

# Staying on Track

July 2024



Health and Nutrition Services  
Arizona Department of Education



# Intended Audience

**This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) in Arizona.**



## TRAINING HOURS

Information to include when documenting this training for Professional Standards:

**Training Title:** July Staying on Track

**Key Areas:** 3000 - Administration,  
4000 - Communications and  
Marketing

**Learning Codes:** 3110, 3310, 3430, 4120

**Length:** 1 hour

**Presenter:** Ashley Kennedy



# Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more United States Department of Agriculture (USDA) Child Nutrition Programs (CNP) in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.

# OBJECTIVES

- ✓ Review monthly communication distributed from HNS to ensure vital emails were not overlooked;
- ✓ Provide detailed training on important topics and deadlines;
- ✓ Provide program directors an opportunity to ask for clarification.

HNS is here to  
help!

**We are here to provide assistance and help you make the very best of your program.**



# Questions

- Questions can be asked in the Q&A at any time and will be answered by another HNS trainer during the webinar.
- At the end of the webinar, the trainer will answer new questions or questions that still need to be addressed.
- Any questions not addressed during the webinar should be directed to your HNS Specialist.



# Agenda

**Section 1: HNS Communications Recap**

**Section 2: Communication Hot Topics**

**Section 3: Last Month's Training Opportunities**

**Section 4: Upcoming Deadlines and HNS Communications**

# SECTION 1

## June HNS Communications Recap



# Memorandums



## **HNS TA 02-2024: SY 2024-2025 STATE MATCH REQUIREMENTS**

The purpose of this technical assistance memorandum is to provide guidance on State Matching requirements for this school year for both public schools and charters.



## **HNS 05-2024: SUMMER 2024 SUN BUCKS – SUMMER ELECTRONIC BENEFIT TRANSFER PROGRAM FOR STUDENTS ENROLLED IN NSLP/SBP AND SFA REPORTING REQUIREMENTS**

This memorandum provides important information for SFAs regarding the 2024 SUN Bucks program and eligibility requirements, and the SFA's role in reporting student enrollments and if applicable, free and reduced-price eligibility.



# Memorandums



**SP 24-2024, CACFP 10-2024, SFSP 14-2024:**  
**GEOGRAPHIC PREFERENCE OPTION QUESTIONS**  
**AND ANSWERS**

The memorandum provides updated guidance on the geographic preference option to reflect changes made by the final rule and expands upon previous guidance by providing information on how to use local as a specification when purchasing locally produced foods.



**HNS 06-2024: SCHOOL YEAR 2024-2025 UPDATES**  
**AND REMINDERS FOR SFAS**

This memorandum provides reminders and new information for School Food Authorities (SFAs) applying to operate the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and/or Afterschool Care Snack Program (ASCSP) and At-Risk Afterschool Meals component of Child and Adult Care Food Program (CACFP) during School Year 2024-2025 (SY 2024-25). Additionally there is information on USDA Foods in Schools Program and the USDA Department of Defense Fresh Fruit and Vegetable Program (USDA DoD Fresh).

# Announcements



## **SCHOOL NUTRITION ADVISORY COUNCIL SY25 INPUT SURVEY**

ADE HNS is seeking feedback on SNPAC agenda items to gain a greater understanding of needs, challenges, and priorities within the School Nutrition Programs.



## **CIVIL RIGHTS REQUIREMENT: NOTIFICATION OF FREE LANGUAGE SERVICES**

ADE HNS recommends that CNP operators comply by including a statement on their website homepage that reads "Free language assistance, auxiliary aids, and/or accommodations are available upon request."

# Announcements



## TRY IT LOCAL IN THE SUMMER!

Try it Local is available for all Seamless Summer Option (SSO) Operators as well as those operating extended NSLP.

### Try it Local Resources:

- [HNS 09-2023: Try it Local: Arizona's Local Food for Schools Program and Reimbursement](#)
- [Step by Step Instruction: How to Request Try it Local Reimbursement in the CNP Supplemental Payments System](#)
- [Farm to School: Bringing Local Food to School Meals — Good Food Finder](#)
- [Try it Local Resource List](#)

### What is the definition of “local and regional food” for the Try it Local program in Arizona?

Local and regional food is raised, produced, aggregated, stored, processed, and distributed in Arizona where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same State or territory.

EXAMPLES OF ALLOWABLE FOODS	EXAMPLES OF UNALLOWABLE FOODS
Fresh fruits and vegetables and 100% juice	Cooked meats, breaded meats, sausage
Raw, uncooked meats, whole cut, fresh, frozen, formed into shapes	Baked breads, muffins, crackers, and cookies
Dairy products like yogurt and cheese (shreds, cube, packaged as bulk or individually wrapped)	Tortillas, ready to eat and ready to cook
Beans and legumes	Premade sandwiches, pizza, and other combination, ready to heat, and bake foods
Grain products (i.e., uncooked rice, pasta, oatmeal, blue cornmeal, and flour)	Frozen bread and roll dough

# Funding Opportunity



## **SPROUTING SCHOOL GARDENS**

Sprouts Healthy Communities Foundation is excited to announce a new funding opportunity, the Sprouting School Gardens Grants! Across the country, Sprouts has supported thousands of school gardens and nonprofit organizations through grant programming to help schools create or expand their garden-based programs. Grants range in size from \$5,000 to \$10,000 and support school garden program operations, program supplies, and educator stipends that help school gardens thrive.

### **What requirements are there to apply?**

- Garden programs must be located on a school campus
- Applicant must be a school or a 501c3 nonprofit serving schools
- Applicant must be located in a state where Sprouts operates stores (Arizona is eligible!)



# Bulletins

## WHAT'S UP WITH UPLIFT?

The ninth SY 2023-24 upLIFT bulletin featured two AZ LEAs that were recognized in the media in big ways - Concordia Charter School and Dysart School District, and included information about the June upLIFT webinar, and the featured food - Nectarines!



