

## **Title III-C1 Nutrition Program- Report Requirements and Due Dates FFY20**

1. October 31, 2019- Meal Cost Tool
  - Emailed Excel copy of the cost tool
2. January 15, 2020- 1st Quarter Report
  - Quarterly Report (emailed)
  - Meals served- quarter SAMS (Oct 1- Dec 31)
  - Meals served- YTD SAMS (Oct 1- Dec 31)
  - Nutrition education units- quarter SAMS (Oct 1- Dec 31)
  - Nutrition education units- YTD SAMS (Oct 1- Dec 31)
  - Quarter Profit and Loss Statement (Oct 1- Dec 31)
3. April 15, 2020- 2nd Quarter Report
  - Quarterly Report (emailed)
  - Meals served- quarter SAMS (Jan 1- Mar 31)
  - Meals served- YTD SAMS (Oct 1- Mar 31)
  - Nutrition education units- quarter SAMS (Jan 1- Mar 31)
  - Nutrition education units- YTD SAMS (Oct 1 - Mar 31)
  - Quarter Profit and Loss Statement (Jan 1- Mar 31)
4. July 15, 2020- 3rd Quarter Report
  - Quarterly Report (emailed)
  - Meals served- quarter SAMS (Apr 1- Jun 30)
  - Meals served- YTD SAMS (Oct 1- Jun 30)
  - Nutrition education units- quarter SAMS (Apr 1- Jun 30)
  - Nutrition education units- YTD SAMS (Oct 1- Jun 30)
  - Quarter Profit and Loss Statement (Apr 1- Jun 30)
5. September 30, 2020- Satisfaction Survey results
  - Cumulative count of results entered into corresponding Google Form
6. October 15, 2020- 4th Quarter Report
  - Quarterly Report (emailed)
  - Meals served- quarter SAMS (Jul 1- Sept 30)
  - Meals served- YTD SAMS (Oct 1- Sept 30)
  - Nutrition education units- quarter SAMS (Jul 1- Sept 30)
  - Nutrition education units- YTD SAMS (Oct 1- Sept 30)
  - Quarter Profit and Loss Statement (Jul 1- Sept 30)
  - YTD Profit and Loss Statement (Oct 1- Sept 30)
7. November 15, 2020- Closeout Report (if necessary)

\*Note: All monthly invoices are due on the 15th of each month and must be submitted with the monthly SAMS report and the monthly Profit and Loss statement.