

# School Nutrition Program (SNP) Annual Checklist

(Quarter 3 - January, February, March)



**Mid-year check-in!** Can you believe we are already halfway through the school year. Students are returning from the holiday break, ready to learn. Learning is directly impacted by hunger and food service plays such an important role in keeping kids fed with nutritious school meals.

## 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.

- Did you change any Meal Service Models during the first half of the year? How is it working out? Have any students/teachers/parents provided feedback? Use this time to consider meal service throughout the district and make a list of any changes or updates that could help with quality, expand your programs, and increase participation.

## Training Videos:

- [Offer vs. Serve](#) (refresher training)
- [Local Wellness Policy](#)
- [Procuring a Food Service Management Company Contract: The Bid Process for School Sponsors](#)
- [Procuring a Vended Meals Contract: The Bid Process for School Sponsors](#)
- [Excess Fund Balances \(EFB\)](#)
- [Meal Charge Policy](#)
- [CNP: Preschool Meal Pattern](#)
- [Dietary Specifications](#)
- [USDA Foods: Core Competency 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:

- Is your School Nutrition Program up for review this school year? Consider taking a look at the following websites for planning resources to help simplify the review process: [Procurement Reviews](#), [Resource Management Reviews](#), [Administrative Reviews](#)
- ONS hosts multiple [Town Hall Meetings](#) throughout the year. Consider joining each webinar to hear the most up-to-date Child Nutrition information.
- 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 review.

## Resources:

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

Questions? Need additional support?

Reach out to [bestpractices@strength.org](mailto:bestpractices@strength.org) to get in touch.

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



# January

## Action Items

- Complete any remaining on-site monitoring for 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 be complete by February 1st) - Not required if you only have one school site but highly recommended
- Complete the School Food Authority Verification Collection Report (SFA-VCR) by February 1 - District-wide CEP not required to complete this report
- Submit the December claim for reimbursement
- Complete the second Afterschool Snack monitoring form per building operating Afterschool Snack (if applicable) - must be complete before the end of the program operation (twice per year)
- January offers a few options for unique celebrations besides New Year's and Martin Luther King, Jr. Day. Consider Apricot Day, Bean Day, National Spaghetti Day, or Cheese Lover's Day for a fun change. Get your team involved in planning a few events which could include great food, nutrition education, and a laugh.
- Reassess [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 in schools?
- Meet with your Wellness Committee to complete the Local Wellness Policy Triennial Assessment by June 30, if applicable.

## Upcoming

- Food Service Management Company (FSMC) or Vended School Meals Company (VSMC) contracts expire June 30 of each year. Begin planning the renewal process as contracts must be approved by MDE prior to June 30. [MDE Contracts](#)
- Are you eligible for the Fresh Fruit and Vegetable Program (FFVP)? Consider applying for FFVP. More information can be found here: [How to Apply for FFVP](#)

## 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



# February

## Action Items

- Remember to schedule the second health inspection if not already complete (you must request two inspections per building each year)
- Submit the January claim for reimbursement
- Apply for Fresh Fruit and Vegetable Program (FFVP) (if eligible)
- 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.
- Consider applying for the [Equipment Assistance Grant \(EAG\)](#) if new equipment would benefit your program
- [Spring General Collection Opens](#)
- [Spring Count Day](#)
- [Early Childhood Spring Certification Deadline](#)
- Complete menu planning for the upcoming school year - consider cycle menus for easier planning, ordering, and prep. Taste test new menu items with students. Check out these [Child Nutrition Recipe Box](#) resources for recipe ideas and menu planning.
- Meet with your Wellness Committee to complete the Local Wellness Policy Triennial Assessment by June 30, if applicable.
- Households who are not Directly Certified for free school meals may be eligible for Summer EBT through an application. Remind any households who may be eligible to submit the [MI Bridges](#) application.

## Upcoming

- Plan for [National School Breakfast week](#) (March)
- Plan for [National Nutrition Month](#) (March)
- Do you have [excess funds](#) to spend prior to June 30? Continue making plans for spending these funds during the current school year

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## March

### Action Items

- Submit the February claim for reimbursement
- Celebrate National Nutrition Month. Many ideas can be found at [EatRight.org](https://EatRight.org) to help get students excited about nutrition
- Celebrate [National School Breakfast Week](#) (March)
- [Spring General Collection Submission Certification Deadline](#)
- [Spring General Collection Recertification Deadline](#)
- Meet with your Wellness Committee to complete the Local Wellness Policy Triennial Assessment by June 30, if applicable.
- If you are considering becoming a Sponsor in the Summer Food Service Program (SFSP), consider attending an upcoming SFSP training. SFSP Rural Non-Congregate is another way to provide summer meals to your community. Check the SFSP Eligibility Map to determine site eligibility.

### Upcoming

- If participating in the Community Eligibility Provision (CEP), student data from April 1 is used to determine the Identified Student Percentage (ISP) which determines the free and paid claiming percentages. More information about CEP can be found here: [MDE Community Eligibility Provision](#) and [No Kid Hungry Center for Best Practices Community Eligibility Provision](#)

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- 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