Annual Requirements for Residential Child Care Institutions (RCCIs) Participating in USDA Child Nutrition Programs

To ensure program compliance please distribute a copy of this calendar to each staff person responsible for completing the following tasks related to the National School Lunch Program (NSLP) and School Breakfast Program (SBP) operation. All required program related materials must be retained by the School Food Authority (SFA) for three (3) years plus the current year of operation for audit compliance.

Requirement	Due Date	Initials	Date Completed
USDA Child Nutrition Program Online Contract Update/renew the USDA Child Nutrition Program contract with DPI (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/banking-contracts-claims-reports). The contract must be updated for each school year. The School Nutrition Team approves RCCIs for the Federal Fiscal Year, October 1 through September 30. If operating a year-round program, please note an "end date" of September 30. Actual approval of contracts will not begin until after the DPI system roll-over in July. The contract manual is located at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/contract-manual.pdf.	By June 19		
Food Service Management Company, Vended Meals, or Joint Agreements (if applicable) Submit new Food Service Management Company, vended meals, or joint agreement contracts (including any applicable renewals) to DPI. DPI must approve the agreements before the online contract can be approved. Mail or fax the completed and signed agreement to DPI for review and approval. Template Food Service Management Company, vended meals, and joint agreements **must** be used and can be found on the DPI website (http://dpi.wi.gov/school-nutrition/procurement). For vended meals agreements, a copy of vendor's current restaurant license must also be submitted to DPI. When entering into a Food Service Management Company agreement, select one of the two **required** Request for Proposals located at http://dpi.wi.gov/school-nutrition/procurement. The process requires DPI approval at multiple steps and can take on average three (3) months to complete. Contact Vic Taugher (victor.taugher@dpi.wi.gov, 608-266-5514) or Deb Wollin (debra.wollin@dpi.wi.gov, 608-267-3724) for additional information and approval.	Must be received before online contract can be approved		
Food Safety Plan Conduct annual review of school-level food safety plan(s) and include any necessary updates. Recommend scheduling staff and volunteer training on food safety. Food safety resources can be accessed at http://dpi.wi.gov/school-nutrition/food-safety.	Prior to start of school year		
***And Justice for All* Poster** Post an *And Justice for All* poster in a publicly visible and readable area where the program is administered. If new or additional posters are needed, please contact the DPI SNT at 608-267-9228.	Prior to start of school year		
Food Service Annual Financial Report Complete and submit the Food Service Annual Financial Report for the prior fiscal year, July 1 – June 30 (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/banking-contracts-claims-reports). The October lunch claim cannot be entered online until the Food Service Annual Financial Report is submitted.	By August 31		

Annual Requirements for RCCIs participating in USDA Child Nutrition Programs (Continued)

Requirement	Due Date	Initials	Date Completed
Afterschool Snack Program ( ) N/A Complete Afterschool Snack Program On-site Monitoring form and keep on file at the SFA. Additional resources can be accessed at http://dpi.wi.gov/school-nutrition/after-school.	Two reviews each school year (First review within first 4 weeks of snack service)		
Civil Rights Training Complete the annual Civil Rights Training for staff involved with USDA Child Nutrition Programs. The prototype training is updated yearly and available at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights, along with an attendance log. Maintain a copy of the training and attendance log at the SFA.	Around the beginning of the school year		
Civil Rights Compliance Self-Evaluation (PI-1441) Complete the Civil Rights Compliance Self-Evaluation form and keep on file at the SFA. The Civil Rights Compliance Self-Evaluation Form can be accessed at http://dpi.wi.gov/files/forms/doc/f1441.doc.	By October 31		
FNS-10 Report The FNS-10 report includes enrollment data and the number of approved free and reduced students as of the last day lunch was served in October. The October lunch claim cannot be entered online until FNS-10 data is submitted to DPI (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/banking-contracts-claims-reports).	Portal opens November 1. October claim for reimbursement cannot be submitted until the report is complete.		
Paid Lunch Price Report Submit the Paid Lunch Price Report to DPI (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial). The Paid Lunch Price Report includes the most frequently charged student lunch price for each grade level category (elementary, middle/junior high school, high school). *Submission of this report is required even if non pricing.*	Portal opens November 1. Report is due November 15. Please note, the October claim for reimbursement cannot be submitted until the report is complete.		
Verification Collection Report (VCR) **(VCR must be completed even if Free and Reduced Price Meal applications are not collected.)** The report can be submitted any time between November 1 and February 1 (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/counting-claiming/verification). All SFAs will be blocked from online claiming after this date, meaning claims cannot be entered online or paid, until the report is submitted. Please note, the verification process is required to be completed by November 15. Verification materials and results should be filed at the SFA.	By February 1		
On-site Monitoring Form ( ) N/A Complete On-site Monitoring Form and keep on file at school (ONLY for schools that have more than one location where meals are served). This is required only if there is more than one school /meal service site in the SFA as designated on the online contract with DPI. Complete monitoring visits and document results, including any follow up, for all sites by February 1 annually. Download the template on-site monitoring documentation form posted at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/onsite_monitoring_2015.doc.	By February 1		

Annual Requirements for RCCIs participating in USDA Child Nutrition Programs (Continued)

