Ohio | Department of Education

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

M E M O

To: School Meal Programs Directors

From: Brigette Hires, Assistant Director, School Meal Programs

Date: September 12, 2013

Re: Welcome to School Year 2014!

This document contains important School Meal Programs updates and changes. Please update records accordingly. Topics covered in this document include:

- 2014 Claims Reimbursement and Reporting System Application Process –page 2
- New Meal Patterns for School Lunch and Breakfast and Updated Offer Vs. Serve Guidance – page 3
- Additional 6 Cents Reimbursement Certification Guidelines – page 3
- Direct Certification – page 5
- Verification of Free and Reduced Student Meal Applications – page 5
- Paid Lunch Equity – page 6
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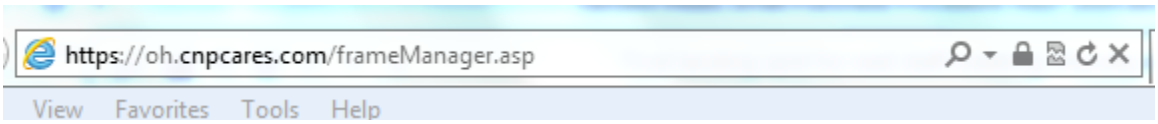
2014 CLAIMS REIMBURSEMENT AND REPORTING SYSTEM (CRRS) APPLICATION PROCESS

The 2014 application is now available in CRRS for SFA completion. As a reminder, each SFA must complete an application in CRRS each school year to continue on the school meal program.

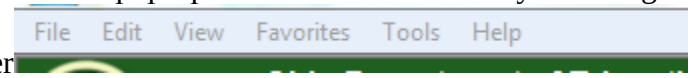
Please complete your 2014 CRRS application on or before October 14, 2013. Please note the following about the 2014 CRRS application:

1) Sponsor and Site Application Calendar: If you encounter problems completing the calendar feature in the sponsor and/or the site application, please try the following steps:

a. Compatibility mode: try clicking on the ripped piece of paper icon in the web browser window:



b. Web browser: Are you are using Internet Explorer or other browser for the internet? If you are using Firefox or Scram, try Internet Explorer to get into CRRS and complete the calendar

c. Pop-up blocker: The calendar launches in a different web window. This may be blocked if the "pop-up blocker" is enabled. Try disabling the pop-up blocker 

by clicking on the Tools option in the toolbar (as seen in this picture) and then clicking on pop-up blocker

d. Java update: If the school has an older computer, you may need a java update. The update is free by going to download a free java update at: http://installjavafree.com

e. Hover over the Internet Explorer button at the bottom of the screen. It may be that the window launched but did not open up automatically. If you hover over this button you can see the different web pages that are "open" on your computer and the calendar may be one of them.

2) If your SFA is 6 Cent Certified (*disregard this step if the SFA is not yet 6 cent certified*)
   - **A.** Go to the Meal Pattern Compliance GO button;
   - **B.** Click on the box under the heading SFA Certification, beside the following statement "The SFA continues to follow the meal pattern (and

any new phased-in requirements)." By clicking this box, this statement serves as the attestation statement for the SFA for the 2014 school year. The 6 cent reimbursement will not carry over into the 2014 school year until this box is checked.

3) Direct Certification – Direct Certification is now a required process for SFAs on the National School Lunch Program. Please see the Direct Certification section of this newsletter for additional details. Note that a date of direct certification process is required on the Sponsor Application. The ODE, OCN school meal programs consultant will not approve an application until the date of or after the direct certification process has been completed.

