

UTAH STATE BOARD OF EDUCATION
CHILD NUTRITION PROGRAMS
2018-19 School Year Calendar

Updated 4.16.18

DATE	EVENT	CONTACT	NOTES
Annually	Schedule and conduct Civil Rights Training		Annual requirement; document agenda, training material used, and attendance; CANVAS Civil Rights Module available
Annually	NSLP Special Milk Sponsors	kathleen.maag@schools.utah.gov matthew.anderson@schools.utah.gov	Complete annual training slides and handouts https://uen.instructure.com/courses/446362
Annually	Request two health inspections for all NSLP sites		Annual requirement; contact local health department to request inspections; post most recent inspection in public view at site; keep documentation of the request for future audits
Annually	Finalize 2017 CNPweb Packet for USBE CNP approval	Assigned Specialist	Packets must be in pending approval; off-line forms submitted and dates entered in the Packet tab
Annually	Residential Child Care institutions have up to 9 months to submit their Single Audit to the clearinghouse. USBE is required to follow up on findings within 6 months of the posted audit	Lacie.Jonas@schools.utah.gov Kylie.townsend@schools.utah.gov Devon.parcell@schools.utah.gov kimberly.loveland@schools.utah.gov	2 CFR 200 Requirement
MAY 2018			
Friday, May 4, 2018	April SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, May 7, 2018	Professional Standard Hiring Flexibilities		Public comment period ends; https://www.fns.usda.gov/school-meals/fr-030618
Monday, May 7, 2018	CACFP Area Eligibility	kylie.townsend@schools.utah.gov	Request to complete F/R information for identified schools
Friday, May 11, 2018	SY19 Fresh Fruit and Vegetable Grant Application Due	leslie.haberkernel@schools.utah.gov	Grant available to PreK-6th grade schools; learn more at https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program
Tuesday, May 15, 2018	New Summer Sponsor and Site Applications	matthew.anderson@schools.utah.gov	Applications for new sponsors and sites due this date for both SFSP and SSO.
Monday, May 28, 2018			USBE Closed
JUNE 2018			
Wednesday, June 6, 2018	May SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
June 4-8, 2018	ICN Orientation		Utah State Capitol North Office Building - Auditorium Salt Lake City
Friday, June 15, 2018	Summer Meal Applications Due	matthew.anderson@schools.utah.gov	USDA cut off date for new summer sponsors
June 19-22, 2018	SNAU Summer Conference		Information at https://www.utahsna.org/index.php?page=35
Saturday, June 30, 2018	Last day to opt into CEP/Provision for Schools	wendy.gale@schools.utah.gov	
Saturday, June 30, 2018	Healthier US School Challenge Official End Date	amanda.knill@schools.utah.gov	All completed applications are due to the state office
Saturday, June 30, 2018	SFAs Notified of Second Independent Review of Applications	michelle.martin@schools.utah.gov	Annual requirement for sponsors with >10% error rate on applications during Administrative Review
JULY/AUGUST 2018			
Sunday, July 1, 2018	SY 2017 Reimbursement Rates go into effect	USDA Food and Nutrition Services	http://www.fns.usda.gov/school-meals/rates-reimbursement
TBA	Submit FFVP Agreements	Leslie.Haberkernel@schools.utah.gov	Fresh Fruit and Vegetable Program for awarded elementary schools
	Complete Direct Certification		Direct Cert to be done at or around the beginning of the school year; Direct Certification data available through CNPweb or ASPIRE; a full match against the entire enrollment is required
Wednesday, August 1, 2018	Determine and conduct Afterschool Snack Program reviews	Matthew Anderson (801) 538-7682 matthew.anderson@schools.utah.gov	This is a good time to develop your ASP monitoring schedule. Annual requirement to conduct two ASP site reviews per year (one review must be conducted the first 4 weeks, form located on the CNP public website, ASP, Forms and Resources Tab)
TBA	FFVP CANVAS Quizzes Due	Leslie.Haberkernel@schools.utah.gov	
August 7-8, 2018	New Supervisor Training	Leslie.Haberkernel@schools.utah.gov	Utah State Board of Education Basement West Salt Lake City
Friday, August 6, 2018	July SFA claim due		Claim must be in 'Pending Approval' in CNPweb to be processed
TBA	FFVP Budgets Due	Leslie.Haberkernel@schools.utah.gov	
Friday, August 31, 2018	CNPweb Renewal Due for CACFP At-risk Meals	Matthew Anderson (801) 538-7682 matthew.anderson@schools.utah.gov	Annual requirement to update sponsor and site information in CNPweb.
Recurring September 14, 21, 28, 2018	October Survey & Verification Workshop	Leslie.Haberkernel@schools.utah.gov	Utah State Board of Education Basement West Salt Lake City

