Hawaii Child Nutrition Programs

Calendar of School Nutrition Program Requirements and Activities for SY 2021-2022

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, Child and Adult Care Food Program (CACFP), 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. Due to potential unforeseen circumstances related to the COVID-19 pandemic, HCNP will notify all SFAs/sponsors via email of any updated guidance and deadlines provided by USDA as it becomes available. All SFAs/sponsors should continue to check their email regularly to ensure that updates from HCNP are received in a timely manner.

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| **PROGRAM(S)** | **WHEN** | **REPORT/ACTION** | **DUE DATE** | **SUBMIT OR FILE** |
| All Child Nutrition Programs | Monthly | Previous month’s claim for reimbursement  | 10th of each month | **Submit to HCNP:** Submit via HCNP Systems.  |
| All Child Nutrition Programs | Annually | Single Audit Report\*  | 30 days after completion, or 9 months after the end of the fiscal year, whichever is sooner. | **Submit audit report to Federal Audit Clearinghouse** |
| NSLP | Annually | Annual NSLP Renewal Application and Upload of Required Offline Forms  | Annually by specified deadline | **Submit to HCNP:** Submit via HCNP Systems. Annual update required. Update with any changes throughout the school year to keep information current. |
| NSLP | Before implementation of waiver(s) | Request SY 21-22 Nationwide Waivers for SSO/NSLP/SBP/ASP, if applicable | Before implementation of waivers | **Submit to HCNP:** Email completed waiver request form and corresponding waiver spreadsheet, if applicable, to the NSLP Team |
| **PROGRAM(S)** | **WHEN** | **REPORT/ACTION** | **DUE DATE** | **SUBMIT OR FILE** |
| NSLP | Annually | Paid Lunch Equity Tool for SY 21-22\* | September 10, 2021 | **Submit to HCNP:** Email response or completed tool to HCNP Accountants |
| SFSP | Before the end of the academic school year | Summer Food Service Program (SFSP) Outreach* Conduct outreach to inform families of the availability and location of free SFSP meals when school is not in session
 | Before the end of the academic school year | **File at SFA:**  Copy of outreach done |
| NSLP | Summer | Public Media Release for Free and Reduced Price Meals  | July 2021 | **File at SFA/Sponsor:** Copy of public media release materials sent |
| NSLP | Summer | Public Media Release for Community Eligibility Provision Schools / Provision 2 Schools | July 2021 | **File at SFA:** Copy of public media release materials sent |
| All Child Nutrition Programs | Annually | Annual Civil Rights Training  | Annually  | **File at SFA/Sponsor:** Training documentation |
| NSLP | Annually Twice a Year | Two Food Safety Inspections (or written request for inspections)* **Post most current inspection in a publicly visible area**
 | Twice each school year | **File at SFA:** Food safety inspections and/or written requests for inspections |
| SFSP | Annually | Submit Special Events Food Permit applications to the Department of Health.  | Prior to the start of the summer program | **File at Sponsor:** Department of Health approved Special Events Food Permit applications. |
| NSLP | Beginning of school year and throughout school year | School Breakfast Program Outreach* Conduct outreach at the beginning of the school year and multiple times throughout the school year (e.g. at the beginning of each semester or quarter)
 | Beginning of school year and throughout school year | **File at SFA:** Copy of outreach done at each time |
| NSLP | July 1 | Free and Reduced Price Meal Application * Distribute to all households
* Accept free and reduced price meal applications until prior to midnight the day before the first day of instruction (to determine children eligible for Summer 2021 P-EBT benefits)
* This applies to those operating SSO for SY 21-22 and any new CEP schools for SY 21-22

NOTE: The following students qualify for Summer 2021 P-EBT benefits:* Students who qualify for free and reduced price benefits based on a free and reduced price meal application that was submitted prior to midnight the day before the first day of instruction
* Students who are directly certified in HCNP Systems prior to midnight the day before the first day of instruction
* Students designated as homeless, migrant, or runaway prior to midnight the day before the first day of instruction
* Students enrolled in the federally funded Head Start Program prior to midnight the day before school starts
 | July 1 - prior to midnight the day before the first day of instruction.  | **File at SFA:** 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. |
| NSLP | Prior to the 1st day of school | Free and Reduced Price Meal Application NOTE: if operating SSO for SY 21-22, free and reduced price meal applications must be made available as needed to certify children for free and reduced price meals (this may be used to qualify newly eligible children for P-EBT benefits for SY 21-22 and Summer 2022) | After July 1 but prior to the start of school, distribute to all households. Process and implement within 10 operating days of receipt | **File at SFA:** 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. |
| NSLP | July and ongoing | Identify Directly Certified Students in HCNP Systems* SFAs participating in CEP and/or SSO in SY 21-22 are still required to conduct monthly direct certification matching.
 | Monthly throughout the school year | **File at SFA:** Documentation of student eligibility |

