

Calendar of Requirements and Activities for School Nutrition Programs • School Year 2023-24

This calendar assists Connecticut schools and institutions that participate in the U.S. Department of Agriculture (USDA) school nutrition programs with planning for the school year. The school nutrition programs include the [National School Lunch Program \(NSLP\)](#), [School Breakfast Program \(SBP\)](#), [Special Milk Program \(SMP\)](#), [Afterschool Snack Program \(ASP\)](#) of the NSLP, [Seamless Summer Option \(SSO\)](#) of the NSLP, and [Fresh Fruit and Vegetable Program \(FFVP\)](#). The Connecticut State Department of Education (CSDE) encourages school food authorities (SFAs) to distribute this calendar to each person responsible for completing tasks related to these programs.

Note: Schedules are subject to change and do not represent all federal and state requirements for operating the USDA school nutrition programs. For additional guidance, contact the SFA's [CSDE school nutrition consultant](#).

When	Information	Due date	Submit/file/comments
July	Healthy Food Certification (HFC) Statements Due (<i>Public school districts only</i>) https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification	July 1, 2023 Board vote must occur by this date for the district to participate for the 2023-24 school year.	Submit to CSDE: Use the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) to submit the 2023-24 HFC Statement. File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *
July	Submit lunch time waiver request for school year 2023-24, if needed https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2022/OM03-22.pdf	July 1, 2023	Submit to CSDE: Written request from the superintendent must be sent to Shannon Yearwood, CNP Bureau Chief. Copy your assigned county consultant. File at SFA. *
July and August	Interschool Agreements <ul style="list-style-type: none"> • Full-service Interschool Agreement • Recipient Site Vended Interschool Agreement https://portal.ct.gov/SDE/Nutrition/Forms-for-School-Nutrition-Programs#i 	Full-service Interschool Agreement due by July 1, 2023 . Recipient Site Vended Interschool Agreement due by August 30, 2023 .	Submit to CSDE using the instructions in the email notification.

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July and Ongoing	<p>Application for Free and Reduced-price Meals and Free Milk https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs/Documents</p>	<p>After July 1 but within four weeks of the start of school distribute to all households at the beginning of each school year. Process and implement within 10 operating days of receipt.</p>	<p>File at SFA: Copies of letter to households, approved and denied applications, lists of students enrolled in the federally funded Head Start Program, all direct certification lists, and a list of students designated as homeless or runaway. *</p>
July and Ongoing	<p>Identify Directly Certified Students https://portal.ct.gov/SDE/Nutrition/Direct-Certification</p>	<p>Weekly throughout school year.</p>	<p>File at SFA: Documentation of student eligibility. *</p>
Summer	<p>Public Media Release for free and reduced-price meals and free milk https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Public_Media_Release_Connecticut_SNP.docx</p> <p>Note: SFA is required to send public release to media but is not required to pay to publish.</p>	<p>August 2023 Send to the local news media, the employment office, and any major employers who are contemplating large layoffs prior to the beginning of each school year.</p>	<p>File at SFA: Copy of public media release materials sent. *</p>
July – September	<p>Annual Online Sponsor Agreement Renewal and Upload of Required Documents Documents include Policy Statement, Meal Counting and Claiming Process, Free and Reduced Application Materials, Food Safety Inspection Report, Financial Report, etc.</p> <p>Must be updated for each school year. Wait for specific instructions from CSDE before completing information.</p>	<p>Must be completed by September 15, 2023 Submitted electronically using the online CNP System. Notify your CSDE school nutrition consultant when update is complete.</p> <p>Must be completed by July 31, 2024 RCCIs and any SFA with approved to operate the NSLP and SBP over the summer.</p>	<p>Submit to CSDE: Use the online CNP System. Annual update required. Update with any changes throughout the school year to keep information current.</p>

