

# Calendar of Requirements and Activities for School Nutrition Programs (

## School Year 2025-26 (July 1, 2025, through June 30, 2026)

This calendar assists Connecticut schools, private schools and residential child care institutions (RCCIs) that participate in the U.S. Department of Agriculture (USDA) school nutrition programs with planning for the school year. The school nutrition programs include the [National School Lunch Program \(NSLP\)](#), [School Breakfast Program \(SBP\)](#), [Special Milk Program \(SMP\)](#), [Afterschool Snack Program \(ASP\) of the NSLP](#), [Seamless Summer Option \(SSO\) of the NSLP](#), and [Fresh Fruit and Vegetable Program \(FFVP\)](#).

- Schedules are subject to change and do not represent all federal and state requirements for operating the USDA school nutrition programs. For additional guidance, contact the school food authority's (SFA) [CSDE school nutrition team member](#).
- At a minimum, all required program materials must be retained by the SFA for three (3) prior school years plus the current year of operation for audit compliance. These forms are designated with an asterisk (\*). For more information, refer to the CSDE's resource, [Records Retention Requirements for the School Nutrition Programs](#).

The Connecticut State Department of Education (CSDE) encourages SFAs to distribute this calendar to each person responsible for completing tasks related to these programs.

When	Information	Due date	Submit/file/comments
<b>July</b>	<p><b>Healthy Food Certification (HFC) Statement</b> (Public school districts only) <a href="https://portal.ct.gov/sde/nutrition/healthy-food-certification">https://portal.ct.gov/sde/nutrition/healthy-food-certification</a></p> <p><b>Note:</b> Does not apply to RCCIs and private school sponsors.</p>	<p>July 1</p> <p>Board vote must occur by this date for the district to participate for the 2025-26 school year.</p>	<p>Submit to CSDE: Use the Connecticut Online Application and Claiming System for Child Nutrition Programs (<a href="#">CNP System</a>) to submit the 2025-26 HFC Statement.</p> <p>File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the board vote on HFC. *</p>

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<b>July</b>	<p><b>Lunch Time Waiver Request</b></p> <p>Submit lunch time waiver request for school year 2025-26, if needed.</p> <p><a href="https://portal.ct.gov/-/media/sde/nutrition/nslp/memos/om2023/om02-23.pdf">https://portal.ct.gov/-/media/sde/nutrition/nslp/memos/om2023/om02-23.pdf</a></p>	July 1	<p>Submit to CSDE: Written request from one of the two authorized signers must be sent to the SFA's CSDE <a href="#">school nutrition team member</a>.</p> <p>File at SFA. *</p>
<b>July and August</b>	<p><b>Interschool Agreements</b></p> <ul style="list-style-type: none"> <li>• Full-service Interschool Agreement</li> <li>• Recipient Site Vended Interschool Agreement</li> </ul> <p><a href="https://portal.ct.gov/sde/nutrition/forms-for-school-nutrition-programs#i">https://portal.ct.gov/sde/nutrition/forms-for-school-nutrition-programs#i</a></p>	<p>Full-service Interschool Agreement due by July 1.</p> <p>Recipient Site Vended Interschool Agreement due by August 30.</p>	Submit to CSDE using the instructions in the email notification.
<b>July and Ongoing</b>	<p><b>Application for Free and Reduced-price Meals and Free Milk</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/application-forms">https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/application-forms</a></p> <p><a href="https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/parent-and-guardian-notification-letters">https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/parent-and-guardian-notification-letters</a></p>	After July 1 but within four weeks of the start of school distribute to all households at the beginning of each school year. Process and implement within 10 operating days of receipt.	File at SFA: Copies of letter to households, approved and denied applications, lists of students enrolled in the federally funded Head Start Program, all direct certification lists, and a list of students designated as homeless or runaway. *
<b>July and Ongoing</b>	<p><b>Identify Directly Certified Students</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/direct-certification">https://portal.ct.gov/sde/nutrition/direct-certification</a></p>	Weekly throughout school year.	File at SFA: Documentation of student eligibility. *

