

School Nutrition Program (SNP) Annual Checklist

(Quarter 2 - October, November, December)



A few months in! Now that you are hopefully finding your groove this school year, here are a few ideas to consider, planning to take place in the next few months, and more resources to review.

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.

- Have you considered Breakfast in the Classroom or a Second Chance Breakfast program? Now is the time to think about what classrooms might be interested in or what location could work for a new breakfast cart. Take your time! There is no need to rush into any Meal Service Model. Do what works best for your school buildings and food service program.

Training Videos:

- [Special Dietary Needs Part 1](#) and [Special Dietary Needs Part 2](#)
- [Lunch Meal Pattern Part 1](#) and [Lunch Meal Pattern Part 2](#)
- [Preschool Meal Pattern](#)
- [Child Nutrition \(CN\) Product Labels](#)
- [Breakfast Meal Pattern](#)
- [SNP: Reducing Added Sugars](#)
- [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:

- What do you need to know about [Net Cash Resources, Excess Funds and Equipment purchases](#)? The Fiscal and Administrative Services Team (FAST) can help answer any questions.
- Set up a Food taste test plan to allow students to sample new menu items and reinforce the favorites. The plan could include specific buildings or be district-wide and can help with menu planning throughout the year.
- 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!



October

Action Items

- Verification - Required for all buildings with Traditional claiming (free, reduced, paid) - Use student eligibility list as of October 1 (must be complete by November 15)
 - Determine sample size (October 1 data)
 - Send initial communication to households selected for Verification (follow-up as needed)
- If not already complete, submit the CNP Coordinated Application
- Submit the September claim for reimbursement
- Celebrate National Farm to School Month (October)
- [Prepare for Fall Count Day \(October\)](#)
- Consider having your students participate in Michigan Apple Crunch Day (October)
- Celebrate National School Lunch Week (October)
- Verify 30 operating-day carry over end date and collect any remaining School Meals Applications and Direct Certification student matches where possible
- Complete the [School Meals Report \(FID\)](#)
- October is Health Literacy Month. Maybe consider ways to connect Health Literacy to Nutrition in School Meals for the month of October.
- You could also consider celebrating Indigenous Peoples' Day, World Food Day, and Taco Day along with Halloween.

Upcoming

- The MDE/SNAM Conference takes place in November. Consider attending this event to network with other school nutrition professionals and learn from experts about program promotion and quality
- Holiday breaks are coming up in the next few months. Consider plans for half days, staff vacations, menu plans based on Holiday themes

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
- Now that you have a few months of menu planning complete, remember to complete [Buy American justification forms](#) for any items that come from outside the United States
- Update and organize your Expense folder to keep on top of all SNP expenses



November

Action Items

- Begin monitoring Breakfast and Lunch programs - you must conduct on-site monitoring for all lunch sites and 50% of the breakfast sites at least once per year (must complete by February 1st) - Not required if you only have one school site but highly recommended
 - [SFA level Monitoring Form](#)
 - [NSLP Monitoring Form\(s\) \(all sites\)](#)
 - [SBP Monitoring Form\(s\) \(50% of sites\)](#)
- Submit the October claim for reimbursement
- Complete Verification by November 15
- 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.
- Host a Wellness Committee meeting to discuss the Local School Wellness Policy and address any updates or changes needed. Remember, this policy is not specific to food service. Many other departments should be involved.
- [Fall General Submission Certification Deadline](#)
- [Fall General Collection Recertification Deadline](#)
- [Early Childhood Fall Collection Certification Deadline](#)
- [Early Roster Collection Closes](#)
- Attend the MDE/SNAM Conference (Dates TBD)
- Along with Thanksgiving, American Indian Heritage Month, and Native American Heritage Day, November also includes Eat a Cranberry Day, Cook Something Bold Day and Sandwich Day. Consider celebrating something original this month by trying a new menu item.

Upcoming

- Prepare for the School Food Authority - Verification Collection Report (SFA-VCR). Verification must be complete by November 15 and the SFA-VCR must be complete by February 1.

Ongoing

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- Reimbursement claim edit checks (daily, and every month prior to claim submission)
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- Update and organize your Expense folder to keep on top of all SNP expenses



December

Action Items

- Submit the November claim for reimbursement
- [Early Childhood Spring Collection Opens](#)
- Consider any Holiday celebrations throughout the month to help students get ready for the upcoming break from school
- International Volunteer Day happens in December and could be a great way to celebrate any School Nutrition Program volunteers
- Begin menu planning for the upcoming school year - consider cycle menus for easier planning, ordering, and prep.
- Consider participating in Eat a Red Apple Day in December by providing apples for all students on that day

Upcoming

- Check out the [Michigan Team Nutrition](#) Facebook page and [YouTube channel](#) for School Nutrition Program inspiration
- With a school break coming soon, check out a few ways to help [Michigan Families](#) and see if there is any information you could share in your next communication to households

Ongoing

- [Pull Direct Certification Report for student match](#)
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- 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