

School Food Authority

Key Dates

23-24 School Year

Date	Description	Type
May 22, 2023	Signed MOU is due for all Schools that will be using CSI as their SFA for the 23-24 School Year	Deadline
May 22, 2023	Submit Copy of School Calendar for 23-24 School Year	Deadline
June 2, 2023	Submit end of year inventory for 22-23 school year/beginning inventory for 23-24 (Only Self op schools)	Deadline
July 7, 2023	Signed Disclosure statements due for all staff involved with Meal Benefit Applications or the Point of Sale	Deadline
June 5, 2023	Provide Meal Prices, and Mealtimes, to CSI SFA	Deadline
July 15, 2023	Provide Internal Control Procedures to CSI SFA	Deadline
Month of July	CSI to schedule Back to School Training with each school to prepare for 23-24 school year	Deadline
Last business day of July 2023	Submit Year End Food Program Financial Reporting to DavidSever@csi.state.co.us	Deadline
Last business day of July 2023	All menu planning/production records complete in Titan for 23-24 School year start up	Deadline
August 8, 2023	Signed Food Safety Handbook by all employees that work with food	Deadline
October 2, 2023	October Count- Free and Reduced Applications submitted after this date will not count toward October Count number for the current school year	Deadline
October 3, 2023-November 15, 2023	Verification Process begins, SFA will reach out to selected Families	Informational
October 3, 2023	Colorado Proud School Meal Day. This is a day to celebrate	Informational

	and highlight the local foods that are being served in our schools	
October 10-14 2023	National School Lunch Week	Informational
January 2, 2024	Mid-year inventory 23-24 due (Only Self op schools)	Deadline
February 1, 2024	Let SFA know if you will be participating in Summer Feeding	Deadline
March 4-8, 2024	National School Breakfast Week	Informational
April 29, 2024	Notify SFA if you will continue under CSI SFA for the 24-25 school year	Deadline
May 5, 2024	School Lunch Hero Day	Informational
May 5, 2025	Professional Development Hours Due	Deadline
Monthly	Submit edit checks, temp logs, equipment temperatures, production records if applicable, and cleaning logs in Google Classroom or Quick base	Deadline (email sent out for due date monthly)
June 2, 2024	Submit end of year inventory for 23-24 school year/beginning inventory for 24-25 (Only Self op schools)	Deadline
Submit when they occur	Copy of Health Department Inspection	Deadline (as it occurs)