

School Nutrition Programs Checklist



SY 2019-20

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

Task	Deadline	Documentation	Date Completed	Who
Free and Reduced (F/R) Benefits				
*Complete direct certification through the Direct Certification Application (DCA). Mail notice of direct certification to households.	Before school begins (ongoing with minimum of 3 times per year)	Update Point of Sale Maintain DCA lists on file.		
*Mail households F/R applications if NOT directly certified.	Start of school year (ongoing)	Record procedure		
*Approve F/R applications. Mail approval/denial notification to households.	Start of school year (ongoing)	Keep applications		
*Update any F/R students from the previous school year without a current application to paid status. Mail notification of change in eligibility.	30 operating days after first day of school	Update Point of Sale		
Community Eligibility Provision (CEP)				
Qualify for CEP if 40% of enrolled students (per site) are directly certified.	April 1	DCA		
Review Identified Student Percentage (ISP) counts. Send corrections and finalize ISP counts.	April 15	ISP-CEP Annual Snapshot Data Form-submit to OPI		
Elect participation in CEP for School Year 2019-20.	June 30	MAPS site application and CEP Schedule		
Professional Standards				
Complete Professional Standards training hours. See OPI Professional Standards Training Schedule on the website. <ul style="list-style-type: none"> • Director - 12 hours • Manager - 10 hours • Full Time (≥ 20 hours/week) - 6 hours • Part Time (<20 hours/week) - 4 hours 	Annually	Document training hours completed		
Verification (Does not apply to Provision/CEP schools)				
*Select households for verification.	October 1	Use the verification activity tracker		
*Complete verification and submit verification report (FNS-742) in MAPS.	October 1-November 15	MAPS		
Required Self-Reviews				
Conduct review of Meal Counting and Claiming System for both breakfast and lunch meal service at all sites.	February 1	Keep a copy (form in MAPS)		
If participating, conduct <u>two</u> After School Snack Program reviews.	First Four Weeks	Keep a copy (form in MAPS)		
	Before End of Year			
Fresh Fruit and Vegetable Program (FFVP) (OPI invites districts to be a part of FFVP)				
Eligible elementary schools are invited to participate in MAPS. Complete the FFVP Application in MAPS application packet.	June	MAPS FFVP Application		
Claim FFVP expenses on the MAPS FFVP Claim. To see your remaining FFVP grant allocation balance, navigate to FFVP Grants within the Applications section of MAPS.	Use 1 st allocation by September 30, 2019. Spend 2 nd allocation October 1 – June 30	Keep all receipts; submit FFVP claim in MAPS by the 10 th of each month		

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

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 10th of each month.

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Annual Requirements				
Update Sponsor/Site Information.	June 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	Completed by OPI		
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		
*Assess compliance with non-program revenue requirements through the USDA Non-Program Revenue Tool or OPI Lost Revenue Tool.	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 the Wellness Policy.	Annually	Keep most recent copy		
Assess the Wellness Policy & communicate results to public.	Once every 3 years	Keep recent assessment		
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		
Post Breakfast & Lunch Signage in the Cafeteria advising of what constitutes a reimbursable meal for Offer vs. Serve.	Annually	Posted		
Conduct outreach for the nearest Summer Food Service Program site, regardless of your district's participation.	Annually	Keep a copy		
Submit USDA Foods order and sign up for DOD Fresh in MAPS.	Feb — Mar	Keep bills of lading		
Other				
Private Schools: Submit Annual Financial Report	June	MAPS		

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

** District will be notified if PLE needs to be completed.

All needed documents to complete these tasks can be found in MAPS > Applications > Download Forms.

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