

Office for Child Nutrition (OCN)
Important Dates for National School Lunch Programs (NSLP)

Program Year (PY) is from July 1 through June 30 every year

PYs are named as the year in which the program ends (e.g. PY 2015 is 7/1/2014-6/30/2015)

SFA=School Food Authority, Sponsor, used interchangeably with LEA=Local Education Agency; CRRS =Claims Reimbursement Reporting System; ODE=Ohio Department of Education; OCN=Office for Child Nutrition

Date	Event	Local Education Agency (LEA) action required
New Sponsors	6 Cent Certification Worksheets	New Sponsors must complete the worksheets and submit via CRRS to receive an extra 6 cents per reimbursable lunch that meets the School Lunch Meal Pattern. www.education.ohio.gov Search Meal Training
Monthly	Monthly Claims for Reimbursement are due	Submit monthly claim on-line in CRRS no later than the 45 th day after the end of each claiming month. www.education.ohio.gov Search CRRS
	Commodity Allocations Tracking System (CATS)	Log-in to CRRS and access CATS to complete the monthly release/order for Government Donated Foods and make payment for the monthly CATS invoice. www.education.ohio.gov Search CRRS
	Basic Training classes	Mandatory for New Sponsors; Optional for current Sponsors. Monthly training course that reviews the requirements of the National School Lunch, School Breakfast and After-School Care Snack Programs. www.education.ohio.gov Search Basic Training (Use SAFE to self-register)
Annually	Breakfast Program Outreach to Families	Schools that offer the School Breakfast Program must send notification to households. This must be completed at the beginning of the school year. For fliers: www.education.ohio.gov Search School Breakfast.
	Civil Rights Training	All persons involved with School Meal Programs must complete Civil Rights training annually. Document attendance. www.education.ohio.gov Search Civil Rights
	HACCP	Annually, modify (as necessary) and train/retrain staff on school's Hazard Analysis and Critical Control Points Plan.
Beginning of Program Year (July 1)		
July	CRRS New Program-Year Application	Submit the new program-year application in CRRS by October 15. www.education.ohio.gov Search CRRS
	Direct Certification	Complete Direct Cert process in CRRS. CRRS will provide the list of matching names. Direct Cert must be completed at least 3 times per year.
	Student Applications for Free and Reduced-Priced Meals & Letter to Parents	Prototype published annually on the ODE/OCN website. www.education.ohio.gov Search School Meals, Documents and Forms Be sure to choose the correct form: 1) Fee waiver or 2) No fee waiver
	Public Release	Prototype published annually. All schools that distribute the Student Meal Application MUST send a Public Release annually. www.education.ohio.gov Search School Meals, Documents and Forms
	Sharing of Information form is published (only use if a group wants to extend benefits to Free and/or Reduced-eligible children)	Written parent or guardian consent is required before students' free and reduced-price eligibility can be disclosed to any local education programs (e.g. free text books or reduced fees). Please contact your Regional Consultant for more guidance. 800-808-6325 <i>Eligibility Manual for School Meals, October 2011</i> at www.education.ohio.gov Search in School Meals.
	Healthy Start, Healthy Families	Prototype published annually on the ODE/OCN website. www.education.ohio.gov Search School Meals, Documents and Forms. Either include this form with the Student Meal Application or post the flyer close to where the Student Meal Applications are available.
	Child Nutrition Summer Regional Workshops	Attend the OCN Summer Regional Workshops (held yearly in July and August). Call 800-808-6325 for more information. Self-register in CRRS.
First 4 weeks of Operation	After School Care Snack Program	All sites that operate the After School Care Snack Program must conduct a self-review by the school within the first 4-weeks of operation. A second review must be completed once more during the school year. Use template: www.education.ohio.gov Search School Meals, Documents and Forms

Every other Fall	Fall Management Conference	ODE/OCN holds a Fall Management Conference biennially. Check the web site for dates. www.education.ohio.gov . Register in CRRS
September and/or October	Pre CRE review workshops	Regional Consultants conduct a Pre-CRE review workshop for all schools that will receive their three-year cycle review. Contact your Regional Consultant for more information. 800-808-6325
October 1	Date in which the Verification Process begins	Verification activities begin at the LEA level. Refer to the “Verification Manual” or call your Regional Consultant for more information. 800-808-6325 www.education.ohio.gov Search <i>School Meals, Documents and Forms</i>
October 15	Current Program-Year CRRS Application approval deadline	LEAs must obtain an approved Application in CRRS. Applications are approved by OCN Consultants. All applications must be submitted, error-free, by the LEA, for approval. www.education.ohio.gov Search <i>CRRS</i>
30th School Operating Day	Deadline for current-year Student Meal Applications	Student meal applications from the prior year may only be used for the first 30-operating days of the current school year. <i>Eligibility Manual for School Meals, Manual at</i> www.education.ohio.gov Search <i>in School Meals</i> .
31st Operating Day	Change eligibility status	Eligibility for those students without new program-year applications must be changed to Full-paid status and claimed as such. <i>Eligibility Manual for School Meals at</i> www.education.ohio.gov <i>School Meals</i>
November 15	Verification deadline	The Verification Process must be completed in each LEA (this is not the date required to submit Verification Collection Report in CRRS)
	Food Service Management Company (FSMC) bid writing and publishing	All FSMC bids and contracts must be pre-approved by ODE/OCN before they are published and signed, respectively. This process may take several months to complete. Start early!
January 14	Verification Summary Report submission deadline	Log-on to CRRS and submit the Verification Summary Report. Must be submitted without error prior to making November claim for reimbursement. www.education.ohio.gov Search <i>CRRS</i>
February	Summer Food Service Program (SFSP) training	Register with the ODE OCN office to attend a SFSP training session for either New or Existing Sponsors
February 1	On-site accountability reviews are required to be completed	All LEAs with multiple sites must complete the On-Site Accountability review for each site by February 1 of each year. Review forms available at www.education.ohio.gov Search <i>School Meals, Documents and Forms</i> .
March	Child Nutrition Summer Regional Training Workshops	Plan to attend the Child Nutrition Summer Regional Training Workshops (held in June, July and/or August). Call your Regional Consultant for more information. Self-register in CRRS.
	Seamless Summer Option (SSO) Program	Get information from your Regional Consultant about operating the SSO. If your school will offer summer activities, you may be eligible for the program.
April 1 – August 31	Community Eligibility Provision (CEP)	All CEP applications must be submitted to OCN to be considered for the next school year. www.education.ohio.gov Search <i>Community Eligibility</i>
Annually	Summer Food Service Program (SFSP) Outreach	Near the end of each school year, school must access the OCN’s Ohio map of SFSPs and notify households of programs in the area.
May	Next Program-Year application is published in CRRS	Next Program-Year Application is available in CRRS. www.education.ohio.gov Search <i>CRRS</i>
	Health Inspection Report	Submit the prior year’s Health Inspection Report with the new CRRS Application documents. Must be completed before current Program-Year CRRS application may be approved. www.education.ohio.gov Search <i>CRRS</i>
June	Paid Lunch Equity	Use the Paid Lunch Equity Tool to evaluate whether or not Paid Lunch Meal prices need to be raised for next school year. www.education.ohio.gov Search <i>Reauthorization 2015</i>

Resources

Ohio Department of Education (www.education.ohio.gov)
School Nutrition Association (www.SchoolNutrition.org)
Ohio School Nutrition Association (www.snaohio.org)

USDA Food and Nutrition (www.fns.usda.gov)