

NSLP AT A GLANCE SY 2018-2019



WANT MORE?

<http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program>

JUNE

- JUNE 1-10 (best practice)** Submit May reimbursement claim.
- JUNE 1-BEFORE OPERATION** Submit Site/Sponsor Applications through ODE Web.
- Read Memo: Welcome Back to School Nutrition Programs: School Year 2018-2019
- Be sure program forms are current for new school year. Go to: <http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program>
 - SY 18-19 Household Application.
 - SY 18-19 Income Eligibility Guidelines (updated).
 - Confirm Civil Rights statement is up-to-date.
- Double check that your food safety/HACCP plan is up-to-date.
- Review and update your Local Wellness Policy
https://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars/Wellness_Policy_Summer_Regional_2017-1.pdf.aspx
- Update your Unpaid Meal Charge Policy.
<http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program>

JULY / AUGUST

- NO SOONER THAN JULY 1**
- Conduct first Direct Certification through ODE Direct Certification, send notification letters and update BID.
 - Distribute household applications with parent letter to only those students who are not directly certified.
 - Begin processing household applications with SY 18-19 income guidelines, create BID and send notification letters.
 - Send out Press/Media Release.
- BEST PRACTICES PRIOR TO SCHOOL STARTING**
- Outreach to households for School Breakfast Program (SBP) at the beginning of school and once again during the school year (required only if operating SBP).
 - Print SY 18-19 Training Brochure, visit <http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars>
 - Create Professional Standards plans for all School Nutrition Program Staff, including Civil Rights Training.
 - Register for "Preparing for Verification" Workshop at <http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars>
 - Post point of service (POS) meal signage. Train Offer VS. Serve (OVS) to all staff if applicable.
- AFTER FIRST DAY OF SCHOOL**
- Complete Production Records, daily (keep on file).
 - Count meals at point of service (POS) and complete Daily Edit Checks (keep on file).
 - ON 30TH OPERATING DAY** discontinue prior year's benefits for households that have not reapplied/directly certified.
 - AUGUST 1-10 (best practice)** Submit July reimbursement claim (if operated in July).

SEPTEMBER

- JUNE 1-10 (best practice)** Submit August reimbursement claim.
- SEPTEMBER 30 (best practice)** Conduct ODE Direct Certification.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Start preparing for Verification! To print off the Verification Best Practices Calendar go to: <http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program>
- Register for "Preparing for Verification" Workshop: <http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars>

TRAINING OPPORTUNITIES!



Register for all trainings:
<http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars>

OCTOBER



October 1 - NOVEMBER 15 VERIFICATION ACTIVITIES

- OCTOBER 1-10 (best practice)** Submit September reimbursement claim.
- OCTOBER 1** Annual Financial Report for private schools, BIA and RCCI locations.
- OCTOBER 15** Annual Financial Report for public schools.
- OCTOBER 31 (best practice)** Conduct ODE Direct Certification.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.

NOVEMBER

- NOVEMBER 1-10 (best practice)** Submit October reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Register for "Submitting for Verification" Workshop <http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars>
- Don't forget, each operating site will need two food safety inspections during the program year!

DECEMBER

- DECEMBER 1-10 (best practice)** Submit November reimbursement claim.
- DECEMBER 5** Attend School Foods Programs Conference and Food Show.
- DECEMBER 15** Last day to complete Civil Rights Compliance Form.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.

JANUARY

- JANUARY 1-10 (best practice)** Submit December reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Check.
- Review all Professional Standards training requirements, register for classes <http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars>

NOVEMBER 16 – FEBRUARY 1 VERIFICATION REPORT AVAILABLE TO SUBMIT TO ODE
Submit Verification Report through ODE

FEBRUARY

- FEBRUARY 1** Last day to submit Verification Summary Report to ODE through Verification.
- FEBRUARY 1** Last day to complete Internal On-site Monitoring Form (required if more than one site).
- FEBRUARY 1-10 (best practice)** Submit January reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.

MARCH

- MARCH 1-10 (best practice)** Submit February reimbursement claim.
- MARCH 4-8** Celebrate National School Breakfast Week!
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.

APRIL

- APRIL 1** Conduct ODE Direct Certification for purposes of Annual Identified Student and Enrollment Data.
- APRIL 1-APRIL 15** Submit to ODE Annual Identified Student and Enrollment Data.
- APRIL 1-10 (best practice)** Submit March reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.

MAY

- Decide to apply for Special Assistance Provision 2/3 (application due June 1) or CEP (application due June 30).
- MAY 1-10 (best practice)** Submit April reimbursement claim.
- Complete Production Records, daily.
- Count meals at POS and complete Daily Edit Checks.
- Outreach to your households of available Summer Food Service Program (SFSP) feeding sites in your area.