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| **PROGRAM(S)** | **WHEN** | **REPORT/ACTION** | **DUE DATE** | **SUBMIT OR FILE** |
| NSLP | Within 1st 4 weeks of participation and again during the year | Afterschool Snack Program Site Monitoring – Twice a year:Complete ASP-3 Form | Review #1: within 1st 4 weeks of participation;Review #2: during the year | **File at SFA:** Documentation of review, findings, and corrective action |
| NSLP | End of Carryover of Student Eligibility | 31st 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). | 31st day of school | **File at SFA:** Documentation of students whose carryover eligibility from SY 20-21 ended.  |
| NSLP | June-October | Annual Financial Report\* and Nonprogram Revenue Report\* | October 15, 2021 | **Submit to HCNP:** Email completed reports to HCNP Accountant  |
| NSLP | October | National Farm to School Month |  | N/A |
| NSLP | October | National School Lunch Week:October 11-15 | October 2021 | N/A |
| NSLP | October-November | Conduct VerificationNOTE: if operating SSO for SY 21-22 and free and reduced price meal applications were collected, the SFA must conduct verification. | November 15, 2021Completion of verification activities | **File at SFA:** Verification activities must be fully documented and kept on file. Refer to USDA Eligibility Manual for School Meals for guidance. |
| NSLP | October 29 | Civil Rights Ethnic Data Report (Form O-4c) | October 29, 2021 | **File at SFA:** Completed form |
| NSLP | October 29 | October Survey | November 10, 2021 | **Submit to HCNP:** Submit via HCNP Systems |

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| **PROGRAM(S)** | **WHEN** | **REPORT/ACTION** | **DUE DATE** | **SUBMIT OR FILE** |
| NSLP | 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 15, 2021 | **Submit to HCNP:** Completed forms for the Second Review of Applications Report |
| NSLP | December | Verification Collection Report (FNS-742)\* | December 10, 2021 | **Submit to HCNP:** Submit via HCNP Systems and file at SFA |
| NSLP | Prior to February | NSLP and SBP On-site Monitoring:Complete Point of Service Review (Form MC-7)* Required if the SFA has more than one site; however, HCNP highly recommends ALL SFAs conduct on-site monitoring
* If meals are also served in the classroom, complete the Meals in the Classroom Monitoring Checklist Form

NOTE: if operating SSO, SFA must complete both the Form MC-7 and SSO On-Site Review Form for each site for each meal service. If meals are also served in the classroom, complete the Meals in the Classroom Monitoring Checklist Form. | Prior to February 1, 2022 | **File at SFA:** Documentation of review, findings, corrective action, and follow-up |
| NSLP | March | USDA Foods requests placed in Web Based Supply Chain Management system (WBSCM) | March 17, 2022 | **Submit in WBSCM** |
| NSLP | March | National School Breakfast Week:March 7-11, 2022 | March | N/A |
| NSLP | April | Annual Community Eligibility Provision (CEP) Notification Requirement: Complete CEP Data Collection Form for SY 2022-2023 | April 2022 (due annually by specified due date) | **Submit to HCNP:** Email completed form to NSLP Specialist.**File at SFA:** Maintain copies of all CEP documentation. |
| SFSP | May | Summer Food Service Program (SFSP) Application | May 2022 (due annually by specified due date) | **Submit to HCNP:** Submit via HCNP Systems |
| SFSP | Annually | Summer Food Service Program (SFSP) Annual Training (<www.hawaiinutritiontraining.com>) | May 2022 (due annually prior to application approval) | **File at SFA/Sponsor:** Maintain copies of all training certificates. |
| NSLP | May | Seamless Summer Option (SSO) Application | May 2022 (due annually by specified due date) | **Submit to HCNP:** Submit via HCNP Systems |
| NSLP | May | USDA Foods Participation Survey | May 15, 2022 | **Submit to HCNP:** Email forms to Food Distribution Program Specialist |

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| **PROGRAM(S)** | **WHEN** | **REPORT/ACTION** | **DUE DATE** | **SUBMIT OR FILE** |
| NSLP | May | Apply to operate Seamless Summer Option (SSO) | Last business day of May 31, 2022 or prior to the start of SSO, whichever is first | **Submit to HCNP:** Submit via HCNP Systems |
| NSLP | June  | Community Eligibility Provision (CEP) Election Deadline:Notify HCNP if SFA intends to elect CEP for SY 22-23 | June 30, 2022 | **Submit to HCNP:** Email NSLP Specialist.**File at SFA:** Maintain copies of all CEP documentation |
| NSLP | By June 30 | Annual USDA Foods Storage Facility Self Evaluation Form:Complete one form for each storage facility | By June 30, 2022 | **File at SFA:** 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.