



DEPARTMENT OF EDUCATION


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November 9, 2012

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, RD, LDN 
Education Associate, School Nutrition Programs

SUBJECT: SY 2012-13 Operational Memo # 26
School Nutrition Programs Calendar of Events

Attached to this memo you will find a calendar of events for School Nutrition Programs (SNP). This calendar highlights, month by month, important tasks and due dates related to SNP. In the future, we will try to distribute this calendar in July for your benefit.

Please contact us at 302-735-4060 if you have any questions.

Attachment

cc: Linda C. Wolfe, RN, MEd, Director, School Support Services
Field Agents

CALENDAR FOR SCHOOL YEAR

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • Application Renewal – July 15 <ul style="list-style-type: none"> • DENARS • Paper Documentation • Meal Benefit Forms to Households • USDA Releases Reimbursement Rates • July 31 – Bi-Annual Financial Reports Due • Summer Trainings <ul style="list-style-type: none"> • Healthy Edge – DOE announced trainings • ServSafe ® - DOE announced trainings • Other - TBD <p>Claims Due by 10th</p>	<p>Claims Due by 10th</p>	<p>Claims Due by 10th</p>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • October 1st – pull verification sample • DOE pulling F & R data from eSchool for funding • October 15 – Food Safety Inspection Reports Due - DENARS • Carryover Eligibility – expires on 31st operating day <p>Quarterly Meetings</p> <ul style="list-style-type: none"> • SNP Supervisors • Charter, Non-Public, Special Schools <p>Claims Due by 10th</p>	<ul style="list-style-type: none"> • November 15 – verification activities must be completed • State Portion of Salaries Due <p>Claims Due by 10th</p>	<ul style="list-style-type: none"> • December 15 – DE Annual Statistics/ Schedule A Report Due • Civil Rights Compliance Report Due <p>Meetings</p> <ul style="list-style-type: none"> • RCCI Bi-Annual Meeting <p>Claims Due by 10th</p>
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • January 15 – Verification Report Due - DENARS • January 31 – Bi-Annual Financial Report Due <p>Meetings</p> <ul style="list-style-type: none"> • SNP Supervisors • Charter, Non-Public, Special Schools <p>Claims Due by 10th</p>	<ul style="list-style-type: none"> • February 1 – All SFA sites must have an On-Site Review completed <p>Claims Due by 10th</p>	<p>Meetings</p> <ul style="list-style-type: none"> • SNP Supervisors • Charter, Non-Public, Special Schools • FFVP Application Announcement <p>Claims Due by 10th</p>
APRIL	MAY	JUNE
	<ul style="list-style-type: none"> • Summer School Extension – Written Notification Due <p>Meetings</p> <ul style="list-style-type: none"> • SNP Supervisors • Charter, Non-Public, Special Schools <p>Claims Due by 10th</p>	<p>Meetings</p> <ul style="list-style-type: none"> • RCCI Bi-Annual Meeting <p>Claims Due by 10th</p>

NOTE: Additional reports may be required per USDA request.