

School Food Authority

Annual Tasks

Utilize this annual task template as a resource for your school food authority. This resource should be adjusted to fit the needs of your district. Please note that this is not a complete list but should be used as a starting point for operating a successful SFA.

Below are some common acronyms used in child nutrition programs:

SFA: School Food Authority	SNP: School Nutrition Programs
NSLP: National School Lunch Program	SBP: School Breakfast Program
SFSP: Summer Food Service Program	SSO: Seamless Summer Option
FFVP: Fresh Fruit and Vegetable Program	CLiCS: Cyber-Linked Interactive Child Nutrition System
CN: Child Nutrition Labels	PFS: Product Formulation Statements
FPR: Food Production Records	RFP: Request for Proposal

JULY

Deadlines

- ✓ July 30th – Last day for final claim to be submitted in CLiCS for May

Priorities

- Prepare and update Free and Reduced applications (both paper and electronic) for school year. Distribute applications. (Note that applications cannot be distributed, posted, or completed prior to July 1. This task must be done on or after July 1 each year).
- Submit any SNP/SFSP/SSO/etc. claims from June in CLiCS
- Download and certify initial direct certification list
- Process all F/R applications promptly when received. Must be processed within 10 operating days.

Best Practices

- Write breakfast and lunch cycle menus following SBP/NSLP guidelines.
- Determine products needed and create lists in vendor ordering systems.
- Gather CN, PRF, nutritional, ingredient, allergen, etc. information on products
- Complete FPR templates for all schools to align with cycle menu
- Complete carbohydrate counts on all menus (for diabetic students)
- Complete equivalent special diet menus based on individual student needs
- Determine a la carte items and prices. Verify products in smart snack calculator.
- If applicable: Determine items to be sold and priced for vending machines
- Update Point of Service system for upcoming school year
- Submit June any SNP/SFSP/SSO/etc. claims in CLiCS
- Participate in “Tuesdays @ 2” webinars hosted by the MDE (registration will be available on the MDE website)

AUGUST

Deadlines

- ✓ August 29th – Last day for final claim to be submitted in CLiCS for June

Priorities

- Attend the NWSC Food Service Training in Bemidji/Thief River Falls
- Complete and update any documents families may need for school registration
- Complete September menus and any menu information to distribute to schools/families
- Plan any back to school trainings for food service staff or any personnel that works with the SNP. Record all trainings using the training tracker on the MDE website. Check MDE website for mandatory trainings, such as civil rights, OvS, etc.
- Review MDE recorded trainings as desired on MDE website. Review/refresh food service staff with MDE training videos.
- Submit any SNP/SFSP/SSO/etc. claims from July in CLiCS
- Download and certify August direct certifications
- Continue to distribute and process all F/R applications promptly.
- If applicable: receive homeless list from homeless liaison and certify all homeless students as free.
- If applicable: receive head start list from local head start director in order to certify head start students as free
- If applicable: receive Food Distribution Program on Indian Reservations (FDPIR) list from local tribal organization and certify those students as free
- Ensure rosters are developed to identify students and their correct eligibility status.
- Rosters may be maintained in a computerized system.

Best Practices

- If applicable: plan FFVP for upcoming year. Distribute required documents to families, teachers, etc. Plan or coordinate FFVP nutrition education.
- If applicable: attend MSNA conference held in early August
- If applicable: submit joint agreement parochial school rosters to CLiCS for Direct Certification data (must be done a minimum of 3x/year)
- Ensure a wellness committee is assembled. Plan a minimum of four meetings per year. Complete the triennial assessment once every three years.
- Place first orders for food, bread, milk, paper products, chemicals, etc. Check in with vendor as first orders may need to be placed 2+ weeks in advance.
- Create allergy lists of students to distribute to each school/kitchen staff.
- Ensure disclosure agreements are in place for any individuals not in food services who may need access to free/reduced data
- Ensure confidentiality waivers are received from families in order to disclose F/R data to non-food service employees for the use in other school programs (including fee waivers)
- Ensure staff members with their certified food protection manager (CFPM) license are current. Organize any continuing education for staff members who need to recertify in the current year
- Participate in “Tuesdays @ 2” webinars hosted by the MDE

SEPTEMBER

Deadlines

- ✓ September 29th – Last day for final claim to be submitted in CLiCS for July
- ✓ Complete within the first four weeks of school – Afterschool Snack Program On-Site Monitoring form

Priorities

- Review Food Safety Plan (HACCP). Ensure it aligns with current school cycle menu. Update and change as needed.
- Keep and organize all CN labels off boxes and/or other documentation such as PFS, delivery receipts, etc.
- Start Buy America document for the current school year.
- Complete October menus
- Submit any SNP/SFSP/SSO/etc. claims from August in CLiCS
- Download and certify September direct certifications
- Process all F/R applications promptly
- Continue to distribute F/R applications to new students.
- Carry over student eligibility statuses from previous year to the first 30 operating days.
- Fall preference surveys for the food distribution program open. Complete the survey when available. Watch for MDE bulletin on exact dates of fall distribution surveys

Best Practices

- Review MDE administrative review video series located on the MDE website.
- Participate in “Tuesdays @ 2” webinars hosted by the MDE

OCTOBER

Deadlines

- ✓ October 30th – Last day for final claim to be submitted in CLiCS for August
- ✓ October 1 – Start Verification Process
- ✓ On the 31st day of your school year – change student eligibility statuses to paid IF an eligible application or direct certification has not been received to date.
- ✓ Mid-October – Fall surveys for USDA Food Distribution Program closes. Refer to MDE bulletins on exact deadline for fall distribution surveys.

