



National School Lunch Program

Annual Due Dates

Teaching and Learning Support
Child Nutrition Programs
 801 West 10th Street, Suite 200
 P.O. Box 110500
 Juneau, Alaska 99811-0500
 (907) 465-8709
 Fax (907) 465-8910

July 1	Program year begins
Forms and online applications are available for data entry. Include current contacts and any changes in program participation. There must be at least two different people to contact in the site information sheet.	
Sept 15	Annual Application Renewal
All LEAs must renew participation in the CNP online system. Include current contacts and any changes in program participation. Reminder: LEAs with more than one site must conduct their On-site reviews for Counting and Claiming before February 1st.	
Oct 1	Verification of Household Applications begins
A 3% sample size of Household Applications approved by October 1 st for Free & Reduced Price Meals must be pulled and income verified through contacting households. LEAs may complete the portion of the Verification Summary Report in sections 2, 3, and 4 to determine the number of applications to pull for verification. The number of applications to be verification will appear in section 5 under 5-8 D.	
Nov 15	Verification of Household Applications process must be completed
All household applications selected for verification must be contacted at least once. Responses and supporting documents must be recorded for the verification summary report.	
Nov 30	Free & Reduced Price Meals Eligibility Report
This report is pulled from the LEAs October claim. Prompt submission of the October claims is essential for SA to process and verify the data more efficiently.	
Dec 30	Free & Reduced Price Meals Eligibility Report data verified
State agency will contact LEAs to verify student count before posting on the web.	
Feb 1	Verification Summary Report –FNS 742
A result of the Verification Process is due no later than February 1 st . to state agency.	
Feb 15	On-Site Review Summary Report
LEAs with more than one site must submit this report, which includes all the results from the required on-site reviews for counting and claiming procedures. The food service manager are to verify proper procedures are being followed, must visit each NSLP site. The site review should be done before February 1 st .	



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Apr 15	Applications for Provision Operations
Special Assistance Provision Operations must be approved by state agency. Not all LEAs qualify for this type of operation.	
Last day of school or June 1	On-site Review Summary for Afterschool Snack
LEAs with sites serving afterschool snacks must be reviewed and the results reported to the state agency	
Last day of school or June 1	Food Safety Inspection Report
Report the number of food safety inspections conducted in the previous year by DEC, military authorities, or the Municipality of Anchorage for each school site.	