

“WNEP Year at a Glance”

Month	Events	EFNEP only
January	<ul style="list-style-type: none"> • Enter 1st Quarter Teaching Events and Cost Share claims in database by January 8th • 1st Quarter cost share reports due January 10th for October 1st to December 31st. • Training for New Coordinators/Educators 	<ul style="list-style-type: none"> • Quarterly Report and time logs due January 20th for OCT 1 thru DEC 31
February	<ul style="list-style-type: none"> • Begin planning and gathering data for the next fiscal year FSNE program plan • Bi-annual certification of Effort for July 1st-December 31st • Training for New Coordinators/Educators 	
March	<ul style="list-style-type: none"> • Performance Reviews for educators • Begin FSNE next Fiscal Year Program Plans • Statewide WNEP Coordinators meeting (2 days) • Statewide Wisline Conference call for preparing FSNE Proposal for the next fiscal year (can also occur in early April) • Begin preparing Budget plan and documents for the next fiscal year • Training for New Coordinators/Educators (may change to April) 	
April	<ul style="list-style-type: none"> • New Colleague Orientation (Spring) • Enter 2nd Quarter Teaching Events and Cost Share claims in database by April 8th • 2nd Quarter cost share reports due April 10th for January 1st to March 31st. • Next Fiscal Year Program Plan Narratives due • Phone conferences with State WNEP Program Coordinator • Counties begin entering budget plan data into WNEP database for next fiscal year 	<ul style="list-style-type: none"> • Proposal for Summer Youth EFNEP funds due Mid-month • Quarterly EFNEP Reports due April 20th for JAN 1 to MAR 31
May	<ul style="list-style-type: none"> • New Colleague Orientation (if not held in April) • Phone conferences with State WNEP Program Coordinator • Counties enter final Budget plan data in WNEP database before end of the month 	<ul style="list-style-type: none"> • Submit EFNEP budgets for next fiscal year to state office by the 25th of the month.
June	<ul style="list-style-type: none"> • Early June: All final budget documents and educational plans on file in state program office • All county agreement letters signed and submitted by the 15th • Six month signed Individual Agency Cost Share Reports due mid month 	
July	<ul style="list-style-type: none"> • Enter 3rd Quarter Teaching Events and Cost Share claims in database by July 8th • 3rd Quarter cost share reports due July 10th for April 1st to June 30th. 	<ul style="list-style-type: none"> • Quarterly EFNEP Reports and Time Logs due July 20th for APR 1 to JUN 30

August	<ul style="list-style-type: none"> • Last month to use current fiscal year purchasing card for program purchases • Bi-annual Certification of effort for January 1st- June 30th. 	
September	<ul style="list-style-type: none"> • All data for State Evaluation Tools in WNEP database for current year. 	<ul style="list-style-type: none"> • Summer Youth EFNEP Summary Report due on the 15th.
October	<ul style="list-style-type: none"> • End of year budget close-out for previous fiscal year. Final Travel Expense Reports are due by the (10th?). • New program codes are assigned and purchasing card use resumes for new fiscal year. • End of year narrative report due Oct. 20th • New Colleague Orientation (Fall) • Enter 4th Quarter Teaching Events and Cost Share claims in database by October 8th • 4th Quarter cost share reports due October 10th for July 1st to September 30th. 	<ul style="list-style-type: none"> • End of the year EFNEP Reports and Time Logs due on the 15th.
November	<ul style="list-style-type: none"> • New Colleague Orientation (if not held in October) • End of year Individual Agency Cost Share Reports due mid month. 	
December	<ul style="list-style-type: none"> • Success stories (any written by Coordinators in addition to those in the narrative report) submitted to Planning and Report System due December 31st. • Success stories written by Nutrition Educators due to County Coordinators • Document program data into the Civil Rights Compliance Report Forms located on the Cooperative Extension website on an annual basis (<i>anytime during the year</i>). 	
<p>Please note that in addition to the state WNEP calendar there are specific county and district timelines to adhere to. Please be aware most districts hold district meeting during the third week of the month. Check with your district representative for WNEP for more information.</p>		