

# 2022-2023 NSLP School Calendar

## **National School Lunch Program**

Child Nutrition Programs

Superintendent's Office of Public Instruction

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# Table of Contents

July.....	2
August.....	3
September .....	4
October .....	5
November .....	6
December .....	7
January .....	8
February.....	9
March .....	10
April.....	11
May .....	12
June .....	13
LEGEND .....	14



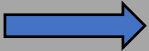
# July

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Independence Day	5	6	7	8	9
10 Reimbursement Claim Recommended to be submitted	11 <b>RUN DIRECT</b> 	12	13	14	15 <b>CERTIFICATION</b> 	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# August

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 <i>Find the Appeal in School Meals – NSLP in-person Training Boise</i>	5	6
7	8 <b>RUN DIRECT</b> 	9 <i>Find the Appeal in School Meals – NSLP in-person Training Idaho Falls</i>	10 <i>Find the Appeal in School Meals – NSLP in-person Training Pocatello</i>	11 <i>Find the Appeal in School Meals – NSLP in-person Training Twin Falls</i>	12 <b>CERTIFICATION</b> 	13
14	15	16 <i>Find the Appeal in School Meals – NSLP in-person Training Moscow</i>	17 <i>Find the Appeal in School Meals – NSLP in-person Training CDA</i>	18 Place USDA FOODS order in IRSS	19	20
21	22 Schedule required staff trainings: Civil Rights, OVS, Food Safety, POS	23	24	25	26	27
28	29	30	31 Update employee professional standards logs			

Reimbursement Claims Recommended to be submitted 8/10/2022

# September

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day	6	7	8	9	10 Reimbursement Claim Recommended to be submitted
11	12	13	14	15 Place USDA Food order in IRSS	16	17
18	19 Plan SFA Onsite Reviews to be completed by Feb. 1 <sup>st</sup>	20	21	22	23	24
25	26	27	28	29	30 Update employee professional standards logs	

# October

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<b>PULL</b> 3 Count number of approved free/reduced apps received after July 1 <sup>st</sup>	<b>VERIFICATION</b> 4	<b>SAMPLE</b> 5	6	7	8
9	Columbus Day 10 Reimbursement Claim Recommended to be submitted	11	12	13	14	15
16	17 Confirm required staff trainings are completed and documented	18	19	20 Place USDA FOODS order in IRSS	21	22
23	24	25	26	27	28	29
30	31 Count Students Halloween	Update employee professional standards logs 10/31/22				

**National School Lunch Week**

# November

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Reimbursement Claim Recommended to be submitted	11 Veterans Day	12
13 Daylight Saving End	14	15	16	17	18	19
	← <b>RUN</b> Verification Report Due		<b>DIRECT</b>	<b>CERTIFICATION</b> Place USDA Foods order in IRSS	→	
20	21	22	23	24 Thanksgiving	25	26
27	28	29	30 Update employee professional standards logs			

# December

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Schedule SFA Onsite Reviews to be completed by Feb. 1 <sup>st</sup>	6	7	8	9	10 Reimbursement Claim Recommended to be submitted
11	12	13	14	15 Place USDA FOODS order in IRSS	16	17
18	19	20	21	22	23	24 Christmas Eve
25 Christmas Day	26	27	28	29	30 Update employee professional standards logs	31 New Year's Eve



# January

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2	3	4	5	6	7
8	9	10 Reimbursement Claim Recommended to be submitted	11	12	13	14
15	16 Martin Luther King, Jr. Day	17	18	19 Place USDA FOODS order in IRSS	20	21
22	23	24	25	26	27	28
29	30	31 Update employee professional standards logs				

# February

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 SFA Onsite Reviews Due	2 Groundhog Day	3	4
5	6	7	8	9	10 Reimbursement Claim Recommended to be submitted	11
12	13 Valentine's Day	14	15	16	17	18
	Second review of apps report due, if required	<b>RUN</b>	<b>DIRECT</b>	<b>CERTIFICATION</b> Place USDA FOODS order in IRSS		
19 President's Day	20	21	22	23	24	25
	←	<b>WBSCM Catalog</b>	<b>Open for</b>	<b>Ordering USDA</b>	<b>Foods</b>	→
26	27	28				
	→	Update employee professional standards logs				

# March

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			<b>WBSCM Catalog</b>	<b>Open For</b>		<b>Ordering</b> 
5	6	7	8	9	10	11
<b>USDA Foods</b> 	<b>National School Breakfast Week</b> 				Reimbursement Claim Recommended to be submitted	
12	13	14	15	16	17	18
Daylight Savings Begins	<b>National Child and Adult Care Food Program Week</b> 				Place USDA FOODS Order in IRSS	
19	20	21	22	23	24	25
26	27	28	29	30	31	
					Update employee professional standards logs	

# April

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Run DC & Enrollment lists for CEP	4	5	6	7	8
Easter 9	10 Reimbursement Claims to be submitted	11	12	13	14	15
16	17	18	19	20 Place USDA FOODS Order in IRSS	21	22
23	24	25	26	27	28 Update employee professional standards logs	29
30						

# May

# 2023

## NSLP Renewal Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 CACFP Annual Renewal Opens- Application Packets Due August 31st	6
7	8	9	10 Reimbursement Claim to be submitted	11	12	13
14	15	16	17	18 Place USDA FOODS order in IRSS	19	20
21	22	23	24	25	26	27
28	29 Memorial Day	30	31 Update employee professional standards logs			

# June

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10 Reimbursement Claim Recommended to be submitted
11	12	13	14	15 Place USDA FOODS order in IRSS	16	17
18	19 Juneteenth Independence Day	20	21	22	23	24
25	26	27	28	29 Start New Civil Rights log for 23-24 and file the 22-23 Civil Rights log	30 Update employee professional standards logs	

# LEGEND

July 11-15	Run Direct Certification in July
August 8 – 12	Run Direct Certification in August
October 3	Count the number of approved free/reduced applications received after July 1
October 1-8	Pull verification sample, Run DC, send letters
October 24 31	Run Direct Certification during the month of October
October 31	Count approved F/R students; verification report open
November 15	Last day to submit verification report in MyIdahoCNP. All verification activities must be complete
November 14-18	Run Direct Certification in November
February 1	SFA Onsite Review Completed
February 13	Second review of application due, if applicable
February 13-17	Run Direct Certification in February
End of February Beginning of March	WBSCM catalog open for ordering USDA Foods
March 3	Compare free/reduced eligibility with district ISE Coordinator; do not include pre-k (March eligibility)
April 3	Run DC and enrollment lists for CEP
April – May	NSLP renewal open in April and closes the last week of May (rollover application in MyIdahoCNP)
June July	Complete NSLP Online Training
3 <sup>rd</sup> Thursday of each month	Place USDA FOODS order in IRSS
10 <sup>th</sup> of each month	Reimbursement Claim recommended to be recommended to be submitted by the 10th
Last day of each month	Update employee professional standards logs

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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