



OFFICE OF SCHOOL SUPPORT SERVICES
 ACCOUNTS RECEIVABLE
 44-36 VERNON BOULEVARD
 LONG ISLAND CITY, NEW YORK 11101



TO: PRINCIPALS OF PUBLIC SCHOOLS
 PRINCIPALS OF NON-PUBLIC SCHOOLS
 ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
 ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
 SCHOOL FOOD SERVICE MANAGERS

FROM: Bart Pelucco *Bart Pelucco*
 Director of Accounts Receivable

SUBJECT: 2018-2019 School year schedule for submission of SF 1 and SF 2 forms

DATE: August 22, 2019

WEEK #	MONTH	MON	TUE	WED	THU	FRI	HOLIDAYS	POS FINANCIAL PERIOD CLOSE DATE	# of REPORTING DAYS	Entry by SFSM into SOFA	District Supervisor Level Approval
1	SEPTEMBER	X = School Closed		5	6	7	First Day of School	October 20, 2018	2	September 14, 2018	September 18, 2018
2		10	11	12	13	14	Rosh Hashanah		3	September 21, 2018	September 25, 2018
3		17	18	19	20	21	Yom Kippur		4	September 28, 2018	October 2, 2018
4		24	25	26	27	28	-		5	October 5, 2018	October 10, 2018
5	OCTOBER	1	2	3	4	5	-	November 16, 2018	5	October 13, 2018	October 17, 2018
6		8	9	10	11	12	Columbus Day		4	October 20, 2018	October 24, 2018
7		15	16	17	18	19	-		5	October 27, 2018	October 30, 2018
8		22	23	24	25	26	-		5	November 23, 2018	November 7, 2018
9	NOVEMBER	29	30	31	1	2	-	December 21, 2018	5	November 9, 2018	November 13, 2018
10		5	6	7	8	9	Election Day		4	November 16, 2018	November 20, 2018
11		12	13	14	15	16	Veteran's Day		4	November 26, 2018	November 28, 2018
12		19	20	21	22	23	Thanksgiving Recess		3	November 30, 2018	December 4, 2018
13	DECEMBER	26	27	28	29	30	-	January 18, 2019	5	December 7, 2018	December 11, 2018
14		3	4	5	6	7	-		5	December 14, 2018	December 18, 2018
15		10	11	12	13	14	-		5	December 21, 2018	January 4, 2019
16		17	18	19	20	21	-		5	January 4, 2019	January 9, 2019
17	JANUARY	24	25	26	27	28	Winter Recess	February 15, 2019	LIMITED	January 4, 2019	January 9, 2019
18		31	1	2	3	4	Winter Recess (cont.)		3	January 11, 2019	January 15, 2019
19		7	8	9	10	11	-		5	January 18, 2019	January 23, 2019
20		14	15	16	17	18	-		5	January 25, 2019	January 29, 2019
21	FEBRUARY	21	22	23	24	25	Dr. Martin L. King Jr. Day	March 15, 2019	4	February 1, 2019	February 6, 2019
22		28	29	30	31	1	-		5	February 8, 2019	February 13, 2018
23		4	5	6	7	8	Lunar New Year		5	February 26, 2019	March 1, 2019
24		11	12	14	15	15	-		5	February 26, 2019	March 1, 2019
25	MARCH	18	19	20	21	22	Mid-Winter Recess	April 19, 2019	LIMITED	March 1, 2019	March 5, 2018
26		25	26	27	28	1	0		5	March 8, 2019	March 12, 2019
27		4	5	6	7	8	-		5	March 15, 2019	March 19, 2019
28		11	12	13	14	15	-		5	March 22, 2019	March 26, 2019
29	APRIL	18	19	20	21	22	-	May 17, 2019	5	March 29, 2019	April 11, 2019
30		25	26	27	28	29	-		4	April 5, 2019	April 9, 2019
31		1	2	3	4	5	-		LIMITED	April 12, 2019	April 16, 2019
32		8	9	10	11	12	-		5	April 18, 2019	May 1, 2019
33	MAY	15	16	17	18	19	Spring Recess	June 21, 2019	4	April 29, 2018	May 2, 2019
34		22	23	24	25	26	Spring Recess (cont.)		LIMITED	May 3, 2019	May 7, 2019
35		29	30	1	2	3	-		5	May 10, 2019	5/142019
36		6	7	8	9	10	-		5	May 17, 2019	May 21, 2019
37	JUNE	13	14	15	16	17	-	July 19, 2019	5	May 24, 2019	May 28, 2019
38		20	21	22	23	24	-		5	May 31, 2019	June 5, 2019
39		27	28	29	30	31	Memorial Day		4	June 7, 2019	June 12, 2019
40		3	4	5	6	7	Eid al-Fitr, Anniversary Day		3	June 14, 2019	June 18, 2019
41	JUNE	10	11	12	13	14	June Clerical Day (K-8 & D75)	July 5, 2019	4	June 21, 2019	June 25, 2019
42		17	18	19	20	21	-		5	June 28, 2019	July 5, 2019
43		24	25	26			Last Day for All Students (Early Dismissal)		3	July 5, 2019	July 9, 2019

*Meal service may be provided in selected schools during this period.

-All Revisions (Point of Sale - POS/SchoolFood Online Form Application - SOFA) are due no later than the 2nd Friday of the following month.