NEW MEAL PATTERNS FOR SCHOOL LUNCH AND BREAKFAST AND UPDATED OFFER VS. SERVE GUIDANCE

USDA has recently updated policy memo SP 10-2012, Questions and Answers on the Final Rule, "Nutrition Standards in the National School Lunch and School Breakfast Programs" (revised 8/7/2013). Click here for the policy memo. Additional policy memos recently issued regarding the new meal patterns are as follows:

- SP 28-2013 (volume 2), SUBJECT: Questions & Answers on the School Breakfast Program Meal Pattern in School Year 2013-2014 (revised June 13, 2013)
- SP 31-2013, SUBJECT: Salad Bars in the National School Lunch Program (published 3/27/2013)
- SP 49-2013, SUBJECT: Frozen Fruit Products in the National School Lunch and School Breakfast Programs in School Year 2014-2015 (published 6/25/2013)
- SP 52-2013, SUBJECT: Child Nutrition Database Release 17 (published 8/8/2013)

USDA policy memos may be accessed by clicking here.

USDA has also updated the Offer vs. Serve Manual (USDA policy memo SP 45-2013) for the 2013-2014 school year to include guidance for both school breakfast and school lunch in implementing offer vs. serve with the new meal patterns. Click here for a copy of the guidance.

ADDITIONAL 6 CENTS REIMBURSEMENT CERTIFICATION GUIDELINES

If you have already completed the 6 cent certification process, you may disregard this section. SFAs that have completed the 6 cent certification process and have been certified do not need to repeat this process in school year 2014.

Section 201 of the Child Nutrition Reauthorization Act provides SFAs with an opportunity to receive a performance based increase in reimbursement of 6 cents per student meal served. The 6 cents reimbursement is above and beyond the federal meal reimbursement amounts as declared by USDA annually and is tied to compliance to the new meal patterns.

Although USDA has not yet set a calendar date deadline, all SFAs are required to complete the 6 cent certification process.

To facilitate the 6 cents certification process, please reference the following USDA policy memos:

- SP 31-2012, SUBJECT: Child Nutrition Reauthorization 2010: Questions and Answers Related to the Certification of Compliance with Meal Requirements for the National School Lunch Program (revised 1/22/2013)
- SP 44-2012, SUBJECT: Child Nutrition Reauthorization 2010: Revised Questions and Answers Related to the 6 Cents Certification Tool (updated 9/12/2012)
- SP 55-2013, SUBJECT: Questions and Answers Related to 6 Cents Certification during School Year 2013-2014 (published 8/21/2013)

  Click here for a copy of the memos.

If your SFA has not yet submitted the documentation for the additional 6 cent reimbursement, below are some resources to facilitate the process:

- Ohio Department of Education, Office for Child Nutrition (ODE, OCN) hands on trainings and webinars – click here to access the ODE, OCN training and webinar page to review upcoming 6 cent training opportunities.
- USDA Spreadsheets and Video trainings – click here and scroll toward the bottom of the page to access the required USDA spreadsheets. USDA has also posted short video segments to explain how to fill out the sections of the spreadsheets.
- Rite Bite – ODE, OCN has contracted with a company, Rite Bite, to provide direct customer service in navigating the 6 cent application process. Rite Bite can be reached by phone at 1-855-749-2368 (1-855-SIX-CENT) or by email at 6cents@theritebite.com
- To complete the 6 cents certification process, SFAs must download and complete the appropriate USDA worksheet(s) per their menu types used. The worksheets are located here. In addition to the worksheets; USDA has developed web based training videos that detail the process to complete the worksheet. The videos are also found by following the above USDA link.
- When complete, the 6 cent documents are uploaded into the CRRS. The 6 Cents Upload Option is found under the 2014 Sponsor Application and appears as additional green "GO" buttons. Click here for a copy of the CRRS guidance document.

DIRECT CERTIFICATION

USDA now requires all Local Education Agencies (LEAs) utilizing free and reduced price applications for meal eligibility determinations to complete the direct certification process three times a school year. LEAs were required to report on the 2014 CRRS sponsor application the date of which the LEA completed the first direct certification match process for the school year. The LEA is not required to report to ODE, OCN the dates of the two subsequent matches; however, the LEA must maintain all direct certification documentation including direct certification match result reports for three years plus the current school year for auditing purposes.

Click here for the ODE, OCN 2014 Direct Certification Guidance.

