









	JULY	AUG	SEPT	OCT	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.