

School Nutrition Programs Checklist

SY 2025-26



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) <u>at least 3 times per year</u> . Mail notice of direct certification to households.	<ul style="list-style-type: none"> Beginning of SY 3 months into SY 6 months into SY 	Update Point of Sale. Maintain DCA lists on file.		
*Have F/R applications available for those who are not directly certified. We recommend opting into & using our Online Application FRAPP to reduce paper application errors and for easy processing of the application via DCA.	Start of school year (ongoing)	Record procedure		
*Approve F/R applications. Mail approval/denial notification to households. If using Online FRAPP, approval & email notification is a breeze!	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		
Verification (Does not apply to Provision/CEP schools except to submit the Verification Report in MAPS)				
*Select households for verification.	On October 1	Use the verification activity tracker		
*Complete verification process	By November 15	MAPS		
*Submit Verification Report (FNS-742) in MAPS	By November 30	MAPS		
Community Eligibility Provision (CEP)				
Qualify for CEP if 25% 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 2026-27 by submitting MAPS SNP application.	April 1 - June 30	MAPS site application and CEP Schedule		
Required Self-Reviews				
Conduct review of Meal Counting and Claiming System for both <u>breakfast</u> and <u>lunch</u> meal service at all sites.	February 1	Keep a copy (form in MAPS)		
If participating, conduct <u>two</u> After School Snack Program (ASP) reviews.	First Four Weeks Before End of Year	Keep a copy (form in MAPS)		
Fresh Fruit and Vegetable Snack Program (FFVP) (OPI invites districts to be a part of FFVP each year based on Free/Reduced data)				
Submit FFVP Application in MAPS SNP application packet. Attach required FFVP signature form to MAPS application	Application due by June 30th	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, Spend 2 nd allocation October 1 – June 30	Keep all receipts; submit FFVP claim in MAPS by the 10 th of each month		
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 New: FSD and staff that purchase/procure food, supplies, equipment must complete a procurement training annually	Annually	Document training hours completed on a training log		

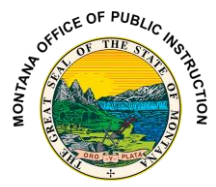
* Indicates requirements that may not apply to RCCIs/CEP schools.

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.

School Nutrition Programs Checklist

SY 2025-26



Task	Deadline	Documentation	Date Completed	Who
Annual Requirements				
Update and submit SY 26-27 Application in MAPS	April 1 - June 30	MAPS		
Update sponsor/site information in MAPS SNP application	As staff changes occur	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 via email or letter to local sanitarian. Keep this documentation on file.	Annually	Document both dates of inspection.		
		Post inspection report in publicly visible place		
Report Food Safety Inspections requested and received in SY24-25 in MAPS under Applications>Food Safety Inspections.	November 10	MAPS		
Complete Civil Rights training with all school nutrition program staff.	Annually	Keep for records using OPI documentation form		
Post 'And Justice for All' Civil Rights poster in the Cafeteria.	Annually	Posted		
Keep the current USDA Nondiscrimination Statement updated on all program materials, including home page of school's nutrition program website. *This NDS may change soon*	Ensure correct NDS is posted on your SNP Webpage and on Program Materials.	Posted		
**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 (a la carte, vending machines, concessions, etc.)	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		
Formally assess the Wellness Policy & communicate results to public.	Once every 3 years	Keep recent assessment & post publicly		
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 policy & procedures.	Annually	Keep a copy of 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		
USDA Foods order for SY2026-27: Submit 'Annual Survey' in (MAPS) and if participating in DOD Fresh, designate entitlement dollar amount to set aside. <i>An email notification will be sent when the Survey is available in MAPS.</i>	February	Info is recorded in MAPS. Print for reference if desired		
Other				
Private Schools: Submit Annual Financial Report	June 30	MAPS app → Financial Report		

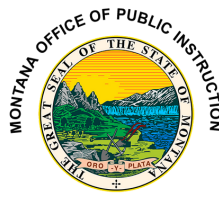
* Indicates requirements that may not apply to RCCIs/CEP schools.

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

All needed documents to complete these tasks can be found in MAPS > Applications > Document Library.

This institution is an equal opportunity provider.

2025-2026 SY SNP Checklist Calendar



August

August 30th:
Update sponsor/site information.