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<b>Summer</b>	<p><b>Public Media Release for Free and Reduced-price Meals and Free Milk</b></p> <p><a href="https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/public_media_release_connecticut_snp.docx">https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/public_media_release_connecticut_snp.docx</a></p> <p><b>Note:</b> SFA is required to send public media release to the media but is not required to pay to publish.</p>	<p>August 2025</p> <p>Send to the local news media, the employment office, and any major employers who are contemplating large layoffs prior to the beginning of each school year.</p>	<p>File at SFA: Copy of public media release materials sent. *</p>
<b>July – September</b>	<p><b>Annual Online Sponsor Agreement Renewal and Upload of Required Documents</b></p> <p>Documents include Policy Statement, Meal Counting and Claiming Process, Free and Reduced Application Materials, Food Safety Inspection Report, Financial Report, and others.</p> <p>Must be updated for each school year. Wait for specific instructions from CSDE before completing information.</p>	<p>September 15, 2025</p> <p>Submitted electronically using the online CNP System. Notify your CSDE school nutrition consultant when update is complete.</p> <p><b>Note:</b> RCCIs and any SFA with approval to operate the NSLP and SBP over the summer must complete by July 31, 2025.</p>	<p>Submit to CSDE: Use the online <a href="#">CNP System</a>. Annual update required. Update with any changes throughout the school year to keep information current.</p>

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<b>August – September</b>	<p><b>Rolling Verification</b></p> <p>Rolling Verification is designed to help ease the administrative burden associated with the verification process, especially for sponsors expecting large verification sample sizes. Interested sponsors must review the applicable links and USDA webinar below prior to implementing this type of verification.</p> <ul style="list-style-type: none"> <li>• FNS Instruction SP 42-2017 <a href="https://www.fns.usda.gov/cn/beginning-verification-october-1-guidance-local-educational-agencies">https://www.fns.usda.gov/cn/beginning-verification-october-1-guidance-local-educational-agencies</a></li> <li>• USDA Rolling Verification Webinar <a href="https://www.fns.usda.gov/resource/webinar-verification-toolkit-and-beginning-verification-october-1">https://www.fns.usda.gov/resource/webinar-verification-toolkit-and-beginning-verification-october-1</a></li> <li>• USDA Rolling Verification Toolkit <a href="https://www.fns.usda.gov/cn/verification-toolkit">https://www.fns.usda.gov/cn/verification-toolkit</a></li> </ul> <p><b>Note:</b> Does not apply to RCCIs that do not collect and process meal applications.</p>	<p>Rolling Verification: USDA allows sponsors to start the verification process prior to October 1. The due date for completing this Rolling Verification is the same for the regular verification process (November 15).</p>	<p>File at SFA: Documentation of the Rolling Verification process and all supporting documentation for the verification of each selected household. *</p>

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When	Information	Due date	Submit/file/comments
<b>August – September</b>	<p><b>HFC Training: Complying with Healthy Food Certification</b></p> <p>This training is required for the district’s HFC contact person (refer to the CSDE’s <a href="#">Responsibilities of District Contact Person for Healthy Food Certification</a>) and recommended for individuals that coordinate sales of competitive foods to students on school premises, such as food service directors and managers, culinary programs staff, fundraising coordinators, vending machine operators, and school store operators.</p> <p><b>Note:</b> Does not apply to RCCIs and private school sponsors.</p>	September 30, 2025	File at SFA: Print each module’s knowledge check score to document participation in the training modules and maintain on file. *
<b>September</b>	<p><b>Financial Report</b> (Annual Revenue and Cost Expenditures Report)</p>	<p>No later than September 15, 2025</p> <p>Submitted as part of the annual CNP Online Application</p>	Submit to CSDE: Use the online CNP System.
<b>September</b>	<p><b>Food Safety Inspection Report</b></p>	September 30, 2025	Submit to CSDE: Use the online CNP System.

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<b>September or October</b>	<p><b>End of Carryover of Student Eligibility</b></p> <p><a href="https://www.fns.usda.gov/eligibility-manual-school-meals">https://www.fns.usda.gov/eligibility-manual-school-meals</a></p> <p><a href="https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs">https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs</a></p> <p><b>Note:</b> Does not apply to RCCIs that do not collect and process meal applications.</p>	<p>31<sup>st</sup> day of school</p> <p>A child’s prior school year eligibility is in effect for 30 operating days into the current school year. For more information, refer to the CSDE’s <i>Carryover Versus Transfers of a Child’s Eligibility</i>.</p>	<p>File at SFA: Documentation of removed students who had been receiving meal benefits due to 2024-25 approved application or directly certification. *</p>
<b>September – January</b>	<p><b>NSLP and SBP On-site Monitoring</b></p> <p>Required only if the SFA has more than one school/site.</p> <p><a href="https://portal.ct.gov/sde/nutrition/meal-counting-and-claiming-for-school-nutrition-programs">https://portal.ct.gov/sde/nutrition/meal-counting-and-claiming-for-school-nutrition-programs</a></p>	<p>February 1</p> <p>Local on-site monitoring must be completed and documented for each school at least once prior to February 1 of each year.</p>	<p>File at SFA: Documentation of review, findings, and corrective action. *</p>
<b>October</b>	<p><b>NSLP Week “Taste the World: Your School Lunch Passport”</b></p> <p><a href="https://schoolnutrition.org/about-school-meals/national-school-lunch-week/">https://schoolnutrition.org/about-school-meals/national-school-lunch-week/</a></p>	<p>October 13-17, 2025</p>	