VERIFICATION OF FREE AND REDUCED STUDENT MEAL APPLICATIONS: DEADLINE FOR PROCESS COMPLETION AT THE LEA LEVEL IS NOVEMBER 15, 2013. LEAs MUST ENTER THE VERIFICATION SUMMARY IN CRRS BY JANUARY 15, 2014.

- The 2013-2014 Verification Instruction Manual is now available on the ODE website search Verification.
- The sample size for verification is based on the number of paper applications on file as of **October 1st.**
    a. Students approved for free meal benefits through Direct Certification or extension of Direct Certification benefits to additional siblings in a household are not subject to verification and are not included in the total count of applications.
- The verification process at the LEA level must be completed by November 15, 2013. Verification of an application is complete when all required information is received OR a "Letter of Verification Results and Adverse Action" letter is sent to the household.
- The verification results must be submitted, in CRRS and be in error free status before the November claim may be processed. The final deadline date of verification result submission is January 15, 2014.

Please note that the Verification Collection Report in CRRS will look different from previous years based on a USDA update of the form. USDA policy memo 38-2013, Release of the new School Food Authority Verification Collection Report (FNS-742) (published 4/29/2013) provides a preview of the Verification Collection Report. Click here for a copy of the memo.

ODE, OCN is conducting a Verification Process webinar on September 26th at 2:00PM. Go to the trainings and webinar page for more instructions.

If you have any questions about verification, please contact your School Meal Programs Regional Consultant.

PAID LUNCH EQUITY

As a reminder, SFAs must annually calculate the weighted average paid lunch prices to ensure they are in compliance with the Paid Lunch Equity requirements. For the School Year (SY) 2013-14 Paid Lunch Equity Requirements, see USDA policy memo, SP 25-2013 Paid Lunch Equity: School Year 2013-2014 Calculations and Tool for details, In addition, the SY 2013-14 Paid Lunch Equity (PLE) tool to assist SFAs as they make these required calculations is attached to this memorandum. SFAs who feel they are in a strong financial position should reference USDA policy memo SP 34-2013 Paid Lunch Equity: Guidance for SY 2013-2014 for guidance on submitting a waiver to ODE, OCN for exemption to raising lunch prices. SFAs in this position should contact ODE, OCN at 1-800-808-6325 for additional details and waiver form.

USDA POLICY MEMO UPDATES

In addition to the aforementioned memos, USDA has recently published the following policy memos that affect the school meal program processes:

- SP 36-2013, SUBJECT: Guidance Related to the ADA Amendments Act (published 4/26/2013) - The purpose of this memorandum is to provide schools, institutions, facilities, sites, and sponsors participating in the Child Nutrition Programs (CNP) with additional clarifications on making dietary accommodations for children with disabilities.
- SP 37-2013, SUBJECT: Enhancing the School Food Safety Program: Frequently Asked Questions (published 4/26/2013) - This memorandum and its attachment supersede SP-37-2011, Child Nutrition 2010: Enhancing the School Food Safety Program. The memorandum contains Questions and Answers (QAs) regarding the school food safety requirements for schools participating in FNS Child Nutrition Programs. The QAs provide additional clarification regarding the enhancements to the school food safety program.
- SP 40-2013, SUBJECT: Questions and Answers Regarding the Participation of Head Start Programs in Child Nutrition Programs (published 8/24/2012) – This memorandum discusses the federal regulations that allow children enrolled in Federal and State-funded Head Start or Early Head Start Programs to be categorically eligible to receive free meal benefits without further application

SFAs can access all of the USDA FNS reauthorization policy memos at: www.fns.usda.gov/cnd/governance/policy.htm

MANDATORY SCHOOL BREAKFAST PROGRAM HOUSHOLD AWARENESSAND BREAKFAST SIGNAGE REQUIREMENTS FOR SFAS

Schools participating in the School Breakfast Program (SBP) must inform families of the availability of breakfasts. A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced price meal applications for the new school

year. ODE, OCN understands that the delayed communication of this newsletter may create a situation where the back to school information packets have already been provided to students without the breakfast program information. Schools should communicate the availability of SBP to the households as soon as possible.

