Welcome to the School Nutrition Programs (SNP) Web Application System for Food and Nutrition Services (FNS).

The SNP system is a software solution for nutrition program management.

This system utilizes the Internet to provide Local Education Agencies (LEAs) with efficient and immediate access to claims, applications, and all nutrition program functions.
SNP Access

Open your Internet Browser

Go to Food and Nutrition Services at:
http://dese.mo.gov/financial-admin-services/food-nutrition-services

Scroll down to lower right hand corner and click on Web Applications

Enter User Name and Password

Click Log In
SNP Access

Select Food and Nutrition Services from the DESE Web Applications Menu.

User Applications
- DESE Web Applications
  - Annual Report of the County Clerk to the State Board of Education
  - ARRA
  - Educator Certification System
  - Educator Certification System - Request Educator Access
  - ePeGS
  - Food and Nutrition Services
  - Missouri Comprehensive Data System (MCDS)
  - Nonpublic Registration Form
  - School Finance
- Report
  - Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
- User Information
  - Change Password
  - Edit User Profile
  - Edit Security Question/Answer
  - Logon/Logoff
SNP Access

Click Continue.
Applications

To begin the Web application renewal process, click the Applications tab.

LEAs with more than one building must complete the “On-Site School Review” form for each building participating in the NSLP. This form should be completed prior to February 1 of each year and kept on file at the LEA.

http://dese.mo.gov/sites/default/files/On%20Site%20School%20Review%20Form.PDF
Applications

The Applications menu (indicated in the light blue bar) is the starting point for all tasks related to the annual SNP application renewal process. The Application Packet contains all requirements to submit an application.

Select Application Packet.
To participate in the School Nutrition Programs (SNP), LEAs (Local Education Agency) must submit an Application Packet to Food and Nutrition Services (FNS) for approval. At the beginning of each program year, LEA data is rolled over and must be verified by the LEA prior to submitting any claims.

The Application Packet contains the LEA application, building application(s), and other forms required as a part of the packet.

After selecting Application Packet from the Applications menu, each required packet item and the status is displayed. If any packet item requires attention, a red arrow is displayed.
Application Packet

To begin the renewal process, select the appropriate year.

![School Nutrition Programs interface with select school year options](image_url)
LEA Application

To renew your application, click on Enroll.
The LEA Application and Building Application data must be reviewed and submitted each year. Select Modify to complete the LEA Application.
LEA Application

Fill out all appropriate fields. If the LEA participated in any Food and Nutrition Service programs in the previous school year, the data will carry over. Once all information is entered, click the red Save button at the bottom of the page.

If required fields are not entered, a message will appear at the top of the page. An error will be red and a warning will be blue.
LEA Application
LEAs must complete a Building Application for each participating building.

Click on School Nutrition Program.
Check the Meal Count Center and Preparation Center boxes that apply for each building.

Click Save when finished.

Select Modify to begin the Building Application.

### YYYYY-YYYY Application Packet - SNP Building List

<table>
<thead>
<tr>
<th>Building ID</th>
<th>Building Name</th>
<th>Prep Ctr</th>
<th>BSC</th>
<th>BRK</th>
<th>SN</th>
<th>BRK</th>
<th>NAE</th>
<th>SNK</th>
<th>AE</th>
<th>SNK</th>
<th>SMP</th>
<th>FFVP</th>
<th>Version/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABC School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Original/Pending Validation</td>
</tr>
<tr>
<td></td>
<td>City, State ZIP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Buildings Enrolled: 1
Building Application

Fill out all appropriate fields. Once program information is entered, click Save.

If required fields are not entered, a message will appear at the top of the page. An error will be red and a warning will be blue.

Food and Nutrition Services
You now have the option to Edit or Finish. If errors exist, select Edit to correct errors. If no errors exist, click Finish, which will take you back to the building list page. Once all building applications are completed, click the Back button, which will take you back to the Application Packet.

<table>
<thead>
<tr>
<th>Building Number</th>
<th>Building Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-000</td>
<td>ABC School District</td>
<td>Address</td>
</tr>
</tbody>
</table>

The Building Application has been saved.
The next item to complete is the Checklist Summary.

If you have checklist items you will see a red arrow next to Checklist Summary. If there are no checklist items it will say “No Checklist Items”.

Click on Details to view the Checklist items.
Checklist Summary

Select the building highlighted in blue.

### SNP Checklist Summary

<table>
<thead>
<tr>
<th>LEA</th>
<th>Total Items</th>
<th>Submitted Items</th>
<th>Approved Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC School District</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Nutrition Programs Buildings</th>
<th>Total Items</th>
<th>Submitted Items</th>
<th>Approved Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Middle School</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>High School</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
2. Click the Save button.

