

School Nutrition Programs Timeline and Due Dates for SY15-16	
	July 2015
1.	First week-Check Direct Certification Website/July is the master list for new SY
2.	USDA Foods - Print Statement of Commodities Shipped for SY14-15. Add DoD FFVP spent amount to this report from the FFAVORS website. Give to Business Manager. Auditors will ask for this information!!
3.	July 10 Claims for NSLP, SBP, ASCP and FFVP due
4.	SNA ANC July 12-15, Salt Lake City, UT
5.	July 31 or after mail out free and reduced applications
	August
1.	USDA Food Distribution orders due by route
2.	First week-Check Direct Certification Website additions
3.	August 10 Claims for NSLP, SBP, ASCP and FFVP due
4.	Remember to provide 30 day carry over for students with free and reduced apps
5.	Last week in August you will receive verification status showing error prone or not from WDE
	September
1.	USDA Food Distribution orders due by route; deliveries made by route. See calendar provided.
2.	First week-Check Direct Certification Website additions
3.	September 10 Claims for NSLP, SBP, ASCP and FFVP due
4.	After School Care Program Complete first site review during the first 4 weeks of operation
5.	September 15 FFVP training completed for all awardees
6.	September 30 1st FFVP Grant must be fully spent or obligated!
	October
1.	USDA Food Distribution orders due by route; deliveries made by route. See calendar provided.
2.	First week-Check Direct Certification Website additions
3.	October 1 complete top part of verif. Form on CNP site. Choose apps to verify
4.	October 10 Claims for NSLP, SBP, ASCP and FFVP due
5.	<i>October 12-13 All/New Food Service Personel meeting in Cheyenne and USDA Foods processing show</i>
6.	October 12-16 National School Lunch Week - School Lunch Snapshot
7.	October 15 Health inspection report is due in CNP site
	November
1.	USDA Food Distribution orders due by route; deliveries made by route. See calendar provided.
2.	First week-Check Direct Certification Website additions
3.	November 10 Claims for NSLP, SBP, ASCP and FFVP due
4.	November 15 complete verification process in Elig Manual Page 63
	December
1.	USDA Food Distribution orders due by route; deliveries made by route. See calendar provided.
2.	First week-Check Direct Certification Website additions
3.	December 10 Claims for NSLP, SBP, ASCP and FFVP due
4.	December 15 Submit DoD FFVP commitments for SY 16-17 to Roxann
5.	December 15 Submit verification report adding results of verification on the electronic CNP site
6.	December 31 Keys to Excellence Self Assessment due to WDE. Scan or mail summary of all sections.
	January 2016
1.	USDA Food Distribution orders due by route; deliveries made by route. See calendar provided.
2.	January 1 All Foods Available from USDA Questionnaire sent out via email. Responses used to create Surveys for 16-17.
3.	First week-Check Direct Certification Website additions
4.	January 10 Claims for NSLP, SBP, ASCP and FFVP due
5.	January 15 All Foods Available questionnaire Due
	February
1.	USDA Food Distribution orders due by route; deliveries made by route. See calendar provided. Final Delivery!

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2.	First week-Check Direct Certification Website additions
3.	February 1 NSLP SBP Claiming and Counting site reviews must be completed
4.	February 10 Claims for NSLP, SBP, ASCP and FFVP due
5.	February 15 USDA Food Distribution Annual Survey to Schools is opened. Due March 15
6.	February 15 USDA Food Distribution SY16-17 is opened. Submit Contracts. Due March 15
7.	Look at FFVP Grant spending. Should be 50% spent after Feb. 10th claim.
8.	Look at DoD FFVP spending. Should be 50% spent after January deliveries.
9.	February 15 FFVP grant applications are released Due March 31
March	
1.	USDA Food Distribution orders due by route; deliveries made by route. See calendar provided. Warehouse Cleanout!
2.	March 1 deadline to notify WDE about interest in going out to bid for FSMC for next school year
3.	First week-Check Direct Certification Website additions
4.	March 7-11 National School Breakfast Week - Wake up! To School Breakfast
5.	March 10 Claims for NSLP, SBP, ASCP and FFVP due
6.	March 15 USDA Food Distribution Annual Survey and Contract Renewals are due
7.	March 20 FFVP Grants Graded. Awards have to wait until we get our award letter from the feds.
8.	March 31 -FFVP SY16-17 Grant Applications are due to WDE
9.	Register for ACDA Conference
April	
1.	First week-Check Direct Certification Website additions
2.	SNP SY16-17 is opened. Complete Renewal Application. Due June 15
3.	April 10 Claims for NSLP, SBP, ASCP and FFVP due
4.	Look at FFVP Grant spending. Should be 75% spent after April 10th claim.
5.	Look at DoD FFVP spending. Should be 75% spent after March deliveries.
6.	Register for SNA ANC and get your room reservation!
7.	After School Care Program Complete 2nd site review before the end of the program
May	
1.	First week-Check Direct Certification Website additions
2.	May 2-6 School Nutrition Employee Week
3.	American Commodity Distribution Association (ACDA) Conference May 8-10 St. Petersburg, FL
4.	May 10 Claims for NSLP, SBP, ASCP and FFVP due
5.	Wyoming SNA 26th Annual Conference Registration sent out, reserve a hotel room in Casper
6.	May 15 Annual Renewal of NSLP-SBP is due
7.	May 20 Summer Food Service Program application is due
June	
1.	First week-Check Direct Certification Website additions
2.	June 10 Claims for NSLP, SBP, ASCP and FFVP due
3.	WSNA 25th Annual Conference June 23-25, Casper, WY
4.	USDA Foods - Print Statement of Commodities Shipped for SY14-15. Add DoD FFVP spent amount to this report from the FFAVORS website. Give to Business Manager. Auditors will ask for this information!!
July 2016	
1.	SNA ANC July San Antonio, TX
<i>This Timeline is color coded by program!!</i>	
NSLP, NSBP, ASCP in Blue	
Food Distribution Program (FDP) in Orange	
FFVP Grant in Green (except for claiming due dates which are also in Blue)	
SFSP in Red	