What's up with **upLIFT?**  
LEARN. INSPIRE. FEED. TEACH.

upLIFT Bulletin | SY 2023-2024 | Issue 9 | June 2024

### Inside This Issue...

- 1** "upLIFT Your Voice" Initiative  
Two AZ LEAs are recognized in BIG ways: Concordia Charter and Dysart Unified
- 2** Join Us for Our Upcoming Webinar!  
*"Summer Edition: Procuring Local for Summer"*
- 3** upLIFT Photostream Photo of the Month  
New Soup Recipe Tested at Humboldt Unified School District
- 4** Additional Resources for this Month!  
Research Rundown, Nutrition Knowledge Fact Sheet, and Featured Food - Nectarines

# SECTION 2

## Communication Hot Topics



# New CNPWeb

**IN TESTING! GO LIVE TENTATIVE DATE:  
OCTOBER 1**



My **CNP**

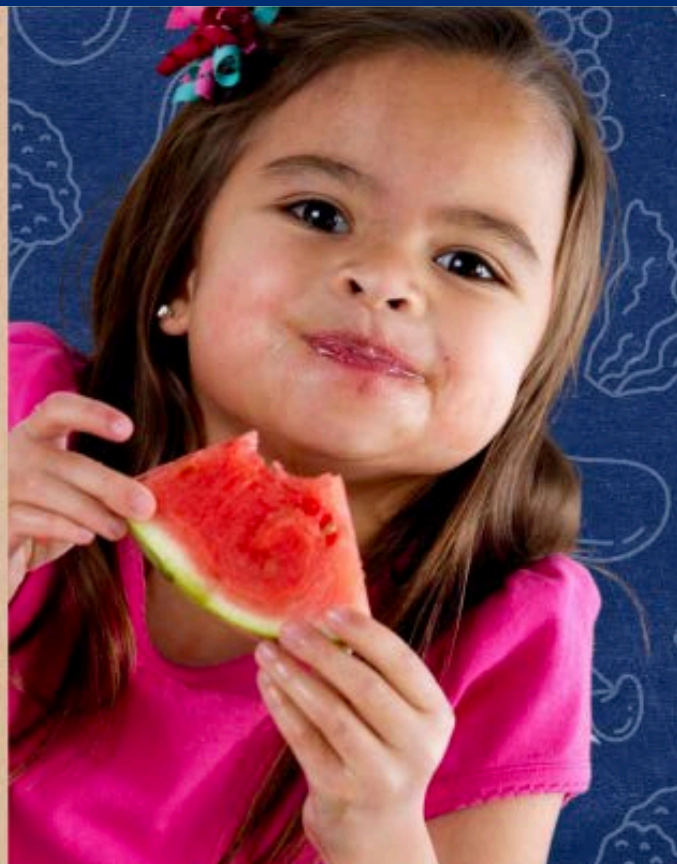
Thank  
you

A special thank you to our Beta testers who are helping to test the new myCNP system to ensure usability!

## How to Submit CNPWeb Applications for the National School Lunch Program



Health and Nutrition Services  
Arizona Department of Education



## CNPWEB APPLICATIONS FOR SY 2024-2025

For SY 2024-2025 operators will continue to submit applications and claims in CNPWeb.

SFAs are encouraged to review [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb](#) that provides step-by-step instructions on navigating CNPWeb and completing the fields required in the Sponsor and Site Applications.



# Applying for SY 24-25

SFAs applying to participate in school meals programs and USDA Foods in Schools program during SY 24-25 must complete the following:

- CNPWeb Site and Sponsor Applications
- CNPWeb Checklist Items
- Additional Documentation Requested by the HNS Specialist
- myFOODS activation

SFAs should submit all application components as early as possible and allow three weeks for the application approval process to be completed. SFAs must ensure that all applications and all required components are submitted with adequate time for approval and to meet claiming deadlines.

## AVAILABLE RESOURCES

### NSLP Online Training Library:

Visit HNS' online training library to access Step-by-Step Instructions.

- [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb](#)

### NSLP & SBP - Program Forms and Resources:

Visit the NSLP forms and resources webpage to access templates and fillable forms needed for CNPWeb Checklist Items and Additional Documentation.

- [School Meals Programs Application and USDA Foods Checklist](#)
- [At a Glance Calendar](#)
- [At a Glance Calendar for Special Provisions](#)

# CNPWeb Checklist Items

## **APPLICATIONS WILL NOT BE APPROVED UNTIL ALL CHECKLIST ITEMS HAVE BEEN RECEIVED AND APPROVED**

- Custom, scannable, or electronic household meal application, parent letter, and/or notification of meal benefits
- Contractual agreements for vended meal service (Food Service Management Company, Caterers, SFAs serving as caterers)
- At-Risk Meals Component Principal Addendum
- Department of Economic Security (DES)/ Department of Human Services (DHS) License
- 501(c)(3) tax-exempt status
- Free and Reduced-Price Policy Statement/Addendums
- Food Program Permanent Service Agreement

Program operators may be requested to submit Area eligibility documentation for sites operating At-Risk/ASCSP that are using school level data other than the site.

# Reduced-Price Meals Subsidy

## **FOR SCHOOL YEAR 2024-2025**

Arizona legislature appropriated funding for the 2024-2025 school year to allow Arizona program operators to offer free meals to students who qualify for reduced-price meal benefits in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). School Food Authorities (SFAs) are responsible for notifying families of this subsidy, continuing to collect and correctly certifying reduced-price eligible applications, and claiming meals served to reduced-price eligible students without collecting a fee for these meals.

# Annual SNP Training Requirements

SFAs must ensure that all new and current school nutrition program staff meet the minimum annual training requirements per USDA's Professional Standards regulations. HNS has drafted a specialized [NSLP Training Curriculum](#) based on job duties.

Civil Rights Training is required annually. HNS provides a Civil Rights Compliance for Child Nutrition Operators.

- ONLINE COURSE ([English](#)) ([Spanish](#)).

SNP directors, management, and staff tasked with NSLP procurement responsibilities must complete training on Federal procurement standards annually. HNS provides a [Procurement Basics](#) ONLINE COURSE.