---

**SNP Checklist**

<table>
<thead>
<tr>
<th>Required Forms/Documents to send to State Agency</th>
<th>Document Submitted to State Agency</th>
<th>Date Submitted to State Agency</th>
<th>Document on File w/State Agency</th>
<th>Status</th>
<th>Status Date</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Free and Reduced Price Meals</td>
<td></td>
<td></td>
<td></td>
<td>Pending Approval</td>
<td>MM/DD/YY</td>
<td>Username</td>
</tr>
</tbody>
</table>
If the LEA contracts with a Food Service Management Company (FSMC), the FSMC contract information is required as part of the Application Packet. Select the Details link for FSMC Contracts. If 2015-2016 school year is the initial year skip to slide 23. If 2015-2016 is a renewal year continue to slide 22.
Click Enter Information. Enter the Yearly Information. Click Save when finished.

Food Service Management Company Contract List

000-000
ABC School District
Address

1. Company Name: OPAA! FOOD MANAGEMENT INC.
   Type of Contract: Fixed Price
   Initial Contract Year: (YYYY)
   Number of Renewal Years: 4

   Action | Contract Year | Status
   ------- |--------------|--------
   View | YYYY-YYYY | Initial Year | Approved
   Modify | YYYY-YYYY | Renewal (1) | Not Started
   Admin | Enter Information | | 

Create New Contract  < Back
If the 2015-2016 school year is the initial year of the contract, click Create New Contract.
Enter requested information.
Click Save when finished.
Application Packet

Once all items have been saved without errors, the Submit for Approval button will be available.

Click the Submit for Approval button. Once approved by FNS you will be able to complete claims.
Claims

In order to complete a claim for reimbursement, click the Claims tab.

Click Claim Entry.
Click appropriate Claim Month.

<table>
<thead>
<tr>
<th>Claim Month</th>
<th>Adj Number</th>
<th>Claim Status</th>
<th>Date Received</th>
<th>Date Processed</th>
<th>Earned Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Aug</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Sep</td>
<td></td>
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<td>$0.00</td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Nov</td>
<td></td>
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<td>$0.00</td>
</tr>
<tr>
<td>Dec</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Feb</td>
<td></td>
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<td>$0.00</td>
</tr>
<tr>
<td>Mar</td>
<td></td>
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<tr>
<td>Apr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Jun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Year to Date Totals $0.00
Claims

Click Add Original Claim.

---

**School Nutrition Programs**

<table>
<thead>
<tr>
<th>Claim Month: August</th>
<th>Adj Number</th>
<th>Date Received</th>
<th>Date Accepted</th>
<th>Date Processed</th>
<th>Earned Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

000-000
ABC School District
Address

YYYY-YYYY
SNP Claim Month Details

<table>
<thead>
<tr>
<th>Claims &gt; Claim Year at a Glance - SNP</th>
<th>School Year: YYYY-YYYY</th>
</tr>
</thead>
</table>

There are no claims for this month.

Total Earned $0.00

< Back  Add Original Claim
Click Add next to the building in which you wish to enter a claim.
Enter claim information for each program in which you participate. When finished click the Save button at the bottom of the page. On the next screen, you will have the option to Edit or Finish. If errors exist, select Edit to correct errors. If no errors exist, click Finish.
When you click Finish the SNP Claim Building List page will be displayed. Enter the information for the next building. If you do not have another building, click Continue.
Claims

The Authorized Representative must check the box after reading the Certification statement.

Click Submit For Payment.

The next screen will provide a confirmation number and an email will be sent.
To access the Food Safety Inspections report, click Applications in the dark blue bar then Food Safety Inspections from the list of applications.

Click Modify. Once data has been entered for each building, click Save. Click Edit to return to the Food Safety Inspection, or click Finish to return to the Application Packet.
Verification Report

To access the Verification Report, click Verification Report in the Applications menu.
Verification Report

SFA Verification Collection Report
For School Year: YYY-YYYY

000-000
ABC School District
Address

General Information
Type of Organization:
Verification Contact Information
1. Name:
2. Email Address:
3. Phone:
4. Title:

Due Date: December 15, YYYY

Instructions
ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students
All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

1-1 Total schools (Do not include RCCIs):
1-2 Total RCCIs (Do not include schools counted in 1-1):
1-2a RCCIs with day students (Report ONLY day students in 1-2a):
1-2b RCCIs with NO day students:

Section 2 - SFAs with schools operating alternate provisions
Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.
Verification Report

Complete all fields and click Save
The Financial Report function allows LEAs to enter revenue and expenditure information. The Financial Report was previously referred to as the Revenues & Expenditures Report. The Financial Report will be available for nonpublic LEAs in July. It will be available for public LEAs when all ASBRs have been submitted to the School Finance Section, usually around the end of August to the first part of September.

Financial Report

Click Add.