In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide reminders to children through their public address systems in schools or through means normally used to communicate with the households of enrolled children. Other acceptable outreach activities may include developing or disseminating printed or electronic material to families. For example, information about the SBP should be posted on the school's website.

School sites that offer breakfast must also identify, near or at the beginning of the serving line and prior to the Point of Service, all of the food items that constitute a reimbursable meal at breakfast (as well as lunch). This is intended to assist students in selecting the meal components that comprise the reimbursable meal and in the appropriate quantities.

ODE, OCN encourages SFAs to use the information in Expanding Your School Breakfast Program, the SBP Toolkit http://www.fns.usda.gov/sbp/toolkit as a resource for outreach and expansion activities. Additional information regarding breakfast can also be found on the ODE website http://www.education.ohio.gov search school breakfast. Please contact your School Meal Programs Regional Consultant if you have any other questions regarding school breakfast.

STELLAR AWARD WILL NOT BE AVAILABLE THIS SCHOOL YEAR

Due to the multitude of changes occurring in the school meal programs, the Stellar Award program will not be available this school year. SFAs are highly encouraged to apply for the Healthier US School Challenge award program. Information about the HUSSC and application materials may be found at http://www.fns.usda.gov/tn/HealthierUS/index.html

FALL MANAGEMENT CONFERENCE

The 2013 National School Lunch Program Fall Management Conference registration is now open in CRRS! The conference will be held October 22 and 23, 2013 at Quest Conference Center in Columbus, Ohio. Three preconference sessions are scheduled for October 21, 2013. You will need to register for those separately.

There is no registration fee for the conference or preconference. Due to state budget cuts, no meals or beverage service will be provided at the conference or preconference so please plan accordingly. A listing of nearby eateries will be provided at the preconference and conference sessions. You may bring food and beverages into the meeting rooms. All sessions are eligible for continuing education credits/units.

To register, go to the CRRS log in screen (the screen where a user types in their user name and password). Instead of logging into CRRS, click on "Click here to register for training" directly below the user name and password entry prompts. On the next screen, type in your CRRS user name and password in the prompts on the left side of the screen and click Continue. A list of the available webinars and trainings will appear. If you need to change or cancel your registration, you will need your confirmation number and last name. Please contact your School Meal Programs Regional Consultant if you have any questions.

Room temperatures fluctuate often so be sure to bring a jacket or sweater!

At this time we have the following lodging available at discounted rates. At these sites, reservations are on a first-come, first-served basis. Please mention Ohio Department of Education, ODE when making reservations. Deadline at locations is September 20.

Cambria Suites, 9100 Lyra Drive, Columbus 43240, 614/841-9100, Oct 21-23, 25/25, $149 plus tax.

Four Points by Sheraton, 8505 Pulsar Place, Columbus, Ohio, 43240, 614/844-5888 - 10 rooms on Sunday, and 50 rooms on Monday and Tuesday at $109.00 rate plus tax.

Sheraton Suites, 201 Hutchinson Avenue, Columbus, OH 43235, 614/436-0004 - 30 rooms Monday and Tuesday at $105.00 rate plus tax.

NATIONAL SCHOOL LUNCH WEEK: OCTOBER 14-18, 2013

The theme of the week: "School Lunch Across the USA" will include events and activities that promote the benefits of healthy school lunches. It will also celebrate the flavors, ingredients, and culture of various regions of the USA. For additional information go to: http://www.schoolnutrition.org/Level2_NSLW2013.aspx?id=18468

USDA CIVIL RIGHTS REQUIREMENT UPDATES

Please note, the USDA nondiscrimination statement must appear on all school meal programs communications that an SFA makes available to the public. This includes the student meal application and letters to the parents, any student menus that are made available to the public, and any SFA websites of which school meal program information is available. For websites, it is not required that the nondiscrimination statement be included on every page of the program information website. At the minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information. Please note that the non-discrimination statement has recently changed. SFAs must update all of their materials accordingly. The nondiscrimination statement is as follows:

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, in print size no smaller than the text:

"USDA is an equal opportunity provider and employer."

