

Compliance Checklist: End-of-School-Year Essentials for K-12 Nutrition Professionals

The close of the school year is a good opportunity to ensure you're meeting National School Lunch Program regulations while wrapping up your nutrition program on a high note. Use the following checklist to maintain compliance while positioning your program for success in the upcoming school year.



Review production records & inventory to improve menu planning

Have you ordered and planned to use the rest of your USDA Foods for the year?

Have you coordinated your final deliveries with vendors?

Do you have a plan for any excess inventory—both perishable and nonperishable?

Based on production records, do you need to reevaluate your menus for next year?



Communicate with families as you wrap up the year and prepare for the next

Are there students with remaining funds in their meal accounts that need to be notified?

Are there students with outstanding meal debts remaining to collect?

Will you be switching payment providers? If so, make sure that you communicate with parents ahead of time, so they're made aware of the change.

Are there any district or state-wide changes to the school meals program to report?

Are you serving meals over the summer, or will community partners be serving meals that you can provide information about?



Review Your Unpaid Meal Debt Policy

Review your nutrition operations and consider if the [Community Eligibility Provision \(CEP\) or Provision 2](#) may be applicable for your district

Get creative about ramping up your efforts to collect free and reduced-price meal applications, including setting up QR codes or hosting a table at open houses for families to easily complete applications

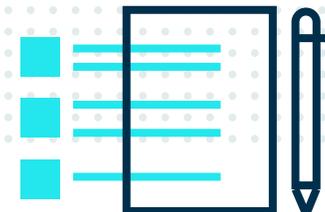
Simplify the process of reloading meal accounts for families using an [online payments portal](#)

Provide additional payment options, such as automatic payments and repayment plans

Consider setting up an angel fund and partner with the community to support repayment of outstanding meal debt

Contact your state representative about adopting universal meals

Plan ways to communicate your policies to families, including on school websites, in student handbooks, or in cafeteria newsletters



Prepare your Triennial Assessment to review your Local School Wellness Policy (LSWP)

Does your LSWP policy help to meet the needs of the whole child?

Do we have the right stakeholders involved? Should we include more stakeholders, such as teachers or behavioral health specialists?

Does this plan promote students' health and ability to learn?

How can this policy be more inclusive of the entire school community and its partners?

Access more helpful tips and best practices for K-12 school nutrition teams to wrap up the school year and prepare for a successful summer and fall.

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