



## Child Nutrition Programs (CNP) Bulletin

### Child Nutrition Programs (CNP) Bulletin No. 32 - School Nutrition Program Self Monitoring - January 22, 2025

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The School Nutrition Program (SNP) Sponsor-Level Self-Monitoring, SNP (National School Lunch Program [NSLP] and School Breakfast Program [SBP]) On-Site Review, and Fresh Fruit and Vegetable Program (FFVP) School Self-Monitoring Forms (if applicable) must be completed by **February 1, 2025**. For those participating in the NSLP Afterschool Snack Program, reviews must be completed two times per school year; the first review must be completed within the first four weeks of the school year, and the second review must be completed in the second half of the school year.

Self-Monitoring Forms and directions for each form can be found on the MDE website:

- [SNP Sponsor Level Self-Monitoring Review Form](#)
- [SNP \(NSLP/SBP\) On-Site Review Form](#)
- [NSLP Afterschool Snack Program Self-Monitoring Review Form](#)
- [FFVP School Self-Monitoring Form](#)

Sponsors do not need to submit completed Self-Monitoring Forms to MDE unless requested (e.g., during an administrative review). Sponsors must retain records per the [Records Retention Requirements for the School Nutrition Programs](#).

Regardless of whether corrective action is needed, Self-Monitoring Forms **must be signed**. If non-compliance is identified during self-monitoring, a corrective action plan must be conducted in 45 days and documented on the Self-Monitoring Form.

**Food Service Management Company (FSMC) Contracts Only:** The Sponsor Reviewer must complete and sign the Self-Monitoring Forms (which must be signed by the FSMC contract overseer). The School Site Representative's signature may be that of an FSMC employee.

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## Contact Us

Email: [MDE-SchoolNutrition@Michigan.gov](mailto:MDE-SchoolNutrition@Michigan.gov)

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1. **mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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