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<b>October</b>	<p><b>CT Grown for CT Kids Week</b></p> <p><a href="https://www.ctfarmtoschool.org/ctgrownforctkidsgetinvolved">https://www.ctfarmtoschool.org/ctgrownforctkidsgetinvolved</a></p> <p><b>National Farm to School Month:</b></p> <p><a href="http://www.farmtoschool.org/our-work/farm-to-school-month">http://www.farmtoschool.org/our-work/farm-to-school-month</a></p> <p>For more information, visit the CSDE's <a href="#">Farm to School</a> webpage.</p>	October 6-10, 2025	Not applicable
<b>October</b>	<p><b>Selection of Applications for Verification</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs">https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs</a></p> <p><a href="https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/usda_eligibility_manual.pdf">https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/usda_eligibility_manual.pdf</a></p> <p><b>Note:</b> Does not apply to RCCIs that do not collect and process meal applications.</p>	October 1	File at SFA: Documentation of selection process based on new applications on file as of October 1. *
<b>October – November</b>	<p><b>Conduct Verification</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs">https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs</a></p> <p><a href="https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/usda_eligibility_manual.pdf">https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/usda_eligibility_manual.pdf</a></p> <p><b>Note:</b> Does not apply to RCCIs that do not collect and process meal applications.</p>	November 15  Completion of verification activities	File at SFA: Verification activities must be fully documented and kept on file. *  Refer to the USDA's <a href="#">Eligibility Manual for School Meals</a> for guidance.

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<b>November</b>	<p><b>Healthy Food Certification Documentation</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/healthy-food-certification/annual-hfc-documentation">https://portal.ct.gov/sde/nutrition/healthy-food-certification/annual-hfc-documentation</a></p> <p><b>Note:</b> Does not apply to RCCIs and private school sponsors.</p>	<p>November 30, 2025</p> <p>Wait for specific instructions from the CSDE before completing information.</p>	<p>Submit to CSDE.</p>
<b>December</b>	<p><b>Verification Collection Report (FNS 742)</b></p> <p><a href="https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/verification/completing_verification_collection_report.pdf">https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/verification/completing_verification_collection_report.pdf</a></p> <p><a href="https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs">https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs</a></p>	<p>December 15</p> <p>Failure to submit report by due date could lead to the withholding of claims.</p>	<p>Submit to CSDE: Use the online <a href="#">CNP System</a> and file at SFA. *</p>
<b>December</b>	<p><b>Independent Review of Applications (FNS 874)</b></p> <p>Requires sponsors who are at risk to have another person, other than the determining official, do a second review of applications. The CSDE will notify sponsors by July 1 if this is required.</p> <p><b>Note:</b> Does not apply to RCCIs that do not collect and process meal applications.</p>	<p>December 15</p>	<p>Submit to CSDE following the instructions issued in the CSDE's email.</p>

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<b>December</b>	<p><b>Nonprogram Foods</b></p> <p>Document that the SFA's revenue from the sale of nonprogram foods covers the cost of the food and is not subsidized through federal reimbursement by using the applicable worksheets below:</p> <ul style="list-style-type: none"> <li>• A la Carte Food Cost and Price Charged Comparison Worksheet</li> <li>• Nonprogram Pricing Worksheets for Adult Meals</li> <li>• Pricing Worksheet for A La Carte Sales in School Nutrition Programs</li> <li>• Nonprogram Revenue Calculator</li> </ul> <p><a href="https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/allowable-expenditures#NonprogramFoods">https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/allowable-expenditures#NonprogramFoods</a></p>	December 31	File at SFA.*
<b>February</b>	<p><b>Schedule annual board meeting between February and June to vote on HFC for next school year</b> (public school districts only)</p> <p>Vote must occur during February to June, to ensure timely submission of annual HFC Statement with final board of education (BOE) approved minutes by July 1.</p> <p><b>Note:</b> Does not apply to RCCIs and private school sponsors.</p>	<p>July 1</p> <p>BOE vote must occur by this date for the district to participate for the 2026-27 school year.</p>	<p>Submit to CSDE: Use the online <a href="#">CNP System</a> to submit the 2026-27 HFC Statement.</p> <p>File at SFA: Copy of HFC Statement and board meeting minutes documenting the date of the BOE vote on HFC. *</p>

