

Title III-C1 Nutrition Program- Report Requirements and Due Dates FFY2023

1. All monthly invoices are due on the **15th of each month** and must be submitted with the monthly A&D report and the monthly Profit and Loss statement.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

2. November 30, 2022- Meal Cost Tool
Emailed Excel copy of the cost tool (Link- [Meal Cost Tool](#))
3. January 15, 2023- 1st Quarter Information
 - Quarterly Profit and Loss Statement (Oct 1- Dec 31) Include ARPA C1
 - Quarter A&D Reports:
 - Meals served- Quarter (Oct 1- Dec 31)
 - Nutrition education units- Quarter (Oct 1- Dec 31)
4. April 15, 2023- 2nd Quarter Information
 - Quarterly Profit and Loss Statement (Jan 1-Mar 31) Include ARPA C1
 - Quarter A&D reports (*YTD reports optional or upon request*):
 - Meals served- Quarter (Jan 1- Mar 31)
 - Nutrition education units- Quarter (Jan 1- Mar 31)
5. July 15, 2023- 3rd Quarter Information
 - Quarterly Profit and Loss Statement (Apr 1-Jun 30) Include ARPA C1
 - Quarter A&D reports (*YTD reports optional or upon request*):
 - Meals served- Quarter (Apr 1- Jun 30)
 - Nutrition education units- Quarter (Apr 1- Jun 30)
6. September 30, 2023- Satisfaction Survey results (*Update & Link Pending*)
 - Cumulative count/summary of results (Google form may be used)
7. October 15, 2023- 4th Quarter/Year End Information
 - Quarterly Profit and Loss Statement (Jul 1-Sep 30) Include ARPA C1
 - YTD Profit and Loss Statement (Oct 1 - Sep30) Include ARPA C1
 - Quarter A&D reports:
 - Meals served- Quarter (Jul 1- Sep 30)
 - Nutrition education units- Quarter (Jul 1- Sep 30)
 - YTD (Oct 1- Sep 30) A&D reports for Meals Served and Nutrition Education (*optional or upon request*)
8. November 15, 2023- Closeout Information (if necessary)