

7 CFR 210 and 220 - Reporting Due Dates

Report Due	Original Signature Required	Report Due Date
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<p>Menu Review – Nutrikids program backups only! Offer vs. Serve options must be approved to be utilized</p> <p>Component meal plans</p> <p>Snack menus in component meal plan format (May be entered into Nutrikids in appropriate format.)</p>	No	<p>As requested by the State Agency.</p> <p>As requested by the State Agency.</p> <p>Snack menu must be approved before snacks can be claimed. Submit changes when menus are updated</p>
<p>“Justice for All”</p> <p>Civil Rights Training</p>	No	<p>Poster must be prominently displayed in every dining area used for NSLP/SBP reimbursed meals and snacks.</p> <p>Must occur annually in each SY for all food service employees and those involved in meal service. Send in agenda & sign-in sheet or the Civil Rights Challenge (graded first page only).</p>
Snack Program Site Review	No	Within first <u>30 days</u> of the start date for the <u>program</u> year, and one other time during the year. Hold report for CRE site visit.
Program Site Review	Yes	Every site by <u>February 1st</u> . Second review within 45 calendar days when first review requires a corrective action. Submit reports to SA by March 1 st
H1N1 Waiver	Yes	Every site prior to school closure. Planning process is required in detail, so prepare early. Flu season generally begins the peak periods Oct - Nov each year. Waiver is not valid until activated.
Health Inspections – A copy of the original inspection and copies of the corresponding Corrective Action Report.	No	<p>Forward a copy of the health inspection when received from the Health Inspector.</p> <p>Post a copy of the health inspection in a public space until the next inspection occurs</p> <p>A copy of the corrective action accompanies the health inspection copy.</p>

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<p>Copy of the letter to the Health District requesting biannual inspections when less than two inspections occur between July 1 and June 30th of each school year.</p> <p>Copy of the Health District refusal to inspect.</p>	No	<p>Letter needed when <u>two health inspections are not completed within the school year for every site</u> participating in the program. Send a copy of the letter to the State Agency.</p> <p>A copy of the current health inspection must be posted in a conspicuous public location, regardless of score.</p> <p>Submit a copy to the state agency when received from the health authority.</p>
HACCP Plan	No	Maintain on file for CRE and Health District review.
Wellness Policy	No	Maintain on file for CRE and public review.
Claim for Reimbursement	Yes	By the 10 th of each month and no later than the 60 th day following the month of meal service.
Revised Claim for Reimbursement	Yes	No later than the 80 th day following the month of meal service.
Racial Ethnic Report	Yes	Mid November -Annually
Certification of Free and Reduced Students Report	Yes (3 Signatures)	On or before November 5 th , annually.
Verification Report	No	Online – Mid November – Annually Early March for any students reapplying and approved.
Change in Point of Service	Yes	Need approval before changing the point of service.
Meal Time Change Before 10:00 am or after 2:00 pm.	Yes	Need approval before changes can be made.
CRE Additional Reviews		Minimum of every 5 years Per Regulations
SMI		Minimum of every 5 years

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Complaints (All Major Complaints)		<p>Sponsor sends copy of complaint to State Agency</p> <p>Provide results of complaint investigation to the State Agency, when completed.</p> <p>State Agency may also investigate complaint.</p> <p>Provide corrective action to the State Agency, if required.</p>

Updated 9-21-2010