School Nutrition

Important Dates

**School Nutrition Program Compliance (Reports, Reviews, etc)**

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| **DATE** | **DESCRIPTION** | **SUBJECT AREA** |
| *\* Anytime a deadline falls on a weekend or a holiday the actual deadline moves to the next business day.* |
| **September 30** | Food Safety Inspection Due | Food Safety |
| **October 3** | Financial Form (FC1-A) for July 1 thru June 30 (Annual Report) | Financial Forms |
| **October 1** | Verification Process Begins – Select Verification Sample | Verification |
| **November 1** | Self-Assessment Due for Charters and NonPublics (Filed in SFA) | Self-Assessment |
| **November 15** | Civil Rights Checklist completion and on file at SFA | Civil Rights |
| **November 15** | 1st Quarterly Financial Analysis Worksheet Due - *Traditional Public SFAs only* | Financial Analysis |
| **November 15** | Verification Process Ends (Deadline for completing the process) | Verification |
| **November 16***(or next business day)* | Verification Reporting Period Begins | Verification |
| **December 15** | Deadline to complete Civil Rights Compliance Worksheets (SFAs) | Civil Rights |
| **December 15** | Annual Nutrient Analysis Report for October Menus Due (Exception: SFAs with AR prior to Dec. 31st) | Nutrient Analysis |
| **December 15** | Verification Summary Report Due | Verification |
| **February 1** | On-site Reviews Due(Traditional Public Schools and RCCIs) | On-Site Reviews |
| **February 15** | Deadline to submit Second Review of Applications report (form FNS-874) (LEAs) | F&R Applications |
| **March 1** | Financial Form (FC-1A) for July 1 thru December 30 *(Semi-Annual Report)* | Financial Form |
| **April/May** | Online Agreement Renewal (Begin Process) | Agreement |
| **April 1** | Charter/Non-Public Self-Assessment Completed (File in SFA) | Self-Assessment |
| **May 15** | 3rd Quarterly Financial Analysis Worksheet Due – (*Traditional Public School SFAs only)* | Financial Analysis |
| **June***(Specific date TBA each year via SN Update)* | Deadline for completion of Agreement Renewal Process Deadline (Online and Paper)*(Note: Retroactive payments are prohibited for meals served prior to approval of the Annual Agreement)* | Agreement |
| **\*Each Month – By The 10th***(On or Before)* | Claim for Reimbursement Due (NSLP, SBP, ASSP) | Claim for Reimbursement |
| **\*Each Month – By the 15th***(On or Before)* | Fresh Fruit & Vegetable Program Reimbursement Claims Due | Fresh Fruit & Vegetable Program |
| **Last Workday of Each Month** | SN Technology System End of Month Report Run*(System is temporarily unavailable to users during this time.)* | SN Technology System |

**Conferences & Meetings**

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| --- | --- |
| **DATE** | **DESCRIPTION** |
| **Typically, each June** | SNA-NC Annual Conference |
| **Typically, each July** | SNA Annual Conference |
| **October (typically 4th Week)** | Annual Conference for School Nutrition Administrators |
| **December/January Annually** | Industry Seminar – SNA |
| **January – Biennial** | Industry Seminar – SNA-NC |
| **Late February/Early March** | Legislative Action Conference (LAC) (SNA Sponsored Event) |
| **Spring (April)** | Annual Virtual SN Conference |

**Calendar Observances**

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| --- | --- |
| **DATE** | **DESCRIPTION** |
| **March – 1st Week** | National School Breakfast Week |
| **March** | National Nutrition Month |
| **May (First Full Week)** | National School Nutrition Employee Appreciation Week |
| **October – 2nd Week** | National School Lunch Week |

**Miscellaneous**

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| **DATE** | **DESCRIPTION** |
| **Spring** | Income Eligibility Guidelines Released (Date contingent upon release by USDA) |
| **July** | Reimbursement Rates Released (Date contingent upon release by USDA) |