# Quiz Time

Students who are eligible to receive reduced-price school meals in SY 24-25 must:

- A** Pay \$0.30 for breakfast and \$0.40 for lunch
- B** Pay full price for school meals
- C** Receive a meal at no charge
- D** Share a meal with their teacher



# Quiz Time

Students who are eligible to receive reduced-price school meals in SY 24-25 must:

**A** Pay \$.30 for breakfast and \$.40 for lunch

**B** Pay full price for school meals

**C** Receive a meal at no charge

**D** Share a meal with their teacher

Students eligible to receive reduced-price school meals in SY 24-25 may receive that meal at no charge. The state appropriation will be used to subsidize these meal fees for students and will be provided to the NSLP and SBP operators by ADE as per meal reimbursement.



# Prior to School Starting

## **MAKE SURE TO:**

- Provide outreach to households for School Breakfast Program (SBP) at the beginning of school and at least once again during the SY (required only if operating SBP).
- Print HNS' Training Curriculum & Brochure. Go to: <https://www.azed.gov/hns/nslp/training>
- Create Professional Standards plans for all School Nutrition Program Staff, including mandatory Civil Rights training.
- Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable.
- Annual training on procurement for required individuals, reviewing all procurement methods (micro, small, and formal) prior to purchasing.
- Update Adult Meal Prices.
- Set meal prices in accordance with Paid Lunch Equity (PLE).

# Confidentiality and Disclosure of NSLP Eligibility Information

Students' NSLP/SBP eligibility information shall not be made available to all school officials as a general practice.

Although a program or person may be authorized under the National School Lunch Act to access students' free and reduced-price eligibility information, there must be a legitimate "need to know" to provide a service or carry out an authorized activity.

SFAs are encouraged to review Section 5 of the [Eligibility Manual for School Meals](#) for more guidance.

**7 CFR 245.6 (f)(3):** The SFA may disclose children's eligibility status only to persons determined to be "directly connected" with the administration or enforcement of a Federal education program, State education program, State health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity.

**7 CFR 245.6(f)(3)(i):** LEAs must ensure data systems, records, and other means of accessing a student's eligibility status are limited to officials directly connected with administration or enforcement of a Federal or State program or activity.

# New Data Fields in Arizona Educational Data Standards (AzEDS)

Beginning in SY 2024-25 public districts and charters that participate in the NSLP and SBP and that report to the AzEDS via their student information systems will be **required** to populate new data fields for each child via the AzEDS enrollment record.

## **New Data Fields:**

- Located in the AzEDS Student Food Service Association section.
- Subsection descriptors are “Eligibility Source” and “Eligibility Status”.
  - Each student’s eligibility status of “Free” or “Reduced-Price” or “Full Pay” must be provided based on the data source the SFA used to establish the eligibility - “Direct Certification” or “USDA Income Application” or Other Source Categorically Eligible”.

SFAs are encouraged to communicate with district or school staff regarding the new data fields in AzEDS and establish a policy and procedure to ensure the secure transmission of NSLP/SBP information and that confidentiality measures are in place.




# Connecting with HNS

## ADE HELPDESK

HNS encourages SFAs to HelpDesk, ADE's ticketing system, when in need of any assistance from HNS. In addition to current options in the Service Request Catalog, including one time exception requests, reimbursement claim/attendance factor issues, and the Add/Change/Delete Form, HNS will be expanding the options for SFAs to select.

Unlike individual email-based requests, HelpDesk provides the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request.

*HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account, will be prompted to create one.*



## Connect with HNS using the HelpDesk


This resource outlines the steps for connecting with ADE HNS using the HelpDesk.

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) uses the ticketing system, HelpDesk, to receive, track and respond to requests for various types of assistance. Child Nutrition Program Operators are encouraged to use HelpDesk when in need of any assistance from HNS. Unlike individual email-based requests, the HelpDesk provides the opportunity to be routed to the most appropriate staff member. Additionally, HelpDesk allows the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request. Follow the steps listed below to connect with HNS using the HelpDesk.

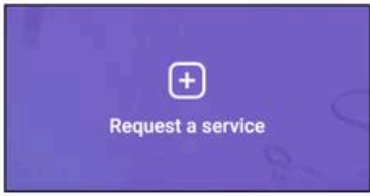
### CREATING A HELPDESK TICKET

- 1


Open a web-browser and navigate to <https://helpdeskeexternal.azed.gov>


- 2


Click the icon for 'Request a Service'


- 3

Locate and click 'Health and Nutrition Services'



- 4

Select the template\* from the dropdown that most closely matches your need(s) to raise your request



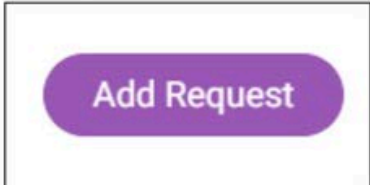
\*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5

Complete all required and applicable optional fields,\* including attachments. Disregard fields that cannot be edited.



\*Providing a detailed request will help it to be routed to the appropriate staff member.
- 6

Once the request template is complete with as many details as possible, click 'Add Request'



July 2024 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

**Resource:** [How to Connect with HNS using the HelpDesk](#)

# USDA Foods in Schools in SY 24-25

## MYFOODS SYSTEM UPDATES

The myFOODS system has rolled to the new school year. All system dates will default to SY 24-25.

## ACTION ITEMS

Existing users must update any contact and site information within the system. New users of the myFOODS system must contact ADE for access by emailing [USDAFoods@azed.gov](mailto:USDAFoods@azed.gov) or calling 602-542-8729.

To schedule shipments from Shamrock Foods SFAs must submit a PO to Shamrock Foods to cover all delivery fees in SY2025.

All catering sites are being verified with approved CNPWeb applications and will remain in unapproved status pending verification.

