

PROGRAM REQUIREMENTS CALENDAR

Public and Non-public School Districts Public School Academies School Year 2024 - 2025

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>SECURITY ACCESS FORM Access to: NexSys</p> <p>This form can be found at NexSys Website.</p>	<p>Submit when there has been a change in the Authorized Official.</p>	<p>Email to NexSys Applications Support at MDE-NexSys-Applications@michigan.gov.</p>
<p>FOOD SERVICE CONTRACTS Food Service Management Company (FSMC) or Vended School Meal Company (VSMC) Contracts</p>	<p>Contract Renewals: 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>Food Service Contract Invoice Review: Invoices and Operating Statements (if applicable) should be reviewed for accuracy prior to approval and payment monthly. Documentation of invoice reconciliation and review must be kept on file.</p>	<p>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 Contracts.</p>
<p>DIRECT CERTIFICATION REPORT</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"> • 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 bi-weekly. Refresh dates are posted on the CEPI calendar. Authorized users can access MSDS through the State of Michigan's MILogin system.</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>

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ELIGIBILITY APPLICATIONS Education and Nutrition Benefits Application	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 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 typically by November 18.	Submit to CEPI via NexSys using the MILogin for Business at the FID Application
CHILD NUTRITION PROGRAM YEAR END REPORT (CNP-YER) 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 in September, and due early October, for the prior school year.	Submit to MDE via NexSys using the MILogin for Business at the Michigan Nutrition Data (MiND) 2.0 System.
APPLICATION – NEW SPONSORS NexSys CNP: Coordinated Application	New sponsors must complete the NexSys CNP applications to be eligible for participation in the National School Lunch, USDA Foods, and/or Breakfast Program.	Submit to MDE via NexSys using the MILogin for Business .
APPLICATION RENEWAL NexSys CNP: Coordinated Application	Available during summer with a rolling due date depending on when the first claim for SY 2024-2025 is needed.	Submit to MDE via NexSys using the MILogin for Business .
COMMUNITY ELIGIBILITY PROVISION (CEP) 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 2024-2025.	Submit to MDE via NexSys using the MILogin for Business .
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.
STAFF TRAINING	Staff need to be trained each year on Civil Rights, Offer vs Serve (where applicable), and procurement (procurement training is required for staff involved in procurement or purchasing activities). This includes FSMC overseer and non-program staff who help serve meals (including teachers for Breakfast in the Classroom).	Document dates and participants in the training. Keep on file in Professional Standards tracker.
VERIFICATION	Verification begins October 1 based on the number of approved applications. Verification MUST be completed by November 15. Organize	The information collected during Verification will be reported in the online School Food Authority

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	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.	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, 2025. 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 2024, must be used for section 3 of the SFA-VCR.	Submit data collected during verification in the SFA-VCR online in MiND 2.0 using the MIlogin for Business by February 1, 2025. 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.
SELF-MONITORING REVIEWS Fresh Fruit and Vegetable Program (FFVP)	Complete self-monitoring forms for all FFVP participating sites by February 1, annually.	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 recipes, Child Nutrition labels or production specifications).	File completed forms at SFA.
MEAL REIMBURSEMENT CLAIM	Within 60 days following claim month.	Submit to MDE via the MiND 2.0 using the MIlogin for Business .
APPLICATION/RENEWAL – Summer Food Service Program (SFSP) NexSys CNP: Coordinated Application	May 1 (each school year).	Submit to MDE via NexSys using the MIlogin for Business .
SFSP CLAIM FORM	Within 60 days following claim month.	Submit to MDE via the MiND 2.0 using the MIlogin for Business .
APPLICATION/RENEWAL – 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 NexSys using the MIlogin for Business .
SCSM CLAIM FORM	Within 60 days following claim month.	Submit to MDE via the MiND 2.0 using the MIlogin for Business .
APPLICATION/RENEWAL - Fresh Fruit and Vegetable Program (FFVP)	Available in late spring.	Submit to MDE via NexSys using the MIlogin for Business .
FFVP CLAIM	FFVP funds should be drawn down monthly through the NexSys Accounting system.	FFVP funds available through NexSys Accounting.
APPLICATION - NSLP Equipment Assistance Grant	Available in late spring. Additional information is available here: NSLP Equipment Grant (michigan.gov)	Submit to MDE via NexSys using the MIlogin for Business .