![SNP Financial Form List]

<table>
<thead>
<tr>
<th>Actions</th>
<th>Version</th>
<th>School Year</th>
<th>Form Available to Update on</th>
<th>Form Closed for Updates on</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td></td>
<td>2014-2015</td>
<td></td>
<td></td>
<td>Not on File</td>
</tr>
<tr>
<td>View</td>
<td>Revision 1</td>
<td>2013-2014</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>Revision 1</td>
<td>2012-2013</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>View</td>
<td>Revision 1</td>
<td>2011-2012</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>View</td>
<td>Revision 1</td>
<td>2010-2011</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>Revision 2</td>
<td>2009-2010</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>Original</td>
<td>2008-2009</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>View</td>
<td>Original</td>
<td>2007-2008</td>
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<tr>
<td>View</td>
<td>Original</td>
<td>2006-2007</td>
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<td></td>
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</tr>
<tr>
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<td>2005-2006</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>Original</td>
<td>2004-2005</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>Revision 1</td>
<td>2003-2004</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>View</td>
<td>Original</td>
<td>2002-2003</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>Revision 1</td>
<td>2001-2002</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>
Financial Report

For Part 1, all public LEA information is pulled in from the data entered in the Annual Secretary of the Board Report (ASBR) when you click the Add button. All non-public LEA information must be entered.

When finished with Part 1, click Continue & Save, Parts 2 – 4 will appear.

When finished, click Submit.

The next page will tell you the form has been saved. Click Finish. The status will then change to Pending Approval.

Note: The report opens automatically for all non-public LEAs on July 1st. The report will open to Public LEAs after all ASBRs have been submitted.

<table>
<thead>
<tr>
<th>YYYY-YYYY</th>
<th>SNP Financial Form Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-000</td>
<td>ABC School District</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 1 - REVENUES AND EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Opening Balance (July 1)</td>
</tr>
<tr>
<td>2. Revenues for Reporting Period</td>
</tr>
<tr>
<td>a. Program Revenues</td>
</tr>
<tr>
<td>b. State Reimbursement</td>
</tr>
<tr>
<td>c. Federal Reimbursement</td>
</tr>
<tr>
<td>d. Nonprogram Revenues</td>
</tr>
<tr>
<td>e. Total Revenues = Items 2: (a + b + c + d)</td>
</tr>
<tr>
<td>f. Percent Program Revenues = Items 2: (a + b + c)/a</td>
</tr>
<tr>
<td>g. Percent Nonprogram Revenues = (100 - Item 2f)</td>
</tr>
<tr>
<td>3. Expenditures for Reporting Period</td>
</tr>
<tr>
<td>a. Food</td>
</tr>
<tr>
<td>b. Salaries</td>
</tr>
<tr>
<td>c. Employee Benefits</td>
</tr>
<tr>
<td>d. Purchased Services</td>
</tr>
<tr>
<td>e. Equipment Purchase</td>
</tr>
<tr>
<td>f. Supplies</td>
</tr>
<tr>
<td>g. Total Expenditures = Items 3: (a + b + c + d + e + f)</td>
</tr>
<tr>
<td>4. Adjustment to Balance</td>
</tr>
<tr>
<td>5. Adjustment to Balance for Food Management LEAs only</td>
</tr>
</tbody>
</table>

Food and Nutrition Services
Financial Report

The Financial Form List will indicate the form is Pending Approval.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Version</th>
<th>School Year</th>
<th>Form Available to Update on</th>
<th>Form Closed for Updates on</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
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<tr>
<td>View</td>
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<td>2008-2009</td>
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<tr>
<td>View</td>
<td>Original</td>
<td>2007-2006</td>
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<td></td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>
Additional Notes

- **Methods of Collection and Meal Counting** - (Includes Flexibility Option for Effective Date of Application) [http://dese.mo.gov/sites/default/files/MCMCPForm15-16.pdf](http://dese.mo.gov/sites/default/files/MCMCPForm15-16.pdf)

  An updated form must be submitted via email, mail or fax if your current meal counting and claiming procedures have changed. Also Section VI is the LEA’s documentation to utilize the flexibility for establishing submission of free and reduced price meal applications as the effective date of eligibility, rather than the date the official approves it.

- **Flexibility Notification: Eligibility Effective Date for Directly Certified Students:** [http://dese.mo.gov/sites/default/files/dac_forms/MO5003045.pdf](http://dese.mo.gov/sites/default/files/dac_forms/MO5003045.pdf)

  The form must be submitted via email, mail or fax if desire to implement this flexibility. LEAs selecting this flexibility option may consider the effective date of eligibility for free school meals or milk benefits to be the date the automated Direct Certification (DC) data matching file is available that first identifies the student as eligible for DC, rather than the date the LEA accesses the file. This also applies to any student (s) who receives extended eligibility. The date of eligibility will be announced in the monthly DC file notification email.
Additional Notes

- Whole Grain-Rich Exemption Request Form:  
  [http://dese.mo.gov/sites/default/files/dac_forms/MO5003123.pdf](http://dese.mo.gov/sites/default/files/dac_forms/MO5003123.pdf)

  The form must be submitted via email, mail or fax if an exemption is requested from the whole-grain requirement for school years 2014-15 and 2015-16. LEAs may request exemptions to specific products if they can demonstrate hardships in procuring, preparing, or serving compliant whole grain-rich products that are acceptable to students. LEAs granted the exemptions must comply with the requirement to offer at least half of the grain items as whole grain-rich.

