



## DEPARTMENT OF EDUCATION


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August 9, 2023

### MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

**FROM:** Aimee F. Beam, MS, RD   
Education Associate, Nutrition Programs

**RE:** **SY 2023-2024 Operational Memo #7**  
**Calendar of Events**

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The Delaware Department of Education Nutrition Programs Office has updated the School Nutrition Programs calendar of events for School Year 2023-2024. The calendar is attached for your review. Please review the document for important meetings and Program deadlines.

Please contact us with any questions at 302-857-3356.

Attachment: SFA Calendar of Events 23-24

cc: Nutrition Team

**SCHOOL NUTRITION PROGRAM  
CALENDAR OF EVENTS FOR SCHOOL FOOD AUTHORITIES  
SY 2023 – 2024**

<b>MONTH</b>	<b>DATE</b>	<b>DESCRIPTION</b>
<b>July</b>		
	07/10/2023*	Claims Due
	TBD	ServSafe® Sussex County/Kent County/New Castle County – varies by County
	07/11/2023	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	TBD	Unit Course Registration – varies by Course and County
	07/20/2023	Renewal/Reapplication Due (Districts/Single Units) (RCCI due 6/15/2023)
	07/01/23-07/31/23	Make Meal Benefit Forms Available to Households – SY 2023-2024
<b>August</b>		
	08/08/2023	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	08/10/2023*	Claims Due
	08/01/23-08/31/23	School Breakfast Program Outreach
<b>September</b>		
	09/10/2023*	Claims Due
	09/12/2023	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	As Applicable	Afterschool Snack and/or At-Risk Afterschool Snack monitoring if applicable
<b>October</b>		
	10/01/2023	Begin Verification Activities
	10/10/2023*	Claims Due
	10/10/2023	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	TBD	Carryover expires after the 30 <sup>th</sup> operating day
<b>November</b>		
	11/01/2023	Notification sent to SA if verification cannot be completed by 11/15/2023
	11/10/2023*	Claims Due
	11/14/2023	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	11/15/2023	Verification Activities must be completed
<b>December</b>		
	12/01/2023	State Portion of Salaries – Districts only – Subject to Change
	12/10/2023*	Claims Due
	12/12/2023	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	12/30/2023	Civil Rights Compliance Form Report Due
	TBD	NSLP Equipment Assistance Grant Deadline
<b>January</b>		
	01/09/2024	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	01/10/2024*	Claims Due
	01/16/2024	Verification Report due in DENARS
<b>February</b>		
	02/01/2024	On-Site Reviews must be completed for each school/site
	02/10/2024*	Claims Due
	02/13/2024	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	TBD	DSNA nominations due to DOE
<b>March</b>		
	TBD	SFSP Sponsor Training
	03/10/2024*	Claims Due
	03/12/2024	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
<b>April</b>		
	04/09/2024	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	04/10/2024*	Claims Due
	04/15/2024	Community Eligibility Provision Site Report completed in DENARS
<b>May</b>		
	TBD	FFVP Application Announcement and Due Date
	05/10/2024*	Claims Due

	05/14/2024	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	05/01/24-05/31/24	Request to extend SNP agreement for summer school
	05/01/24-05/31/24	SFSP Outreach required
<b>June</b>		
	06/10/2024*	Claims Due
	06/11/2024	SNP Teams Statewide Call/Meeting (9:00 a.m. – 11:00 a.m.)
	06/30/2024	SFA Notify SA of intent to participate in CEP for SY 2024-2025

\*The State Agency reserves the right to extend the due date if the 10th falls on a weekend or holiday.