

Hawaii Child Nutrition Programs

Calendar of School Nutrition Program Requirements and Activities for SY 2025-2026

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) and sponsors 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. 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.

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
Monthly	Previous month's claim for reimbursement	10 th of each month	Submit to HCNP: Submit via HCNP Systems.
Annually	Single Audit Report*, if applicable	30 days after completion, or 9 months after the end of the fiscal year, whichever is sooner.	Submit audit report to Federal Audit Clearinghouse
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.

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
Annually	Paid Lunch Equity Tool for SY 25-26*	June 30, 2025	Submit to HCNP: Email response or completed tool to HCNP Accountants
Before the end of the academic school year	Summer Food Service Program (SFSP) Outreach <ul style="list-style-type: none"> 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
Summer	Public Media Release for Free and Reduced Price Meals	July 2025	File at SFA: Copy of public media release materials sent
Summer	Public Media Release for Community Eligibility Provision Schools / Provision 2 Schools	July 2025	File at SFA: Copy of public media release materials sent
Annually	Annual Civil Rights Training	Annually	File at SFA: Training documentation
Annually Twice a Year	Two Food Safety Inspections (or written request for inspections) <ul style="list-style-type: none"> 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
Beginning of school year and throughout school year	School Breakfast Program Outreach <ul style="list-style-type: none"> 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
Prior to the 1 st day of school and throughout school year	Free and Reduced Price Meal Application <ul style="list-style-type: none"> Distribute to all households SFAs cannot require any child/household to submit an application However, households have the right to submit an application at any time during the school year 	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.

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
July and ongoing	Identify Directly Certified Students in HCNP Systems <ul style="list-style-type: none"> SFAs participating in CEP in SY 25-26 are still required to conduct monthly direct certification matching. 	Monthly throughout the school year	File at SFA: Documentation of student eligibility
Within 1 st 4 weeks of participation and again during the year	Afterschool Snack Program Site Monitoring – Twice a year: Complete ASP-3 Form	Review #1: within 1 st 4 weeks of participation; Review #2: during the year	File at SFA: Documentation of review, findings, and corrective action
End of Carryover of Student Eligibility	31 st 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 st day of school	File at SFA: Documentation of students whose carryover eligibility from SY 24-25 ended.
October 1	Annual Financial Report (AFR)* and Nonprogram Revenue Report (NPR)* For School Year 2024-2025	November 1, 2025	Submit to HCNP: Email completed reports and supporting documents to HCNP Accountants
October 1	October Survey	October 15, 2025	Submit to HCNP: Submit via HCNP Systems
October 1	Select Applications for Verification	October 1, 2025	File at SFA: Documentation of selection process based on SY 25-26 applications on file as of October 1.
October-November	Conduct Verification	November 15, 2025 Completion 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.
October	National Farm to School Month		N/A
October	National School Lunch Week: October 13-17, 2025	October 2025	N/A

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
October 31	Civil Rights Ethnic Data Report (Form O-4c)	October 31, 2025	Submit to HCNP: Email completed form to hcnp@k12.hi.us
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)		Submit to HCNP: Completed forms for the Second Review of Applications Report
December	Verification Collection Report (FNS-742)*	December 12, 2025	Submit to HCNP: Submit via HCNP Systems and file at SFA
Prior to February	NSLP and SBP On-site Monitoring: Complete Point of Service Review (Form MC-7) <ul style="list-style-type: none"> 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 	Prior to February 1, 2026	File at SFA: Documentation of review, findings, corrective action, and follow-up
March	Summer Mapper: Complete Summer Mapper Template if participating in Seamless Summer Option (SSO) and/or NSLP/SBP during summer 2026	March 2, 2026	Submit to HCNP: Email completed form to NSLP Specialist.
March	USDA Foods requests placed in Web Based Supply Chain Management system (WBSCM)	March 17, 2026	Submit in WBSCM
March	National School Breakfast Week: March 2-6, 2026	March	N/A

WHEN	REPORT/ACTION	DUE DATE	SUBMIT OR FILE
April	Annual Community Eligibility Provision (CEP) Notification Requirement: Complete CEP Data Collection Form for SY 2026-2027	April 2026 (due annually by specified due date)	Submit to HCNP: Email completed form to NSLP Specialist. File at SFA: Maintain copies of all CEP documentation.
April	Summer Food Service Program (SFSP) Application	April 2026 (due annually by specified due date)	Submit to HCNP: Submit via HCNP Systems
April	USDA Foods Participation Survey	April 2026 (due annually by specified due date)	Submit to HCNP: Email forms to Food Distribution Program Specialist
April-May	Seamless Summer Option (SSO) Application	April-May 2026 (due annually by specified due date)	Submit to HCNP: Submit via HCNP Systems
May-June	Summer Outreach <ul style="list-style-type: none"> All SFAs are required to inform families of the availability and location of free summer meals for students when school is not in session. 	Annually, immediately upon receipt of summer meals locations	File at SFA: Copy of outreach done
June	Community Eligibility Provision (CEP) Election Deadline: Notify HCNP if SFA intends to elect CEP for SY 26-27	June 2026 (due annually by specified due date)	Submit to HCNP: Email NSLP Specialist. File at SFA: 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, 2026	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)(I).

* 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.