Priorities

- Complete November menus
- Submit any SNP/etc. claims from September in CLiCS
- Download and certify October direct certifications
- Process all F/R applications

Best Practices

- If applicable: submit joint agreement parochial school rosters to CLiCS for Direct Certification data (must be done a minimum of 3x/year)
- Participate in “Tuesdays @ 2” Webinars hosted by the MDE.

NOVEMBER

Deadlines

- ✓ November 29th – Last day for final claim to be submitted in CLiCS for September
- ✓ November 15th – Deadline to Complete Verification

Priorities

- Submit verification results in CLiCS
- Complete December menus
- Submit any SNP/etc. claims from October in CLiCS
- Download and certify November direct certifications
- Process all F/R applications promptly
- Apply for MDH kitchen license renewal for the upcoming calendar year. You will receive a notification from MDH that this renewal and payment is due.

Best Practices

- Start the process for completing on-site monitoring. Sponsors with more than one site need to monitor 100% of their lunch service locations and 50% of all breakfast locations. Breakfast locations should rotate annually.
- Participate in “Tuesdays @ 2” webinars hosted by the MDE

DECEMBER

Deadlines

- ✓ December 1st – Deadline for reporting verification in CLiCS
- ✓ December 30th – Last day for final claim to be submitted in CLiCS for October

Priorities

- Complete January menus
- Submit any SNP/etc. claims from November in CLiCS
- Download and certify December direct certifications
- Process all F/R applications promptly

Best Practices

- Continue on-site monitoring. Sponsors with more than one site need to monitor 100% of their lunch service locations and 50% of all breakfast locations. Breakfast locations should rotate annually.
- Participate in “Tuesdays @ 2” webinars hosted by the MDE

JANUARY

Deadlines

- ✓ January 29th – Last day for final claim to be submitted in CLiCS for November
- ✓ January 1st – deadline to update MDH kitchen license

Priorities

- Complete February menus
- Submit any SNP, etc. claims from December in CLiCS
- Download and certify January direct certifications
- Process all F/R applications promptly
- Complete on-site monitoring. Sponsors with more than one site need to monitor 100% of their lunch service locations and 50% of all breakfast locations. Breakfast locations should rotate annually.
- Complete Afterschool Snack Program On-Site Monitoring. Must be complete two times throughout the year.

Best Practices

- If applicable: submit parochial school rosters to CLiCS for Direct Certification data (must be done a minimum of 3x/year)
- Participate in “Tuesdays @ 2” webinars hosted by the MDE
- MDE Equipment Grants are typically released around this time. Watch for MDE bulletin regarding this announcement. Start early preparation for grant submission including assessing for equipment needs, writing specifications, contacting vendors for quotes from a minimum of two separate sources, etc.

FEBRUARY

Deadlines

- ✓ February 29th (on leap years) – Last day for final claim to be submitted in CLiCS for December
- ✓ February 1st – Deadline for completing On-Site Monitoring. Must complete 100% of lunch sites and 50% of breakfast sites before this date for all sponsors with more than one site (can be completed any time after school starts prior to Feb. 1)

Priorities

- Complete March menus
- Submit any SNP/etc. claims from January in CLiCS
- Download and certify February direct certifications
- Process all F/R applications promptly
- If application: begin procurement process for sponsors that intend on utilizing a new catering contract or food management company contract

Best Practices

- Start initial planning for SFSP/SSO
- Begin distributor selection process for food distribution program for the upcoming year
- Participate in “Tuesdays @ 2” webinars hosted by the MDE

MARCH

Deadlines

- ✓ March 1st – Last day for final claim to be submitted in CLiCS for December
- ✓ March 31st (on leap years) – Last day for final claim to be submitted in CLiCS for January

Priorities

- Applications for the FFVP open. Complete FFVP application. Watch for MDE bulletin updates regarding application open date.
- Commodity surveys for upcoming school year in CLiCS open. Complete commodity survey. Watch for MDE bulletin updates regarding commodity survey window.
- Complete April menus
- Submit any SNP/etc. claims from February in CLiCS
- Download and certify March direct certifications
- Process all F/R applications promptly