A nondiscrimination statement is not required to be printed on items such as cups, buttons, magnets, and pens that identify the program, when the size or configuration makes it impractical. Contact your School Meal Programs Regional Consultant if you have additional questions

HAVE A SCHOOL MEAL PROGRAM QUESTION? HERE ARE LINKS TO YOUR ANSWERS!

Below are your telephone resource numbers to receive answers to your school meal program related questions:

1. General school meal program related questions: Call ODE at 1-800-808-6325 and request to speak to the ODE, OCN school meal program regional consultant on phone duty.

2. 6 cent certification process questions: Call 1-855-749-2368 (1-855-SIX-CENT) or email 6cents@theritebite.com. ODE, OCN has partnered with a company, Rite Bite, to provide technical assistance with the 6 cent certification process.

3. Commodity program questions: Call ODE at 1-855-338-2666 and request to speak to Ed Doklovic or Oji Ohajuruka or email commodityfoods@education.ohio.gov.

4. CRRS or Claims Related questions: Call ODE at 1-800-808-6325 and request to speak to Diane Cordle, Paula Wolf or Cliff Noble.

5. Fresh Fruit and Vegetable Snack Program or Team Nutrition: Call ODE at 1-800-808-6325 and request to speak to Susan Patton.

NSLP CONSULTANT CHANGES

ODE, OCN would like to introduce two new NSLP consultants, Jackie Sharpe and Dawn Jackson:

Jackie Sharpe - comes to the Office for Child Nutrition from the ODE, Office of Family and Community Support, where she facilitated aspects of a Center for Disease Control and Prevention's Coordinated School Health Program grant. Along with her colleagues from the Ohio Department of Health, she provided technical assistance to schools as they integrated nonacademic strategies into the school improvement process. At the table were school nutrition folks amongst a number of other school and community stakeholders. Jackie is excited about working directly with schools to positively impact school nutrition services; because her belief is healthier students make better learners.

Dawn Jackson – Dawn Jackson holds a B.S. in Health Education as well as a Master's degree in Public Health. Dawn has nearly 20 years of health education experience in a variety of settings that include the classroom and the community. She has taught both at the high school and collegiate levels. Dawn has been involved in developing health curricula and assessment tools as well as having contributed manuscripts for a Meeks/Heit Health&Wellness textbook. She has spent her entire professional career promoting the health and well-being of others.

Sandy Hood, consultant for the Residential Child Care Institutions (RCCIs) retired in June 2013. Diane Schneider has assumed the position of Consultant for the RCCIs. Diane's contact information is listed in the following table.

ODE, OCN SCHOOL MEAL PROGRAMS REGIONAL CONSULTANTS:
Listed below are the 2013-2014 ODE School Meal Program Regional Consultants and the Counties they service:

1. **Vickie Bobbitt** – (614) 728-7756, Vickie.Bobbitt@education.ohio.gov. Vickie serves Clark, Fayette, Greene, Madison, Montgomery, and Preble Counties.

2. **Misty Davis** – (614) 644-9340, Misty.Davis@education.ohio.gov. Misty serves Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Jefferson, Monroe, Morgan, Muskingum, Noble, Tuscarawas, and Washington Counties.

3. **Mary Ann Delagrange** – (888) 332-8656, Mary.Delagrange@education.ohio.gov. Mary Ann shares Cuyahoga County with Dawn Jackson and serves Geauga and Lake Counties.

4. **Adrienne Durrett** – (614) 466-9523, Adrienne.Durrett@education.ohio.gov. Adrienne serves Champaign, Crawford, Delaware, Hancock, Hardin, Huron, Logan, Marion, Morrow, Richland, Sandusky, Seneca, Union, and Wyandot Counties.