August:
Private Schools:
Submit Annual Financial Report

September

September 10th:
Submit claims in MAPS for August

By September 30th:
Claim 1 allocation of FFVP expenses on the MAPS FFVP Claim. To see remaining FFVP grant allocation balance, navigate to FFVP Grants within the Applications section of MAPS.

October

October 1st:
Select households for verification.

October 10th:
Submit claims in MAPS for September

November

November 10th: Submit claims in MAPS for October

November 10th: Report Food Safety Inspections requested and received in SY24-25 in MAPS under Applications>Food Safety Inspections.

By November 15th: Complete verification process

By November 30th: Submit Verification Report (FNS-742) in MAPS

December

December 10th:
Submit claims in MAPS for November

January

January 10th: Submit claims in MAPS for December

January:
Conduct review of Meal Counting and Claiming System for both breakfast and lunch meal service at all sites.

February

February 1: Counting and Claiming review deadline for both breakfast and lunch meal service at all sites. Keep on file.

February 10th: Submit claims in MAPS for January

February: USDA Foods order for SY2026-27: Submit 'Annual Survey' in (MAPS or new FD 2.0 -TBD) and if participating in DOD Fresh, designate entitlement dollar amount to set aside.

March

March 10th: Submit claims in MAPS for February

March
SFSP Application Opens (if participating)

April

April 1: Qualify for CEP if 25% of enrolled students (per site) are directly certified for free meals.

April 10th: Submit claims in MAPS for March

April 15th: Review Identified Student Percentage (ISP) counts. Send corrections and finalize ISP counts.

May

May 10th:
Submit claims in MAPS for April

May
SFSP Applications Due (if participating)

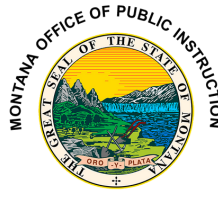
June

In June: Eligible elementary schools are invited to participate in FFVP. Complete the FFVP Application in MAPS SNP application packet

June 10th: Submit claims in MAPS for May

June 30th: SNP applications are due.

2025-2026 SY SNP Checklist Calendar



Start of SY and On-going

- ☐ Notify households of their direct certification status
- ☐ *Have F/R applications available for those who are not directly certified. We recommend opting into & using our Online Application FRAPP to reduce paper application errors and for easy processing of the application via DCA.
- ☐ *Approve F/R applications. Mail approval/denial notification to households. If using Online FRAPP, approval & email notification is a breeze!
- ☐ *If breakfast is offered, complete breakfast outreach. Ex.: Send menus home, post menu on school website.
- ☐ Ensure all items sold during the school day meet Smart Snacks regulations (a la carte, vending machines, concessions, etc.)
- ☐ Continually review extended eligible and potential match lists in DCA, and manually certify as needed.

Annual Tasks

- ☐ Complete Professional Standards training hours. See OPI professional standards flyer for number of required hours for each employee type. **Annual procurement training now required.**
- ☐ Submit public release to media Request two sanitation inspections.
- ☐ Complete Civil Rights training with all school staff involved with school nutrition programming.
- ☐ Post 'And Justice for All' Civil Rights poster in the Cafeteria.
- ☐ **Complete Paid Lunch Equity Tool to assess paid meal prices.
- ☐ *Assess compliance with non-program revenue requirements.
- ☐ *Implement and review a district-wide meal charge policy (8205).
- ☐ Review and assess the school wellness policy & communicate results to public.
- ☐ Review and update HACCP plan. Have a copy at each school site where meals are served.
- ☐ Develop and implement district-wide food service procurement policy & procedures.
- ☐ Post Breakfast & Lunch Signage in the Cafeteria advising of what constitutes a reimbursable meal.
- ☐ Conduct outreach for the nearest Summer Food Service Program site, regardless of your district's participation.

Dependent on SY Start Date

- ☐ **Beginning of SY, 3 months into SY, and 6 months into SY:** *Complete direct certification through the Direct Certification Application (DCA) at least 3 times per year. Mail notice of direct certification to households.
- ☐ **30 operating days after first day of school:** Update any F/R students from the previous school year without a current application to paid status. Mail notification of change in eligibility.
- ☐ **First four weeks:** If participating, conduct two After School Snack Program (ASP) reviews.

Reminders

*Indicates requirements that may not apply to RCCIs/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 > Document Library.

While this list is a good starting point it is not a comprehensive list for your administrative review. Please see communication from your regional specialist during the year of your review for a full comprehensive list of required documentation.

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