# USDA Foods in Schools in SY 24-25


## **ADMINISTRATIVE FEE STRUCTURE**

For USDA Foods (processing and brown box) handled by Shamrock Foods, the fee structure is:

- Prep Site delivery \$6.64 per case (20 case minimum)
- Warehouse delivery \$6.39 per case (100 case minimum)
- Pick Up \$4.14 per case (100 case minimum)
- Restocking fee \$1.50 per case

Additionally, ADE assesses administrative fees for the following:

- Processing bulk product \$0.02 per pound
- Excess storage \$1.50 per case
- Direct shipments from USDA \$0.25 per case

 <b>USDA Foods in Schools Program Administrative Fee Structure</b> Effective July 1, 2024	
The following chart outlines the shipping and administrative fees that will be incurred by operators that order brown box and processed bulk product items. The Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh) does not have any administrative or shipping fees. Shipping fees are in accordance with the operator's method of receipt of brown box and processed bulk products.	
SHIPPING FEE TYPES Brown box and processed end products	RATE PER CASE* effective July 1, 2024 - June 30, 2025
Delivered by Shamrock Foods to Operator Prep Site 20 Case Minimum	\$6.64 Payment to Shamrock Foods
Delivered by Shamrock Foods to Operator Warehouse 100 Case Minimum	\$6.39 Payment to Shamrock Foods
Picked up by Operator at Shamrock Foods Warehouse 100 Case Minimum	\$4.14 Payment to Shamrock Foods
Directly Shipped by USDA to Operator 1/3 Truck Minimum	\$0.25 Payment to the Arizona Department of Education
OTHER ADMINISTRATIVE FEE TYPES	RATE PER CASE/UNIT* effective July 1, 2024 - June 30, 2025
Shamrock Foods Warehouse Restocking Fee	\$1.50 per case Payment to Shamrock Foods
Shamrock Foods Warehouse Excess Storage Fee	\$1.50 per case Payment to the Arizona Department of Education for inventory held past 45 days
Processing Bulk Product Fee	\$0.02 per pound Payment to the Arizona Department of Education
* Please note, entitlement dollars cannot be used on administrative fees.	
January 2024   Health and Nutrition Services   Arizona Department of Education   This institute is an equal opportunity provider.	

## **PROCESSING DIVERSION BULK POUNDS**

SY 24-25 bulk pounds have been diverted to the processor and can be monitored via the applicable websites:

- [K12 Foodservice](#)
- [ProcessorLink](#)
- **Nardone Bros. via in-house sales contact**

# DoD Fresh Fruit & Vegetable Program

## **YOUR ENTITLEMENT IS READY FOR USE!**

Funds set aside during the catalog requisition period are in the FFAVORS system for immediate use in the CNPs.

- For SFAs currently operating SFSP, additional funds are available right now by selecting the Summer Budget.

- FFAVORS funds will be available for SFSP until September 30th or until funds are used, whichever comes first
- FFAVORS funds for SY25 NSLP are available for use beginning July 1st.



## 2024 SUMMER EBT: SUN BUCKS

SUN Bucks UPDATES!

### SUN Bucks Resources:

- Website for Administrators and School Leaders
- SUN Bucks Household Application
- HNS Memorandum

ARIZONA DEPARTMENT OF EDUCATION

Select Language

Parents Educators & Administrators Programs About ADE Data & Systems ADEConnect Local School Board Members

Home / Health and Nutrition Services / Welcome to Health & Nutrition Services

### Welcome to Health & Nutrition Services

The Health and Nutrition Services Division is committed to enhancing the health and wellbeing of Arizona's children and adults by providing access to a variety of federally funded programs.

Administrators and School Leaders

- Free and Reduced Data and use with other programs
- SUN Bucks

Parents and Families

- Paying for Meals
- SUN Bucks
- Menu Requirements
- Additional Benefits for Children and Families

Child Nutrition Program Operators

- Peer to Peer Support for Child Nutrition Professionals
- Free and Reduced-Price Percentage Report
- HNS/USDA Memos
- Civil Rights
- Submit Data Request

Sign Up For Our Health and Nutrition Services Email Updates

# Who is eligible for SUN Bucks?

## **Children enrolled in an Arizona school participating in the NSLP must:**

1. Be enrolled for at least one instructional school day between July 1, 2023-June 30, 2024
2. Meet one of the following eligibility requirements for at least one day between July 1, 2023-July 31, 2024:
  - Be certified free or reduced-price eligible for the NSLP or
  - Participate in Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Medicaid and meeting the federal income eligibility guidelines for free or reduced-price meals
  - Certified Foster, Homeless, Migrant
  - Participating in a federal Head Start Program
  - Reported in AzEDs as Indicator 1 or Indicator 2 via ESEA (Title I) Income Eligibility form

## **Children that are NOT enrolled in a NSLP participating Arizona school must:**

1. Be 6 to 16 years of age between July 1, 2023-July 31, 2024
2. Certified as participating or certified in one of the following assistance programs for at least one day between July 1, 2023-July 31, 2024:
  - SNAP
  - TANF
  - Medicaid with a reported household income at or below 185% of the federal poverty level
  - McKinney-Vento Homeless Assistance Act
  - Migrant Education Program
  - Foster Care Education Program

# SUN Bucks Household Application

## MUST BE SUBMITTED BEFORE JULY 31

Households not identified as eligible by the SFA may complete a [Sun Bucks Household Application](#), which is available now and must be submitted to ADE by July 31, 2024.

### SUN Bucks: Summer Electronic Benefit Transfer (Summer-EBT)




Summer Electronic Benefit Transfer Program (Summer-EBT/SUN Bucks) provides grocery-buying benefits to low-income families with school-aged children who lose access to free or reduced-price school meals when schools are closed for the summer.

▶ Who is Eligible for SUN Bucks

▼ Applying for SUN Bucks

[Apply for 2024 SUN Bucks](#)



### SUN Bucks Household Application

First Name\*

Last Name\*

Email Address\*

I acknowledge that by checking this box and clicking the Start button that I consent to doing business electronically and that I have read and agree to Scripts [Terms of Use](#) and [Privacy Policy](#).

# SUN Bucks Household Application

## APPLICANT MUST FILL OUT ALL REQUIRED FILEDS

### 2023-2024 Application for SUN Bucks

Complete one application per household.

Solicitud 2023-2024 para SUN Bucks

Complete una solicitud por hogar.

How many children live in your household? Enter a numeric value. You may enter up to 6 total children. List ALL children, infants, and students up to and including grade 12\*

¿Cuántos niños viven en su hogar? Introduzca un valor numérico. Puede ingresar hasta 6 niños en total.

