



**Top Five To-Do's in the School Meal Program
– Today and through the Summer**

Done	To-Do	Delegated to:
	<p>5. Procurement Requirements</p> <ul style="list-style-type: none"> • Confirm the district has: <ul style="list-style-type: none"> – A procurement policy and code of conduct. – A current prime vendor contract (or participation in the ND State Coop). • If new milk varieties will be offered, verify that appropriate procurement steps have been completed. • Update all procurement documents to include the Buy American provision. • Plan ahead to ensure no more than 10% of purchases are non-domestic in the coming school year. 	
	<p>4. Review Financial Records</p> <ul style="list-style-type: none"> • Ensure the school foodservice account does not end the year with a negative balance. • Verify that student seconds and adult meals are being tracked and reimbursed to the foodservice account. • If selling student seconds, a la carte items, vending, catering, etc., complete the Nonprogram Food Revenue Tool. • Maintain clear documentation for all financial transactions and invoices. 	
	<p>3. Setting Meal Pricing</p> <ul style="list-style-type: none"> • Reimbursement levels won't be available until mid-July; calculate your current cost to produce a meal, subtract last year's reimbursement, and use this as a baseline for potential price adjustments. • Set adult meal prices using USDA-required formulas: <ul style="list-style-type: none"> ○ Non-pricing schools: free meal reimbursement + commodity value ○ Pricing schools: highest student price + paid meal reimbursement + commodity value • Review the district's meal charge policy to ensure it reflects ND legislative requirements updated in 2023. 	
	<p>2. Evaluate Your POS System & Decide if you will switch from Power Lunch, if using.</p> <ul style="list-style-type: none"> • Complete year-end rollover, verify free/reduced/paid eligibility, confirm pricing accuracy, and schedule cashier training for fall. • If switching systems, plan for additional training and adequate onboarding time. 	
	<p>1. Implement the Electronic Meal application system, if not already done.</p> <p>North Dakota law requires all schools to offer an online free/reduced-price meal application beginning July 1, 2026.</p> <ul style="list-style-type: none"> • Arrange training for staff who will determine eligibility using the electronic system. • Paper applications must still be available. The updated 2026–2027 form is ready for printing. • Reminder: Applications may not be distributed until after July 1, and must be processed within 10 days of submission—so consider waiting until staff return in the fall before sending them out. 	

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	<p>Bonus: Rest, Relax & Recharge for the coming School Year. Plan a summer team get-together, brainstorm session, or simply check-in. Staying connected helps the team regroup and build momentum for the new year.</p>	

As we enter summer, we hope you find time to step back and recharge. But just as teams strengthen during the off-season, the administrative work you complete now positions your district for smoother operations and stronger compliance in the coming school year. Your leadership today helps protect program integrity and supports the health and well-being of students across North Dakota.

Contact the NDDPI – CNFD office at dpicnfd@nd.gov or 701-328-2294 if you need help with any of the items on this list.



Thank you for your partnership and for the decisions you make to keep these school meal programs running with program integrity to benefit your students.