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When	Information	Due date	Submit/file/comments
February/March	<p><b>USDA Foods Requests</b></p> <p>Placed in Web Based Supply Chain Management system (WBSCM) for 2026-27 school year</p>	March 2026	Submit in WBSCM.
March	<p><b>National School Breakfast Week</b></p> <p><a href="#">“The Quest for School Breakfast”</a></p>	March 2-6, 2026	Not applicable
April	<p><b>Complete Paid Lunch Equity (PLE) Calculations for School Year</b></p> <p><b>Note:</b> Does not apply to RCCIs.</p>	July 1	File at SFA: Use annually issued USDA tools to complete calculations and keep on file. *
April	<p><b>Application Due for Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) of the NSLP</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/summer-food-service-program">https://portal.ct.gov/sde/nutrition/summer-food-service-program</a></p> <p><a href="https://portal.ct.gov/sde/nutrition/seamless-summer-option-ssso-of-the-nslp">https://portal.ct.gov/sde/nutrition/seamless-summer-option-ssso-of-the-nslp</a></p>	April or May 2026	Submit to CSDE: Use the online CNP System once instructions are released. Contact CSDE staff with any questions.
April	<p><b>Submit data for the USDA Annual Community Eligibility Provision (CEP) Notification requirement</b></p> <p>Identify the total number of <i>directly certified</i> students and total enrollment as of April 1, 2026.</p> <p><b>Note:</b> Does not apply to RCCIs.</p>	April 10, 2026	Submit to CSDE: Use the online CNP System to submit the number of directly certified students.

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April or May	<p><b>Fresh Fruit and Vegetable Program (FFVP) Application</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/fresh-fruit-and-vegetable-program/ffvp-application">https://portal.ct.gov/sde/nutrition/fresh-fruit-and-vegetable-program/ffvp-application</a></p>	April or May 2026	Submit to CSDE: Use the online CNP System once instructions are released. For questions contact Jen Bove at <a href="mailto:jennifer.bove@ct.gov">jennifer.bove@ct.gov</a> .
May or June	<p><b>Remove all USDA Foods from State Contracted Warehouse</b></p> <p>USDA Foods products are not stored over the summer.</p>	By last scheduled delivery date per USDA Foods delivery schedule, at the latest June 2026	Not applicable
May	<p><b>School Lunch Hero Day</b></p> <p><a href="https://schoolnutrition.org/about-school-meals/school-lunch-hero-day/">https://schoolnutrition.org/about-school-meals/school-lunch-hero-day/</a></p>	May 1, 2026	Not applicable
May	<p><b>Submit request to extend the NSLP and SBP into the summer months (July and August)</b></p> <p><b>Note:</b> LEAs that would like to serve and claim reimbursable meals during the summer (due to an extension of the school year or a required academic summer school) <b>must</b> submit a request to the CSDE. The CSDE must approve this request before the LEA can claim any meals.</p>	June 12, 2026	Submit to CSDE: Email request for an extension of the NSLP and SBP to Jen Bove at <a href="mailto:jennifer.bove@ct.gov">jennifer.bove@ct.gov</a> .
June	<p><b>Community Eligibility Provision (CEP) Application Due</b></p> <p><a href="https://portal.ct.gov/sde/nutrition/community-eligibility-provision/apply">https://portal.ct.gov/sde/nutrition/community-eligibility-provision/apply</a></p> <p><b>Note:</b> Does not apply to RCCIs.</p>	June 30, 2026	Submit to CSDE: Use the online CNP System to submit the required application materials.  File at SFA: Maintain copies of all CEP documentation. *

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<b>June</b>	<b>Local School Wellness Policy (LSWP)</b> <a href="https://portal.ct.gov/sde/nutrition/school-wellness-policies">https://portal.ct.gov/sde/nutrition/school-wellness-policies</a>	Annual LSWP committee meetings.  LEAs must complete an assessment of their LSWP at least once every three years.	File at SFA: Documentation of Wellness Committee meeting and review of policy. *  Share LSWP assessment with the public