Enumere TODOS los niños, bebés y estudiantes hasta el grado 12 inclusive.

Child 1

Niño 1

I acknowledge that by checking this box and clicking the Start button that I consent to doing business electronically and that I have read and agree to Scripts [Terms of Use](#) and [Privacy Policy](#).

Your signature below certifies that all information in the application is true and correct, that the application is being made in connection with the receipt of Federal funds, and that you are not already receiving SUN Bucks benefits in another state or ITO. SUN Bucks agencies may verify the information on the application, and that deliberate misrepresentation of the information may subject the applicant to prosecution under applicable State and Federal criminal statutes.

Su firma a continuación certifica que toda la información en la solicitud es verdadera y correcta, que la solicitud se realiza en relación con la recepción de fondos federales y que aún no está recibiendo beneficios de SUN Bucks en otro estado o ITO. Las agencias de SUN Bucks de verano pueden verificar la información de la solicitud, y esa tergiversación deliberada de la información puede someter al solicitante a enjuiciamiento según los estatutos penales estatales y federales aplicables.

Custodial Parent/Guardian Signature\*

Firma del Padre / Tutor



# SUN Bucks Household Application

## **THE APPLICATION WILL BE PROCESSED AND BENEFITS WILL BE GIVEN TO ELIGIBLE APPLICANTS**

Sun Bucks Household Applications will be submitted to and processed by ADE. These applications must be submitted to ADE by July 31, 2024.

**SUN Bucks parent hotline/phone number:**  
833-648-4406

**SUN Bucks email address:**  
SUNBucks@azed.gov

**SUN Bucks website for households:**  
<https://www.azed.gov/SUNBucks>

# Quiz Time

True or False. Schools process the SUN Bucks applications.

**A** True

**B** False

# Quiz Time

True or False. Schools process the SUN Bucks applications.

**A** True

**B** False

SUN Bucks applications are processed by ADE.

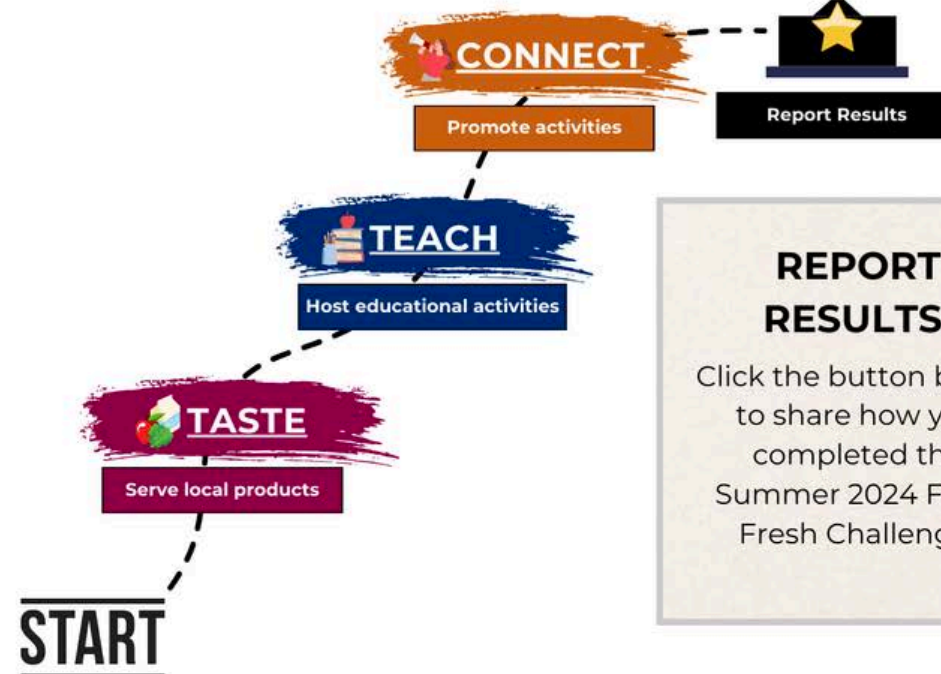
# Summer 2024 Farm Fresh Challenge

 **Report your Results!**



Congratulations to all the Farm Fresh Challenge Participants! Complete the 2024 Farm Fresh Challenge by Reporting Results.

Stay tuned for an announcement of the challenge champions from HNS Communications!





## upLIFT Webinar: Turnip Your Summer Program!

Join us July 16 as we dive deep into ways to enhance your summer menu and boost nutrition integrity! In this session we will go over resources available to operators to participate in the USDA's Summer Meals Award Program: Turnip the Beet. This webinar is not to be missed!

Featured Resources:

- [Research Rundown](#)
- [Spice Things Up!](#)
- Featured Food - Nectarines
  - [Whole Food Profile](#)
  - [How to Use Whole Foods](#)

**Whole Food Profile**  
Learn the basics to start cooking with this nutritious, whole food!

**NECTARINES**  
Nectarines are a sweet, smooth-skinned fruit with a pit in the middle. They are available in the early summer through fall, with a peak season in the middle of summer. They contain Vitamins A, C, and Fiber, all important for good health!

**How to Select and Store NECTARINES:**

**Selection**  
ROUND OVAL  
SMOOTH SKIN  
YELLOW BASE

Nectarines are normally around 5 to 7 cm in diameter and should have a golden-yellow base. If the base has a green tinge, it has been harvested early and will not ripen with a favorable taste.

The golden yellow or white flesh inside should be dense, semi-firm, and aqueous with a succulent nature.

**Tips for Preparing and Cooking**

**Preparation**  
Nectarines do not need to be peeled. To remove the pit, use a paring knife to cut the nectarine along the seam and around the seed. Twist to separate the halves. Use the knife tip to carefully detach the seed.

**TRY NECTARINES**  
Fresh Nectarines straight out of hand, with the skin on is the easiest way to enjoy them. You can also be creative and remove the skin and cube them for use in smoothies or salads.

**Storage**  
Nectarines can be stored in a plastic bag in the refrigerator for up to 7 days. They can also be stored in a plastic bag at room temperature for up to 3 days.

