June 10
** N/A for 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. https://www.maine.gov/doe/schools/nutrition/financial/schoolmealpricing	Prior to setting student lunch prices for upcoming year. () N/A for RCCI's, P2, CEP, and non-pricing schools

Daily and Monthly Requirements for USDA Child Nutrition Programs

Requirement	Due Date
Complete production records . Production records are required and 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
Complete Edit Check Form prior to filing the claim for reimbursement. Edit checks are required. An edit check form can be found on our website under the 'Daily Operations' heading: https://www.maine.gov/doe/schools/nutrition/programs/nslp	Completed monthly, prior to submitting the claim for reimbursement.
Submit monthly claim for reimbursement in CNPweb. https://me.cnpus.com/cnp/Login To ensure timely payment, the claim due date is the 8 th of the month following the month the claim is for. However, claims, including any revisions, must be submitted no later than 60 days following the last day of the month the claim is for. Claims not filed or corrected within 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. <i>*Step-by-step instructions are available under the 'Help' tab in CNPweb</i>	Monthly, no later than the 8 th of each month.
Submit monthly FDP order in CNPweb https://me.cnpus.com/cnp/Login	Monthly, between the 1st-15th