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August – September	Rolling Verification <i>FNS Instruction SP 42-2017</i> https://www.fns.usda.gov/cn/beginning-verification-october-1-guidance-local-educational-agencies <i>USDA Rolling Verification Webinar</i> https://www.fns.usda.gov/resource/webinar-verification-toolkit-and-beginning-verification-october-1 <i>USDA Rolling Verification Toolkit</i> https://www.fns.usda.gov/cn/verification-toolkit	Rolling Verification: USDA allows sponsors to start the verification process prior to October 1. Rolling Verification is designed to help ease the administrative burden associated with the verification process – especially for sponsors expecting large verification sample sizes. The due date for completing this Rolling Verification is the same for the regular verification process - November 15. Interested sponsors must review the applicable links and USDA webinar prior to implementing this type of verification (refer to links in the first column).	File at SFA: Documentation of the Rolling Verification process and all supporting documentation for the verification of each selected household. *
August – September	HFC Training: Complying with Healthy Food Certification This training is required for the district’s HFC contact person (refer to the CSDE’s <i>Responsibilities of District Contact Person for Healthy Food Certification</i>) and recommended for individuals that coordinate sales of competitive foods to students on school premises, such as food service directors and managers, culinary programs staff, fundraising coordinators, vending machine operators, and school store operators.	September 30, 2023	File at SFA: Print each module’s knowledge check score to document participation in the training modules and maintain on file. *
September or October	Financial Report (Annual Revenue and Cost Expenditures Report)	Submitted as part of the annual CNP Online Application. No later than October 31, 2023 .	Submit to CSDE: Use the online CNP System .

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September or October	<p>End of Carryover of Student Eligibility</p> <p>https://www.fns.usda.gov/eligibility-manual-school-meals</p> <p>https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs</p>	<p>31st day of school</p> <p>A child’s prior school year eligibility is in effect for 30 operating days into the current school year. For more information, refer to the CSDE’s <i>Carryover Versus Transfers of a Child’s Eligibility</i>.</p>	<p>File at SFA: Documentation of removed students who had been receiving meal benefits due to 2023-24 approved application or directly certification. *</p>
September – January	<p>NSLP and SBP On-site Monitoring</p> <p>Required only if the SFA has more than one school/site.</p> <p>https://portal.ct.gov/SDE/Nutrition/Meal-Counting-and-Claiming-for-School-Nutrition-Programs</p>	<p>February 1, 2024</p> <p>Local on-site monitoring must be completed and documented for each school at least once prior to February 1 of each year.</p>	<p>File at SFA: Documentation of review, findings, and corrective action. *</p>
October	<p>CT Grown for CT Kids Week</p> <p>National Farm to School Month:</p> <p>http://www.farmtoschool.org/our-work/farm-to-school-month</p> <p>For more information, visit the CSDE’s Farm to School webpage.</p>	<p>October 2-6, 2023</p>	<p>Not applicable</p>
October	<p>Selection of Applications for Verification</p> <p>https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs</p> <p>https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf</p>	<p>October 1, 2023</p>	<p>File at SFA: Documentation of selection process based on new applications on file as of October 1, 2023. *</p>

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October – November	Conduct Verification https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf	November 15, 2023 Completion of verification activities	File at SFA: Verification activities must be fully documented and kept on file. * Refer to the USDA’s <i>Eligibility Manual for School Meals</i> for guidance.
October	Food Safety Inspection Report	October 31, 2023	Submit to CSDE: Use the online CNP System .
November	Healthy Food Certification Documentation https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Documents	November 30, 2023 Wait for specific instructions from CSDE before completing information.	Submit to CSDE.
December	Verification Collection Report (FNS 742) https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs/Documents	December 15, 2023 Failure to submit report by due date could lead to the withholding of claims.	Submit to CSDE: Use the online CNP System and file at SFA . *
December	Independent Review of Applications (FNS 874) Requires sponsors who are at risk to have another person, other than the determining official, do a second review of applications. <i>The CSDE will notify sponsors by July 1 if this is required.</i>	December 15, 2023	Submit to CSDE following the instructions issued in the CSDE’s email.

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December	<p>Nonprogram Foods Document that the SFA’s revenue from the sale of nonprogram foods covers the cost of the food and is not subsidized through federal reimbursement by using the applicable worksheets below:</p> <ul style="list-style-type: none"> A la Carte Food Cost and Price Charged Comparison Worksheet Nonprogram Pricing Worksheets for Adult Meals Pricing Worksheet for A La Carte Sales in School Nutrition Programs Nonprogram Revenue Calculator <p>https://portal.ct.gov/SDE/Nutrition/Financial-Management-for-School-Nutrition-Programs/Documents#NonprogramFoods</p>	December 31, 2023	File at SFA.*
February	<p>Schedule annual board meeting between February and June to vote on HFC for school year 2024-25 (<i>public school districts only</i>) Vote must occur during February to June, to ensure timely submission of annual HFC Statement.</p>	July 1, 2024 Board vote must occur by this date for the district to participate for the 2024-25 school year.	Submit to CSDE: Use the online CNP System to submit the 2024-25 HFC Statement. File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *
February/ March	USDA Foods requests placed in Web Based Supply Chain Management system (WBSCM) for 2024-25 school year	March 2024	Submit in WBSCM.
March	National School Breakfast Week Information will be available in fall 2023.	March 4-8, 2024	Not applicable
April	Complete Paid Lunch Equity (PLE) Calculations for School Year 2024-25 Memo and tool issued in spring 2024.	April 2024	File at SFA: Use annually issued USDA tools to complete calculations and keep on file. *