Best Practices

- Participate in “Tuesdays @ 2” webinars hosted by the MDE

APRIL

Deadlines

- ✓ April 1st – Last day for final claim to be submitted in CLiCS for January
- ✓ April 29th – Last day for final claim to be submitted in CLiCS for February
- ✓ End of April – Applications for the FFVP close. Watch for MDE bulletin updates regarding exact deadline date.
- ✓ Mid-April – Spring preference surveys for USDA Food Distribution Survey closes

Priorities

- Complete May menus
- Submit any SNP/etc. claims from March in CLiCS
- Download and certify April direct certifications
- Process all F/R applications promptly

Best Practices

- Register for the NWSC Food Service Training in Bemidji/Thief River Falls. Watch for NWSC e-mail regarding dates, registration, and tentative training schedule
- If applicable: Plan SFSP/SSO menu
- Train summer food service staff accordingly. Track all trainings using MDE training tracker
- Participate in “Tuesdays @ 2” webinars hosted by the MDE.

MAY

Deadlines

- ✓ May 1st – Last day for new sponsors to apply for the SFSP/SSO
- ✓ May 15th – Last day for renewing sponsors to apply for the SFSP/SSO
- ✓ May 30th – Last day for final claim to be submitted in CLiCS for March
- ✓ End of the school year – Last day to complete the second on-site monitoring for the Afterschool Snack Program

Priorities

- Send out call for bids for Milk and Bread bids
- If applicable: Ensure joint agreement(s) are in place for upcoming school year
- If applicable: Ensure vendor agreements are in place for upcoming school year
- Ensure summer EBT data is uploaded to the MDE portal. Updates in the EBT bulletins.
- Complete June menus
- Submit any SNP/etc. claims from April in CLiCS
- Download and certify May direct certifications
- Process all F/R applications

Best Practices

- Begin planning stages of any summer planning, workshops, etc. that you intend on attending and having your staff attend
- Register for NWSC summer training
- Participate in “Tuesdays @ 2” Webinars hosted by the MDE.

JUNE

Deadlines

- ✓ June 29th – Last day for final claim to be submitted in CLiCS for April
- ✓ June 30th – Complete and submit budget and addendum for FFVP. (Actual date will be stated when FFVP award is received).
- ✓ June 30th – Last day to submit summer EBT data to the MDE

Priorities

- Process Milk and Bread bids and award vendor(s) for upcoming school year
- Review SFSP/SSO sites. Must be done in the first 4 weeks for renewing sponsors.
- Update program applications for sponsors and sites for the SNP/NSLP/SBP/etc. for the upcoming school year in CLiCS. Watch for MDE bulletin regarding application availability
- Choose commodity distributor in CLiCS for upcoming school year
- Complete July menus
- Submit any SNP/etc. claims from May CLiCS
- Download and certify June direct certifications
- Process all F/R applications promptly

Best Practices

- Participate in “Tuesdays @ 2” Webinars hosted by the MDE
- Check to see if your SFA is on the annual administrative review list for the upcoming year. (Lists are usually released in May/June.)

MONTHLY TASKS

- Submit monthly claims in CLICS for all state and federal programs
- Complete edit checks and review
- Plan monthly menus for all operating programs
- Submit purchase orders for payment following vendor contracts
- Review and correct FPR. Ensure compliance with fed/state regulations

ONGOING TASKS

- Certifying students as free or reduced based on direct certification information in CLICS, information from homeless liaison, head start lists, etc., and process applications as they come in. Sending notification of eligibilities promptly as applications are processed and direct certifications are approved.
- Complete food production records daily
- Ensure written standardized recipes are available for foods served that contain two or more ingredients
- Ensure CN labels and PFS are available for all combination/convenience foods and process meat/poultry products
- Record daily meal counts by category at the point of service
- Product orders for food, milk, bread, paper items, chemicals, etc.
- Confirm and receive brown box commodity deliveries
- Write grants as they become available
- Handle all delivery/receipt issues as needed
- Maintenance of all records for 3 years + the current year to include but not limited to:
 - Buy America documentation
 - Staff training records
 - Required documents in food safety guide: managers checklist, delivery receipts, temperature records, thermometer calibrations, employee illness log, etc.
- Update and review SDS sheets as needed
- Review and update any competitive foods not controlled by FS (fundraisers, etc)
- Two health inspections are required annually for SNP sponsors. If inspections are not completed bi-annually, reach out to local sanitarian in writing to request two inspections. Document any communication regarding communication to MDH.
- Ensure a local wellness policy is established and implemented. Ensure a wellness committee meets a minimum of four times per year and the committee/policy/etc. meets required USDA guidelines.
- Ensure other food service related policies are in place and followed such as a procurement policy, meal debt policy, etc.
- Ensure all site locations have proper signage to include: “And Justice for All” poster, written menu, offer vs. serve signage, most recent health inspection, kitchen license, CFPM license, etc.
- Participate in webinars hosted by the MDE, including “Tuesdays @ 2”, etc. Registration will be available on the MDE website for all webinars.