

Calendar of Requirements and Activities for School Nutrition Programs

School Year 2026-27 (July 1, 2026, through June 30, 2027)

This calendar assists Connecticut schools, private schools and residential child care institutions (RCCIs) 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 \(FFVP\)](#).

- 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 school food authority's (SFA) CSDE [school nutrition team member](#).
- At a minimum, all required program materials must be retained by the SFA for three (3) prior school years plus the current year of operation for audit compliance. These forms are designated with an asterisk (*). For more information, refer to the CSDE's resource, [Records Retention Requirements for the School Nutrition Programs](#).

The Connecticut State Department of Education (CSDE) encourages SFAs to distribute this calendar to each person responsible for completing tasks related to these programs.

School Year

When	Information	Due date	Submit/file/comments
July	Healthy Food Certification (HFC) Statement (Public school districts only) CSDE webpage: Annual HFC Application section of Healthy Food Certification (HFC) webpage Note: Does not apply to RCCIs and private school sponsors.	July 1 Board vote must occur by this date for the district to participate for the 2026-27 school year.	Submit to CSDE: Use the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) to submit the 2026-27 HFC Statement. File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *

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When	Information	Due date	Submit/file/comments
July	Lunch Time Waiver Request Submit lunch time waiver request for school year 2026-27, if needed. Operational Memorandum No. 02-23: National School Lunch Program (NSLP) Requirements for Regular and Shortened	July 1	Submit to CSDE: Written request from one of the two authorized signers must be sent to the SFA's CSDE school nutrition team member . File at SFA. *
July and August	Interschool Agreements • Full-service Interschool Agreement • Recipient Site Vended Interschool Agreement CSDE webpage: Interschool Agreements section of CSDE's Forms for School Nutrition Programs webpage	Full-service Interschool Agreement due by July 1. Recipient Site Vended Interschool Agreement due by August 30.	Submit to CSDE using the instructions in the email notification.
July and Ongoing	Application for Free and Reduced-price Meals and Free Milk CSDE webpage: Application Forms section of CSDE's Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs CSDE webpage: Parent and Guardian Notification Letters section of CSDE's Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs	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.	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. *
July and Ongoing	Identify Directly Certified Students CSDE webpage: Direct Certification for School Nutrition Programs	Weekly throughout school year.	File at SFA: Documentation of student eligibility. *

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When	Information	Due date	Submit/file/comments
Summer	Public Media Release for Free and Reduced-price Meals and Free Milk Sample Public Media Release for Public School Sponsors of the Connecticut School Nutrition Programs Note: SFA is required to send public media release to the media but is not required to pay to publish.	August 2026 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.	File at SFA: Copy of public media release materials sent. *
July – September	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, and others. Must be updated for each school year. Wait for specific instructions from CSDE before completing information.	September 15, 2026 Submitted electronically using the online CNP System. Notify the SFA's CSDE school nutrition consultant when update is complete. Note: RCCIs and any SFA with approval to operate the NSLP and SBP over the summer must complete by July 31, 2026.	Submit to CSDE: Use the online CNP System. Annual update required. Update with any changes throughout the school year to keep information current.

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August – September	Rolling Verification Rolling Verification is designed to help ease the administrative burden associated with the verification process, especially for sponsors expecting large verification sample sizes. Interested sponsors must review the applicable links and USDA webinar below prior to implementing this type of verification. • USDA Memo SP 42-2017: Beginning Verification before October 1: Guidance to Local Educational Agencies • USDA Webinar: The Basics of Rolling Verification • USDA Verification Toolkit Note: Does not apply to RCCIs that do not collect and process meal applications.	Rolling Verification: USDA allows sponsors to start the verification process prior to October 1. The due date for completing this Rolling Verification is the same for the regular verification process (November 15).	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 Responsibilities of District Contact Person for Healthy Food Certification) 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. Note: Does not apply to RCCIs and private school sponsors.	September 30, 2026	File at SFA: Print each module's knowledge check score to document participation in the training modules and maintain on file. *

