

Department of Education - Child and Adult Nutrition Services (CANS)
Calendar of Events & Due Dates
2013-2014

The following list includes important activities, events and due dates for the school year in South Dakota. While this is specific for 2013-2014, the dates are very close from year to year.

Annual

- ✓ Audits (OMB A-133) due nine months after the end of fiscal year from entities that expend or meet the \$500,000 threshold in federal funds collectively.
- ✓ Entities that do not meet the threshold are still required to have an independent audit. SDCL does not stipulate when it is due to the cognizant agency.
- ✓ Evaluate School Wellness Policy.
- ✓ Complete civil rights training for all staff.

Monthly

- ✓ USDA Foods ordering process will be available to nine-month schools from August to April on or about the third week. Agencies operating year-round will be able to order August-May.
- ✓ 10 - Schools submit claims for meal reimbursement for each prior month of operation. Months with 10 days or less can be combined with the prior or following month except June/July. SFSP requires that the months be combined in this instance.
- ✓ 5-7 - TEFAP agencies submit USDA Foods order blanks for next month's delivery; agencies submit bill of lading and inventory for current month's USDA Foods.
- ✓ 15 - Approximate date that monthly Direct Certification lists will be emailed or mailed to SFA's.
- ✓ 20 to 25 - State processes reimbursement payments.

July

- ✓ Early to mid-July Child Nutrition Program application packets posted on CANS website

August

- ✓ 30 - Annual Financial Statements and Audit Requirements due
- ✓ 31 - Child Nutrition Program application packets due

September

- ✓ Update benefit issuance enrollment roster against 30th day of school.

October

- ✓ 1 - Count approved F&RP meal applications to determine Verification (See NSLP memo 51.5)
- ✓ New Foodservice Managers Workshop in Pierre
- ✓ 14 - 18 - National School Lunch Week

November

- ✓ 10 - October Site Survey due with October claim for reimbursement
- ✓ 15 - NSLP Verification of F&RP applications completed and documented based on number of applications on file October 1. (See NSLP memo 51.5)

December



- ✓ 15 - NSLP Verification Summary Report due to CANS (See NSLP memo 51.5)

January

- ✓ Agencies desiring to utilize Food Service Management Company contracts in the next school year contact CANS for policies, guidance, and prototype requests for proposal. (Include summer requirements if needed.)
- ✓ USDA Foods order estimates for the upcoming school year.

February

- ✓ 1 - Annual review of meal counting procedures by schools and RCCIs completed, documented, and retained in local files. (See NSLP memo 52.2)
- ✓ 1 - Summer Food Service Program and NSLP Seamless Summer Option application packets posted on CANS summer website <http://www.doe.sd.gov/cans/sfsp.aspx>
- ✓ March 2 - 5 - SNA Legislative Action Conference, Washington, DC

March

- ✓ 3 - SFSP and NSLP SSO training registration deadline
- ✓ 3 - 7 - National School Breakfast Week
- ✓ SFSP required administrative workshops
 - 13 SFSP Prior Successful Sponsor Webinar
 - 25 SFSP New or prospective Sponsor Training – Pierre (All Day) (April 1 Snow date)
- ✓ 27 - NSLP Seamless Summer Training Webinar
- ✓ 31 - Audit statements due now or 9 months from end of fiscal year



April

- ✓ 8 - SFSP new application, renewal, and SFSP USDA Foods order blank due and/or NSLP Seamless Summer Option application due to CANS office
- ✓ Complete Paid Lunch Equity tool prior to establishing meal prices
- ✓ 24 - Summer Food Service Program operation workshop - Pierre

May

- ✓ First full week of May - Child Nutrition Employee Appreciation Week
- ✓ CACFP Training workshops to be held around the state.
- ✓ Summer Food Service Program preapproval visits for new sponsors by CANS
- ✓ NSLP Seamless Sponsors complete required program appropriate monitoring
- ✓ SFSP Training of site staff and preoperational required monitoring form prior starting meal service complete and documentation sent to CANS

June

- ✓ SFSP staff monitoring completed as planned in approved agreement.
- ✓ CACFP training workshops to be held around the state.

July

- ✓ Begin application renewal process
- ✓ Year-end summaries of USDA Foods available
- ✓ 13 thru 16 - School Nutrition Association (SNA) Annual National Conference in Boston, MA. Information can be found at www.schoolnutrition.org.
- ✓ 29 - August 1 - School Nutrition Association of SD Annual Conference and CANS Workshop in Watertown. Information will be available at www.snasd.org.

