

NEW YORK STATE CHILD NUTRITION PROGRAM CHRONOLOGICAL CHECKLIST

Check website weekly for new information

* 12 month schools beginning in July

Revised 9/07

** 10 month schools beginning in September

- ***June/**August**

If you are currently participating, complete and return the paper copy of the Annual Renewal, or if you are currently filing electronically, complete the required electronic Annual Renewal.

If you are not currently participating in the Child Nutrition Programs, submit paperwork to the New York State Education Department. Contact your local Child Nutrition representative for paperwork.
- ***June/**August**

Produce and distribute Public Announcement, including both the free and reduced price scale, to the Newspaper, Local Unemployment Office and large area employers contemplating layoffs. Keep a copy of the Public Release and where it was sent, with the Child Nutrition Program paperwork for the school year.
- ***July/**September**

If using a management company, submit fully executed food service management company contracts or extensions for approval for the upcoming school year. Use appropriate checklist to ensure that required documents are submitted.
- ***July/**September**

Reauthorization Act of 2004 requires each local educational agency (LEA) participating in the CN Programs to establish a local wellness policy for schools under the LEA. This policy must be in place by the first day of the 2006-07 school year.
- ***July/**September**

Produce and distribute parent letter, including only the reduced price scale, and all appropriate nondiscrimination clauses, etc. Also include a copy of the free and reduced price family (or household) application.

NOTE: previous year eligibility determinations may only be used for the first month of program operation each year (through July 31 for 12 month schools and through September 30 for 10 month schools).
- ***July/**September**

Complete certification of acceptance from the Free and Reduced Price Policy Booklet and retain on file with Program documents for the school year.
- ***July/**September**

Establish eligibility for students based on previous year application, through July 31/September 30 or until families submit a new application. Approve applications as they are received from families, and establish a master list of students with current benefits.
- **July/**September**

Establish a parent/student/staff food service advisory board (mandatory for schools using Food Service Management Companies).
- **July 15**

Submit a letter on letterhead if the start date of operation changed from September to July. The nature of the program, in terms of courses offered, should be indicated.
- ***August 1/**October 1**

Change benefits to the paid category for all students who do not have a current year application on file. Update the master list as students submit new applications and they are accurately approved.
- **September**

Food Safety Plans should be developed and implemented in your district.
- **September**

Public schools starting a breakfast program should complete the Full Cost Breakfast application.
- **October**

Complete [Annual Cash Analysis Report](#) and send to State Education Department (Nonpublic schools, RCCIs and Jails only).
- **October**

Complete [Civil Right Compliance Report](#) and retain on file with Program documents for the school year.
- **October**

Begin Annual Self Review in School Food Authorities with multiple sites. This must be completed by February 1st.
- **October 1**

Begin the verification process by counting the total number of current applications on file. Select 3% error-prone applications for verification sample; unless your previous year's non-response

rate was 20% or below. In this case you may use the same sampling method you used the year before. Refer to Income Verification Booklet for complete instructions

- **October 1-19** ◇ Select applications to be verified. Conduct second review of applications to ensure that they were approved correctly. Send notification letter to households selected for verification.
- **October 21 - November 4** ◇ Review verification documentation. Send follow-up letters to selected households, as necessary. Make an additional attempt to notify non-respondents.
- **November 5** Deadline to have Direct Verification of applications conducted by Office of Temporary Assistance and Disabilities Assistance in Albany
- **November 5** ◇ Notify families of the results and if program benefits are being decreased, notification must be in writing. Provide time to appeal.
- **November 15** Verification should be complete. Make necessary changes to benefits (including applications, master lists and notification of necessary site staff) as a result of verification.
- **November 15** Complete verification summary document (Attachment G Verification Packet) submit a copy to New York State Education Department, Child Nutrition Program Administration and retain a copy on file with program documents.
- **January 15** Deadline for submission of verification summary (Attachment G) to the New York State Education Department, Child Nutrition Program Administration.
- **February 1** Complete Annual Self-Review in School Food Authorities with multiple sites. Complete the Self-Review summary form, and schedule follow-up reviews within 45 days for any sites with critical problems. Keep on file.
- **February/March** File Breakfast Exemption paperwork, if applicable, with the State Education Department. Deadline for coming school year is July 1.
- **February/March** Provision 2 request (for alternative application and accountability method) should be made in writing to SED.

◇ **Suggested dates to use as a guideline.**