

## Title III-C2 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.

<i>OCT</i>	<i>NOV</i>	<i>DEC</i>	<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>

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 C2
  - 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 C2
  - 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 C2
  - 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)