



## DEPARTMENT OF EDUCATION


The Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
DOE WEBSITE: <http://www.doe.k12.de.us>

Mark T. Murphy  
Secretary of Education  
Voice: (302) 735-4000  
FAX: (302) 739-4654

September 24, 2015

### MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

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

**SUBJECT:** SY 2015-2016 Operational Memo #17  
Calendar of Events for SY 15-16

---

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. Memos will be sent out with detailed instructions when each report is due. Please contact us at 302-857-3356 if you have any questions.

#### Attachment

cc: SNP Team

## CALENDAR FOR SCHOOL YEAR 2015 - 2016

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>July 15, 2015 DENARS Rollover to SY 15-16</li> <li>Meal Benefit Forms to Households</li> <li>USDA Releases Reimbursement Rates</li> <li>July 31 – Annual Financial Reports Due DENARS</li> <li>July 31 – Operating Balance Due</li> <li>Summer Trainings                             <ul style="list-style-type: none"> <li>• ServSafe © - July 8, 22, 30</li> </ul> </li> </ul> <p><b>Claims Due by 10th</b></p>	<ul style="list-style-type: none"> <li>School Breakfast Outreach</li> <li>August 7, 2015 Renewal/Reapplication Due</li> <li>August 31, 2014 Deadline to notify SA of CEP intention</li> </ul> <p><b>Claims Due by 10th</b></p>	<ul style="list-style-type: none"> <li>Reminder: Independent Review of Applications (if applicable)</li> </ul> <p><b>Claims Due by 10<sup>th</sup></b></p>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>October 1<sup>st</sup> – pull verification sample</li> <li>October 15 – Food Safety Inspection Reports Due - DENARS</li> <li>Carryover Eligibility – expires on 31<sup>st</sup> operating day</li> </ul> <p>Quarterly Meetings</p> <ul style="list-style-type: none"> <li>October 13, 2015 9:00 AM: District Supervisors</li> <li>October 13, 2015 1:00 PM: Charter, Non-Public, Special Schools</li> </ul> <p><b>Claims Due by 10th</b></p>	<ul style="list-style-type: none"> <li>November 15 – verification activities must be completed</li> </ul> <p><b>Claims Due by 10th</b></p>	<ul style="list-style-type: none"> <li>December 15 – DE Annual Statistics/Schedule A Report Due</li> <li>December 1 - Civil Rights Compliance Report Due</li> <li>December 5 – State Portion of Salaries Due (Districts Only)</li> <li>Meetings</li> <li>December 2, 2014: 9:00 AM: RCCI Meeting</li> </ul> <p><b>Claims Due by 10<sup>th</sup></b></p>
JANUARY	FEBRUARY	MARCH
<p>Meetings</p> <ul style="list-style-type: none"> <li>January 12, 2016 9:00 AM: District Supervisors</li> <li>January 12, 2016 1:00 AM: Charter, Non-Public, Special Schools</li> </ul> <p><b>Claims Due by 10th</b></p>	<ul style="list-style-type: none"> <li>February 1 –                             <ul style="list-style-type: none"> <li>o All SFA sites must have an On-Site Review completed</li> <li>o Verification Report submitted in DENARS</li> <li>o DSNA nominations due to DOE</li> </ul> </li> <li>Respond to DOE letter re: adult meal price (if applicable)</li> <li>Respond to FFVP mid-year review (if applicable)</li> </ul> <p><b>Claims Due by 10th</b></p>	<ul style="list-style-type: none"> <li>FFVP Application Announcement Meetings</li> <li>March 8, 2016 9:00 AM: District Supervisors</li> <li>March 8, 2016 1:00 PM: Charter, Non-Public, Special Schools</li> </ul> <p><b>Claims Due by 10<sup>th</sup></b></p>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>April 15 - Community Eligibility Site Eligibility completed in DENARS</li> </ul> <p><b>Claims Due by 10th</b></p>	<ul style="list-style-type: none"> <li>Summer School Extension – Written Notification Due</li> <li>SFSP Outreach required</li> <li>FFVP Applications due to DOE</li> </ul> <p>Meetings</p> <ul style="list-style-type: none"> <li>May 10, 2016 9:00 AM: District Supervisors</li> <li>May 10, 2016 1:00 AM: Charter, Non-Public, Special Schools</li> </ul> <p><b>Claims Due by 10<sup>th</sup></b></p>	<p>Meetings</p> <ul style="list-style-type: none"> <li>RCCI Meeting (TBD)</li> </ul> <p><b>Claims Due by 10th</b></p>

NOTE: Additional reports may be required per USDA request.