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August – September	Fresh Fruit and Vegetable Sponsors Begin Serving FFVP Sponsors are required to start serving FFVP as close as possible to the start of school.	On or immediately after the first day of school	For questions contact Jen Bove at jennifer.bove@ct.gov .
September	Financial Report (Annual Revenue and Cost Expenditures Report)	No later than September 15, 2026 Submitted as part of the annual CNP Online Application	Submit to CSDE: Use the online CNP System .
September	Food Safety Inspection Report	September 30, 2026	Submit to CSDE: Use the online CNP System .
September or October	End of Carryover of Student Eligibility USDA guide: Eligibility Manual for School Meals: Determining and Verifying Eligibility CSDE webpage: Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs Note: Does not apply to RCCIs that do not collect and process meal applications.	31 st day of school 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 resource, Carryover Versus Transfers of a Child's Eligibility .	File at SFA: Documentation of removed students who had been receiving meal benefits due to 2025-26 approved application or directly certification. *

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When	Information	Due date	Submit/file/comments
September – January	NSLP and SBP On-site Monitoring Required only if the SFA has more than one school/site. CSDE webpage: Monitoring Forms section of CSDE's Meal Counting and Claiming for School Nutrition Programs webpage	February 1 Local on-site monitoring must be completed and documented for each school at least once prior to February 1 of each year.	File at SFA: Documentation of review, findings, and corrective action. *
October	NSLP Week “Cafeteria Circus: Where Nutrition Takes Center Stage” School Nutrition Association (SNA) webpage: National School Lunch Week	October 12-16, 2026	
October	CT Grown for CT Kids Week CT Grown for CT Kids Week National Farm to School Month National Farm to School Network webpage: National Farm to School Month For more information, visit the CSDE's CT Fresh Ed webpage.	October 5-9, 2026	Not applicable

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When	Information	Due date	Submit/file/comments
October	Selection of Applications for Verification CSDE webpage: Verification Procedures for School Nutrition Programs USDA guide: Eligibility Manual for School Meals: Determining and Verifying Eligibility Note: Does not apply to RCCIs that do not collect and process meal applications.	October 1	File at SFA: Documentation of selection process based on new applications on file as of October 1. *
October – November	Conduct Verification CSDE webpage: Verification Procedures for School Nutrition Programs USDA guide: Eligibility Manual for School Meals: Determining and Verifying Eligibility Note: Does not apply to RCCIs that do not collect and process meal applications.	November 15 Completion of verification activities	File at SFA: Verification activities must be fully documented and kept on file. * Refer to the USDA's Eligibility Manual for School Meals for guidance.
November	Healthy Food Certification Documentation CSDE webpage: Annual HFC Documentation section of CSDE's Healthy Food Certification (HFC) webpage Note: Does not apply to RCCIs and private school sponsors.	November 30 Wait for specific instructions from the CSDE before completing information.	Submit to CSDE.

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When	Information	Due date	Submit/file/comments
December	Verification Collection Report (FNS 742) CSDE instructions: Completing the Verification Collection Report (FNS 742) CSDE webpage: Verification Procedures for School Nutrition Programs	December 15 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. The CSDE will notify sponsors by July 1 if this is required. Note: Does not apply to RCCIs that do not collect and process meal applications.	December 15	Submit to CSDE following the instructions issued in the CSDE's email.

