

**MEMORANDUM****NSLP01-16/CCC03-16/SFSP01-16/FDCH04-16****December 16, 2015****Re: New Bulletin Distribution Explanation****Contact: Chris Bruhn****PH: 801- 538-7692**

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The State of Utah Child Nutrition Programs (CNP) will be changing the policy bulletin format and numerical indexing. Please note CNP operates under the Federal Fiscal Year (Oct. 1 – Sept. 30).

- Effective October 1, 2015 CNP will be distributing policy bulletins as they are received from USDA. Individual policy bulletins will be indexed and referenced by the memo coding USDA has assigned them in reference to the Child Nutrition Program(s) it applies to. CNP Internal Memo Coding will remain the same as it has been in the past. For example:

**USDA Policy Coding:**

SP01-2016 (School Lunch Program)  
CACFP01-2016 (Child and Adult Care Food Program)  
SFSP01-2016 (Summer Foods Service Program)

**CNP Policy Coding:**

NSLP01-16 (School Lunch Program)  
CCC01-16 (Child and Adult Care Food Program)  
SFSP01-16 (Summer Foods Service Program)  
FDCH01-16 (Family Day Care Home Program)

**Please Note:**

- Bulletins will be distributed with their USDA assigned policy coding.
- Internal CNP policy and memorandums will be coded separately from USDA publications according to the individual program they apply to and the federal calendar year in which they are created.

If you have questions, please contact your specialist.