

## Office of Nutrition (OON)

### 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 2023 is 7/1/2022-6/30/2023)*

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

Date	Event	Local Education Agency (LEA) action required
<b>New Sponsors</b>	7 Cent Certification Worksheets	New Sponsors must complete the worksheets and submit via CRRS to receive an extra 7 cents per reimbursable lunch that meets the School Lunch Meal Pattern. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search Meal Training
<b>Monthly</b>	Monthly Claims for Reimbursement are due	Submit monthly claim on-line in CRRS no later than the 45 <sup>th</sup> day after the end of each claiming month. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> 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. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search CRRS
	Basic Training classes	Mandatory for New Sponsors; Optional for current Sponsors. Training course that reviews the requirements of the National School Lunch, School Breakfast and After-School Care Snack Programs. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search Basic Training
<b>Annually</b>	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: <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search School Breakfast.
	Civil Rights Training	All persons involved with School Meal Programs must complete Civil Rights training annually. Document attendance. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search Civil Rights
	HACCP	Annually, modify (as necessary) and train/retrain staff on school's Hazard Analysis and Critical Control Points Plan.
<b>Beginning of Program Year (July 1)</b>		
<b>July</b>	CRRS New Program-Year Application	Submit the new program-year application in CRRS by October 15. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> 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/OON website. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> 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. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> 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, July 2018</i> at <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search in School Meals.
	Healthy Start, Healthy Families	Prototype published annually on the ODE/OON website. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> 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 OON Summer Regional Workshops (held yearly in July and August). Call 800-808-6325 for more information. Self-register in CRRS.

<b>First 4 weeks of Operation</b>	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: <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search School Meals, Documents and Forms
<b>September and/or October</b>	Administrative Review (AR) Workshops	Program Specialists conduct a Pre-AR review workshop for all schools that will receive their five-year cycle review. Contact your Program Specialist for more information. 800-808-6325
<b>October 1</b>	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 <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search School Meals, Documents and Forms
<b>October 15</b>	Current Program-Year CRRS Application approval deadline	LEAs must obtain an approved Application in CRRS. Applications are approved by OON Consultants. All applications must be submitted, error-free, by the LEA, for approval. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search CRRS
<b>30<sup>th</sup> School Operating Day</b>	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 <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search in School Meals.</i>
<b>31<sup>st</sup> Operating Day</b>	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 <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> School Meals</i>
<b>November 15</b>	Verification deadline	The Verification Process must be completed in each LEA (this is <b>not</b> 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/OON before they are published and signed, respectively. This process may take several months to complete. Start early!
<b>January 14</b>	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. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search CRRS
<b>February</b>	Summer Food Service Program (SFSP) training	Register with the ODE OON office to attend a SFSP training session for either New or Existing Sponsors
<b>February 1</b>	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 <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search School Meals, Documents and Forms.
<b>March</b>	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.
<b>April 1 – August 31</b>	Community Eligibility Provision (CEP)	All CEP applications must be submitted to OON to be considered for the next school year. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search Community Eligibility
<b>Annually</b>	Summer Food Service Program (SFSP) Outreach	Near the end of each school year, school must access the OON’s Ohio map of SFSPs and notify households of programs in the area.
<b>May</b>	Next Program-Year application is published in CRRS	Next Program-Year Application is available in CRRS. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> 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. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search CRRS

<b>June</b>	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. <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> Search Reauthorization 2015
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**Resources**

Ohio Department of Education ([www.education.ohio.gov](http://www.education.ohio.gov))  
 School Nutrition Association ([www.SchoolNutrition.org](http://www.SchoolNutrition.org))  
 Ohio School Nutrition Association ([www.snaohio.org](http://www.snaohio.org))

USDA Food and Nutrition ([www.fns.usda.gov](http://www.fns.usda.gov))