

Posted: 06/03/2016

To: School Food Authorities

Subject: SFS-16-x103 SFS Important Due Dates for School Year 2016-2017

The School Food Service CNP important due dates for school year 2016-2017 (fiscal year 2017) is available on the CNP website under resources (Important dates for School Year 2016-2017).

Refer to the CNP website for further information (<http://cnp.doe.louisiana.gov>). You must have Adobe Acrobat to open pdf files. Adobe may be downloaded FREE from the Following address: <http://www.adobe.com/products/acrobat/readstep2/html>.

NSLP, SBP, SMP, AND SFSP IMPORTANT DUE DATES SY 2016-2017

DAY OF MONTH	TASK TO BE COMPLETED
JULY 2016	Direct Certification Report -For further information contact your SIS coordinator
10	June Claim for Reimbursement Due (submitted online - Child Nutrition Program (CNP) website - http://cnp.doe.louisiana.gov)
	Ongoing Summer Food Service Program (SFSP) Reviews
AUGUST 2016	10 July Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov)
19	Off-Site Package Due for RCCIs (for scheduled Administrative Reviews) National School Lunch Program (NSLP)/School Breakfast Program (SBP) Online Applications Due (all Public Profile of Educational Personnel (PEP) data must be submitted prior to application due date) submitted online - http://cnp.doe.louisiana.gov
31	Deadline for Community Eligibility Provision (CEP) election for SY 16-17
	Reminder: Report Site Health Inspections conducted in July in CNP Website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Reminder: Report July Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Ongoing SFSP Reviews
SEPTEMBER 2016	10 August Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov)
12	Off-Site Package Due (for scheduled Administrative Reviews)
	Reminder: Report Site Health Inspections conducted in August in CNP website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Reminder: Report August Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	NSLP and SBP Administrative Monitoring Reviews begin

NSLP, SBP, SMP, AND SFSP IMPORTANT DUE DATES SY 2016-2017

DAY OF MONTH	TASK TO BE COMPLETED
OCTOBER 2016	Direct Certification Report -For further information contact your SIS coordinator
	1 Begin Verification Process (selection of sample size)
	10 September Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov)
	31 Determine the number of free and reduced price eligible students as of Oct. 31 for verification. Record this information on the Verification Summary form on the CNP website. The CNP Web address is http://cnp.doe.louisiana.gov Submission of student enrollment file to be uploaded to LDOE FTP site for DC matches (NON-PUBLIC SYSTEMS ONLY)
	Reminder: Report Site Health Inspections conducted in September in CNP website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Reminder: Report September Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Ongoing NSLP Administrative Monitoring Reviews
	Direct Certification Report -For further information contact your SIS coordinator
NOVEMBER 2016	10 October Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov)
	15 Verification Process Ends . Enter information on Verification Summary form in the CNP website at http://cnp.doe.louisiana.gov . <u>ALL</u> SFAs are responsible for completing all applicable portions of the verification summary form Special Provision Match (CEP schools ONLY) Data Due (Data as of October 31)
	Reminder: Report Site Health Inspections conducted in October in CNP website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Reminder: Report October Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Ongoing NSLP Administrative Monitoring Reviews

NSLP, SBP, SMP, AND SFSP IMPORTANT DUE DATES SY 2016-2017

DAY OF MONTH	TASK TO BE COMPLETED
DECEMBER 2016	10 November Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov)
	Reminder: Report Site Health Inspections conducted in November in CNP Website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Reminder: Report November Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Ongoing NSLP Administrative Monitoring Reviews
JANUARY 2017	10 December Claim for Reimbursement Due (submitted online - CNP website - http://cnp.doe.louisiana.gov)
	Online Verification Summary Due with Submission of December claim (Required for ALL SFAs, even those that were not required to perform the verification process)
	Reminder: Report Site Health Inspections conducted in December in CNP Website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Reminder: Report December Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
FEBRUARY 2017	Direct Certification Report -For further information contact your SIS coordinator
	1 SFA On-Site Monitoring to be complete
	5 Submission of student enrollment file to be uploaded to LDOE FTP site for DC matches (NON-PUBLIC SYSTEMS ONLY)
	10 January Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov)
	Reminder: Report Site Health Inspections conducted in January in CNP Website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
Reminder: Report January Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual	
Ongoing NSLP Administrative Monitoring Reviews	

NSLP, SBP, SMP, AND SFSP IMPORTANT DUE DATES SY 2016-2017

DAY OF MONTH	TASK TO BE COMPLETED
MARCH 2017	10 February Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov) <i>Prior to submitting February claim, reminder will appear asking user if there are any current year health inspections that need reporting in the CNP website. User must provide a response</i>
	31 Submission of student enrollment file to be uploaded to LDOE FTP site for DC matches (NON-PUBLIC SYSTEMS ONLY)
	Reminder: Report Site Health Inspections conducted in February in CNP Website To access the Site Health Inspection link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Site Health Inspection link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Reminder: Report February Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
	Ongoing NSLP Administrative Monitoring Reviews
APRIL 2017	Direct Certification Report -For further information contact your SIS coordinator
	10 March Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov) <i>Prior to submitting March claim, reminder will appear asking user if there are any current year health inspections that need reporting in the CNP website. User must provide a response</i>
	15 SFSP Application Due for new sponsors (online)
	Community Eligibility Provision School Data as of April 1 (enrollment and identified students) Due- Required for ALL SFAs except RCCIs
	Reminder: Report March Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
Ongoing NSLP Administrative Monitoring Reviews	

NSLP, SBP, SMP, AND SFSP IMPORTANT DUE DATES SY 2016-2017

DAY OF MONTH		TASK TO BE COMPLETED
MAY 2017	15	Special Milk Program (SMP) Agreements/Applications Due
	30	Fresh Fruit and Vegetable Program (FFVP) Applications Due (online)
		Reminder: Report April Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
		Ongoing NSLP Administrative Monitoring Reviews
JUNE 2017	10	May Claim for Reimbursement Due (submitted online - CNP Website - http://cnp.doe.louisiana.gov) Update Health Inspection data if additional inspections were conducted in May at any participating site
	30	Health inspection report due to: Division of Nutrition Support (data reported online via CNP Website [under School Food Service --> Site Health Inspections link]) Deadline for Community Eligibility Provision (CEP) election for SY 17-18
		Reminder: Report May Meal Denials in CNP website (if applicable) To access the Meal Denial link: 1. Click the green School Food Service tab in the upper right hand corner 2. Click the Meal Denial link located in the green area on the left side of the screen Additional instructions can be found on the CNP Website under SFS Resources --> Louisiana's Child Nutrition Program (CNP) Website --> School Food Service Online Forms and Claim for Reimbursement Manual
		Summer Food Service Program (SFSP) Reviews begin