

SNP AT A GLANCE ANNUAL CALENDAR SY 2025-26

The purpose of this calendar is to help plan milestone events and reporting dates throughout the year. The calendar contains known and consistent events, such as claim dates. This is not an all-inclusive resource. The bimonthly SNP Newsletter is the most up to date resource.

Subscribe to the [newsletter](#).

June	July /August
☐ Conduct public outreach to households regarding the availability of summer meals before the end of the academic school year* ☐ Preview and update program forms ☐ Download up coming school year Income Eligibility Guidelines ** ☐ Confirm Nondiscrimination Statement is up-to-date ☐ Prepare Household Income Survey for provision sites if applicable. ☐ Complete Wellness Policy Triennial Assessment if required. ☐ Make sure applicable staff have access to CNP Direct Certification ☐ Review proper procedures for all procurement methods (micro, small and formal) before purchasing ☐ Complete civil rights complaint log(s) ☐ Prepare program records for retention. CLAIMS AND REPORTS ☐ JUNE 1-10 (<i>best practice</i>) Submit May reimbursement claim. ☐ JUNE 29 Last day to submit April Claim (or an upward revision)	☐ Complete USDA Foods Annual Storage Facility Evaluation Form ☐ Conduct Seamless Summer Option (SSO) onsite monitoring, if applicable. ☐ Identify the 30-day operational date of current school year for expiration of carryover benefits. Enter date in calendar*, ** ☐ Request in writing two food safety inspections for all sites from the local health department ☐ Review adult meal prices and adjust for upcoming school year. ☐ JULY 13-15 Annual School Nutrition Association Conference ☐ Review Meal Charge Policy and revise as needed ** ☐ Review Free and Reduced Price Policy Statement and revise as needed NO SOONER THAN JULY 1 ☐ Conduct first required direct certification through CNP Direct Certification, send notification letters and update benefit issuance system. ☐ Distribute household applications and letter to households who are not directly certified** ☐ Begin processing household applications with current income guidelines, send notification letters within 10 days of application receipt and update BID** This timeframe includes the second review of applications if required** BEST PRACTICES PRIOR TO SCHOOL STARTING ☐ Create Professional Standards plans for all School Nutrition Program Staff, including Civil Rights and procurement training. ☐ Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable ☐ Review and revise food safety/HACCP plan if needed ☐ Review and revise cycle menu and check for compliance with meal pattern. ☐ Update civil rights forms and ensure current “And Justice for All” posters are posted at sites. CLAIMS AND REPORTS ☐ JULY 1-10 (<i>best practice</i>) Submit June reimbursement claim. ☐ JULY 30 Last day to submit May Claim (or an upward revision) ☐ AUGUST 1-10 (<i>best practice</i>) Submit July reimbursement claim (if operated in July) ☐ AUGUST 29 Last day to submit June Claim (or an upward revision)

