

School Nutrition Program (SNP) Annual Checklist

(Quarter 4 - April, May, June)



The current school year is coming to an end. Plans can be made to end the school year confidently and create new goals for the upcoming school year! Remind your team what a huge impact they have on the students in your district and what an important role they play in keeping kids healthy and ready to learn!

Meal Service Models:

* Meal Service Models include breakfast and/or lunch in the classroom, Grab n' Go carts in the hallways, second chance breakfast, and any other alternative meal service outside the typical cafeteria.

- What went well this year during meal service? Where can improvements be made? Ask your team if they have any suggestions or interesting ideas to put into practice next year. The final few months of school is a great time to visit each building again to assess current meal service models and layout.
- Consider Community Eligibility Provision, Universal Free Breakfast, and/or the Elimination of the Reduced-Price Meal Charge for the upcoming school year.

Training Videos:

- [Meal Charge Policy Minimum Requirements, Best Practices, and Resources](#)
- [Standardized Recipes](#)
- [10 Cents a Meal for Michigan's Kids and Farms](#)
- [USDA Foods: Core Competency Training](#)
- [Procurement 101](#)
- [Community Eligibility Provision \(CEP\)](#)
- [SFSP: Sponsor Training](#) (In-person training)
- [Chef Jenn Culinary Training Videos](#) (worth a look to find a few videos to use for Professional Standards training hours for your kitchen staff)

Tips and Tricks:

- Sign up for the [Child Nutrition News](#) to receive up-to-date information about everything Child Nutrition in Michigan. Past communications can be found here: [Child Nutrition News past issues](#)
- Do you know the value of what you have in your storerooms or in your coolers? Do you know how much inventory you expect to have after you produce your weekly menus? Consider setting up a system for each building to manage the kitchen inventory.
- Pulling the Direct Certification Report for student matching is required 3x a year for Traditional claiming buildings and 1x a year for CEP buildings. MDE recommends pulling the report and matching students every time the list is refreshed (monthly at a minimum)
- Remember to keep all program documentation for 3 years plus the current year and until your next Program Reviews

Resources:

[Center for Best Practices - No Kid Hungry](#)
[Michigan School Nutrition](#)

Questions? Need additional support?

Reach out to bestpractices@strength.org to get in touch.

Don't forget to share this resource with a friend or co-worker!



April

Action Items

- Complete any remaining Professional Standards training for staff - remember to keep all agendas, sign-in sheets, online certificates, and any other training documentation
- Host at least one Wellness Committee meeting before the end of the school year to review and update the Local School Wellness Policy. Remember, the Triennial Assessment for your Local Wellness Policy must be completed by June 30, 2023 unless already completed in a previous year.
- Submit the March claim for reimbursement
- [Submit Nonpublic School Student Roster](#) report in MSDS (if applicable) to ensure all students attending nonpublic schools are included in the Direct Certification list for matching
- [Early Childhood End of Program Collection Opens](#)

Upcoming

- Consider Summer Food Service Program (SFSP) participation and meal site locations. All Sponsors are **required** to attend a SFSP Sponsor training if planning to participate, even if your last Sponsor training was within the last three years.
- Prepare to take the updates and changes for the Local School Wellness Policy to the May School Board Meeting
- Are you thinking about participating in the Community Eligibility Provision (CEP)? You must elect CEP by June 30 each year. If participating in CEP, student data from April 1 is used to determine the Identified Student Percentage (ISP) which determines the free and paid claiming percentages.
- Prepare for School Lunch Hero Day (May 5, 2023)

Ongoing

- [Pull Direct Certification Report for student match](#)
- Production records (daily) - Daily records of meal production and meal service for each meal program (production plans, standardized recipes, Child Nutrition labels or production specifications)
- Reimbursement claim edit checks (daily, and every month prior to claim submission)
- Complete a monthly kitchen inventory including the pantry, coolers, and freezers to help with program food costs and menu planning each month
- Update and organize your Expense folder to keep on top of all SNP expenses



