

# School Nutrition Programs Checklist



## SY 2017-18

Use this document to check off School Nutrition Programs requirements as they are completed. Assign individual responsibilities to staff and document the dates they are completed. Keep this checklist on file for reference.

Task	Deadline	Documentation	Date Completed	Who
<b>Free and Reduced Benefits</b>				
*Complete direct certification through the Direct Certification Application (DCA). Mail notice of direct certification to households.	Before school begins (ongoing)	Update Point of Sale		
*Mail households free and reduced (F/R) applications if <b>NOT</b> directly certified.	Start of school year (ongoing)			
*Approve F/R applications. Mail approval/denial notification to households.	Start of school year (ongoing)	Keep applications		
*Change the F/R students from the previous school year without a current application to paid status. Mail notification of change in eligibility.	30 school days after first day of school	Update Point of Sale		
Qualify for Community Eligibility Provision (CEP) if 40% of enrolled students per site are directly certified.	April 1	DCA		
<b>Professional Standards</b>				
Complete Professional Standards training hours.	Annually	Document training hours completed		
Attend a School Nutrition Programs Fall Workshop.	August/September	Document training hours completed		
Attend the annual Montana School Nutrition Association Conference.	June	Document training hours completed		
<b>Verification (Does not apply to Provision/CEP schools)</b>				
*Select households for verification.	October 1	Use the verification activity tracker		
*Complete verification and submit verification report (FNS-742).	November 15	MAPS		
<b>Required Self-Reviews</b>				
Self-Review: Meal Counting and Claiming System for both breakfast and lunch meal service at all sites.	February 1	Keep a copy		
If participating, conduct two After School Snack Program reviews.	First Four Weeks	Keep a copy		
	Before End of Year			
<b>Fresh Fruit and Vegetable Program (FFVP) (OPI invites districts to be a part of FFVP)</b>				
Schools are notified of FFVP eligibility in September. If participating, use FFVP allocation by September 30.	October 1 – September 30	Keep all receipts; submit FFVP claim in MAPS		
If an invitation was sent to your district, sign up for FFVP.	September	Complete FFVP application in MAPS		

**All documentation for the items listed must be kept on file for three years plus the current year.**

**Reminder:** Claims for reimbursement are due on the 10<sup>th</sup> of each month, except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).

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<b>Annual Requirements</b>				
Update Sponsor/Site Information.	September 30	MAPS		
Complete production records.	Daily	Keep original records		
If breakfast is offered, complete breakfast outreach. Ex.: Send menus home, post menu on school website.	Start of school year (ongoing)	Keep a copy		
Submit public release to media.	Annually	Keep a copy; record date sent		
Request two sanitation inspections.	Annually	Record date of both inspections in MAPS Post inspection report in publically visible place		
Complete Civil Rights training with all school nutrition program staff.	Annually	Keep for records using OPI documentation form		
*Complete Paid Lunch Equity Tool to assess paid meal prices.	Annually	Keep electronic copy		
*Complete Non-Program Revenue Tool to ensure revenue from sale of non-program food generates at least the same amount of revenue as they contribute to food cost.	Annually	Keep electronic copy		
Ensure all items sold during the school day meet Smart Snacks regulations.	Ongoing	Keep documentation of all items sold to students		
*Implement and review a district-wide charging policy.	Annually	Keep a copy		
Review and assess Wellness Policy.	Annually	Keep most recent copy		
Review and update HACCP plan. Have a copy at each school site where meals are served.	Annually	Keep a copy		
Develop and implement district-wide food service procurement procedures.	Annually	Keep a copy of procurement documentation		
Conduct outreach for the nearest Summer Food Service Program site.	Annually	Keep a copy		
Submit USDA Foods order and sign up for DOD Fresh in MAPS.	Dec — Jan	Keep bills of lading		
<b>Other</b>				
Private Schools: Submit Annual Financial Report	June	MAPS		

\* Indicates requirements that may not apply to RCCIs/Provision 2/CEP schools.

**All needed documents to complete these tasks can be found in MAPS.**

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