Monthly Checklist for CNP Directors

Please note every effort has been made to make this list as comprehensive as possible. However, its purpose is to serve as a reminder and may not be all-inclusive. It is the responsibility of the directors to remain in compliance with guidelines.

	JULY	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Submit claims for reimbursement by the 20 th day of the following month. (NSLP, SSO, CACFP, FFVP) ***												
Run the DC list with Chalkable (formerly STI) INOW. Then run this DC list against the district's POS.												
Conduct CNP Manager's Meeting												
Make revisions to online application for any program changes (such as snacks, meal times, etc.)												
Distribute copies of the F&R meal application, the application instructions, and the letter to households.												
Purge school rosters of last school year's F&R meal applications.												
Conduct in-service training for CNP staff- INCLUDE REQUIRED CIVIL RIGHTS TRAINING												
Present food bids and other bid items to school board.												
Distribute charged meal policy to all households at the beginning of the year and to any new students as they enroll throughout the year.												
Schedule and conduct school reviews (on site monitoring) for the year prior to February 1st.												
Submit information for the board meeting; have the CNP budget approved; have bids approved for small and large equipment, breads, milk, produce, chemicals, grease trap cleaning, and paper supplies, etc												
Renew contracts – including Head Start – Send copy to State Agency												
Prepare for World School Milk Day – the last Wednesday in September.												

	700	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	ALK	MAY	JUNE
Conduct After School Snack Program reviews within											
4 weeks of beginning the program.											
Approve F&R applications and update school											
rosters daily.											
Send approval letters for students eligible for F&R											
price meals.											
Plan National School Lunch Week celebration with											
each school manager (second week of October).											
Complete all applications for students eating on											
last year's meal eligibility status by the 30 th											
operating school day. (All applications must be											
processed within 10 days of receipt).											
Plan to attend the CNP Fall Directors' Conference											
hosted by ALSDE (usually in early November).											
Prepare for Farm to School Month – October											
Update rosters after approval of applications on											
the 30 th operating day.											
Compile a list of names of eligible students for											
verification – to be pulled October 1st.											
Select the verification system to be used											
(standard or alternate).											
Begin the verification form which is located											
in the online application. Verify the number											
of applications to be verified and do not rely											
on the POS.											
Send verification letters to parents.											
Follow up with parents who do not respond											
to verification.											
Promote celebration of National School Lunch											
Week – Involve local media in celebration											
Complete verification by November 15 th											
Plan holiday shutdown of schools for Thanksgiving											
and Christmas with CNP managers.											
Mail food bids if due in January.											
Complete close down for Christmas holidays.											
Complete the verification summary report by											
January 23 rd .											

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Begin planning next year's budget – identify large												
equipment needs, staffing changes, meal price												
changes, and anticipated changes in revenues												
and expenditures. Be sure to submit an equipment												
purchase request form to ALSDE.												
Prepare for School Breakfast Week next month												
(March)												
Attend the Alabama School Nutrition Association												
(ASNA) Conference – encourage CNP managers												
and staff to join the association and participate in												
the conference.												
Attend CNP Directors' Conference hosted by ALSDE												
Complete the FFVP application for next year (due												
date set by ALSDE) – plan program												
Conduct a training needs assessment of CNP												
managers and CNP assistants in order to plan												
training for next school year. (Can be formal or												
informal assessment.)												
Plan and schedule performance evaluations of												
CNP managers. Work with managers to prepare for												
performance evaluation interviews of CNP												
assistants (if applicable).												
Work with each CNP manager to evaluate current												
inventory and begin decreasing for summer.												
Gather information necessary to send out bids for												
small and large equipment, bread, milk, chemicals,												
grease trap cleaning, groceries, produce, and												
paper supplies for next year. Plan date to send out.												
Begin work on small and large equipment orders for												
next year.												
Begin planning: CNP Budget												
Salary Schedule												
Staffing Formula for each school Complete a physical inventory of large equipment.												
Complete a physical inventory of large equipment.												

	JULY	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Plan cycle menus for next school year – or plan												
menus for the first month or six weeks if cycle menus												
are not used.												
Plan for in-service training in August for CNP												
managers and assistants.												
Complete the annual agreement on the online												
application for the upcoming school year.												
Plan orientation for new managers.												
Organize CNP managers for participation in the												
summer managers' training hosted by ALSDE.												
Before schools close, collect from each CNP												
manager:												
CNP manager checklist for school closing												
Completed production records for year												
Inventory of small equipment												
Secure school records for the completed year. The												
following records must be kept for the current year												
and the four previous years (total of 5 years).												
Meal Counting and Claiming Records												
Production Records												
Inventories of Food and Equipment Edit Checks												
Free and Reduced-Price Meal Applications												
Plan dates to have managers turn in grocery orders												
for the beginning of the next school year.												
If the school system is a sponsor (or has a catering												
contract), open the Summer Food Service Program												
(SFSP).												
Submit FFVP application by the deadline.												
Follow local policy to update rosters of children												
being promoted or transferring to new schools if												
eligibility status from the prior year will be used at												
the beginning of the school year.												

	JULY	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Submit information for board meeting; have CNP												
budget approved; bids approved for small												
equipment, large equipment, breads, milk,												
chemicals, grease trap cleaning, produce, and												
paper supplies. Schedule for appropriate month												
(June or July) depending on opening date of												
school.												
Update the CNP handbook for the system.												
Complete Seamless Summer review within three												
weeks of operation.												
Review and update HACCP for the upcoming												
school year. Make changes and distribute to school sites.												
Submit F & R application to state by the deadline												
for approval if not using prototype.												
Submit online application by deadline for next SY.												
Have superintendent sign Attestation Statement												
from Alabama's Implementation of Smart Snacks in												
Schools.												
Collect Exempt Fundraiser forms from school												
principals.												
Make arrangements for any NEW managers to												
attend New Managers' Training in July.												
Complete PLE tool to determine pricing for												
upcoming year.												

^{***} Claims submitted during September may be delayed for payment due to end of the year closeout by the state. Submit claims for August as early as possible, especially combined claims such as NSLP and SSO; and NSLP and CACFP, to help reduce this delay. You will receive additional information on this via email closer to September.