

Calendar of Sponsor Responsibilities School Year 2011-2012

- May**
- ◆ Receive Program Agreement packet from KSDE.
 - ◆ Update Wellness Policy Builder to reflect progress during the current school year and plans for next school year.
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- Jun**
- ◆ Attend KSDE summer classes and workshops.
 - ◆ Enroll in Menu Planning and Administrative Workshops.
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- Jul**
- ◆ Appoint Authorized Representative, Hearing Official and Determining Official for new school year.
 - ◆ Establish prices for meals and milk.
 - ◆ Submit Program Agreement to KSDE by July 15.
 - ◆ Print “Application for Child Nutrition Program Benefits” and letter to households.
 - ◆ Print “Direct Certification List” and begin direct certification notifications.
 - ◆ Attend KSDE Menu Planning and Administrative Workshops.
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- Aug**
- ◆ Distribute “Application for Child Nutrition Program Benefits” and letter to households of all enrolled students.
 - ◆ Submit Annual Financial Status Summary for prior fiscal year to KSDE by August 15.
 - ◆ Determine eligibility of students for reduced price/free benefits and notify households of eligibility status.
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- Sep**
- ◆ Complete on-site review of After School Care Snack Program within first four weeks of operation (if applicable).
 - ◆ Meet with Wellness Policy Committee/School Health Council to review Implementation Plans for this school year.
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- Oct**
- ◆ Begin verification of reduced price/free eligibility.
 - ◆ On October 1, count approved students and applications by eligibility category.
 - ◆ Determine sampling method.
 - ◆ Determine number of applications to verify and select sample.
 - ◆ Complete confirmation reviews of applications in sample.
 - ◆ Notify households selected.
 - ◆ Review income documentation.
 - ◆ Verify eligibility and notify households of changes in benefits.
 - ◆ Report results using KN-CLAIM’s Post Verification Results.
 - ◆ Celebrate National School Lunch Week.

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Nov ♦ Complete all verification activities by November 15.

Dec ♦ Submit verification summary and results to KSDE by December 15.
♦ Begin on-site accountability reviews (if applicable).
♦ Begin on-site Food Service Management Company reviews (if applicable).

Jan ♦ Celebrate Kansas School Nutrition Week. Plan activities to involve students, parents and community.

Feb ♦ Complete on-site accountability reviews for all attendance centers by February 1 (if applicable).
♦ Complete FSMC monitoring reviews and submit to KSDE by February 1 (if applicable).

Mar ♦ Celebrate National School Breakfast Week.
♦ Celebrate National Nutrition Month.
♦ Receive information concerning breakfast waivers from KSDE.

Apr ♦ Submit applications for breakfast waivers (if applicable).
♦ Receive summer training schedule from KSDE and enroll in classes.

Other ♦ Submit reimbursement claims within 60 days of last day of month claimed.

♦ Complete the Monthly Financial Report within 90 days of the end of the claim month.

♦ Complete After School Care Snack Program on-site review twice a year; conduct first review within four weeks of beginning operation (if applicable).

♦ Monitor Food Service Management Company contracts quarterly (if applicable).

♦ Update Food Safety Training Plan & Record in KN-CLAIM.

♦ Attend training sessions offered by Child Nutrition & Wellness: administrative workshops, Leadership Connections, menu planning classes, food safety training, Child Nutrition Management Academy, Regional Training Cooperative classes, etc.