



School Nutrition Program (SNP) Annual Checklist

(Quarter 1 - July, August, September)



Back to School is here! Students will be returning to school ready to learn and the most important part of their day is the availability of healthy, nutritious school meals. The following checklists can be used as a preparation tool to start off the school year on the right track!

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.

- Consider how meals were served last school year - Does anything need to change? Have teachers/parents/students requested anything that should be addressed? [Is there a better way to layout the meal service lines/POS/locations/times for increased participation?](#)
- Consider any [equipment needed](#) to improve meal service for the upcoming school year.
- Consider Meal Service layout - ex. Fruit/Vegetable Bar at the beginning of the line (adds colorful foods to the plate/tray first).

Training Videos:

- [New Director Quick Start Guide](#) (great refresher training for all)
- [School Meals Application - Processing](#)
- [Civil Rights](#)
- [Food Safety](#)
- [Offer vs. Serve](#)
- [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:

- No Kid Hungry has created Toolkits for both Traditional claiming and Community Eligibility Provision (CEP) programs to help increase the rate of return of [Education and Nutrition Benefits Applications](#) and/or [Education Benefits Forms](#).
- 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, the more students who match through Direct Certification, the fewer applications/forms to collect.
- Remember to keep all program documentation for 3 years plus the current year and until your next Program Review.

Resources:

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

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!



July

Action Items

- Read and update the District's Meal Charge Policy - Review [Meal Charge Policy Minimum Requirements, Best Practices, and Resources](#) training module for great tips and resources.
- Check that all system access (MiLogin, NexSys, MiND 2.0, CMS, etc.) is set up correctly for anyone required to submit Child Nutrition applications, claims, and reports. If you need to reference any help documents, check out the following link: [Child Nutrition Program Help Documents](#).
- Traditional student benefits (free, reduced-price, paid) vs. Community Eligibility Provision (CEP) - Education and Nutrition Benefits Applications or Education Benefits Forms (EBFs) - you may begin distributing and processing applications and/or EBFs after July 1.
- Make sure all letters to households are ready - Approval/Denial for School Meals Applications, Direct Certification for Free and Reduced Eligibility, CEP notification of free meals and collection of Education Benefits Forms.
- If you are providing school meals to an Alternate Agreement school, make sure the agreement is signed and all necessary documentation is collected (Education and Nutrition Benefits Applications, Education Benefits Forms, Enrollment list for MSDS).
- Begin working on your Child Nutrition Programs Coordinated Application - Applications must be approved before any claims will be made available.
- Do you need a July claim for the SNP? You must have an approved application to claim meals.
- Submit the June claim for reimbursement (SNP and/or SFSP, if applicable).
- Update adult meal prices (remember to communicate any changes) - consider advertising adult meals for teachers and school administration to help increase program revenue.
- Ensure the Director & at least one person at each site is a Certified Food Safety Manager.
- Print & post temperature & sanitizer logs.
- And Justice For All Posters - All posters must be 11" x 17" and posted at/near meal service locations.
- Review the [Supplemental Nutrition Eligibility Overview](#) prior to the beginning of the school year to understand the importance of reporting student eligibility throughout the year.
- Determine your USDA Foods consortia - see the [USDA Foods and Consortia Facts](#) for useful tips.
- Update the Point of Service (POS) system with the new Reimbursement Rates for the upcoming school year and make sure POS is ready for updated student benefits (Benefit Issuance).
- Update student meal prices (if applicable) - they must comply with [PLE guidelines](#).
- Create an Expense folder to keep all School Nutrition Program expenses in one spot.