## Calendar of Requirements and Activities for School Nutrition Programs

### Information for Districts Contracting with a Food Service Management Company (FSMC)

<https://portal.ct.gov/SDE/Nutrition/Food-Service-Management-Company>

When	Information	Due date	Submit/file/comments
<b>Every month</b>	Invoice/USDA Foods Received Credit and Usage/Agenda Monthly Meeting	Last day of month	File at SFA.
<b>August</b>	Invoice/Agenda Monthly Meeting (Summer)	Not applicable	File at SFA.
<b>August</b>	USDA Foods Certification of Reconciliation Based on previous school year	August 1 <sup>st</sup>	Submit to CSDE.
<b>September</b>	Invoice/Agenda Monthly Meeting (Summer)	Not applicable	File at SFA.
<b>October</b>	Monitoring Visit 1 <a href="https://portal.ct.gov/-/media/sde/nutrition/fsmc/sfa_fsmc_monitoring_form.pdf">https://portal.ct.gov/-/media/sde/nutrition/fsmc/sfa_fsmc_monitoring_form.pdf</a>	October 31	File at SFA.
<b>October</b>	Food Advisory Meeting 1	October 31	File at SFA.
<b>January</b>	Year-to-date Financial/Satisfaction Review Decide to renew contract or go out to bid	Not applicable	Contact CSDE if going out to bid.
<b>January</b>	Ensure FSMC is ready for USDA Foods order for next year. Review percentage of Direct Delivery, percentage of DOD, and percentage of Processed.	Not applicable	File at SFA.
<b>February</b>	Monitoring Visit 2	End of month	File at SFA.
<b>February</b>	Food Advisory Meeting 2	End of month	File at SFA.

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<b>March</b>	Conversations with FSMC regarding contract renewal. CSDE issues renewal email.	Not applicable	File at SFA.
<b>April</b>	CSDE issues CPI percentage e-mail. SFA drafts renewal document.	Not applicable	File at SFA.
<b>May</b>	Submit renewal and supporting documents to CSDE for approval.	Ongoing	Submit to CSDE.
<b>June</b>	Submit renewal and supporting documents to CSDE for approval. NEW DUE DATE	June 10	Submit to CSDE.
<b>June</b>	Execute and submit renewal documents.	June 30	Submit to CSDE.

## Calendar of Requirements and Activities for School Nutrition Programs

### Daily/Weekly/Monthly/Annually

When	Information	Due date	Submit/file/comments
<b>Daily</b>	Menu Production Records <a href="https://portal.ct.gov/sde/nutrition/production-records-for-school-nutrition-programs">https://portal.ct.gov/sde/nutrition/production-records-for-school-nutrition-programs</a>	Required daily	File at SFA. *
<b>Daily</b>	Edit Check Worksheets <a href="https://portal.ct.gov/sde/nutrition/forms-for-school-nutrition-programs#e">https://portal.ct.gov/sde/nutrition/forms-for-school-nutrition-programs#e</a>	Required daily	File at SFA: Edit Check Worksheets with monthly claim materials. *
<b>Weekly</b>	Identify Directly Certified Students <a href="https://portal.ct.gov/sde/nutrition/direct-certification">https://portal.ct.gov/sde/nutrition/direct-certification</a>	Required weekly	File at SFA: Documentation of student eligibility. *
<b>Weekly</b>	Run Requisition Status Report in WBSCM until all orders are in purchased or cancelled status	Should run report weekly after placing orders in WBSCM.	Processing orders may be adjusted, so cancelled bulk USDA Foods items may be covered by the state. Recipient Agencies will be notified of any adjustments to processing orders.
<b>Monthly</b>	Claim for Reimbursement <a href="https://portal.ct.gov/sde/lists/forms-school-nutrition-programs/meal-counting-and-claiming">https://portal.ct.gov/sde/lists/forms-school-nutrition-programs/meal-counting-and-claiming</a>	Approximately two weeks after end of month claimed. Claims cannot be paid if submitted more than 60 calendar days following the end of the claim month.	Submit to CSDE: Use the online <a href="#">CNP System</a> for NSLP, SBP, SMP, FFVP, SSO, ASP and SFSP claims.  File at SFA: Keep final claim and all backup documentation on file. *