September	October	November
☐ (<i>best practice</i>) Conduct Buy American Provision Quarterly tracking ☐ Conduct beginning of the year School Breakfast Program Outreach* ☐ Make Local School Wellness Policy and results of triennial assessment publicly available. ☐ Review and communicate Meal Charge Policy to households and staff at the beginning of the school year** ☐ Complete first onsite monitoring of the After School Snack Service within first four weeks of operation* CLAIMS AND REPORTS ☐ SEPTEMBER 1-10 (<i>best practice</i>) Submit August reimbursement claim. ☐ SEPTEMBER 29 Last day to submit July Claim (or an upward revision)	☐ OCTOBER 1 Begin verification activities** ☐ Conduct required 3 month direct certification ** ☐ OCTOBER 10 Oregon School Nutrition Association Conference Industry Seminar ☐ OCT 13-17 Celebrate National School Lunch Week ☐ Celebrate National Farm to School Month ☐ Expire carry over eligibility*, ** ☐ Begin onsite monitoring of NSLP and SBP CLAIMS AND REPORTS ☐ OCTOBER 1-10 (<i>best practice</i>) Submit September reimbursement claim. ☐ OCTOBER 17 Excess Operating Balance (EOB) Report due for all sponsors ☐ OCTOBER 30 Last day to submit August Claim (or an upward revision)	☐ NOVEMBER 15 Complete all verification efforts** CLAIMS AND REPORTS ☐ NOVEMBER 1-10 (<i>best practice</i>) Submit October reimbursement claim. ☐ NOVEMBER 1- FEBRUARY 1 Submit Second Review of Applications Report, FNS-874, if required. ☐ NOVEMBER 16 – FEBRUARY 1: Submit Verification Report FNS-742 in CNPweb on the Claims tab ☐ NOVEMBER 29 Last day to submit September Claim (or an upward revision)
December	January	February
☐ (<i>best practice</i>) Conduct direct certification ☐ (<i>best practice</i>) Conduct Buy American Provision Quarterly tracking CLAIMS AND REPORTS ☐ DECEMBER 1-10 (<i>best practice</i>) Submit November reimbursement claim. ☐ DECEMBER 2 Revenue from Non-Program Foods Report due ☐ DECEMBER 30 Last day to submit October Claim (or an upward revision)	☐ Conduct required 6 month direct certification ** ☐ Start Wellness Policy Triennial Assessment if required. ☐ Plan USDA Foods order for upcoming school year. ☐ Conduct School Breakfast Program Outreach CLAIMS AND REPORTS ☐ JANUARY 1-10 (<i>best practice</i>) Submit December reimbursement claim. ☐ JANUARY 29 Last day to submit November Claim (or an upward revision)	☐ FEBRUARY 1 Last day to complete Internal Onsite Monitoring (if more than one site) ☐ (<i>best practice</i>) Conduct direct certification ☐ FEBRUARY 16 USDA Foods orders for upcoming school year open in WBSCM CLAIMS AND REPORTS ☐ FEBRUARY 1 Last day to submit Verification Collection Report FNS-742 in CNPweb on the Claims tab ☐ FEBRUARY 1 Last day to submit Second Review of Applications Report, FNS-874, if required. ☐ FEBRUARY 1-10 (<i>best practice</i>) Submit January reimbursement claim.

March	April	May
☐ (<i>best practice</i>) Conduct Buy American Provision Quarterly tracking ☐ MARCH 2-6 Celebrate School Breakfast Week ☐ (<i>best practice</i>) Conduct direct certification ☐ MARCH 13 last day to place USDA Foods Order for upcoming school year in WEBSCM ☐ MARCH 13-14 Oregon School Nutrition Association Conference ☐ Follow up request to local health department for food safety inspections if not yet completed. ☐ Complete 2 nd onsite monitoring visit for After School Snack Service* CLAIMS AND REPORTS ☐ MARCH 1 Last day to submit December Claim (or an upward revision) ☐ MARCH 1-10 (<i>best practice</i>) Submit February reimbursement claim.	☐ Apply for Special Assistance Provision 2 (application due June 1) or CEP (application due June 30) if applicable ☐ (<i>best practice</i>) Conduct direct certification CLAIMS AND REPORTS ☐ APRIL 1 Last day to submit January Claim (or an upward revision) ☐ APRIL 1-10 (<i>best practice</i>) Submit March reimbursement claim. ☐ APRIL 29 Last day to submit February Claim	☐ MAY 1 Celebrate School Lunch Hero Day ☐ Plan for the Seamless Summer Option and update CNPweb site information sheets to reflect summer operations. ☐ (<i>best practice</i>) Conduct direct certification ☐ Program Renewal Submit Site/Sponsor information sheets and applicable forms (Date TBA) ☐ Complete USDA Foods New School Year Set Up Form (Date TBA) CLAIMS AND REPORTS ☐ MAY 1-10 (<i>best practice</i>) Submit April reimbursement claim. ☐ MAY 9th State Match Report due ☐ MAY 30 Last day to submit March Claim (or an upward revision) ☐ Paid Lunch Equity Report due (DATE TBA)

The Washington Office of Superintendent of Public Instruction created this document. The Oregon Department of Education modified the document to apply to Oregon.

- Items with * have timelines that are related to the first day of operations of programs and may fall in different months depending on program start dates. The date was placed in the month that is most common for school food authorities.
- Items with ** are not required for CEP or Non-Base Year Breakfast and Lunch Provision 2 sites.

This institution is an equal opportunity provider.