

## Annual Requirements for Provision 2 Non-Base Year Schools 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. Provision 2 non-base year records must be retained by the School Food Authority (SFA) for three years plus the current year.

Requirement	Due Date	Initials	Date Completed
<p><b>USDA Child Nutrition Program Online Contract</b></p> <p>Update/renew the <a href="https://dpi.wi.gov/school-nutrition/program-requirements/contracts">USDA Child Nutrition Program contract</a> with DPI (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/contracts">https://dpi.wi.gov/school-nutrition/program-requirements/contracts</a>). The contract must be updated before each school year. <b>The school year is defined as July 1 – June 30.</b> Actual approval of contracts will not begin until after the DPI system roll-over in July. For specific guidance on summer school dates, please reference the contract manual. The <a href="http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/contract-manual.pdf">contract manual</a> can be found online (<a href="http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/contract-manual.pdf">http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/contract-manual.pdf</a>).</p>	<p>Portal opens beginning of May</p> <p>Due by May 31</p>		
<p><b>Food Service Management Company, Vended Meals, or Joint Agreement ( ) N/A</b></p> <p>Submit new Food Service Management Company (FSMC) contract, Vended Meals Agreement, or Joint Agreement (including any applicable renewals) to DPI. DPI must approve the agreements before the online contract will be approved.</p> <p>Before entering into a Food Service Management Company contract, SFAs are required to use a <a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement">Request for Proposal (RFP) DPI template (either fixed price or cost reimbursable)</a> (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement">https://dpi.wi.gov/school-nutrition/program-requirements/procurement</a>). The RFP process requires DPI approval at multiple steps and can take an average of three months to complete. Contact <a href="mailto:debra.wollin@dpi.wi.gov">Deb Wollin</a> at <a href="mailto:debra.wollin@dpi.wi.gov">debra.wollin@dpi.wi.gov</a> or 608-267-3724 for additional information and approval.</p> <p>The <a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement">DPI templates for Vended Meals Agreement or Joint Agreement</a> must be used (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement">https://dpi.wi.gov/school-nutrition/program-requirements/procurement</a>). For Vended Meals Agreements, a copy of vendor’s current restaurant license must also be submitted to DPI.</p>	<p>By June 30</p> <p>Upload the upcoming school year’s signed vended meals or joint agreement into the Child Nutrition Program Online Contract, if applicable.</p> <p>Email, mail, or fax the completed FSMC contract to DPI, if applicable.</p>		
<p><b>Simplified Public Release</b></p> <p>Send a simplified public release to all enrolled households noting continued participation in Provision 2 that includes a statement that all meals will continue to be served at no charge. The SFA must also continue to notify the public that nutritious meals are available at the school, but may use a simplified public release for Provision 2 schools. At the SFA, maintain a copy of the materials sent and a list of to whom the materials were sent. Additional <a href="http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf">Provision 2 Guidance from USDA</a> can be found online (<a href="http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf">http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf</a>).</p>	<p>Prior to start of school year</p>		
<p><b>And Justice for All Poster</b></p> <p>Display an <i>And Justice for All</i> 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.</p>	<p>Prior to start of school year</p>		

Requirement	Due Date	Initials	Date Completed
<b>Food Safety Plan</b> Conduct annual review of school-level <a href="https://dpi.wi.gov/school-nutrition/program-requirements/food-safety">food safety plan(s)</a> and include any necessary updates (https://dpi.wi.gov/school-nutrition/program-requirements/food-safety). Recommend scheduling staff and volunteer training on food safety.	Prior to start of school year		
<b>Food Service Annual Financial Report (AFR)</b> Complete and submit the <a href="https://dpi.wi.gov/school-nutrition/program-requirements/reporting">Food Service Annual Financial Report</a> for the <b>prior</b> fiscal year (July 1 – June 30) (https://dpi.wi.gov/school-nutrition/program-requirements/reporting). The October lunch claim cannot be entered online until the Food Service Annual Financial Report is submitted.	Portal opens first week of July Due by August 31		
<b>Wisconsin School Day Milk Program Claim ( ) N/A</b> Submit the <a href="https://dpi.wi.gov/school-nutrition/program-requirements/claiming">Wisconsin School Day Milk Program</a> (WSDMP) claim to DPI for the prior school year (https://dpi.wi.gov/school-nutrition/program-requirements/claiming). The October lunch claim cannot be entered online until the WSDMP claim is submitted. Additional <a href="https://dpi.wi.gov/school-nutrition/programs/milk-programs/wisconsin-school-day-milk">WSDMP claim resources</a> can be found online (https://dpi.wi.gov/school-nutrition/programs/milk-programs/wisconsin-school-day-milk).	By August 31		
<b>Elderly Nutrition Program Claim ( ) N/A</b> Submit the <a href="https://dpi.wi.gov/school-nutrition/program-requirements/claiming">Elderly Nutrition (EN) Program claim</a> to DPI for the prior school year (https://dpi.wi.gov/school-nutrition/program-requirements/claiming). The October lunch claim cannot be entered online until the EN claim is submitted.	By August 31		
<b>Afterschool Snack Program ( ) N/A</b> Complete <a href="https://dpi.wi.gov/school-nutrition/programs/afterschool-snack">Afterschool Snack Program On-site Monitoring form</a> and keep on file at the SFA (https://dpi.wi.gov/school-nutrition/programs/afterschool-snack).	Two reviews each school year (first review within first four weeks of snack service)		
<b>Civil Rights Training</b> Complete the annual <a href="https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights">Civil Rights Training for staff involved with USDA Child Nutrition Programs</a> (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights). The prototype training is updated yearly and available with an attendance log. Maintain a copy of the training and attendance log at the SFA.	Around the beginning of the school year		
<b>Civil Rights Compliance Self-Evaluation (PI-1441)</b> Complete the <a href="https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc">Civil Rights Compliance Self-Evaluation form</a> and keep on file at the SFA (https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc).	By October 31		
<b>FNS-10 Report</b> The <a href="https://dpi.wi.gov/school-nutrition/program-requirements/reporting">FNS-10 Report</a> includes enrollment data and the number of approved free and reduced students as of the last day lunch was served in October (https://dpi.wi.gov/school-nutrition/program-requirements/reporting). The October lunch claim cannot be entered online until FNS-10 data is submitted to DPI.	Portal opens November 1  October claim for reimbursement cannot be submitted until the report is complete.		

