

Annual Requirements for USDA Child Nutrition Programs for 2021-22
Residential Child Care Institutions (RCCI) - Without Day Students
Including Seamless Summer Option (SSO)

To ensure program compliance, please distribute a copy of this calendar to each staff person responsible for completing the following tasks. Retain documentation for three (3) years plus the current year of operation for audit compliance.

Requirement	Due Date	Initials	Date Completed
<p>USDA Child Nutrition Program Online Contract (Applicable for SSO and NSLP)</p> <p>Update/renew the USDA Child Nutrition Program Contract with DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/contracts) The contract must be updated before each school year. The school year is defined as July 1 – June 30. Approval of contracts will not begin until after the DPI system roll-over in July. For assistance with contract renewal and specific dates, please reference the Contract Manual. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/online-contract-manual.pdf)</p> <p>Complete the 2021-22 Program Operations Application. (https://docs.google.com/forms/d/e/1FAIpQLSdsmtXyypvGUSv8VfakeS388L5QLphV_tUquMb8M_VDMZDrDA/viewform) This application must be submitted before your SY 2021-22 School Nutrition contract can be approved. ALL schools or districts must complete this application regardless of if they are operating the SSO or "traditional" NSLP/SBP.</p>	<p>Portal opens beginning of May</p> <p>Due by June 11, 2021</p> <p>Due June 30, 2021</p>		
<p>Vended Meals Agreement or Memorandum of Understanding (MOU) () N/A</p> <p>Submit new Vended Meals Agreement, Memorandum of Understanding (MOU) (including any applicable renewals) to DPI. DPI must approve the agreements before the online contract will be approved.</p> <p>The DPI Templates for Vended Meals Agreement or Memorandum of Understanding (MOU) must be used. For Vended Meals Agreements, a copy of vendor’s current restaurant license must be submitted to DPI.</p>	<p>By June 30</p> <p>Upload the upcoming school year’s signed vended meals or MOU into the Child Nutrition Program Online Contract, if applicable.</p>		
<p>Eligibility Documentation List or Attendance Roster</p> <p>Maintain a list of eligible students through an Eligibility Documentation List or Attendance Roster. The list must include:</p> <ul style="list-style-type: none"> • The child’s name • The child’s date of birth • Personal income received by the child. • Date of admission to the RCCI • Date of release from the RCCI 	<p>Updates should be made throughout the year as new students arrive or leave.</p>		
<p>And Justice for All Poster (Applicable for SSO and NSLP)</p>	<p>Prior to start of school year</p>		

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<p>Per USDA Memorandum SP 14-2020, the <i>And Justice for All (AJFA)</i> poster must be prominently displayed at all facilities and locations that distribute meals, which includes meal pick-up locations for students learning virtually. Meals delivered from stationary vans or buses should display the AJFA poster. Please email dpifns@dpi.wi.gov to request AJFA posters.</p> <p>The AJFA poster does not need to be displayed in each area of the RCCI, but should be prominently displayed in an area that is frequently visited by parents and students.</p>			
<p>Food Safety Plan (Applicable for SSO and NSLP)</p> <p>Conduct annual review of school-level Food Safety Plan(s) and include any necessary updates. (https://dpi.wi.gov/school-nutrition/program-requirements/food-safety) SNT recommends scheduling staff and volunteer training on food safety before the start of the school year.</p>	Prior to start of school year		
<p>Food Service Annual Financial Report (AFR) (Applicable to SSO and NSLP)</p> <p>Complete and submit the Food Service Annual Financial Report for the prior 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.</p>	Portal opens first week of July Due by August 31		
<p>Afterschool Snack Program () N/A</p> <p>Complete Afterschool Snack Program Onsite Monitoring Form and keep on file at the SFA. (https://dpi.wi.gov/school-nutrition/programs/afterschool-snack)</p>	Two reviews each school year (first review required within first four weeks of snack service)		
<p>Civil Rights Training (Applicable for SSO and NSLP)</p> <p>Complete the annual Civil Rights Training for staff involved with USDA Child Nutrition Programs. (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights) Maintain a copy of the training and attendance log at the SFA. For SSO, use the most current information available.</p>	Around the beginning of the school year for all food service staff and employees working with the school meal programs.		
<p>Civil Rights Compliance Self-Evaluation (PI-1441) (Applicable for SSO and NSLP)</p> <p>Complete the Civil Rights Compliance Self-Evaluation Form and keep on file at the SFA. (https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc)</p>	By October 31		
<p>FNS-10 Report (Applicable for SSO and NSLP)</p> <p>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 (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. FNS-10 Manual updated to include instructions for SSO.</p>	Portal opens November 1 October claim for reimbursement cannot be submitted until the report is complete.		
<p>FNS-828 Paid Lunch Price Report (PLP) (Applicable for SSO and NSLP)</p> <p>Submit the Paid Lunch Price Report to DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/reporting) 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). <i>Submission of this report is</i></p>	Portal opens November 1 Report due November 15		