**Examples:**  
Peach Cobbler  
Rainbow Fruit Salad  
Peaches and Cream Overnight Oats

**Research Rundown**  
**Article:** Cafeteria Assessment for Elementary Schools (CAFES): Development, Reliability Testing, and Predictive Validity Analysis  
**What did this study examine?**  
The objective of this study was to design guidelines for elementary school cafeteria environments that promote healthy eating by developing and testing the CAFES assessment tool.  
The methods were organized by 3 distinct parts:  
**1. Item Identification** - Identifying physical environment attributes that promote healthy eating (e.g., interior design, food presentation techniques, noise, student circulation, leftover food sharing tables, cafeteria design attractiveness).  
**2. Reliability** - Scoring and variability of how cafeteria environments promote or inhibit fruit and vegetable selection and consumption overall.  
**Key findings:** According to results from testing the CAFES program, it was found that fruit and vegetable selection, as well as consumption, is affected by factors such as availability, price, choice is offered or not, and if consumption is a function of not only choice, but also factors. Through testing this pilot program, it was found that taking measure such as plate waste studies and photographs taken before and after, whether or not an intervention is successful.  
**Put it into practice!**  
• Assessments such as the CAFES, Smarter Lunchrooms, and more low or no-cost intervention strategies to overcome barriers to school cafeterias.  
• You can also use assessments when developing and implementing healthy eating and adequate amounts of physical activity. Below are some resources:  
◦ [School Health Index - CDC](#)  
◦ [Vitality - USDOH](#)  
◦ [Healthy Schools Assessment - Alliance for a Healthier Generation](#)

**Spice Things Up!**  
Cut the salt and dive into loads of flavor with these fantastic herbs, spices, and seasonings!

<p><b>Garlic</b></p> <ul style="list-style-type: none"> <li>Flowering plant that grows from a bulb</li> <li>Related to onions, leeks, and chives</li> <li>Raw garlic is pungent in taste and odor. Cooked garlic is soft, sweet and buttery in taste.</li> <li>Used in salad dressings, stir-fries, and with tomatoes and potatoes of all different cuisines.</li> </ul>	<p><b>Ginger</b></p> <ul style="list-style-type: none"> <li>Has a spicy and citrusy aroma that comes from essential oils and resins</li> <li>Has a distinct, spicy fresh flavor that's often described as warm, hot, peppery, and slightly sweet.</li> <li>Terrific in Asian dishes, marinades for chicken or fish, fruit salad dressings, and gingerbread.</li> </ul>
<p><b>Cilantro</b></p> <ul style="list-style-type: none"> <li>A pungent herb with a strong, distinctive smell that's also known as coriander</li> <li>Some describe the taste as lemony, however others believe it tastes like soap due to a gene variation.</li> <li>Popular in guacamole, salsas, salads, surns, and marinades.</li> </ul>	<p><b>Dill</b></p> <ul style="list-style-type: none"> <li>Herb known for its feathery leaves and flat oval fruits</li> <li>Has a fresh, bright, and slightly sweet taste with a grassy undertone and citrus like notes</li> <li>Best in tuna salad, potato salad, dips, sauces, and vegetables like tomatoes and cucumbers.</li> </ul>
<p><b>Lemon Juice</b></p> <ul style="list-style-type: none"> <li>A pale yellow juice that is derived from the flesh of ripe lemons</li> <li>Extremely popular flavor profile and has a bright, tart, acidic, and sour pungency</li> <li>Incorporated in fruit salads, desserts, and marinades for fish, meat, and vegetables.</li> </ul>	<p><b>Italian Seasoning</b></p> <ul style="list-style-type: none"> <li>Italian seasoning is a mixture of marjoram, oregano, basil, and rosemary</li> <li>Has an earthy, piney flavor that's subtly sweet and savory</li> <li>Delicious in pasta dishes, chicken parmesan, lasagna, pizza, and gnocchi!</li> </ul>

To access upLIFT resources and webinar recordings, please visit HNS' [upLIFT webpage](#).

# Turnip the Beet



## **TURNIP THE BEET NOMINATION PACKET**

The Turnip the Beet Award recognizes outstanding summer meal program sponsors across the nation who work hard to offer high-quality meals to children that are appetizing, appealing, and nutritious during the summer months.

HNS encourages all outstanding summer operators to nominate themselves for this nationally recognized award!

Get national recognition for your summer meals program! Submit a [Turnip the Beet Nomination Form](#) to HNS by September 30, 2024.