Requirement	Due Date	Initials	Date Completed
Professional Standards Complete and log appropriate number of required training hours for all school food service personnel. For more information go to http://dpi.wi.gov/school-nutrition/training/professional-standards.	By June 30		
Local Wellness Policy (LWP) All SFAs must establish and implement a LWP. Assessment and evaluation of this policy is also required. More information on the LWP can be found at http://dpi.wi.gov/school-nutrition/wellness-policy.	Recommended to review annually and assess, at a minimum, tri-annually		

Daily and Monthly Requirements for RCCIs participating in USDA Child Nutrition Programs

Requirement	Due Date
Complete daily menu production records. Production records are required by USDA but in no required standardized format. Production records should document what is prepared and served for each meal program (daily production plans, standardized recipes, Child Nutrition Labels or Product Formulation Statements). Maintain production records at the SFA for three (3) years plus the current school year. Production record templates can be accessed at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning.	Complete daily
Complete and review Daily Participation Edit Check prior to submission of the claim for reimbursement. Obtain daily meal counts for each school listed on Schedule A of the online contract. If using an automated accountability system, this process may be built in to it. Maintain the monthly edit checks from each school at the SFA. A manual edit check form can be accessed at http://www.dpi.wi.gov/files/fns/doc/editcheck.doc. If all youth are court ordered, contact a consultant for the RCCI edit check form.	Completed daily, review monthly
Submit monthly claim for reimbursement to DPI via Online Services. Claims for reimbursement cannot be submitted **during** the claim month of operation. The only exception is the June claim, which can be submitted after the last meal service in June. Please refer to the claiming calendar below for submission deadlines. **Schools blocked from submitting claims electronically should submit the claim on paper before the monthly deadline (see chart below). Fax or email claim copy to Jacqueline Jordee before the deadline at 608-267-9207 or jacqueline.jordee@dpi.wi.gov.**	Monthly

Child Nutrition Reports

Child Nutrition Reports are available online at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/banking-contracts-claims-reports.

Online Services

http://dpi.wi.gov/nutrition/online-services

USDA Foods Distribution Program

Information	Due Date	Submit to DPI/File at SFA
Annual USDA Foods Order Survey (order USDA Foods for the entire upcoming school year)	Late winter (Exact dates provided to all SFAs in mailing from DPI USDA Foods Team)	**Submit to DPI annually** via http://www3.dpi.wi.gov/fdpprod/login.aspx
USDA Foods Fair Share/Bonus Surplus Order	Offered monthly, pending availability	**Submit to DPI monthly** via online services
USDA Foods Invoice for Total Fees Due Fees deducted from monthly reimbursement claims	Available monthly online	**File at SFA**

60 Calendar Day Cut-off Deadlines for Submitting Claims for Reimbursement

Claims for reimbursement for meals/milk served under the NSLP, SBP, Afterschool Snacks, and Special Milk Program (SMP) must be submitted to DPI online for payment **within 60 calendar days after the end of the claiming period.** Only one claim per program is accepted per payment processing period. Processing occurs each Tuesday morning, unless that day is a holiday, in which case the processing would happen the following day. Payment processing does not occur the last two weeks of June and the last two weeks of December so that DPI's Business Office can do fiscal- and year-end closeouts.

Claiming Month	Last Day for Receipt/Postmark of Claim
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 on leap years)

Wisconsin Department of Public Instruction
Child Nutrition Program website
http://dpi.wi.gov/school-nutrition

RCCI
http://dpi.wi.gov/school-nutrition/national-school-lunch-program/rcci

School Nutrition Team Directory
http://dpi.wi.gov/school-nutrition/directory

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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At a Glance…Annual USDA Child Nutrition Programs Requirements for RCCIs

Annual Requirements	Due Date	Initials	Date Completed
USDA Child Nutrition Program Online Contract	By June 19		
Food Service Management Company, Vended Meals, or Joint Agreements (if applicable)	Must be received before online contract can be approved		
Free and Reduced Price Meal Applications	After July 1		
Direct Certification	At or near beginning of school year (July–September)		
Benefit Issuance List	Prior to start of school year *Updates should be made throughout the year as new benefit documentation is received*		
Food Safety Plan	Prior to start of school year		
***And Justice for All* Poster**	Prior to start of school year		
Food Service Annual Financial Report	By August 31		
Afterschool Snack Program *( ) N/A*	Two reviews each school year (First review within first 4 weeks of snack service)		
Civil Rights Training	Around the beginning of the school year		
Verification - start verification process *( ) N/A*	On or after October 1		
Verification – review verification materials *( ) N/A*	Between October 1 and November 15		
Verification – update benefits per verification outcome(s) *( ) N/A*	Upon completion of verification		
Civil Rights Compliance Self-Evaluation (PI-1441)	By October 31		
Direct Certification	3 months after initial effort (October–December)		
FNS-10 Report	November 1		
Paid Lunch Price Report	November 1		
Verification Collection Report (VCR)	By February 1		
On-site Monitoring Form *( ) N/A*	By February 1		
Direct Certification	6 months after initial effort (January–March)		
Professional Standards	By June 30		
Wellness Policy	Recommended annually		

Daily and Monthly Requirement	Due Date
Daily Production Records	Complete daily
Daily Participation Edit Check	Completed daily, review monthly
Submit Monthly Claim For Reimbursement	Monthly

Wisconsin DPI Child Nutrition Program
http://dpi.wi.gov/school-nutrition

RCCI
http://dpi.wi.gov/school-nutrition/national-school-lunch-program/rcci

School Nutrition Team Directory
http://dpi.wi.gov/school-nutrition/directory