5. **Dawn Jackson –** (614) 466-9271, Dawn.Jackson@education.ohio.gov. Dawn shares Cuyahoga County with Mary Ann Delagrange and serves Lorain and Summit Counties.

6. **Carol Marples** – (614) 745-7747, Carol.Marples@education.ohio.gov. Carol shares Hamilton County with Liz Solomon and serves Adams, Brown, Butler, Clinton, Clermont, Gallia, Highland, Jackson, Lawrence, Scioto and Warren Counties

7. **Cheryl Ommert** – (614) 466-9262, Cheryl.Ommert@education.ohio.gov. Cheryl serves Ashtabula, Mahoning, Portage, and Trumbull Counties.

8. **Jackie Sharpe** – (614) 387-2241, Jacqueline.Sharpe@education.ohio.gov. Jackie serves Erie, Fulton, Henry, Lucas, Ottawa, Williams and Wood Counties.

9. **Diane Schneider** – (614) 995-5442, Diane.Schneider@education.ohio.gov. Diane serves all Residential Child Care institutions (RCCIs) in Ohio.

10. **Lisa Shepherd -** (614) 466-1878, Lisa.Shepherd@education.ohio.gov. Lisa serves Allen, Auglaize, Darke, Defiance, Mercer, Miami, Paulding, Putnam, Shelby, and Van Wert Counties.

11. **Liz Solomon** - (614) 466–9273, Liz.Solomon@education.ohio.gov. Liz shares Hamilton County with Carol Marples.

12. **Sandra Spann** – (614) 728-8095, Sandra.Spann@education.ohio.gov. Sandra serves Ashland, Fairfield, Holmes, Knox, Licking, Medina, Stark and Wayne Counties.

13. **Sarina Wilks** – (614) 995-3866, Sarina.Wilks@education.ohio.gov. Sarina serves Athens, Franklin, Hocking, Meigs, Perry, Pickaway, Pike, Ross, and Vinton Counties.

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 2014 is 7/1/2013-6/30/2014)

CRE=On-Site review conducted periodically by OCN Regional Consultants

Resources, Ohio Department of Education (www.education.ohio.gov), School Nutrition Association (www.SchoolNutrition.org), USDA Food and Nutrition (www.fns.usda.gov), Ohio School Nutrition Association (www.snaohio.org)

Date	Event	Local Education Agency (LEA) action required
New Regulation!	6 Cent Certification Worksheets	Register for the 6 Cent Certification Training class, complete the worksheets and submit via CRRS to receive an extra 6 cents per reimbursable lunch that meets the New 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 by the 45th 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	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 (Create SAFE account to self-register)*
Annually	Breakfast Program Outreach to Families	Schools that offer the School Breakfast Program must send information to families notifying them of the breakfast program. This must be completed at the beginning of the school year.
Beginning of Program Year (July 1)		
July	CRRS New Program-Year Application	Submit the new program-year application in CRRS by October 14. *www.education.ohio.gov Search CRRS*
	Direct Certification	Complete Direct Cert process in CRRS. Format enrollment roster to "tab-delimited" format and upload to 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 on ODE/OCN website. 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 *Eligibility Manual for School Meals, August 2013 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	This year the Conference will be October 22-23rd with preconference sessions on October 21. Registration link is on the CRRS login page: https://oh.cnpcares.com/Splash.asp
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 Information Packet" or call your Regional Consultant for more information. 800-808-6325 *www.education.ohio.gov Search School Meals, Documents and Forms*
October 14	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 CRRS*
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. *Eligibility Manual for School Meals, Manual at www.education.ohio.gov Search in School Meals.*
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. *Eligibility Manual for School Meals at www.education.ohio.gov Search in School Meals*
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 CRRS*
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 School Meals, Documents and Forms.*
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.
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 CRRS*
	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 CRRS*
June	**End of Program Year (June 30)**	