October Checklist 2026

1. **Student Eligibilities:** Make sure there is current documentation for every student.
    a. Guidance for determining student eligibility and verification can be found in the Eligibility Manual for School Meals
    b. Those who pass 30 days carrying over eligibility from last year and do not have a qualifying application or direct certification must be returned to the Paid status on Day 31.
    c. For those using Infinite Campus, ensure that State 225 students are listed as "Paid – State Eligible". These students are not considered federally 'Free' so they should not have that status.
    d. Check your Direct Certification lists:
        i. Mandatory three times per year but best practice to do it at least once a month if not every week.
        ii. If a student(s) is expected on the DC list and they are not, please contact our office to research their status. There are some errors in the system right now.
2. **Claims:**
    a. Keep all documentation of the claims submitted for reimbursement.
    b. Infinite Campus reports must include:
        i. Edit Check Report
        ii. State Head Count
        iii. FRAM State Meal Count.

Find instructions for generating these new reports on our website: SNP Free & Reduced Price Information | North Dakota Department of Public Instruction under the Income Information for Determining Applications list.

    c. Also keep any manual documentation of meals such as from field trips, educational events where visiting student meals are claimed, computer back ups, etc..
3. **NonProfit School Food Service Account (NPSFSA) Restricted Use Funds**
    a. Cannot have a negative balance
    b. Cannot have an excess funds balance (more than 6 months of operating)
    c. Show transaction if Adult meals are paid from the General Fund
    d. Show transaction is Student seconds are paid from the General Fund
    e. Cannot cover bad debt from unpaid meal charges.
    f. Must have proper procurement for anything that is purchased using these funds.

i. Micro-purchase: Under $10,000; Spread purchases to qualifying vendors
ii. Small purchase: Between $10,000 and $50,000; Three bids based on written specification, must purchase from the lowest bidder.
iii. Formal purchase: Above $50,000; Advertisement of written specifications, Evaluation of at least three bids. Two types of formal bids:
    1. Invitation for Bid (IFB) evaluation is based on price alone
    2. Request for Proposal (RFP) evaluation based on multiple factors with price as the most points awarded

4. Menu Review:

a. Documentation for all entrees
    i. Commercial (not prepared from scratch in the school kitchen) needs a Child Nutrition label or Product Formulation Statement (basically a manufacturer's recipe)
    ii. Scratch made school recipe with crediting calculations
b. Whole Grain Rich items are offered at least 80% of the time each week in each meal service – breakfast, lunch and afterschool snack
c. Added Sugar limits are still product based:
    i. Cereal may not have more than 6 grams Added Sugar per 1 ounce serving.
    ii. Yogurt may not have more than 12 grams Added Sugar per 6 ounce serving.
    iii. Flavored milk may not have more than10 grams Added Sugar per 8 ounce serving.
    iv. Get ready for the Added Sugar limit across each weekly menu next year.
d. Serve at least two milk varieties at each meal. These may include whole, 2% or reduced fat, 1% or low fat or skim milk, in either flavored or unflavored.

5. Q & A from the October 2026 Across the Desk:

Q: Which Form of the 1040 tax form is used for Farm income?

A: From Shannon Jepson, Oakes Public Business manager and former tax accountant:

Schedule C is for businesses
Schedule F is for farms
Schedule E is for rental income

The Adjusted Gross Income combines the net profit (loss) of all of the income into this line. Thanks Shannon!
The Adjusted Gross Income is what should be used for verification. Also, if the Income shows a loss (negative number), plug in '$0', not the negative number.

Q. Does an RCCI with day students need to do verification? The applications are collected at the home district of the student.

A. Yes, if the student meal is claimed at the RCCI then both eligibility and the need for verification of eligibility must be performed. The RCCI should accept the application from the home school, if available or ask for a new one upon enrollment.