



School Nutrition Weekly Update

January 14, 2016

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When a Claim for Reimbursement Deadline Falls on a Weekend or Holiday

As a reminder, in School Nutrition operations, anytime the standard deadline for submitting the Claim for Reimbursement, which is the 10th of each month (15th for FFVP), falls on the weekend or a holiday, the actual deadline extends to the next business day. Keep in mind, the Technology System (SNTS) is not programmed to recognize which day of the week the 10th (or 15th) occurs, so anything submitted on the next business day (eg., Monday, January 11) will be flagged with an error message. In this situation NCDPI will automatically override the error message and process the claim. If, however, an SFA submits a claim beyond the next business day the claim will be considered late.

Anytime a claim is submitted late the SFA is required to provide an explanation to the state agency as to why the claim is late. Please send the explanation via email to **Janet Johnson**, **Tara Tyson** and **Jacquelyn McGowan** with a copy to your Operations Consultant.

- Janet Johnson (janet.williamsjohnson@dpi.nc.gov)
- Tara Tyson (tara.tyson@dpi.nc.gov)
- Jacquelyn McGowan (jacquelyn.mcgowan@dpi.nc.gov)

NOTE: This same concept applies to other School Nutrition deadlines and due dates unless otherwise instructed; *if a due date falls on the weekend or a holiday the deadline is extended to the next business day.*

Save the Dates for Continuing Education Opportunities!

We are excited to offer several professional development activities for school nutrition professionals in 2016! Visit the [Continuing Education & Professional Development](#) page to review the Zone Policy Update schedule and other professional development opportunities. More information on the scheduled events will be coming soon.

Menu Templates Now Available

The [Menu Templates for February 2016-July 2016](#) are now available. The templates are accessible via the [Marketing](#) page or the [Nutrition Education](#) section on the School Nutrition Services website.

Please note the following:

- The Menu Templates were designed in two formats - Elementary and Middle/High. The content for the Elementary School Menus is aimed at families and the content for the Middle/High School Menus is aimed at Middle/High School students.
- By request, the Menu Template layout has been revised to fit within one page with fewer graphics.
- MS Publisher was used in the design to allow for customization by local School Nutrition programs.

Should you have questions or need assistance with the menu templates, please contact **Tracey Bates** at: tracey.bates@dpi.nc.gov.

Important School Nutrition Dates

Remember: Any time a due date/deadline falls on a weekend or a holiday, the deadline automatically extends to the next business day.

January 2016

- Jan 15 (Fri)..... *FFVP* - Deadline to submit claim for reimbursement (for Dec 2015)
- Jan 17-19 [2016 School Nutrition Industry Conference](#) (San Diego, CA)
- Jan 18 Martin Luther King Birthday – State Offices Closed
- Jan 25-27 [2016 SNA-NC Industry Seminar](#) (Pinehurst)

February 2016

- Feb 1 Deadline for Traditional Public School SFAs to complete the On-site Review of each school.
- Feb 10 (Wed) *NSLP/SBP/ASSP/SFSP/SSO* - Deadline to submit claim for reimbursement (for Jan 2016)
- Feb 15 (Mon) *FFVP* - Deadline to submit claim for reimbursement (for Jan 2016)
- Feb 15 Deadline to submit Independent Review of Applications form to State Agency

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