

**PROGRAM REQUIREMENTS CALENDAR**  
**Public and Non-public School Districts**  
**Public School Academies**  
**School Year 2022 - 2023**

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), Seamless Summer Option (SSO), 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	SUBMIT/FILE
<p><b>SECURITY ACCESS FORM</b> Access to: NexSys</p> <p>This form can be found at <a href="#">NexSys Website</a>.</p>	<p>Submit when there has been a change in the Authorized Official.</p>	<p>Email to Grants Coordination at MDE-NexSys-Applications@michigan.gov</p>
<p><b>CONTRACT RENEWALS</b> Food Service Management Company (FSMC) or Vended School Meal Company (VSMC) Contracts</p>	<p>FSMC and VSMC contracts expire on June 30 each year. Current contract renewal documents must be reviewed and approved by MDE prior to the June 30 expiration.</p>	<p>For information on obtaining contract renewal and contract rebid documents, including instructions on each process, visit the food service contract website at <a href="#">MDE - Food Service Contracts</a>.</p>
<p><b>DIRECT CERTIFICATION REPORT</b></p>	<p>The Direct Certification Report must be accessed at a minimum three times during the school year:</p> <ul style="list-style-type: none"> <li>• At or around the beginning of the school year.</li> <li>• Three months after the initial effort.</li> <li>• Six months after the initial effort.</li> </ul> <p>The Center for Educational Performance and Information (CEPI) will refresh the Direct Certification Report bi-weekly. Refresh dates are posted on the <a href="#">CEPI calendar</a>. <b>Authorized users</b> can access MSDS through the State of Michigan's <a href="#">MILogin system</a>.</p>	<p>MDE encourages schools to access the Direct Certification Report each time it is refreshed to ensure eligible students receive proper meal benefits.</p> <p>Non-public schools submit data in the Nonpublic School Student Roster Collection in MSDS and use the MSDS to generate the Direct Certification Report.</p>
<p><b>ELIGIBILITY APPLICATIONS</b> Free and Reduced-Price School Meals/Free Milk</p>	<p>Distribute at beginning of each school year, but <i>not</i> before July 1. Process</p>	<p>File at the Local Educational Agency (LEA),</p>

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	completed applications within 10 school days after receipt.	also referred to as the SFA.
<b>SCHOOL MEALS REPORT</b> School Food Authority (SFA) Intermediate School District (ISD), and Public School Academy (PSA)	Report financial information for the School Breakfast Program and the National School Lunch Program and the Summer Food Service Program, if applicable.  Due November 1. Corrections/ adjustments due by November 18.	Submit to CEPI via <a href="#">NexSys using the MILogin  for Third Party</a> at the <a href="#">FID  Application</a>
<b>CHILD NUTRITION PROGRAM  YEAR END REPORT (CNP-YER)</b> Non-public schools and Residential Child Care Institutions (RCCIs) - School Meals Program Form SM-4012-A/R	Non-public schools and RCCIs CNP-YER is available September 7, and due October 11, 2022, for the prior school year.	Submit to MDE via <a href="#">NexSys  using the MILogin for Third  Party</a> .at the Michigan Nutrition Data (MiND) 2.0 System.
<b>APPLICATION – NEW SPONSORS</b> NexSys CNP: Coordinated Application	New sponsors must complete the NexSys CNP applications to be eligible for participation in the National School Lunch and/or Breakfast Program.	Submit to MDE via <a href="#">NexSys  using the MILogin for Third  Party</a> .
<b>APPLICATION RENEWAL</b> NexSys CNP: Coordinated Application	Available during summer with a rolling due date depending on when the first claim for SY 2022-2023 is needed.	Submit to MDE via <a href="#">NexSys  using the MILogin for Third  Party</a> .
<b>COMMUNITY ELIGIBILITY  PROVISION (CEP)</b> Application in the NexSys CNP: Coordinated Application	State intent to participate by first day of school, by answering Question No. 3 on the Sponsor Details page of the CNP: Coordinated Application and selecting participating sites on the CEP Site Selection page. If you would like to opt in or opt out of CEP at a different time, contact MDE. The election date is typically June 30, but a USDA waiver extended the date to the first day of school for SY 2022-2023.	Submit to MDE via <a href="#">NexSys  using the MILogin for Third  Party</a> .
<b>SELF-MONITORING REVIEWS</b> Afterschool Snack Program (2 reviews required each school year)	1 <sup>st</sup> review – Within first 4 weeks of Afterschool Snack Program. 2 <sup>nd</sup> review - Completed after January.	File completed forms at SFA for three prior years and the current year.
<b>VERIFICATION</b>	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.
<b>SCHOOL FOOD AUTHORITY –  VERIFICATION COLLECTION  REPORT (SFA-VCR)</b>	The SFA-VCR must be submitted online in MiND by February 1, 2023. Report the data collected during Verification - October 1 - November 15 of the current school year. The Direct Certification report	Submit data collected during verification in the SFA-VCR online in <a href="#">MiND  2.0 using the MILogin for  Third Party</a> by February 1, 2023.

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	that is refreshed near the end of October 2022, must be used for section 3 of the SFA-VCR.	Print the report and file the last 3 consecutive years and the current school year.
<b>SELF-MONITORING REVIEWS</b> 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.
<b>DAILY PARTICIPATION RECORD/ EDIT CHECK</b>	Daily/prior to submitting monthly claims.	File at SFA with monthly claim materials.
<b>MENU PRODUCTION RECORDS</b>	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.
<b>MEAL REIMBURSEMENT CLAIM</b>	Within 60 days following claim month.	Submit to MDE via the <a href="#">MiND 2.0 using the MILogin for Third Party.</a>
<b>APPLICATION/RENEWAL –</b> Summer Food Service Program (SFSP) NexSys CNP: Coordinated Application	May 1 (each school year).	Submit to MDE via <a href="#">NexSys using the MILogin for Third Party.</a>
<b>SFSP CLAIM FORM</b>	Within 60 days following claim month.	Submit to MDE via the <a href="#">MiND 2.0 using the MILogin for Third Party.</a>
<b>APPLICATION/RENEWAL –</b> Summer Camp Special Milk (SCSM) NexSys CNP: Coordinated Application	Application <i>must</i> be approved 2 weeks prior to start of camp.	Submit to MDE via <a href="#">NexSys using the MILogin for Third Party.</a>
<b>SCSM CLAIM FORM</b>	Within 60 days following claim month.	Submit to MDE via the <a href="#">MiND 2.0 using the MILogin for Third Party.</a>
<b>APPLICATION/RENEWAL</b> Fresh Fruit and Vegetable Program (FFVP)	Available in late spring. Due date is generally 60 days after application opens.	Submit to MDE via <a href="#">NexSys using the MILogin for Third Party.</a>
<b>FFVP CLAIM</b>	FFVP funds can be drawn down monthly through the NexSys Accounting system.	FFVP funds available through NexSys Accounting.

Links used in this document:

<https://www.michigan.gov/mde/Services/financial-management/grants/nexsys>

<https://www.michigan.gov/mde/services/food/procurement-and-contracts/food-service-contracts>

<https://www.michigan.gov/cepi/calendar>

<https://milogintp.michigan.gov/eai/tplogin/authenticate>

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/'%20%5C>

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