

“WNEP Year at a Glance”

Month	Events	EFNEP only
January	<ul style="list-style-type: none"> • Enter and review for accuracy all 1st Quarter SNAP-Ed Teaching Events in the WNEP database by January 10th • Training for New Coordinators/Educators – Session I 	<ul style="list-style-type: none"> • Enter and review for accuracy all 1st Quarter EFNEP Events in CRS by January 10th • 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 SNAP-Ed program plan • Statewide WNEP Coordinators Meeting (2 days) • ECRT--Bi-annual certification of Effort for July 1st-December 31st • Training for New Coordinators/Educators – Session I (if not held in January) 	
March	<ul style="list-style-type: none"> • Performance Reviews for nutrition educators—Due March 15 • Begin SNAP-Ed next Fiscal Year Program Plans • Statewide Wisline Conference call for preparing SNAP-Ed Proposal for the next fiscal year (Date TBD—March or April) • Begin preparing Budget plan and documents for the next fiscal year • Training for New Coordinators/Educators – Session II 	
April	<ul style="list-style-type: none"> • New Colleague Orientation (Spring) • Enter and review for accuracy all 2nd Quarter SNAP-Ed Teaching Events in WNEP database by April 10th • Next Fiscal Year Program Plan Narratives due (mid-April) • Counties begin entering budget plan data into WNEP database for next fiscal year • Training for New Coordinators/Educators – Session II (if not held in March) 	<ul style="list-style-type: none"> • Enter and review for accuracy all 2nd Quarter EFNEP Events in CRS by April 10th • Quarterly EFNEP Reports and time logs due April 20th for JAN 1 to MAR 31
May	<ul style="list-style-type: none"> • New Colleague Orientation (if not held in April) • Counties enter final Budget plan data in WNEP database before end of the month • All final budget documents and educational plans on file in state program office by 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"> • All county agreement letters signed and submitted by the 15th 	
July	<ul style="list-style-type: none"> • Enter and review for accuracy all 3rd Quarter SNAP-Ed Teaching Events in database by July 10th 	<ul style="list-style-type: none"> • Enter and review for accuracy all 3rd Quarter EFNEP Events in CRS by July 10th • 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 • ECRT--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. • Set up paperwork, record-keeping and data entry systems for all Agreements and teaching events for year starting October 1st. 	<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 and invoices are due by the second week of month (date TBD). • 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 and review for accuracy all 4th Quarter SNAP-Ed Teaching Events in WNEP database by October 10th 	<ul style="list-style-type: none"> • Enter and review for accuracy all 4th Quarter EFNEP Events in CRS by October 10th • 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) 	
December	<ul style="list-style-type: none"> • Success stories (any written by Coordinators in addition to those in the narrative report) entered into Planning and Report System due early January (date TBD). • Success stories written by Nutrition Educators due to County Coordinators--early January (date TBD). • 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>). 	

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.

January 11, 2012