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When	Information	Due date	Submit/file/comments
April	<p>Application Due for Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) of the NSLP</p> <p>https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program</p> <p>https://portal.ct.gov/SDE/Nutrition/Seamless-Summer-Option-SSO-of-the-NSLP</p>	April or May 2024	<p>Submit to CSDE: Use the online CNP System once instructions are released. Contact CSDE staff with any questions.</p>
April	<p>Submit data for the USDA Annual Community Eligibility Provision (CEP) Notification requirement</p> <p>Identify the total number of <i>directly certified</i> students and total enrollment as of April 1, 2024.</p>	April 8, 2024	<p>Submit to CSDE: Use the online CNP System to submit the number of directly certified students.</p>
May or June	<p>Remove all USDA Foods from State Contracted Warehouse</p> <p>USDA Foods products are not stored over the summer.</p>	By last scheduled delivery date per USDA Foods delivery schedule, at the latest June 2024	Not applicable
May	<p>School Lunch Hero Day</p> <p>www.schoolnutrition.org/SLHD/</p>	May 3, 2024	Not applicable

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When	Information	Due date	Submit/file/comments
May	<p>Submit request to extend the NSLP and SBP into the summer months (July and August)</p> <p>Note: LEAs that would like to serve and claim reimbursable meals during the summer (due to an extension of the school year or a required academic summer school) must submit a request to the CSDE. The CSDE must approve this request before the LEA can claim any meals.</p>	June 14, 2024	<p>Submit to CSDE: Email request for an extension of the NSLP and SBP to Susan Alston at susan.alston@ct.gov.</p>
June	<p>Community Eligibility Provision (CEP) Application Due</p> <p>https://portal.ct.gov/SDE/Nutrition/Community-Eligibility-Provision/Apply</p>	June 30, 2024	<p>Submit to CSDE: Use the online CNP System to submit the required application materials.</p> <p>File at SFA: Maintain copies of all CEP documentation. *</p>
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Information for Districts Contracting with a Food Service Management Company (FSMC)

<https://portal.ct.gov/SDE/Nutrition/Food-Service-Management-Company>

When	Information	Due date	Submit/file/comments
Every month	Invoice/USDA Foods Received Credit and Usage/Agenda Monthly Meeting	Last day of month	File at SFA.
August	Invoice/Agenda Monthly Meeting (Summer)	Not applicable	File at SFA.
August	USDA Foods Certification of Reconciliation Based on previous school year	August 1 st	Submit to CSDE.
September	Invoice/Agenda Monthly Meeting (Summer)	Not applicable	File at SFA.
October	Monitoring Visit 1 https://portal.ct.gov/-/media/SDE/Nutrition/FSMC/SFA_FSMC_monitoring_form.pdf	October 31	File at SFA.
October	Food Advisory Meeting 1	October 31	File at SFA.
January	Year-to-date Financial/Satisfaction Review Decide to renew contract or go out to bid	Not applicable	Contact CSDE if going out to bid.
January	Ensure FSMC is ready for USDA Foods order for next year. Review percentage of Direct Delivery, percentage of DOD, and percentage of Processed.	Not applicable	File at SFA.
February	Monitoring Visit 2	End of month	File at SFA.
February	Food Advisory Meeting 2	End of month	File at SFA.
March	Conversations with FSMC regarding contract renewal. CSDE issues renewal email.	Not applicable	File at SFA.
April	CSDE issues CPI percentage e-mail. SFA drafts renewal document.	Not applicable	File at SFA.
May	Submit renewal and supporting documents to CSDE for approval.	Ongoing	Submit to CSDE.
June	Submit renewal and supporting documents to CSDE for approval.	June 15	Submit to CSDE.
June	Execute and submit renewal documents.	June 30	Submit to CSDE.