Requirement	Due Date	Initials	Date Completed
<p>The FREE percentage used to claim meals in an LEA/school should be applied to the current October enrollment number to estimate the number of children approved for FREE lunches. In addition, the REDUCED percentage used to claim meals in the LEA/school should be applied to the current October enrollment number to estimate the number of children approved for REDUCED PRICE lunches.</p>			
<p><b>FNS-828 Paid Lunch Price Report (PLP)</b></p> <p>Submit the <a href="#">Paid Lunch Price Report</a> to DPI (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/reporting">https://dpi.wi.gov/school-nutrition/program-requirements/reporting</a>). 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. Report 0.00 for the dollar value. SFAs that do not have the specified grade level should use the dropdown to select N/A.</p>	<p>Portal opens November 1</p> <p>Report due November 15</p> <p>October claim for reimbursement cannot be submitted until the report is complete.</p>		
<p><b>FNS-742 Verification Collection Report (VCR)</b></p> <p>The <a href="#">FNS-742 VCR report</a> can be submitted any time between November 1 and February 1 (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/verification">https://dpi.wi.gov/school-nutrition/program-requirements/verification</a>). Please note, the verification process is required to be completed by November 15. Verification materials and results should be filed at the SFA.</p>	<p>Portal opens November 1</p> <p>Report due February 1</p>		
<p><b>On-site Monitoring Form ( ) N/A</b></p> <p>Complete <a href="#">On-site Monitoring Form for breakfast</a> (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc</a>) and <a href="#">On-site Monitoring Form for lunch</a> (<a href="http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc">http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc</a>). Keep on file at school (ONLY for schools that have more than one location where meals are served designated on the online contract with DPI). A minimum of 50% of schools participating in the SBP must also be monitored annually by February 1, with each school operating the SBP being monitored at least once every two years. Complete monitoring visits and document results, including any follow up, for all sites by February 1 annually.</p>	<p>By February 1</p>		
<p><b>Summer Food Service Program (SFSP) Outreach</b></p> <p>All SFAs operating NSLP are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. <b>Outreach for SFSP must be completed by all SFAs regardless of whether or not SFSP is offered by the SFA itself.</b> Acceptable outreach activities may include developing and distributing printed and electronic materials that provide information on the availability and location of summer meals to families of school children prior to the end of the school year</p> <p>SFAs may distribute information through means normally used to communicate with households of enrolled children. For example, a link to the SFSP site map could be included in a spring parent newsletter. Additional information can be found on the <a href="#">Administrative Review</a> webpage and the</p>	<p>Prior to end of the school year</p>		

Requirement	Due Date	Initials	Date Completed
<a href="https://dpi.wi.gov/school-nutrition/administrative-review">SFSP Find a Summer Meals Site</a> webpage ( <a href="https://dpi.wi.gov/school-nutrition/administrative-review">https://dpi.wi.gov/school-nutrition/administrative-review</a> ; <a href="https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site">https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site</a> ).			
<b>Professional Standards</b> Complete and log appropriate number of required <a href="#">Professional Standards training hours</a> for all school nutrition program staff and non-school nutrition program staff with job duties pertaining to school nutrition programs ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards">https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards</a> ).	By June 30  Ongoing documentation is recommended.		
<b>Local Wellness Policy (LWP)</b> Information on the <a href="#">LWP content requirements</a> can be found online ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy">https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy</a> ). <ul style="list-style-type: none"> <li>SFAs must annually notify the public regarding policy content.</li> <li>Assessment and evaluation of this policy is required at least every 3 years. The first assessment must be completed no later than June 30, 2020.</li> </ul>	Annually notify public  Recommended to review annually. Required to assess, at a minimum, triennially (every 3 years) with the first assessment completed no later than June 30, 2020.		

