

## Hawaii Child Nutrition Programs

### Calendar of School Nutrition Program Requirements and Activities for SY 2020-2021

This calendar should assist Hawaii schools and institutions that participate in the U. S. Department of Agriculture (USDA) school nutrition programs with planning for the school year. School Food Authorities (SFA) should distribute this calendar to each person responsible for completing tasks related to the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Afterschool Snack Program (ASP), Fresh Fruit and Vegetable Program (FFVP), NSLP Equipment Grant, Summer Food Service Program (SFSP), and Seamless Summer Option (SSO).

Notes: Schedules/due dates are subject to change and do not represent all federal and state requirements for operating the USDA Child Nutrition Programs in schools and institutions.

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
Monthly	Previous month's claim for reimbursement	10 <sup>th</sup> of each month	<b>Submit to HCNP:</b> Submit via HCNP Systems.
Annually	Single Audit Report*	30 days after completion, or 9 months after the end of the fiscal year, whichever is sooner.	<b>Submit audit report to Federal Audit Clearinghouse</b>
Annually	Annual NSLP Renewal Application and Upload of Required Offline Forms	Annually by specified deadline	<b>Submit to HCNP:</b> Submit via HCNP Systems. Annual update required. Update with any changes throughout the school year to keep information current.
Annually	Lunch time waiver request for SY 2020-21, if applicable	Same deadline as NSLP Renewal Application	<b>Submit to HCNP:</b> Written request from Superintendent, or equivalent

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
May-June 2020	Paid Lunch Equity Tool for SY 20-21*	June 30, 2020	<b>Submit to HCNP:</b> Email completed tool to HCNP Accountant
Summer	Public Media Release for Free and Reduced Price Meals	July 2020	<b>File at SFA:</b> Copy of public media release materials sent
Summer	Public Media Release for Community Eligibility Provision Schools / Provision 2 Schools	July 2020	<b>File at SFA:</b> Copy of public media release materials sent
Annually	Annual Civil Rights Training	Annually	<b>File at SFA:</b> Training documentation
Annually Twice a Year	Two Food Safety Inspections (or written request for inspections) <ul style="list-style-type: none"> <li>• <b><u>Post most current inspection in a publicly visible area</u></b></li> </ul>	Twice each school year	<b>File at SFA:</b> Food safety inspections and/or written requests for inspections
Beginning of school year and throughout school year	School Breakfast Program Outreach	Beginning of school year and throughout school year	<b>File at SFA:</b> Copy of outreach done at each time
Prior to the 1 <sup>st</sup> day of school	Free and Reduced Price Meal Application	After July 1 but prior to the start of school, distribute to all households. Process and implement within 10 operating days of receipt	<b>File at SFA:</b> Copies of letters to households, approved and denied application, lists of students enrolled in the federally funded Head Start Program, all direct certification lists, and a list of students designated as homeless, migrant or runaway.
July and ongoing	Identify Directly Certified Students in HCNP Systems	Monthly throughout the school year	<b>File at SFA:</b> Documentation of student eligibility

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
Within 1 <sup>st</sup> 4 weeks of participation and again during the year	Afterschool Snack Program Site Monitoring – Twice a year	Review #1: within 1 <sup>st</sup> 4 weeks of participation; Review #2: during the year	<b>File at SFA:</b> Documentation of review, findings, and corrective action
End of Carryover of Student Eligibility	31 <sup>st</sup> day of school: A student's prior school year free or reduced price eligibility is in effect for up to 30 operating days into the current school year (or until a new eligibility determination is made, whichever comes first).	31 <sup>st</sup> day of school	<b>File at SFA:</b> Documentation of students whose carryover eligibility from SY 19-20 ended.
June-October	Annual Financial Report* and Nonprogram Revenue Report*	October 15, 2020	<b>Submit to HCNP:</b> Email completed reports to HCNP Accountant
October	National Farm to School Month		N/A
October 1	Determine the total number of applications on file for the current school year. Start the Verification Process – select applications.	October 1, 2020	<b>File at SFA:</b> Documentation of selection process based on the number of approved SY 19-20 applications on file as of October 1, 2020
October	National School Lunch Week: October 12-16	October 2020	N/A
October-February	Conduct Verification	February 1, 2021 Completion of verification activities	<b>File at SFA:</b> Verification activities must be fully documented and kept on file. Refer to USDA Eligibility Manual for School Meals for guidance
October 30	Civil Rights Ethnic Data Report (Form O-4c)	October 30, 2020	<b>File at SFA:</b> Completed form
October 30	October Survey	November 10, 2020	<b>Submit to HCNP:</b> Submit via HCNP Systems

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Prior to start of school year - November	Second Review of Applications Report: Requires SFAs who are at risk to have another person, other than the determining official, do a second review of applications and document results (NOTE: HCNP notifies SFAs that are required to complete the report)	November 16, 2020	<b>Submit to HCNP:</b> Completed forms for the Second Review of Applications Report
Prior to February	NSLP and SBP On-site Monitoring: Complete Point of Service Review (Form MC-7) <ul style="list-style-type: none"> <li>Required if the SFA has more than one site; however, HCNP highly recommends ALL SFAs conduct on-site monitoring</li> </ul>	Prior to February 1, 2021	<b>File at SFA:</b> Documentation of review, findings, corrective action, and follow-up
February	Verification Collection Report (FNS-742)*	February 15, 2021	<b>Submit to HCNP:</b> Submit via HCNP Systems and file at SFA
March	USDA Foods requests placed in Web Based Supply Chain Management system (WBSCM)	St. Patrick's Day (March 17, 2021)	<b>Submit in WBSCM</b>
March	National School Breakfast Week: March 8-12	March	N/A
May	Summer Food Service Program (SFSP) Application	May 2021 (due annually by specified due date)	<b>Submit to HCNP:</b> Submit via HCNP Systems
May	Seamless Summer Option (SSO) Application	May 2021 (due annually by specified due date)	<b>Submit to HCNP:</b> Submit via HCNP Systems
April	Annual Community Eligibility Provision (CEP) Notification Requirement: Complete CEP Data Collection Form for SY 2021-2022	June 10, 2021	<b>Submit to HCNP:</b> Email completed form to NSLP Specialist. <b>File at SFA:</b> Maintain copies of all CEP documentation.
May	USDA Foods Participation Survey	May 15, 2021	<b>Submit to HCNP:</b> Email forms to Food Distribution Program Specialist

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
May	Submit request to extend the NSLP and SBP into the summer months (June and July): SFAs that want 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 HCNP. The request must be approved by HCNP before the SFA can claim any meals.	May 28, 2021	<b>Submit to HCNP:</b> Email request for an extension to NSLP Team
May-June 2021	Paid Lunch Equity Tool for SY 2021-2022*	June 30, 2021	<b>Submit to HCNP:</b> Email completed tool to HCNP Accountant
June	Community Eligibility Provision (CEP) Election Deadline: Notify HCNP if SFA's intent to participate under CEP	June 30, 2021	<b>Submit to HCNP:</b> Email NSLP Specialist. <b>File at SFA:</b> Maintain copies of all CEP documentation
By June 30	Annual USDA Foods Storage Facility Self Evaluation Form: Complete one form for each storage facility	By June 30, 2021	<b>File at SFA:</b> Completed form

Documented Corrective Action -- All required corrective action not received by the established due date may result in withholding of claim reimbursement until all documents are submitted to HCNP; per federal regulation 7CFR 210.18 (k)(2)(l).

\* Failure to submit reports by the due date will result in withholding (2 CFR 200.338; 2 CFR 200.207) until Corrective Action is taken and approved.