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When	Information	Due date	Submit/file/comments
December	Nonprogram Foods Document that the SFA's revenue from the sale of nonprogram foods covers the cost of the food and is not subsidized though federal reimbursement by using the applicable worksheets below: • 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 CSDE webpage: Nonprogram Foods section of CSDE's Financial Management for School Nutrition Programs webpage	December 31	File at SFA.*
February	Schedule annual board meeting between February and June to vote on HFC for next school year (public school districts only) Vote must occur during February to June, to ensure timely submission of annual HFC Statement with final board of education (BOE) approved minutes by July 1. Note: Does not apply to RCCIs and private school sponsors.	July 1 BOE vote must occur by this date for the district to participate for the 2026-27 school year.	Submit to CSDE: Use the online CNP System to submit the 2026-27 HFC Statement. File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the BOE vote on HFC.*

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When	Information	Due date	Submit/file/comments
February/March	USDA Foods Requests Placed in Web Based Supply Chain Management system (WBSCM) for 2027-28 school year	March 2027	Submit in WBSCM.
March	National School Breakfast Week School Nutrition Association webpage: 2027 National School Breakfast Week	March 1-5, 2027	Not applicable
April	Complete Paid Lunch Equity (PLE) Calculations for School Year Note: Does not apply to RCCIs.	July 1	File at SFA: Use annually issued USDA tools to complete calculations and keep on file. *
April	Application Due for Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) of the NSLP CSDE webpage: Apply section of CSDE's Summer Food Service Program (SFSP) webpage CSDE webpage: Apply section of CSDE's Seamless Summer Option (SSO) of the NSLP webpage	April or May 2027	Submit to CSDE: Use the online CNP System once instructions are released. Contact CSDE staff with any questions.
April	Submit data for the USDA Annual Community Eligibility Provision (CEP) Notification requirement Identify the total number of <i>directly certified</i> students and total enrollment as of April 1, 2027. Note: Does not apply to RCCIs.	April 10, 2027	Submit to CSDE: Use the online CNP System to submit the number of directly certified students.

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When	Information	Due date	Submit/file/comments
April or May	Fresh Fruit and Vegetable Program (FFVP) Application CSDE webpage: FFVP Application section of CSDE's Fresh Fruit and Vegetable Program (FFVP) webpage	April or May 2027	Submit to CSDE: Use the online CNP System once instructions are released. For questions contact Jen Bove at jennifer.bove@ct.gov .
May or June	Remove all USDA Foods from State Contracted Warehouse USDA Foods products are not stored over the summer.	By last scheduled delivery date per USDA Foods delivery schedule, at the latest June 2027	Not applicable
May	School Lunch Hero Day School Nutrition Association webpage: School Lunch Hero Day	May 7, 2027	Not applicable
May	Submit request to extend the NSLP and SBP into the summer months (July and August) 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.	June 11, 2027	Submit to CSDE: Email request for an extension of the NSLP and SBP to Jen Bove at jennifer.bove@ct.gov .

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When	Information	Due date	Submit/file/comments
June	Community Eligibility Provision (CEP) Application Due CSDE webpage: Apply section of CSDE's Community Eligibility Provision (CEP) webpage Note: Does not apply to RCCIs.	June 30, 2027	Submit to CSDE: Use the online CNP System to submit the required application materials. File at SFA: Maintain copies of all CEP documentation. *
June	Local School Wellness Policy (LSWP) CSDE webpage: School Wellness Policies	Annual LSWP committee meetings. LEAs must complete an assessment of their LSWP at least once every three years.	File at SFA: Documentation of Wellness Committee meeting and review of policy. * Share LSWP assessment with the public

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Information for Districts Contracting with a Food Service Management Company (FSMC)

CSDE webpage: [Food Service Management Company](#)

When	Information	Due date	Submit/file/comments
Every month	Oversight/Monitoring: Invoice/USDA Foods Received Credit and Usage/Agenda Monthly Meeting	10 th of the following month	File at SFA.
August	Oversight/Monitoring Monthly Meeting (Summer)	Not applicable	File at SFA.
August	USDA Foods Certification of Reconciliation Based on previous school year	July 30	Submit to CSDE.
September	Oversight/Monitoring Monthly Meeting (Summer)	Not applicable	File at SFA.
October	Monitoring Visit 1 School Food Authority/Food Service Management Company Monitoring Form	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.