# SECTION 3

Last Month's  
Training  
Opportunities

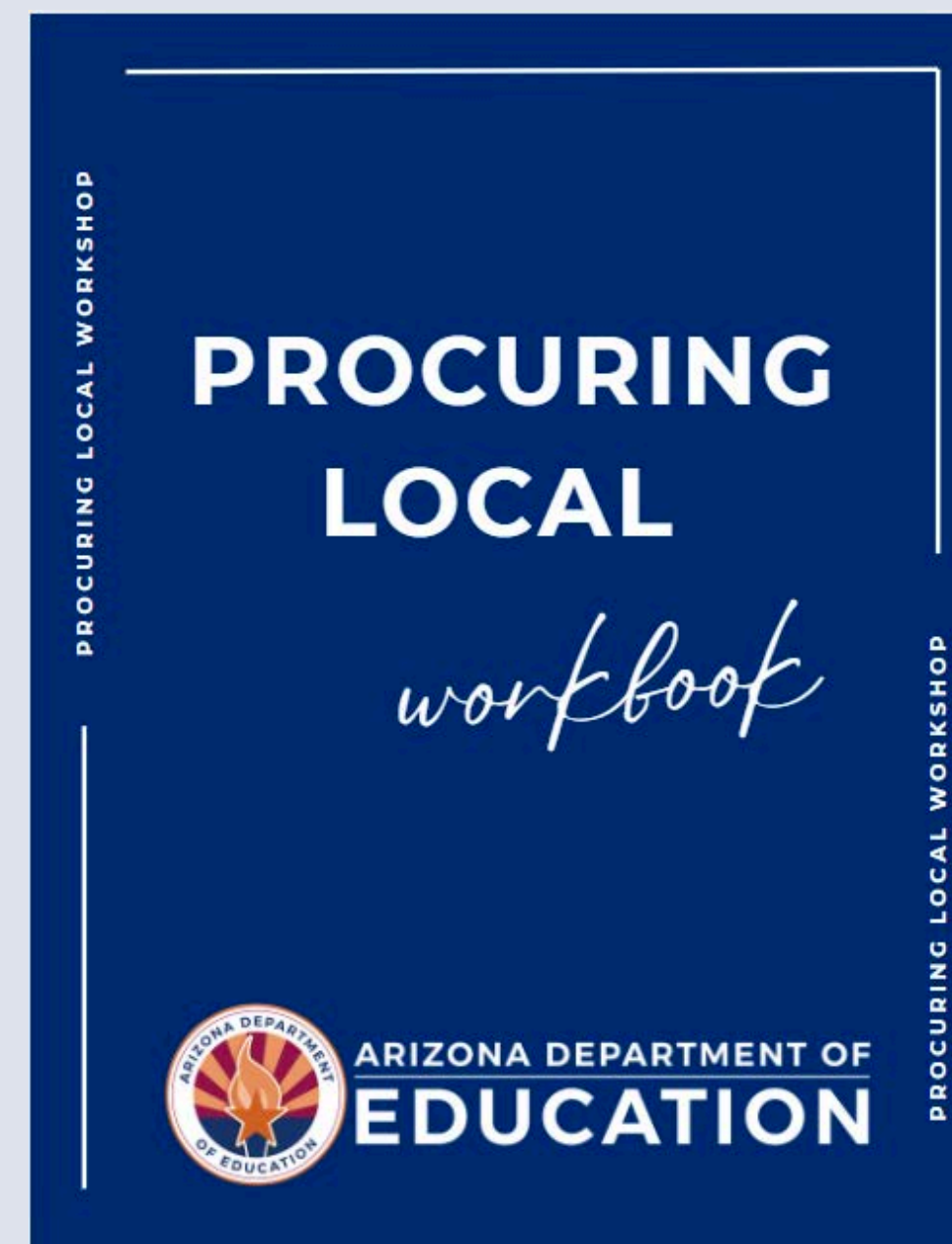


# Training for School Nutrition Programs

## **IN-PERSON WORKSHOP**

HNS presented the Procuring Local Workshop in June. During this in-person workshop, school nutrition professionals got to delve into the importance of local procurement for school meals. The session covered various topics such as the benefits of sourcing ingredients locally as well as strategies for establishing successful partnerships with local producers. By the end of the workshop, attendees had a solid understanding of how to support local producers while providing nutritious meals for students.

*This workshop will be made available again in the future, we hope to see you there!*





# June's Training Opportunities

To access webinar slides, recordings, and online trainings, visit HNS' webpage or refer to the HNS Communications Event Follow-up email.



[Staying on Track: June](#)

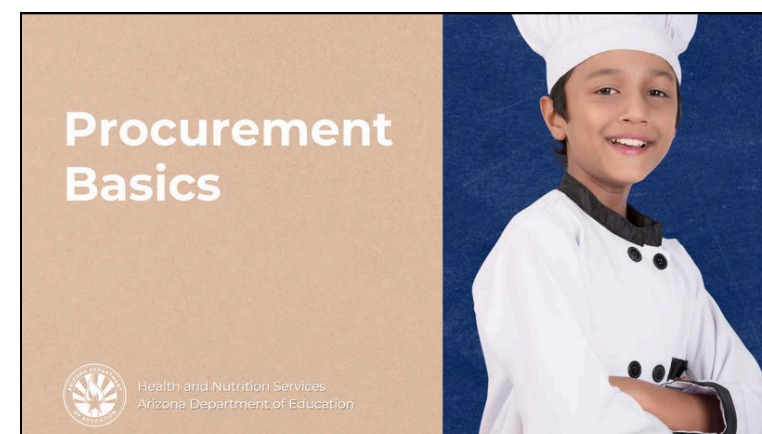


[Civil Rights Compliance for Child Nutrition Operators](#)  
*Required for all employees every year*

- [\(English\)](#) [\(Spanish\)](#)



[upLIFT: Procuring Local for the Farm Fresh Challenge](#)