Requirement	Due Date	Initials	Date Completed
<p>required even if non-pricing. The PLP Instruction Manual has been updated with guidance for SSO. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/paid-lunch-price-report-instructions.pdf)</p>	<p>October claim for reimbursement cannot be submitted until the report is complete.</p>		
<p>FNS-742 Verification Collection Report (VCR) (Applicable for SSO and NSLP)</p> <p>The FNS-742 VCR report can be submitted any time between November 1 and February 1. (https://dpi.wi.gov/school-nutrition/program-requirements/verification) 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>If your SFA did not receive any USDA Free and Reduced-Price Meal Applications as of October 1, 2021, the verification process is not required, but the VCR does still need to be submitted. In this case, to submit the VCR, complete sections 1-3, section 4 will be all zeros to show no applications were on file as of October 1 and since your SFA is exempt from the verification process, mark 5-1 for section 5 and submit.</p>	<p>Portal opens November 1 Report due February 1</p>		
<p>Onsite Monitoring Form (Applicable for SSO and NSLP)</p> <p>An SSO Onsite Monitoring Form is available to better align with program operations under SSO. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sso-monitoring-review-form.docx) This form can be used for both breakfast and lunch monitoring. USDA has created Offsite Monitoring Fact Sheets for Child Nutrition Programs for additional guidance and best practices. (https://www.fns.usda.gov/cn/site-monitoring-fact-sheets-child-nutrition-programs). Keep on file at school</p>	<p>By February 1</p>		
<p>Professional Standards (Applicable for SSO and NSLP)</p> <p>Complete and log appropriate number of required Professional Standards Training Hours for all RCCI nutrition program staff and non-RCCI nutrition program staff with job duties pertaining to school nutrition programs. (https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards)</p>	<p>By June 30</p>		
<p>Local Wellness Policy (LWP) (Applicable for SSO and NSLP)</p> <p>Information on the LWP Content Requirements can be found online. (https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy)</p> <ul style="list-style-type: none"> • RCCIs must annually notify the public regarding policy content. • Recommend to review annually for updates. • Assessment and evaluation of LWP is required at least every 3 years. • RCCIs must also make the assessment available to the public. 	<p>Notify the public of annual policy content and of triennial assessment when completed.</p> <p>By June 30, 2021, should have completed the triennial assessment of the local wellness policy</p>		
<p>School Breakfast Program and Summer Food Service Program Outreach</p> <p>Because outreach can be beneficial for families, WI DPI recommends (but does not require) RCCIs consider the following ways to conduct outreach:</p> <p>School Breakfast Program (SBP)</p>	<p>Breakfast Program Outreach: throughout the year</p> <p>Summer Food Service Program Outreach: Upon release of students during the summer</p>		

Requirement	Due Date	Initials	Date Completed
<p>RCCIs can inform families of breakfast by adding a statement to their intake packet and/or website such as, “This Residential Care Facility participates in the USDA School Breakfast Program and the National School Lunch Program”.</p> <p><u>Summer Food Service Program (SFSP)</u> RCCIs can inform students and families of Summer Food Service Program locations by providing the following information in their outtake packet and/or website:</p> <ul style="list-style-type: none"> the summer meals locator on the DPI Summer Meals webpage call 211 to locate meals in the area <p>text ‘food’ to 877-877 to locate meals in the area</p>	<p>months when meals cannot be obtained at school.</p>		

Daily and Monthly Requirements for USDA Child Nutrition Programs

Requirement	Due Date
<p>Complete Daily Menu Production Records. <i>(https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning)</i> Production records are required by USDA, 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.</p>	<p>Complete daily</p>
<p>Complete and review Daily Participation Edit Check prior to submission of claim for reimbursement. Obtain daily meal counts for each site listed on Schedule A of the online contract. If using an automated accountability system, this process may be built into it. Maintain the monthly edit checks from each site at the RCCI. A Daily Participation Record/Edit Check Form can be found online.</p>	<p>Complete daily, review monthly</p>
<p>Submit monthly claim for reimbursement to DPI via Online Services. Utilize the claim manual for SSO. <i>(SSO: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sso-claiming-manual.pdf)</i> 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.</p> <p>RCCIs blocked from submitting claims electronically should submit the claim manually before the monthly deadline (see chart below). Fax or e-mail claim to Jacqueline Jordee before the deadline at 608-267-9207 or jacqueline.jordee@dpi.wi.gov.</p>	<p>Monthly</p>

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

Claims for reimbursement for meals/milk served under the SSO, 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](#) resource

(<https://dpi.wi.gov/school-nutrition/usda/timelines>).

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 School Food Authorities in mailing from DPI USDA Foods Team)	Submit to DPI Annually <i>(https://www3.dpi.wi.gov/FDP/Login.aspx)</i>
USDA Foods Fair Share/Bonus Surplus Order	Offered monthly, pending availability	Submit to DPI monthly via Online Services <i>(https://dpi.wi.gov/nutrition/online-services)</i>
USDA Foods Invoice for Total Fees Due Review the monthly USDA Foods invoice and compare to fees deducted from monthly reimbursement claims.	Available monthly online	Review Invoice and file at SFA <i>(https://www3.dpi.wi.gov/FDP/Login.aspx)</i>

At A Glance
USDA Child Nutrition Programs Requirements for RCCIs Without Day Students

Annual Requirements	Due Date	Initials	Date
USDA Child Nutrition Program Online Contract	By June 11		
Vended Meals or Memorandum of Understanding (if applicable)	Must be uploaded before online contract can be approved		
Eligibility Documentation List or Attendance Roster	Prior to start of school year and update throughout the year as new students arrive or leave.		
Food Safety Plan	Prior to start of school year		
<i>And Justice for All</i> Poster	Prior to start of school year		
School Breakfast Program Outreach (optional-see above)	Prior to and throughout the school year		
Food Service Annual Financial Report	Due by August 31		
Afterschool Snack Program On-site Monitoring (if applicable)	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 (VCR)	By February 1		
On-site Monitoring	By February 1		
Summer Food Service Program (SFSP) Outreach (optional-see above)	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

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**Wisconsin Department of
Public Instruction**

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

Online Services

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

Child Nutrition Reports

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