

THE NEW YORK CITY DEPARTMENT OF EDUCATION



ACCOUNTS RECEIVABLE UNIT
44-36 VERNON BOULEVARD
LONG ISLAND CITY, NEW YORK 11101

TO: ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
SCHOOL FOOD SERVICE MANAGERS

FROM: Bart Pelucco *Bart Pelucco*

SUBJECT: 2011-2012 School Year Submission Schedule For Report of Meals Served (SF 1's) and Report of Cash Collected (SF 2's)

DATE: September, 2011

PRINCIPAL'S COPY

<u>WEEK ENDING/FRIDAY</u>	<u>REPORTING DAYS</u>	<u>SUBMIT TO SFSM BY</u>
September 09	2	September. 13
September 16	5	September. 20
September 23	5	September.27
September 28	3	October. 04
September 29 thru 30 - School Closed – Rosh Hashanah - 2 Days		
October 10 - School Closed – Columbus Day		
October 07	5	October. 11
October 14	4	October. 18
October 21	5	October.. 25
October 28	5	November. 01
November 04	5	November. 09
November 08 - School Closed – Election Day ** - November 11 - School Closed – Veterans Day **		
November 24 thru 25 - School Closed – Thanksgiving Recess – 2 Days		
November 10	4	November. 15
November 18	5	November. 22
November 23	3	November.29
December 02	5	December. 06
December 09	5	December 13
December 16	5	December. 20
December 23	5	January. 03
December 26 thru January - School Closed – Christmas & New Years - 6 Days Winter Recess		
December 30	4	January. 03
January 06	4	January. 10
January 13	5	January. 17
January 16 - School Closed – Dr. Martin L. King, Jr. Day		
January 20	4	January. 24
January 27	5	January. 31
February 03	5	February. 07
February 10	5	February. 14
February 17	5	February 28
February 20 thru 24 – School Closed – G. Washington's Birthday – Midwinter Recess - 5 Days		
February 24	4	February 28
March 02	5	March. 06
March 09	5	March 13
March 16	5	March 20
March 23	5	March 27
March 30	5	April. 03
April 06 thru April 13 - School Closed – Good Friday, Easter & Passover – Spring Recess – 6 Days		
April 06	5	April 17
April 13	5	April 17
April 20	5	April 24
April 27	5	May 01
May 04	5	May 08
May 11	5	May 15
May 18	5	May 22
May 25	5	May 29
May 28 – School Closed – Memorial Day Observed – June 07 – Chancellor's Staff Day ***		
June 01	4	June 05
June 08	5	June 12
June 15	5	June 19
June 22	5	June 26
June 29	3	July 03

* Forms are due at Headquarters on the pick-up day for your district according to Field Operations Weekly
Pick-Up Schedule for 2011 – 2012 School Year. ** Meals service may be provided in selected schools during this period.
*** Except Chancellor's Staff Day (June 7th) which will have only 4 reporting days