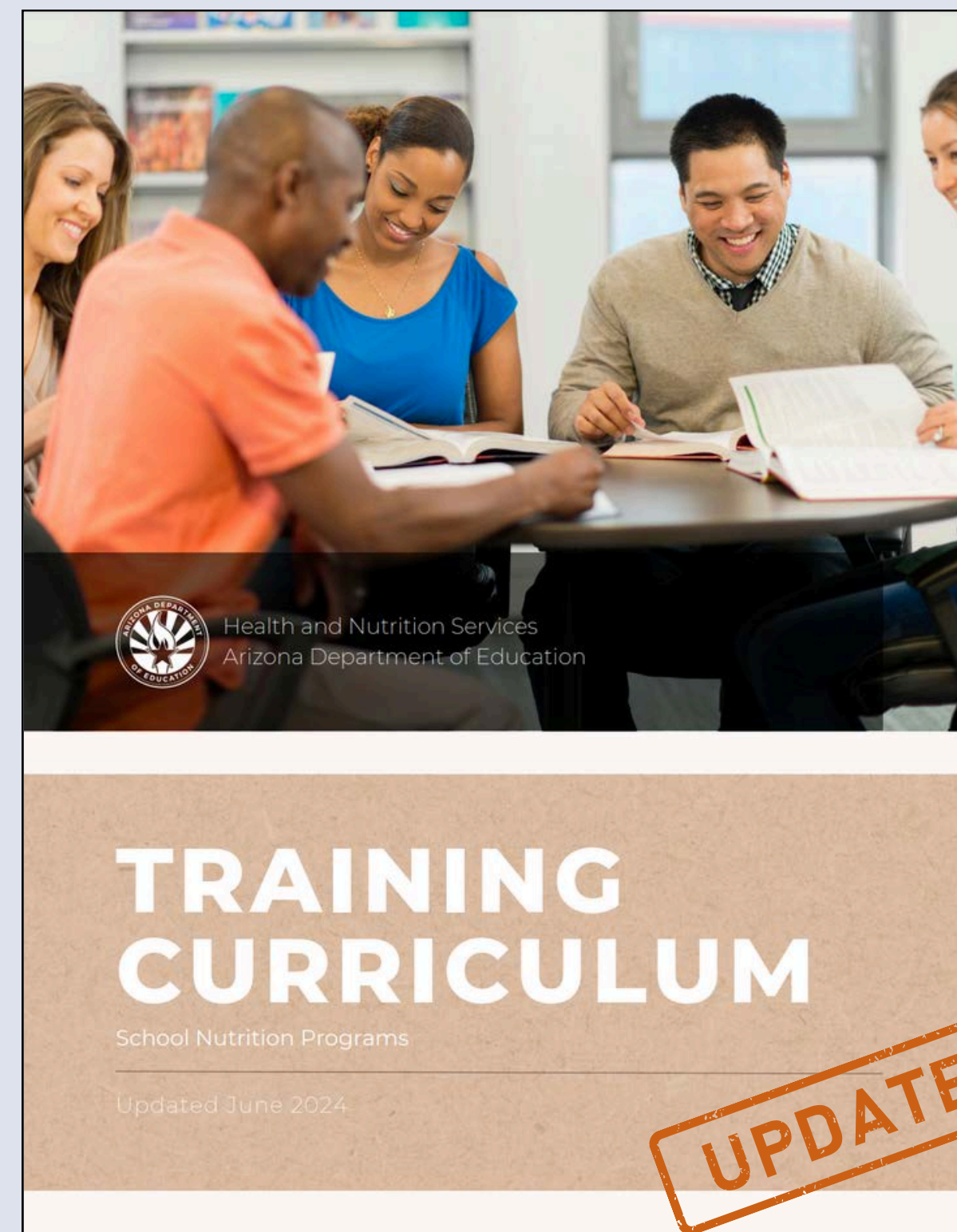


[Procurement Basics](#)  
*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities*

# Training for School Nutrition Programs

Because the trainings offered by HNS are vast in quantity, diverse in content, and is consistently being updated, ADE maintains specialized curricula based on job duties to help directors with their training plans.

Each curriculum includes a list of recommended trainings offered by HNS and the Institute of Child Nutrition (ICN) for specific roles, the format of each training, the Professional Standards hours each training provides, and where to access the training or registration.



[Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program](#)

# SECTION 4

## Upcoming Deadlines & Communications



# Mark Your Calendars!

## JULY EVENTS & OPPORTUNITIES

HNS is dedicated to providing all Child Nutrition Program operators with training to support you and your teams' professional learning needs to fulfill annual training requirements, support program integrity, and elevate Child Nutrition Programs across Arizona.

- 4 training opportunities for School Nutrition Professionals in July

### For School Nutrition Professionals



**State Nutrition Action Committee Summer Food Service Program Work Group Meeting**  
**July 1, 1:00-2:00 pm MST**  
 Work Group Meeting | [Link to Join the Meeting in Zoom](#)  
 Professional Standards Key Area(s): Not applicable



**Staying on Track: July**  
**July 4, 1:30-2:30 pm MST**  
 Webinar | [Register in APLD](#)  
 Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 4000 Communications and Marketing



**SNA's Annual National Conference**  
**July 14-16, 3:00-4:00 pm EST**  
 Conference | [Register with SNA](#)  
 Professional Standards Key Area(s): 1000 Nutrition



**upLIFT Summer Edition: Turnip Your Summer Program!**  
**July 16, 1:30-2:00 pm MST**  
 Webinar | [Register in APLD](#)  
 Professional Standards Key Area(s): Not applicable

For more information and links to register, check your inbox for the [HNS Events Forecast: July 2024](#) from HNS Communications!

# In Our Drafts

## KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- SUN Bucks Website updates
- Summer Farm Fresh Challenge Winners
- myCNP Operating System updates
- FFVP Awardees



# July Checklist

## July 1 - July 10

Submit June reimbursement claims (best practice)

## July 30

May 60-day claiming deadline

## No Sooner than July 1

- Send out Public Media Release.
- Conduct first direct certification through CNP Direct Certification, send notification letters and update BID.
- Distribute household applications with parent letter to only those students who are not directly certified.
- Begin processing household applications with Income Eligibility Guidelines for the current SY, create BID, and send notification letters.
- Send a request to the local health department for 2 food safety inspections to be conducted at all operating sites during the school year.
- Confirm delivery site, contact information, food service director, program contact and billing contact in myFOODS.

## This Month...

Submit CNP Web Site and Sponsor Applications

## Prior to School Starting

- Provide outreach to households for SBP at the beginning of school and at least once again during the school year (required only if operating SBP).
- Print Training Curriculum & Brochure and create Professional Standards plans for all School Nutrition Program Staff, including mandatory Civil Rights training.
- Post point of service (POS) meal signage.
- Train Offer vs. Serve (OVS) to all staff, if applicable.
- Review proper procedures for all procurement methods (micro, small and formal) before making purchases.

## After the First Day of School

- Complete Production Records daily.
- Count meals at POS.
- Complete Daily Edit Checks.



# Join Us Next Month!

## Staying On Track: August

**August 6, 2024**

1:30-2:30 pm

We will be reviewing recently released HNS Communications and policy memorandums, and relevant key tasks, deadlines, and action items.

# Thank you!

## **PLEASE PUT QUESTIONS IN THE Q&A**

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in Arizona Professional Learning Development (APLD).

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.







# Congratulations

---

**You have completed the Online Course:  
Staying on Track: July 2024**

Information to include when documenting this training for Professional Standards:

**Training Title:** July Staying on Track

**Key Areas:** 3000 - Administration, 4000 - Communications and Marketing

**Learning Codes:** 3110, 3310, 3430, 4120

**Length:** 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

# Certificate

---

## Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

**Training Title:** July Staying on Track

**Key Areas:** 3000 - Administration, 4000 - Communications and Marketing

**Learning Codes:** 3110, 3310, 3430, 4120

**Length:** 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

