

Michigan Department of Education
Grants Coordination and School Support
School Nutrition Programs

PROGRAM REQUIREMENTS CALENDAR

To ensure program compliance, please distribute a copy of this calendar to each of the staff responsible for completing the following tasks related to the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP) and Afterschool Snack Program operations. All required records must be retained at the School Food Authority (SFA) for 3 prior school years, plus the current year of operation for audit compliance. If there is an open audit/investigation, retain longer.

INFORMATION	DUE DATE	SEND/FILE
<p>SECURITY ACCESS FORM Access to: Michigan Electronic Grants System Plus (MEGS+), Child Nutrition Programs (CNP), Meal Reimbursement Claim, Local Educational Agency Reporting System (LEARS) – Verification Summary Report, Fresh Fruit and Vegetable Program (FFVP) Claim in Michigan Nutrition Data System (MiND), Year End Report.</p>	<p>Whenever any change for designated individuals with Level 3 access rights (Refer to Food Service Administrative Policy #7, SY 2005-06).</p>	<p>Fax to: Ruby Zavala at 517-373-4022.</p>
<p>CONTRACT RENEWAL Food Service Management Contracts or Vended School Meal Contracts</p>	<p>June 30 (each school year).</p>	<p>Michigan Department of Education (MDE) approval of renewal documents is required prior to the listed due date. Obtain contract renewal documents and follow the instructions found at the fiscal reporting website: http://www.michigan.gov/mde/0,1607,7-140-6530_6569-19568--,00.html</p>
<p>DIRECT CERTIFICATION REPORT</p>	<p>Beginning with School Year 2011-2012, the Direct Certification Report must be pulled at a minimum three times during the school year:</p> <ul style="list-style-type: none"> • At or around the beginning of the school year. • Three months after the initial effort. • Six months after the initial effort. <p>The Center for Educational Performance and Information (CEPI) will refresh the Direct Certification report monthly. MDE encourages schools to pull the Direct Certification monthly to ensure all eligible students are receiving proper meal benefits.</p>	

ELIGIBILITY APPLICATIONS Free and Reduced Price School Meals/Free Milk	Distribute at beginning of each school year, but <i>not</i> before July 1. Process completed applications within 10 school days after receipt.	File at the Local Educational Agency (LEA), also referred to as the SFA.
YEAR END REPORT- Non-Public School Meals Program Form SM-4012-A/R	Non-public schools and Residential Child Care Institutions (RCCI) Year End Reports are due September 1 for the prior school year.	Submit to MDE via www.michigan.gov/meis
APPLICATION RENEWAL MEGS+ CNP	Available during summer with a due date of September 7.	Submit to MDE via www.michigan.gov/meis at Michigan Electronic Grants Plus System. Update during year as needed.
COMMUNITY ELIGIBILITY OPTION (CEO) Application in Michigan Nutrition Data System (MiND)	Available early April with a due date of June 30.	Submit to MDE via www.michigan.gov/meis at Michigan Nutrition Data System.
ON-SITE REVIEWS Afterschool Snack Program (2 reviews required each school year)	1 st review – Within first 4 weeks of Afterschool Snack Program. 2 nd review - Completed after January.	File completed forms at SFA.
VERIFICATION SUMMARY REPORT LEARS	Verification starts October 1 based on number of approved applications. Verification Summary Report MUST be completed by November 15.	Complete paper copy and file copy at LEA. Submit data to MDE via LEARS annually online before March 1.
ON-SITE REVIEWS NSLP/SBP	Complete monitoring and forms for all sites by February 1 annually.	File completed forms at SFA (if required).
DAILY PARTICIPATION RECORD/ EDIT CHECK	Daily/prior to submitting monthly claims.	File at SFA with monthly claim materials.
MENU PRODUCTION RECORDS	Daily records of meal production and meal service for each meal program (production plans, standardized recipes, Child Nutrition labels or production specifications).	File completed forms at SFA.
MEAL REIMBURSEMENT CLAIM Claim Form SM-4012-SL	By 10 th of month following claim month.	Submit to MDE via www.michigan.gov/meis
APPLICATION/RENEWAL – Summer Food Service Program (SFSP)	May 1 (each school year).	Submit to MDE via www.michigan.gov/meis
SFSP CLAIM FORM SM-4012-SF	By 10 th of month following claim month.	Submit to MDE via www.michigan.gov/meis
APPLICATION/RENEWAL – Summer Camp Special Milk (SCSM)	Application <i>must</i> be approved 2 weeks prior to start of camp.	Submit to MDE via www.michigan.gov/meis
SCSM CLAIM FORM SM-4012-SC	By 10 th of month following claim month.	Submit to MDE via www.michigan.gov/meis
APPLICATION/RENEWAL Fresh Fruit and Vegetable Program (FFVP)	Available late April with a due date of May 25.	Submit to MDE via www.michigan.gov/meis
FFVP CLAIM in MiND	By 10 th of month following claim month.	Submit to MDE via www.michigan.gov/meis