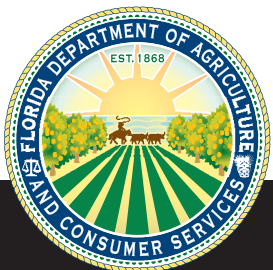




Child Nutrition Program Timeline 2017 - 2018



July

2017

This Month:

- NSLP opens for the School Year
- Florida Direct Certification opens to upload enrollment files
- NSLP June Claim

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 OPENS: NSLP School Year OPENS: Florida Direct Certification opens to upload enrollment files
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 DUE: June Claim	31					

■ NSLP

■ SFSP

■ USDA

■ Program Operations

■ FFVP

Aug.

2017

This Month:

- ☐ Net Cash Resources Due
- ☐ Submission of the USDA Foods End of School Year 2016/2017 Reconciliation Statement to the Bureau of Food Distribution
- ☐ NSLP July Claim
- ☐ SFSP July/August Claim (if combined)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DUE: Net Cash Resources	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 DUE: Submission of USDA Foods End of School Year 2016/17 Reconciliation Statement to BFD	25	26
27	28	29	30 DUE: July Claim DUE: July/August Claim (if combined)	31		

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Sept.

2017

This Month:

- NSLP August Claim
- Financial Reporting Due
(Audits must be submitted no later than nine months after the fiscal year end)
- SFSP August Claim

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DUE: August Claim
DUE: Financial Reporting
DUE: August Claim

Oct.

2017

This Month:

- Fiscal Year Begins
- Begin Verification: Determine number of approved applications on file.
- NSLP Septemer Claim
- SFSP Revised August Claim
- Report Total Number of Students Enrolled
- SFSP Excess Funds Form

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 BEGINS: Fiscal Year BEGIN VERIFICATION: Determine the number of approved applications on file	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 DUE: September Claim DUE: Revised August Claim	31 REPORT: Total number of students enrolled DUE: Excess Funds Form				

Nov.

2017

This Month:

- Verification Activities must be completed
- NSLP October Claim
- Report Verification Results

Reminder:

- Non-Program Food Revenue Tool

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 REMINDER: Non-Program Food Revenue Tool	2	3	4
5	6	7	8	9	10	11
12	13	14	15 DUE: Verification Activities	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 DUE: October Claim REPORT: Verification Results		

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■ FFVP

Dec.

2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 EXTENSION: Verification Deadline	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 DUE: Financial Reporting DUE: Excess Fund Certificate						DUE: November Claim

This Month:

- Financial Reporting Due (Audits must be submitted no later than nine months after the fiscal year end)
- Excess Fund Certificate Due
- NSLP November Claim

Extension:

- Verification Deadline Extension

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Jan.

2018

This Month:

- ☐ NSLP December Claim

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 DUE: December Claim			

■ NSLP

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Feb.

2018

This Month:

- On-site Reviews must be completed
- SFSP Sponsors Requesting a June Advance

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 DUE: On-Site Reviews	2	3
4	5	6	7	8	9	10
11	12	13	14	15 DUE: Sponsors Requesting a June Advance	16	17
18	19	20	21	22	23	24
25	26	27	28			

■ NSLP

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■ USDA

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■ FFVP

Mar.

2018

This Month:

- Florida Automated Nutrition System (FANS) opens
- NSLP January Claim due
- USDA Foods Webinar Wednesdays: Every Wednesday of March and April
- SFSP application for returning Sponsors requesting an advance due
- SFSP Sponsors Requesting a July Advance
- USDA WBSCM Orders due
 1. Fruit, Juice, Legumes and Vegetables
 2. Cheese, Dairy, Flour, Fish, Nut/Seed and Oil
- NSLP February Claim due

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 OPENS: Florida Automated Nutrition System	2 DUE: January Claim	3
4	5	6	7 USDA Foods Webinar Wednesdays	8	9	10
11	12	13	14 USDA Foods Webinar Wednesdays	15 DUE: Application for Returning Sponsors Requesting an Advance DUE: Sponsors Requesting a July Advance	16	17
18	19	20	21 USDA Foods Webinar Wednesdays	22	23 DUE: WBSCM Orders Fruit, Juice, Legumes and Vegetables	24
25	26	27 DUE: WBSCM Orders Cheese, Dairy, Flour, Fish, Nut/Seed and Oil	28 USDA Foods Webinar Wednesdays	29	30 DUE: February Claim	31

■ NSLP

■ SFSP

■ USDA

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■ FFVP

Apr.

2018

This Month:

- Food Vendor Registration due
- NSLP April Data Collection
- USDA Foods Webinar Wednesdays: Every Wednesday of March and April
- USDA WBSCM Orders due
 1. Poultry (including Chicken, Eggs and Turkey)
 2. Beef and Pork
- Upload April Data Collection to FANS
- FFVP Applications due
- SFSP Prospective Sponsor Application due
- SFSP All sponsors Not Requesting an Advance
- NSLP March Claim due

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 DUE: Food Vendor Registration DUE: April Data Collection	2	3 DUE: WBSCM Orders Poultry (including Chicken, Eggs and Turkey)	4 USDA Foods Webinar Wednesdays	5	6	7
8	9	10 DUE: WBSCM Orders Beef and Pork	11 USDA Foods Webinar Wednesdays	12	13	14
15 DUE: Upload April Data Collection in FANS DUE: FFVP Applications DUE: Prospective Sponsor Application due DUE: All sponsors Not Requesting an Advance	16	17	18 USDA Foods Webinar Wednesdays	19	20	21
22	23	24	25 USDA Foods Webinar Wednesdays	26	27	28
29	30 DUE: March Claim					

■ NSLP

■ SFSP

■ USDA

■ Program Operations

■ FFVP

May

2018

This Month:

- Begin Seamless Summer Renewal in FANS
- Seamless Summer Option renewal documents must be submitted in FANS for returning SSO Sponsors
- Health Inspections reported in FANS
- End of the Year Data Archival: Ensure compliance with Record Retention
- New SSO Sponsors must have all documents submitted in FANS
- NSLP April Claim

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 BEGIN: Seamless Summer Renewal in FANS	2	3	4	5
6	7	8	9	10	11	12
13	14	15 DUE: Seamless Summer Option renewal documents submitted in FANS for returning SSO Sponsors DUE: Health Inspection Reports in FANS	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 DUE: End of the Year Data Archival (Ensure Compliance with Record Retention) DUE: New SSO Sponsors must have all documents submitted in FANS DUE: April Claim	31		

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■ USDA

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■ FFVP

June

2018

This Month:

- Contracts ending for vended Sponsors due
- Paid Lunch Equity due
- Online Application Packets and renewal documents for all Sponsors must be submitted into FANS.
- Financial Reporting Due (Audits must be submitted no later than nine months after the fiscal year end)
- Sponsors must notify State Agency of participation in Community Eligibility Provision
- NSLP May Claim
- Sponsors save all FDC Reports in safe and secure location

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 DUE: Contracts ending for vended Sponsors	2
3	4	5	6	7	8	9
10	11	12	13	14	15 DUE: Paid Lunch Equity DUE: Online Application Packets and Renewal Documents for all Sponsors must be submitted into FANS	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30 DUE: Financial Reporting DUE: Sponsors notify State Agency of participation in CEP DUE: May Claim DUE: Sponsors save all FDC Reports

■ NSLP

■ SFSP

■ USDA

■ Program Operations

■ FFVP