- Civil Rights Training:

  Upload Previous Year documentation under Checklist Summary on the Web Application.


  All LEAs administering the School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal with School Nutrition Program applicants and participants. Examples include cooks, servers, cashiers, lunchroom supervisors, clerks and administrators. Staff must be trained at least one time per school year and documentation of the training must be kept on file at the local level. A PowerPoint presentation has been prepared that may be used to meet this requirement.

  [http://dese.mo.gov/sites/default/files/CivilRightsPresentation.pdf](http://dese.mo.gov/sites/default/files/CivilRightsPresentation.pdf)
Yearly Calendar

### Food and Nutrition Services Calendar

#### July
- Regular Term Application Agreement Available in Web Application System
- Financial Report Available in Web Application System (Non-Public School)
- June Claim Form Due in Web Application System by the 15th (Separate Claim Form Required for Seamless Summer Option Meals Claimed in June)
- Perform and Document Monthly EBT Checks (Year Round and Seamless Summer Option/Summer School Programs)
- Commodity Open Order Deadline, 12:00 Noon by the 15th (Aug. Delivery)
- Download Direct Certification Data (First Mandatory File)
- Value of Commodities Distributed Report Available on Website
- Commodity Entitlement Letters Available on Website

#### August
- Distribute Free/Reduced Price Applications to Households
- Notice Direct Certification Households of Free Meal Benefits
- Provide Request for Information Form to Households for Collection of Meal Attendance Data
- Food Safety Inspections Report Available in Web Application System
- July Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15th (Sept. Delivery)
- Check Web Application System for Availability of Financial Report (Public Schools) Review and Submit Report
- View Civil Rights Presentation and Complete Civil Rights Training Documentation Available on Website

#### September
- Conduct First Alter School Snack Program On-Site Review (Required During First Three Weeks of Operation)
- Update Methods of Collection and Meal Counting (If Methods/Procedures Software Have Changed from Previous Year)
- August Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Food Safety Inspection Report Due in Web Application System
- Financial Report Available in Web Application System Review and Submit Report (Public Schools)
- Commodity Open Order Deadline, 12:00 Noon by the 15th (Oct. Delivery)

#### October
- Review Approved Free and Reduced Price Applications for Verification as of Oct 1. Begin Verification Process
- Regular Term Application Agreement Renewal Deadline
- September Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15th (Nov. Delivery)
- Download Direct Certification Data (Second Mandatory File)

#### November
- Check School Food Services Website for Compliance Expo Dates
- Financial Report Due in Web Application System by the 15th
- October Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15th (Dec. Delivery)
- Verification Process Must Be Completed by the 10th
- No Deadlines for Kids Data Collection Form due by the 30th
- (School Year)

#### December
- November Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Verification Summary Report Due in Web Application System by December 15th
- Commodity Open Order Deadline, 12:00 Noon by the 15th (Jan. Delivery)

#### January
- Conduct Second Alter School Snack Program On-Site Review
- USDA Food Packet Available on Website
- December Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15th (Feb. Delivery)
- On-Site Reviews Must Be Completed Prior to February 1
- Download Direct Certification Data (Third Mandatory File)

#### February
- Paid Lunch Equity Tool Available on Website
- January Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15th (March Delivery)
- Food Service Management Re-Set and Renewal Notices Due to Contracted LSA

#### March
- USDA Food Packet Due
- Seamless Summer Option Application Agreement Available in Web Application System
- Check Website for Summer Workshop Dates and Locations
- February Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15th (April Delivery) Last Delivery of School Year

#### April
- March Claim Form Due in Web Application System by the 15th
- Submit School Level Information for CEP due by the end of the month
- Perform and Document Monthly EBT Checks

#### May
- Update End of Year Dates in Application Agreement If Needed
- Due to Extension of School Year
- Free and Reduced Price Application and Direct Certification, School Year Booklets Available on Website
- April Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly EBT Checks
- Registration for Summer Workshop Due by End of May

#### June
- May Claim Form Due on Web Application System by the 15th (Separate Claim Form Required for Seamless Summer Option School Meals Claimed in May)
- Deadline to apply for CEP is June 30
- Perform and Document Monthly EBT Checks
Contact Food and Nutrition Services if you have any questions.

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