Upcoming

- Every year Michigan updates the meal counts and reimbursement amounts for [School Lunch, Breakfast, and Afterschool Snack in Michigan](#). Review this document and share as appropriate with anyone who may have questions about the reach of the different programs

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



August

Action Items

- Track annual Professional Standards training hours - set up tracking tool, spreadsheet, or folder for easy tracking throughout the year - remember to keep all agendas, sign-in sheets, online certificates, and any other training documentation.
- Be sure your 30-operating day carryover is accurate in your POS.
- Welcome Back email for District employees and Households with Food Service contact information and meal service details (CEP, Breakfast and/or Lunch in the Classroom, Meal service times, etc.).
- Review & update policies & procedures (including Meal Charge Policy, Local Wellness Policy, HACCP Food Safety Plan, Meal Count Procedures, Special Dietary Needs Procedures).
- Check the Food Service website and update as needed (posted Local Wellness Policy and Meal Charge Policy, posted meal service times and meal service models, contact information, and links to applications and electronic POS system, etc.). Remember to include the Non-Discrimination Statement on the food service website.
- Continue processing Education and Nutrition Benefits Applications and/or Education Benefits Forms.
- Continue working on your Child Nutrition Programs Coordinated Application - Applications must be approved before any claims will be made available.
- Host a Back-to-School Training for all food service team members.
- Notify directly certified households (MDE has a [template letter](#) available for both Free and Reduced-Price eligibility).
- Remember to notify households about the availability of School Breakfast (must include time, cost, and location of meal service). School Breakfast outreach must be conducted 3x a year.
- Train staff on the proper use of Production Records (remember, these should be used as a tool for forecasting, ordering, and determining student preference - especially when trying new menu items).
- Meal Service signage, including Offer vs Serve signage is required for meal service and should include what constitutes a reimbursable meal. Offer vs Serve signage must include "Students must select at least ½ cup of fruit and/or vegetable".
- Collect any Special Dietary Needs forms (connect with households to verify current forms).
- Communicate adult meal prices at each building for teachers and building administration.
- Submit the July claim for reimbursement (SNP and/or SFSP, if applicable).
- Update Benefit Issuance list (student benefits) as applications are submitted and processed.
- Make sure to communicate the Meal Charge Policy to households, if applicable.
- [Early Childhood End of Program Collection Certification Deadline](#)

Upcoming

- Meet with school Administration, principles, teachers, and para pros to discuss the upcoming year and Food Service's role and responsibilities.
- Breakfast Outreach flier posted (must conduct Breakfast Outreach at least three times a year - outreach must include location, time and cost of breakfast and should be specific for each building).

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.



September

Action Items

- Continue working on your Child Nutrition Programs Coordinated Application - Applications must be approved before any claims will be made available.
- Complete the first Afterschool Snack monitoring form per building operating Afterschool Snack (if applicable) - must be complete within the first 4 weeks of the program operation.
- Complete the [Child Nutrition Program Year End Report \(CNP-YER\)](#) (formerly the School Lunch Year End Report (SLYER)) once it's made available (for Non-public Schools and Residential Child Care Institutions (RCCIs)) - due mid-October.
- Schedule the 1st Health Inspection - You are required to request two health inspections each year per building.
- Submit the August claim for reimbursement (SNP and/or SFSP, if applicable).
- Collect any Special Dietary Needs forms (connect with households to verify current forms).
- Continue processing Education and Nutrition Benefits Applications and/or Education Benefits Forms.
- Assess [Smart Snacks in your schools](#). Do you need to complete the Fundraiser tracking log for exemptions? Do you offer a la carte sales in all buildings? Do building administrators and teachers understand Smart Snacks when discussing food fundraisers or food sales during the school day?
- [Early Childhood Fall Collection Opens](#)
- [Fall General Collection Opens](#)
- [Student Record Maintenance Collection Opens](#)
- Have you considered celebrating Hispanic Heritage Month? Here are some great ideas focused on food and profiles of 10 advocates from the Latinx community who are champions of the movement to end hunger and poverty: [Celebrate Hispanic Heritage Month - 25 recipes](#) and [Celebrating Hispanic Heritage Month - FRAC](#).
- You could also consider celebrating Family Health and Fitness Day, World Heart Day, and Fortune Cookie Day.
- Do you have any equipment needs where the [Equipment Assistance Grant](#) would be helpful? Consider applying for the current school year.

Upcoming

- Plan for National School Lunch Week (October).
- Plan for National Farm to School Month (October).
- Begin thinking about Verification if you collected Education and Nutrition Benefits Applications - Verification begins October 1 and must be complete by November 15.
- Make sure Letters for those selected for [Verification](#) are ready.

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