

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 three 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
SECURITY ACCESS FORM Access to: Michigan Electronic Grants System Plus (MEGS+) only	Submit when there has been a change in the designated individual.	Fax to Ruby Zavala or Tammy Saul at 517-373-4022.
CONTRACT RENEWAL and CONTRACT REBIDS Food Service Management Contracts (FSMC) or Vended School Meal Contracts (VSMC)	FSMC and VSMC contracts expire June 30 of each school year. Renewals of current contracts must be reviewed and approved and rebids of new contracts must be completed and approved by the Michigan Department of Education (MDE) prior to the June 30 deadline.	For information on obtaining contract renewal and contract rebid documents, including instructions on each process, visit the food service contract website at MDE - Food Service Contractsⁱ .
DIRECT CERTIFICATION REPORT	The Direct Certification Report must be accessed at a minimum three times during the school year: <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. The Center for Educational Performance and Information (CEPI) will refresh the Direct Certification Report monthly. The Direct Certification Report can be accessed through the Michigan Student Data Systemⁱⁱ	MDE encourages schools to access the Direct Certification Report each time it is refreshed to ensure eligible students receive proper meal benefits. Direct Certification Reports must be filed for three prior school years, plus the current year. Electronic files are acceptable.
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.
SCHOOL MEALS REPORT School Food Authority (SFA) Intermediate School District (ISD), and Public School Academy (PSA)	Report cost per meal for the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). Available around September 6 to upload with a final	Submit to CEPI via the Financial Information Database (FID) applicationⁱⁱⁱ

INFORMATION	DUE DATE	SEND/FILE
	due date of November 1. Corrections/ adjustments due by November 22.	
SCHOOL LUNCH YEAR END REPORT (SLYER) Non-public schools and Residential Child Care Institutions (RCCIs) - School Meals Program Form SM-4012-A/R	Non-public schools and RCCIs SLYER is available August 25 and will be due September 22, 2017, for the prior school year.	Submit to MDE via the MEIS Website at the Michigan Nutrition Data (MiND) System.
APPLICATION – NEW SPONSORS MEGS+ CNP	New sponsors must complete both the MEGS+ CNP applications to be eligible for participation in the National School Lunch and/or Breakfast Program.	Submit to MDE via the MEIS Website at the Michigan Electronic Grants Plus System.
APPLICATION RENEWAL MEGS+ CNP	Available during summer with a due date of mid-September.	Submit to MDE via the MEIS Website at the Michigan Electronic Grants Plus System. Update during year as needed.
COMMUNITY ELIGIBILITY PROVISION (CEP) Application in the Michigan Electronic Grants Plus System – CNP Application	Available early May with a due date of June 30, 2018, for the 2018-2019 school year only. If you would like to opt in or opt out of CEP at a different time, contact MDE.	Submit to MDE via the MEIS Website at the Michigan Electronic Grants Plus System.
SELF-MONITORING 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 for three prior years and the current year.
VERIFICATION	Verification begins October 1 based on the number of approved applications. Verification MUST be completed by November 15. Organize documentation received from sampled household applications for confirmation of eligibility for free and reduced-price meals under the National School Lunch and School Breakfast Programs.	The information collected during Verification will be reported in the online School Food Authority Verification Collection Report (SFA-VCR). The SFA-VCR opens in December. Keep files for three prior years and the current year.
SCHOOL FOOD AUTHORITY – VERIFICATION COLLECTION REPORT (SFA-VCR)	The SFA-VCR must be submitted online in MiND by February 1, 2018. Report the data collected during Verification - October 1 - November 15 of the current school year. The Direct Certification report that is refreshed near the end of October 2017 must be used for section 3 of the SFA-VCR.	Submit data collected during verification in the SFA-VCR online in MiND by February 1, 2017. Print the report and file the last 3 consecutive years and the current school year.
SELF-MONITORING REVIEWS NSLP/SBP	Complete monitoring and forms for all sites by February 1 annually. Fifty percent of the sites must also be monitored for the School Breakfast Program.	File completed forms at SFA for three prior school years, plus the current year.
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	File completed forms at SFA.

INFORMATION	DUE DATE	SEND/FILE
	recipes, Child Nutrition labels or production specifications).	
MEAL REIMBURSEMENT CLAIM	Within 60 days following claim month. Security access is granted by sponsor authorized official in MEGS+ application.	Submit to MDE via the MEIS Website
APPLICATION/RENEWAL – Summer Food Service Program (SFSP)	May 1 (each school year).	Submit to MDE via the MEIS Website
SFSP CLAIM FORM	Within 60 days following claim month. Security access is granted by sponsor authorized official in MEGS+ application.	Submit to MDE via the MEIS Website
APPLICATION/RENEWAL – Summer Camp Special Milk (SCSM)	Application <i>must</i> be approved 2 weeks prior to start of camp.	Submit to MDE via the MEIS Website
SCSM CLAIM FORM	Within 60 days following claim month. Security access is granted by sponsor authorized official in MEGS+ application.	Submit to MDE via the MEIS Website
APPLICATION/RENEWAL Fresh Fruit and Vegetable Program (FFVP)	Available by end of February with a due date of April 30.	Submit to MDE via the MEIS Website
FFVP CLAIM in MiND	Within 60 days following claim month. Security access is granted by sponsor authorized official in MEGS+ application.	Submit to MDE via the MEIS Website

ⁱ http://www.michigan.gov/mde/0,4615,7-140-66254_61446-289948--,00.html

ⁱⁱ <https://cepi.state.mi.us/msds/>

ⁱⁱⁱ <https://cepi.state.mi.us/FID/Dist/loginScreen.aspx?Mode=Logout>

^{iv} http://www.michigan.gov/mde/0,1607,7-140-5236_29341---,00.html