Thursday, September 6, 2018	August SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Thursday, September 6, 2018	AR Training	Leslie.Haberkern@schools.utah.gov Michelle.martin@schools.utah.gov	Utah State Board of Education Basement West Salt Lake City
Tuesday, September 11, 2018	AR Training	Leslie.Haberkern@schools.utah.gov Michelle.martin@schools.utah.gov	TBD
OCTOBER 2018			
	National Farm to School Month		Resources available http://www.farmtoschool.org/our-work/farm-to-school-month
TBA	Apple Crunch Day	kate.wheeler@schools.utah.gov	
	Complete Direct Certification		Second Direct Cert to be done three months after the beginning of the school year; recommend doing a full match prior to Oct. 31st to reduce verification pool and increase October Survey free/reduced percentages
First Week in October	Verification Summary		Report is completed in CNPweb under the 'Claims' tab; "Add" the Verification Results report to view the number and type of applications to verify; information will reflect Friday, Sept. 30th
Thursday, October 4, 2018	September SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, October 8, 2018	USBE Closed		
October 15-19, 2018	National School Lunch Week		Additional information online at https://schoolnutrition.org
October 24-25, 2018	Fall Business Meeting/USDA Foods	Leslie.Haberkern@schools.utah.gov kelsey.eller@schools.utah.gov melissa.cowder@schools.utah.gov	TBD
Wednesday, October 31, 2018	October Survey Numbers		Report is due in CNPweb under the 'Claims' tab by Nov. 15th; Data must reflect the last operating day of October
NOVEMBER 2018			
Tuesday, November 6, 2018	October SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, November 12, 2018	USBE Closed		
Thursday, November 15, 2018	Complete Verification Activities		Verification activities must be completed no later than Nov. 15th annually
	October Survey & Racial Ethnic Data (CNPweb)		Report is completed in CNPweb under the 'Claims' tab
	LEA Second Review of Application Report	michelle.martin@schools.utah.gov	Report is completed in CNPweb under the 'Claims' tab with the October Survey; report reflects application status from July 1st-Oct. 31st, 2018; schools required to do this report were contacted by USBE Child Nutrition Programs
	Lunch Pricing Report	kimberly.loveland@schools.utah.gov tammi.walker@schools.utah.gov	Ensure current lunch prices are reflected on the Sponsor Info Sheet in CNPweb; information is reported by USBE CNP to USDA annually
	Food Safety Inspection Report	kimberly.loveland@schools.utah.gov tammi.walker@schools.utah.gov	USBE CNP pulls data from CNPweb Site Info Sheets to report to USDA annually
Tuesday, November 20, 2018	Verification Results Report (CNPweb)		Report is completed in CNPweb under the 'Claims' tab
Friday, November 23, 2018	USBE Closed		
DECEMBER 2018			
Thursday, December 6, 2018	November SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Tuesday, December 25, 2018	USBE Closed		
JANUARY 2019			
Tuesday, January 1, 2019	USBE Closed		
	Complete Direct Certification Matching		Third Direct Cert to be done six months after the beginning of the school year
	Begin Food Service Management Reviews if not completed for the SY	kimberly.loveland@schools.utah.gov	
Monday, January 7, 2019	December SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, January 21, 2019	USBE Closed		
FEBRUARY 2019			
	Site Monitoring Completed		Form available on CNPweb 'Resources'; Annual requirement for SFAs with more than one site.
Friday, February 1, 2019	Complete Food Service Management Reviews	christopher.bruhn@schools.utah.gov kimberly.loveland@schools.utah.gov	Submit copy of the completed reviews to USBE CNP
	NSLP Special Milk Self-Evaluation Review Completed	kathleen.maag@schools.utah.gov matthew.anderson@schools.utah.gov	Monitoring must be conducted annually and submitted to USBE CNP. Form is located on the CNP public website, SMP, Forms and Resources Tab.
Friday, February 1, 2019	New SFAs Application of Intent for 2018-19 SY due	Janalee Smith (801) 538-7685 janalee.smith@schools.utah.gov	Application required for new charter schools, public, or private non-profit schools interested in participating in the National School Breakfast and/or National School Lunch Programs in SY 19-20
Wednesday, February 6, 2019	January SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, February 18, 2019	USBE Closed		