May

Action Items

- Verify that the most recent Local Wellness Policy and all related documentation (Local Wellness Policy and Triennial Assessment) is publicly posted (Food Service website is a great location)
- Finalize Summer Food Service Program (SFSP) participation and meal service locations
- Complete the Summer Food Service Program (SFSP) portion of the CNP Coordinated Application - You cannot claim meals in SFSP until the application is approved by MDE (keep this in mind as you plan your SFSP program)
- Promote Summer Food Service Programs (SFSP) and site locations in your area (required at least once) even if your district is not participating
- If participating in SFSP, complete the mandatory training for Sponsors
- Submit the April claim for reimbursement
- Settle outstanding unpaid meal charges and maintain documentation of payment from non federal sources for bad debt
- [End Of Year General Collection Opens](#)
- Celebrate School Lunch Hero Day (May 5, 2023)
- Bring the completed Local Wellness Policy Triennial Assessment to the school board to be approved by June 30, 2023
- Begin working on your Child Nutrition Programs Coordinated Application - Applications must be approved before any claims will be made available

Upcoming

- Update Meal Charge Policy (refer to the above training for tips and best practices)
- Update [Paid Lunch Equity \(PLE\)](#) tool to determine meal prices for the upcoming school year - If a sponsor has a negative balance, they must complete the PLE tool and increase the price of paid lunches based on the tools outcome
- Are you thinking about participating in the Community Eligibility Provision (CEP)? You must elect CEP by June 30 each year.

Ongoing

- [Pull Direct Certification Report for student match](#)
- Production records (daily) - Daily records of meal production and meal service for each meal program (production plans, standardized recipes, Child Nutrition labels or production specifications)
- Reimbursement claim edit checks (daily, and every month prior to claim submission)
- Complete a monthly kitchen inventory including the pantry, coolers, and freezers to help with program food costs and menu planning each month
- Update and organize your Expense folder to keep on top of all SNP expenses



June

Action Items

- Are you thinking about participating in the Community Eligibility Provision (CEP)? You must elect CEP by June 30 each year.
- Promote Summer Food Service Programs (SFSP) and site locations in your area (required at least once) even if your district is not participating
- Begin SFSP meal service - meal service may begin once the school year has ended (SFSP may not overlap with the School Meals Program (NSLP, SBP, Afterschool Snack))
- Complete Professional Standards training log/spreadsheet (make sure you have copies of all meeting agendas including date, time, and signature of attendees and/or lists of completed required trainings)
- Submit the May claim for reimbursement
- Complete [Paid Lunch Equity \(PLE\)](#) tool to calculate any necessary increase in paid lunch prices
- Settle outstanding unpaid meal charges and maintain documentation of payment from non federal sources for bad debt
- Assess revenue from program and non-program foods
- [NonPublic School Student Roster Collection Opens \(June\)](#)
- [End Of Year General Submission Certification Deadline](#)
- [Student Record Maintenance Collection Closes](#)
- Meet with your Wellness Committee to finalize the Local Wellness Policy Triennial Assessment by June 30, 2023
- Continue working on your Child Nutrition Programs Coordinated Application - Applications must be approved before any claims will be made available

Upcoming

- Review adult meal prices. Should you increase adult meal prices? Do you want to advertise adult meals for teachers and building administration to help support the School Meals program for the upcoming school year? Now is a great time to plan ahead.
- Consider participating in the [Afterschool Snack Program](#) in buildings that meet the eligibility requirements
- Does your district qualify for [10 Cents a Meal](#)? Now is a great time to research the program and consider applying

Ongoing

- Production records (daily) - Daily records of meal production and meal service for each meal program (production plans, standardized recipes, Child Nutrition labels or production specifications)
- Reimbursement claim edit checks (daily, and every month prior to claim submission)
- Complete a monthly kitchen inventory including the pantry, coolers, and freezers to help with program food costs and menu planning each month
- Update and organize your expense folder to keep on top of all SNP expenses