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When	Information	Due date	Submit/file/comments
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 email. SFA drafts renewal document.	Not applicable	File at SFA.
April/May	Submit renewal and supporting documents to CSDE for approval.	May 28	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 CSDE webpage: Production Records for School Nutrition Programs	Required daily	File at SFA. *
Daily	Edit Check Worksheets Edit Check Forms section of CSDE's Meal Counting and Claiming for School Nutrition Programs webpage	Required daily	File at SFA: Edit Check Worksheets with monthly claim materials. *
Weekly	Identify Directly Certified Students CSDE webpage: Direct Certification for School Nutrition Programs	Required weekly	File at SFA: Documentation of student eligibility. *
Weekly	Run Requisition Status Report in WBSCM until all USDA Foods orders are in purchased or cancelled status	Run report 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.

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When	Information	Due date	Submit/file/comments
Monthly	Claim for Reimbursement Meal Counting and Claiming for School Nutrition Programs--Requirements and Guidance Key Information for Connecticut Claims Preparers for School Nutrition Programs	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. Claim Submission Schedule for Child Nutrition Programs--Claims for School Nutrition Programs.	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. *
Monthly	USDA Foods Review allocations from HPC and plan monthly orders for Direct Delivery items Review diverted pounds at processors at K12Foodservice or ProcessorLink and plan orders to ensure pound are used	Monitor USDA Foods balances every month to ensure proper utilization	Not applicable
Monthly	CT Fresh Ed: Buy Local Program	Approved on a rolling basis	Submit prior month's purchases on Monthly Reporting Form
Twice Annually	Local Health Inspections Department of Public Health webpage: Food Protection Program	Twice per school year	File at SFA: Copy of the most recent inspection must be posted in a public area of the school. *

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When	Information	Due date	Submit/file/comments
Annually	Local School Wellness Policy (LSWP) CSDE webpage: School Wellness Policies	Annual LSWP committee meetings. LEAs must complete an assessment of their LSWP at least once every three years. Assessment required for SY 2024-25.	File at SFA: Documentation of Wellness Committee meeting and review of policy. *
Annually	Civil Rights Training CSDE webpage: Civil Rights for School Nutrition Programs section of CSDE's Civil Rights for Child Nutrition Programs	Conduct annually for all food service staff, including determining and verifying official and hearing official.	File at SFA: Documentation of training agenda and attendance. *
Annually	HACCP Plan Update CSDE webpage: HACCP section of CSDE's Food Safety for Child Nutrition Programs webpage	Review, update, and document annually.	File at SFA: Documentation of SFA's annual review of HACCP plan. *
Anytime	Start the USDA School Breakfast Program CSDE webpage: School Breakfast Program (SBP)	Any time during the school year. The district must obtain CSDE approval before starting or expanding a SBP. For more information, refer to Starting the School Breakfast Program or Expanding the School Breakfast Program .	Submit to the SFA's school nutrition team member .

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When	Information	Due date	Submit/file/comments
Ongoing	Start the USDA Afterschool Snack Program (ASP) CSDE webpage: Afterschool Snack Program (ASP)	At least two weeks prior to providing snacks. Submitted electronically using the online CNP System .	Contact the SFA's school nutrition team member and submit to CSDE: Use the online CNP System .
Ongoing	ASP Monitoring CSDE webpage: Monitoring in "Forms" section of CSDE's ASP webpage	At least twice per year for each ASP site. 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 USDA webpage: Professional Standards for School Nutrition Professionals CSDE webpage: Tracking Training Hours section of CSDE's Professional Standards for School Nutrition Professionals webpage	Track training attended by staff to ensure compliance with USDA Professional Standard Requirements.	File at SFA: Keep supporting documentation on file. *
Ongoing	Equipment Purchase Approval CSDE webpage: Capital Expenditure Requests and Equipment Approvals section of CSDE's Financial Management for School Nutrition Programs webpage	Submit request to assigned school nutrition staff member to purchase any equipment over \$5000 that equipment is not on the CSDE's Capital Expenditure Approved List .	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.



Calendar of Requirements and Activities for School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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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