### Daily and Monthly Annual Requirements for Provision 2 Non-Base Year Schools Participating in USDA Child Nutrition Programs

Requirement	Due Date
<b>Complete <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">daily menu production records</a></b> ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a> ). <b>Production records are required by USDA</b> , but there is 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 SFA for three (3) years plus the current school year.	Complete daily
Complete and review the simplified Provision 2 edit check prior to submission of each monthly claim for reimbursement. Please refer to the <a href="http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf">Provision 2 guidance for conducting an edit check in non-base years</a> ( <a href="http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf">http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf</a> ). Maintain the monthly edit checks from each school at the SFA.	Complete daily, review monthly
Submit monthly claim for reimbursement to DPI via Online Services. Claims for reimbursement cannot be submitted <b>during</b> 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. <b>SFAs blocked from submitting claims electronically should submit the claim on paper before the monthly deadline</b> (see chart below). Fax or e-mail claim to <a href="mailto:jacqueline.jordee@dpi.wi.gov">Jacqueline Jordee</a> before the deadline at 608-267-9207 or <a href="mailto:jacqueline.jordee@dpi.wi.gov">jacqueline.jordee@dpi.wi.gov</a> .	Monthly

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

Claims for reimbursement for meals/milk served under the NSLP, SBP, Afterschool Snack Program (ASP), 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 in leap years)

### **USDA Foods Distribution Program**

For additional information and key dates relating to the USDA Foods Distribution Program, please review the [USDA Foods Program Timelines](https://dpi.wi.gov/school-nutrition/usda/timelines) resource (<https://dpi.wi.gov/school-nutrition/usda/timelines>).

Information	Due Date	Submit to DPI/File at SFA
<b>Annual USDA Foods Order Survey</b> Order USDA Foods for the entire upcoming school year.	Late winter (exact dates provided to all School Food Authorities in mailing from DPI USDA Foods Team)	<a href="#">Submit to DPI annually</a> ( <a href="https://www3.dpi.wi.gov/FDP/Login.aspx">https://www3.dpi.wi.gov/FDP/Login.aspx</a> )
<b>USDA Foods Fair Share/Bonus Surplus Order</b>	Offered monthly, pending availability	Submit to DPI monthly via <a href="#">online services</a> ( <a href="https://dpi.wi.gov/nutrition/online-services">https://dpi.wi.gov/nutrition/online-services</a> )
<b>USDA Foods Invoice for Total Fees Due</b> Review the monthly USDA Foods invoice and compare to fees deducted from monthly reimbursement claims.	Available monthly online	<a href="#">Review invoice</a> and file at SFA ( <a href="https://www3.dpi.wi.gov/FDP/Login.aspx">https://www3.dpi.wi.gov/FDP/Login.aspx</a> )

## At a Glance...USDA Child Nutrition Programs Requirements

Annual Requirements	Due Date	Initials	Date
USDA Child Nutrition Program Online Contract	By May 31		
Vended Meals or Joint Agreement ( ) N/A	Must be uploaded before online contract can be approved		
Food Service Management Company ( ) N/A	Must be approved before online contract can be approved		
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		
Wisconsin School Day Milk Program Claim ( ) N/A	By August 31		
Elderly Nutrition Program Claim ( ) N/A	By August 31		
Afterschool Snack Program On-site Monitoring ( ) N/A	Two reviews each school year with first review in first 4 weeks		
Civil Rights Training	Around the beginning of the school year		
Civil Rights Compliance Self-Evaluation (PI-1441)	By October 31		
FNS-10 Report	November 1		
FNS-828 Paid Lunch Price Report	November 1		
FNS-742 Verification Collection Report	By February 1		
On-site Monitoring Form ( ) N/A	By February 1		
Summer Food Service Program (SFSP) Outreach	Prior to the end of the school year		
Professional Standards	By June 30		
Local Wellness Policy	Annually review and notify the public, triennially assess		

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

**[Provision 2 Information](https://dpi.wi.gov/school-nutrition/special-provision-options/provision-2)**

<https://dpi.wi.gov/school-nutrition/special-provision-options/provision-2>

**[Wisconsin Department of Public Instruction](http://dpi.wi.gov/school-nutrition)**

<http://dpi.wi.gov/school-nutrition>

**[Online Services](http://dpi.wi.gov/nutrition/online-services)**

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

**[School Nutrition Team Personnel Directory](http://dpi.wi.gov/school-nutrition/directory)**

<http://dpi.wi.gov/school-nutrition/directory>

**[Child Nutrition Reports](https://dpi.wi.gov/school-nutrition/program-requirements/reporting)**

<https://dpi.wi.gov/school-nutrition/program-requirements/reporting>