

**sms**

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SCHOOL
MANAGEMENT
SOLUTIONS

CHILD NUTRITION PROGRAM ANNUAL CALENDAR

NY

Deadline	Action Item
Prior to start of school year	• Distribute public announcement • Complete annual renewal in CNMS
Start of school year	• Send inspection requests to DOH • Review and update food safety plans • Complete civil rights training • Submit school calendar to CN rep
August 31	Conduct 1st Direct Certification Matching Process (DCMP)
Within 10 operating days of receipt	Process and approve income applications (establish eligibility)
Before or with September claim	Report SNAP/Medicaid eligible students on CNMS
September 30	Submit annual analysis of cash resources report
October 1	Select sample for verification (income verification process begins)
October 15	Submit health inspection report
November 15	Complete income verification activities
November 30	Conduct 2nd Direct Certification Matching Process (DCMP)
February 1	Complete annual self-review (SFAs with multiple sites)
February 28	Conduct 3rd Direct Certification Matching Process (DCMP)
April 1	Determine eligibility for CEP
Prior to program end	Conduct 2nd Afterschool Snack Program review
Within 60 days from end of month served	Submit claims for reimbursement
9 months after year-end	Submit A-133 audit to Office of Audit Services