

Recommended Timeline* Provision 2

April/May Prior to Anticipated Base Year:

- Declare desire to participate in Provision 2.
- Educate Board and Community about the Provision 2 Alternative
- Decide whether to implement Provision 2 by individual school or district-wide
- Seek action by school board to implement Provision 2
- Return signed Provision 2 addendum to Child Nutrition Unit (CNU)

Begin Base Year:

July/August

- Early July, Notify the public of the intention to offer meals at no charge to children in the district regardless of status through a media release (sample provided by CNU)
- Distribute meal applications (not before July 1)
- Collect and process meal applications using normal procedures
- Use traditional counting and claiming practices for the first year (Base Year) in Provision 2

October:

- CNU will audit the district's meal applications as of October 1 of base year
- District continues to accept meal applications for the remainder of the school year. Meal applications are processed using normal procedures.

November:

- Perform Verification following traditional procedures

December:

- Submit Verification Summary Report by December 15th deadline

February:

- Apply for extension of Provision 2, if applicable, or declare plans to establish a new base year or return to standard operations

April/May:

- Indicate district is Provision 2 on the Renewal Agreement and Policy Statement if applying for an extension

June:

- Train new personnel about Provision 2

Begin Non-Base Year:

July/August

- Notify the public of intention to offer meals at no charge to children in the district regardless of status through a media release (sample provided by CNU)
- DO NOT distribute meal applications in Non-Base Years
- In the first non-base year, CNU will audit all base year Claims for Reimbursement and supporting documentation for accuracy and establish the districts annual claiming percentages
- CNU will audit meal applications received after October 1 of base year
- Use annual claiming percentages established to prepare the monthly Claim for Reimbursement

December:

- Using Provision 2 instructions, submit the Verification Summary Report by the December 15th deadline

**This timeline is in addition to all other programmatic and regulatory deadlines for program management in federal child nutrition programs.*