School Food Authority

Key Dates

24-25 School Year

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| **Date** | **Description** | **Type** |
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| May 1, 2024 | Submit Copy of School Calendar for 24-25 School Year | Deadline |
| May 20, 2024 | Signed MOU is due for all Schools that will be using CSI as their SFA for the 24-25 School Year | Deadline |
| June 3, 2024 | Submit end of year inventory for 23-24 school year/beginning inventory for 24-25 (Only Self op schools) | Deadline |
| June 5, 2024 | Provide Meal Prices, and Mealtimes, to CSI SFA | Deadline |
| July 8, 2024 | Signed Disclosure statements due for all non-kitchen staff involved with Meal Benefit Applications | Deadline |
| July 31, 2024 | Provide Internal Control Procedures to CSI SFA | Deadline |
| Month of July/Aug | CSI to schedule Back to School Training with each school to prepare for 24-25 school year | Deadline |
| Last business day of July 2024 | Submit Year End Food Program Financial Reporting to [DavidSever@csi.state.co.us](mailto:DavidSever@csi.state.co.us) | Deadline |
| Last business day of July 2024 | All menu planning/production records complete in Titan for 24-25 School year start up | Deadline |
| August 9, 2024 | Signed Food Safety Handbook, Civil Rights Acknowledgement, and Disclosure Statement by all employees that work with food | Deadline |
| October 1, 2024 | October Count- Free and Reduced Applications/combo forms submitted after this date will not count toward October Count number for the current school year | Deadline |
| October 1, 2024 | Colorado Proud School Meal Day. This is a day to celebrate and highlight the local foods that are being served in our schools | Informational |
| October 2, 2024-November 15, 2024 | Verification Process begins for non CEP schools, SFA will reach out to selected Families | Informational |
| October 14-18 2024 | National School Lunch Week | Informational |
| January 2, 2025 | Mid-year inventory 24-25 due (Only Self op schools) | Deadline |
| February 15, 2025 | Let SFA know if you will be participating in Summer Feeding | Deadline |
| February 15, 2025 | Notify SFA if you will continue under CSI SFA for the 24-25 school year | Deadline |
| March 3-7, 2025 | National School Breakfast Week | Informational |
| May 2, 2025 | School Lunch Hero Day | Informational |
| May 9, 2025 | Professional Development Hours Due | Deadline |
| Monthly | Submit edit checks, temp logs, equipment temperatures, production records if applicable, and cleaning logs in Google Classroom | Deadline  (email sent out for due date monthly) |
| June 2, 2025 | Submit end of year inventory for 24-25 school year/beginning inventory for 25-26 (Only Self op schools) | Deadline |
| August 1, 2025 | Summer Feeding Self op Schools who participated in Summer Feeding submit Beginning of year inventory | Deadline |
| Submit when they occur | Copy of Health Department Inspection | Deadline  (as it occurs) |