



## Annual Due Dates for NSLP

*Child Nutrition Programs  
Finance & Support Services  
P.O. Box 110500  
Juneau, Alaska 99811-0500  
Phone (907)465-3596*

**LEAs with more than one site must conduct their On-Site Reviews for Counting and Claiming before January 31st. LEAs with NSLP Snack must conduct the first On-site Review on September 30, or within the first four weeks of operation.**

### **July 1 Program Year Begins**

Forms and online applications are available for data entry on the CNP web. Include current contacts and any changes in program participation. There must be at least two different people to contact in the site information sheet.

### **August 30 Annual Application Renewal**

All LEAs must renew participation in the CNP web online system. Include current contacts and any changes in program participation.

### **October 1 State Records Manager (SRM)**

On or before October 1<sup>st</sup> all Sponsors on NSLP must submit their student enrollment data into the SRM system.

### **October 1 Verification of Household Applications Begins**

Pull 3% of Household Applications approved as of **October 1<sup>st</sup>** for Free & Reduced Price Meals. LEAs that collect applications must complete Section 4 of the Verification Summary Report to determine the number of applications to pull for verification. The number of applications to be verified will appear in section 5 under 5-8 D.

### **November 15 Verification of Household Applications Ends**

All household applications selected for verification must be contacted at least once prior to **November 15<sup>th</sup>**. Responses and supporting documents must be recorded on the FNS 742 verification summary report. Complete Verification Summary Report and submit to SA on or before **February 1<sup>st</sup>**. NOTE: RCCIs and CEP districts can complete and submit the Verification Summary Report between October 31<sup>st</sup> and February 1<sup>st</sup>.

### **December 30 Free & Reduced-price Eligibility and Access Tabulation (EAT)**

State Agency (SA) uses the LEAs October claim data for this report. Prompt submission of the October claim is essential for SA to process and verify the data more efficiently.

### **January 15 Free & Reduced Price Meals Eligibility Report Data Verified**

State agency will contact LEAs to verify student counts that have varied 5% from year prior before posting on the web.

### **February 1 Verification Summary Report-FNS-742**

Verification Collection Summary Report is due no later than **February 1<sup>st</sup>** to the state agency.

### **February 15 On-Site Review Summary for Counting & Claiming**

LEAs with more than one operating site must submit this report, which includes results from the self-monitored on-site reviews for counting and claiming report.

**April 1** **State Records Manager (SRM)**

On or before **April 1<sup>st</sup>** all Sponsors on NSLP must submit their current student enrollment data. This data helps us determine sites that are eligible for Community Eligibility Provision (CEP).

**April 15** **Community Eligibility Provision (CEP)**

LEAs will be notified of CEP eligibility. DEED will post Identified Student Percentage data.

**\*June 1** **On-Site Review Summary for Afterschool Snack/At-Risk**

LEAs with sites serving Afterschool Snacks must conduct 2 on-site reviews and the results reported to the state agency by June 1 (*\*or the last day of school, whichever comes first*).

**\*June 1** **Food Safety Inspection Report**

Report the number of food safety inspections conducted in the school year by DEC, military authorities, or the Municipality of Anchorage (MOA) for each school site by June 1 (*\*or the last day of school, whichever comes first*).

**June 30** **CEP or Special Assistance Provision Election**

Community Eligibility Provision (CEP) application must be approved by the State agency. Districts may apply for sites that meet the 25% or greater threshold for directly eligible free students. Provision 3 applications must be approved by the State agency by this date.