February 24-26, 2019	Legislative Action Conference		School Nutrition Association, Washington, D.C. https://schoolnutrition.org
MARCH 2019			
March	Notify USBE CNP if LEA/SFA will be contracting with a Food Service Management Company in the upcoming SY	christopher.bruhn@schools.utah.gov kimberly.loveland@schools.utah.gov	
	National Nutrition Month		Healthy Meals Resource System's National Nutrition Month http://healthymeals.nal.usda.gov/features-month/march/national-nutrition-month
TBA	FFVP 2019-20 Applications Due	Leslie Haberkern (801) 538-7562 Leslie.Haberkern@schools.utah.gov	Applications will be emailed out to SFAs 6 weeks prior to due date
March 4-8, 2019	National School Breakfast Week		Additional information at http://schoolnutrition.org
Wednesday, March 6, 2019	February SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
APRIL 2019			
	Sponsors determine and conduct ASP reviews		Annual requirement to conduct two Afterschool Program (ASP) site reviews per year (one review must be conducted the first 4 weeks of operation)
	CEP Eligibility Report Date	Assigned Specialist	For eligible sites, identified student data reported as of April 1
Thursday, April 4, 2019	March SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, April 15, 2019	SFSP/SSO Applications & Renewals due (CNPweb)	Matthew Anderson (801) 538-7682 matthew.anderson@schools.utah.gov	Target deadline for renewing sponsors and sites to be updated in CNPweb.
Monday, April 15, 2019	USBE CNP Notifies LEAs of District Wide CEP		
Last Week in April	Every Kid Healthy Week		Action for Healthy Kids http://everykidhealthyweek.org/
May 2019			
	FDP Sponsor Renewal/Certification (CNPweb)	melissa.cowder@schools.utah.gov kelsey.eller@schools.utah.gov	Renewal to be completed by the end of May 2019
	NSLP Agreement Renewals (CNPweb)	Assigned Specialist	Renewal to be completed by the first of August 2019
	SFA Summer Outreach		http://www.fns.usda.gov/summerfoodrocks
Wednesday, May 1, 2019	List of LEAs and schools eligible to participate in CEP posted on public website and sent to USDA	USBE CNP	
Friday, May 3, 2019	School Lunch Hero Day		Additional information at http://www.schoollunchheroday.com/
May 5-8, 2019	ACDA Annual Conference		Niagara Falls, NY http://www.commodityfoods.org/acda-annual-conference
Monday, May 6, 2019	April SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, May 27, 2019	USBE Closed		
JUNE 2019			
Thursday, June 6, 2019	May SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
TBA	SNAU Summer Conference	https://www.utahsna.org/	TBA
Sunday, June 30, 2019	Commodities self-storage review due	melissa.cowder@schools.utah.gov kelsey.eller@schools.utah.gov	Complete annual review and retain copy with your program records
	Last day of the state fiscal year		
JULY 2019			
Monday, July 1, 2019	Transfer of Provision Eligibility in Effect		July 1, 2019, LEAs will be required to provide up to 10 school days of free meals to students who transfer from a Provision to a non-Provision school in a different LEA. State agencies also have discretion to allow LEAs to provide up to 30 operating days (or until a new eligibility determination is made, whichever comes first) of free meals to students who transfer from Provision to non-Provision schools, within or between LEAs, both during and between school years (Ensuring Year-long Eligibility in the School Lunch and School Breakfast Programs, SP51-2016, August 5, 2016, https://www.fns.usda.gov/sites/default/files/cn/SP51_2016s.pdf)
Thursday, July 4, 2019	USBE Closed		
Friday, July 5, 2019	June SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
July 14-16, 2019	ANC	https://schoolnutrition.org/meetings/	Annual National Conference School Nutrition Association St. Louis, MO
Wednesday, July 24, 2019	USBE Closed		
August 2019			
Tuesday, August 6, 2019	July SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
September 2019			

Monday, September 2, 2019	USBE Closed		
Friday, September 6, 2019	August SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
October 2019			
Friday, October 4, 2018	September SFA claims due		Claim must be in 'Pending Approval' in CNPweb to be processed
Monday, October 14, 2019	USBE Closed		