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Daily/Weekly/Monthly/Annually

When	Information	Due date	Submit/file/comments
Daily	Menu Production Records https://portal.ct.gov/SDE/Nutrition/Production-Records-for-School-Nutrition-Programs	Required daily	File at SFA. *
Daily	Edit Check Worksheets https://portal.ct.gov/SDE/Nutrition/Forms-for-School-Nutrition-Programs#e	Required daily	File at SFA: Edit Check Worksheets with monthly claim materials. *
Weekly	Identify Directly Certified Students https://portal.ct.gov/SDE/Nutrition/Direct-Certification	Required weekly	File at SFA: Documentation of student eligibility. *
Weekly	Run Requisition Status Report in WBSCM until all orders are in purchased or cancelled status	Report should be run weekly after placing orders in WBSCM.	Processing orders may be adjusted, so cancelled bulk USDA Foods items may be covered by the state. Recipient Agencies will be notified of any adjustments to processing orders.
Monthly	Claim for Reimbursement https://portal.ct.gov/SDE/Lists/Forms-School-Nutrition-Programs/Meal-Counting-and-Claiming	Due approximately two weeks after end of month claimed. Claims cannot be paid if submitted more than 60 calendar days following the end of the claim month.	Submit to CSDE: Use the online CNP System for NSLP, SBP, SMP, FFVP, SSO, ASP and SFSP claims. File at SFA: Keep final claim and all backup documentation on file. *
Twice Annually	Local Health Inspections https://portal.ct.gov/DPH/Food-Protection-Program/Main-Page	Twice per school year	File at SFA: Copy of the most recent inspection must be posted in a public area of the school. *
Annually	Local School Wellness Policy (LSWP) https://portal.ct.gov/SDE/Nutrition/School-Wellness-Policies	Annual LSWP committee meetings. LEAs must complete an assessment of their LSWP at least once every three years. Assessment required SY 2024-25	File at SFA: Documentation of Wellness Committee meeting and review of policy. *

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Daily/Weekly/Monthly/Annually, *continued*

When	Information	Due date	Submit/file/comments
Annually	Civil Rights Training https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs	Conduct annually for all food service staff, including determining and verifying official.	File at SFA: Documentation of training agenda and attendance. *
Annually	HACCP Plan Update https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs	Review, update, and document annually.	File at SFA: Documentation of SFA’s annual review of HACCP plan. *
Anytime	Start the USDA School Breakfast Program https://portal.ct.gov/SDE/Nutrition/School-Breakfast-Program	Any time during the school year The district must obtain CSDE approval before starting or expanding a SBP. For more information, refer to Starting a SBP or Expanding a SBP .	Submit to your school nutrition team member .
Ongoing	Start the USDA Afterschool Snack Program (ASP) https://portal.ct.gov/SDE/Nutrition/Afterschool-Snack-Program	At least two weeks prior to provision of snacks. Submitted electronically using the online CNP System .	Contact your school nutrition team member and submit to CSDE: Use the online CNP System .
Ongoing	ASP Monitoring https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/Monitoring_Form_ASP.pdf	At least twice per year for each ASP site. The first review must be conducted within four weeks of the start of snack service.	File at SFA: File documentation of reviews and findings. *
Ongoing	Professional Standards Tracking https://www.fns.usda.gov/school-meals/professional-standards	Track training attended by staff to ensure compliance with USDA Professional Standard Requirements.	File at SFA: Keep supporting documentation on file. *

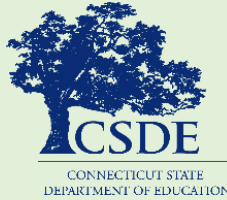
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Daily/Weekly/Monthly/Annually, *continued*

When	Information	Due date	Submit/file/comments
Ongoing	Equipment Purchase Approval https://portal.ct.gov/SDE/Nutrition/Procurement-for-School-Nutrition-Programs/Documents#EquipmentPurchases	Submit request to assigned county consultant to purchase any equipment over \$5000, if that equipment is not on the CSDE's <i>Capital Expenditure Approved List</i> .	Submit to CSDE. File at SFA: Keep documentation on file. *
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For more information, visit the CSDE's [School Nutrition Programs](#) webpage or contact the [school nutrition programs](#) staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SNP_calendar.pdf.

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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