

School Nutrition Programs Important Dates to Remember School Year 2011-2012

Beginning of School Year---All families must receive the [Letter to Households](#) and [Application for Free and Reduced-Price Meals](#). (Students from households with approved applications or Meal Benefit Notices on file from the previous year must be allowed a 30 day carry-over of the previous eligibility determination. Once a current year application is received, it takes precedence over the previous year's application).

NOTE: Application Processing Timeframe- Free and Reduced-Price Meal Applications must be reviewed and an eligibility determination made within 10 working days of receipt of the application. The completed application must be dated when it is received. The determining official must date, sign, and document eligibility on the back side of the application.

10th of Each Month---The claim for reimbursement for each site is due for submission over the FNP system for prompt payment (you do have 60 CALENDAR days to complete/submit your claim). The [Claims Review Process/Edit Check](#) must be completed each month before submission of Claim for Reimbursement and retained in school files.

Reminder-the [Racial/Ethnic Data Form](#) must be completed sometime during the school year and retained in the school's file.

October 1---This is the date that determines the number of applications to be verified. Record the number of approved applications on the [District Verification Summary Form](#).

October 10-14---National School Lunch Week

This year's theme –[Let's Grow Healthy](#)
Materials available at www.schoolnutrition.org

November 15---Verification of Free and Reduced-Price Applications must be completed.

February 1---Local agencies with more than one food service site must perform at least one [on-site review](#) of each site with food service under its jurisdiction. The on-site review must take place prior to February 1.

December 15---Verification Summary Report due. Complete the [District Verification Summary Form](#). *USDA now requires State agencies to report on the results of verification activities for each Sponsor. As a result, Sponsors will be required to submit verification summary reports to the State agency.*

March 5-9---National School Breakfast Week

This year's Theme – [Go for the Gold!](#)

May 2-6---Child Nutrition Employee Appreciation Week