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<b>Monthly</b>	Federal Local Food for Schools Incentive Program (LFSIP) <a href="https://portal.ct.gov/sde/nutrition/farm-to-school/local-foods-for-schools">https://portal.ct.gov/sde/nutrition/farm-to-school/local-foods-for-schools</a>	Approved on a rolling basis Program ends April 2026	Submit prior month's purchases on Monthly Reporting Form
<b>Monthly</b>	CT Local Food for Schools Incentive Program	Approved on a rolling basis	Submit prior month's purchases on Monthly Reporting Form
<b>Twice Annually</b>	Local Health Inspections <a href="https://portal.ct.gov/dph/food-protection-program/main-page">https://portal.ct.gov/dph/food-protection-program/main-page</a>	Twice per school year	File at SFA: Copy of the most recent inspection must be posted in a public area of the school. *
<b>Annually</b>	Local School Wellness Policy (LSWP) <a href="https://portal.ct.gov/sde/nutrition/school-wellness-policies">https://portal.ct.gov/sde/nutrition/school-wellness-policies</a>	Annual LSWP committee meetings. LEAs must complete an assessment of their LSWP at least once every three years. Assessment required for SY 2024-25.	File at SFA: Documentation of Wellness Committee meeting and review of policy. *
<b>Annually</b>	Civil Rights Training <a href="https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs">https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs</a>	Conduct annually for all food service staff, including determining and verifying official and hearing official.	File at SFA: Documentation of training agenda and attendance. *
<b>Annually</b>	HACCP Plan Update <a href="https://portal.ct.gov/sde/nutrition/food-safety-for-child-nutrition-programs">https://portal.ct.gov/sde/nutrition/food-safety-for-child-nutrition-programs</a>	Review, update, and document annually.	File at SFA: Documentation of SFA's annual review of HACCP plan. *

## Calendar of Requirements and Activities for School Nutrition Programs

When	Information	Due date	Submit/file/comments
<b>Anytime</b>	Start the USDA School Breakfast Program <a href="https://portal.ct.gov/sde/nutrition/school-breakfast-program">https://portal.ct.gov/sde/nutrition/school-breakfast-program</a>	Any time during the school year.  The district must obtain CSDE approval before starting or expanding a SBP. For more information, refer to <a href="#">Starting the School Breakfast Program</a> or <a href="#">Expanding the School Breakfast Program</a> .	Submit to the SFA's <a href="#">school nutrition team member</a> .
<b>Ongoing</b>	Start the USDA Afterschool Snack Program (ASP) <a href="https://portal.ct.gov/sde/nutrition/afterschool-snack-program">https://portal.ct.gov/sde/nutrition/afterschool-snack-program</a>	At least two weeks prior to providing snacks.  Submitted electronically using the online <a href="#">CNP System</a> .	Contact the SFA's <a href="#">school nutrition team member</a> and submit to CSDE: Use the online <a href="#">CNP System</a> .
<b>Ongoing</b>	ASP Monitoring <a href="https://portal.ct.gov/sde/nutrition/afterschool-snack-program/forms#Monitoring">https://portal.ct.gov/sde/nutrition/afterschool-snack-program/forms#Monitoring</a>	At least twice per year for each ASP site.  First review must be conducted within four weeks of the start of snack service.	File at SFA: File documentation of reviews and findings. *
<b>Ongoing</b>	Professional Standards Tracking <a href="https://www.fns.usda.gov/school-meals/professional-standards">https://www.fns.usda.gov/school-meals/professional-standards</a>	Track training attended by staff to ensure compliance with USDA Professional Standard Requirements.	File at SFA: Keep supporting documentation on file. *

## Calendar of Requirements and Activities for School Nutrition Programs

When	Information	Due date	Submit/file/comments
<b>Ongoing</b>	Equipment Purchase Approval <a href="https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/allowable-expenditures#CapitalExpenditureRequestsEquipmentApprovals">https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/allowable-expenditures#CapitalExpenditureRequestsEquipmentApprovals</a>	Submit request to assigned school nutrition staff member to purchase any equipment over \$5000 that equipment is not on the CSDE's <i>Capital Expenditure Approved List</i> .	Submit to CSDE. File at SFA: Keep documentation on file. *

## Calendar of Requirements and Activities for School Nutrition Programs

For more information, visit the CSDE's [School Nutrition Programs](#) webpage or contact the [school nutrition programs](#) staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/sde/nutrition/nsnp/snp\\_calendar.pdf](https://portal.ct.gov/-/media/sde/nutrition/nsnp/snp_calendar.pdf).

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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