

Staying on Track

August 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: August Staying on Track

Key Areas: 1000 Nutrition, 2000 Operations, 3000 - Administration

Learning Codes: 1100, 2200, 3100, 3200

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

July HNS Communications Recap



Memorandums



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 School Food Authorities (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



USDA FOODS PROCESSING CONTRACTS FOR SCHOOL YEAR 2024-2025

The Arizona Department of Education (ADE) is providing notification of awarded statewide contracts for USDA Foods Processing of USDA Donated Foods for SY 2024-2025. SFAs can locate the awarded statewide contracts within the Arizona Procurement Portal (APP) <https://spo.az.gov/>. Additional information including summarized pricing and processing tools can be found within the myFOODS application: <https://cnpmyfoods.azed.gov/>.



FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) AWARDEES

Alhambra Elementary District	Creighton Elementary District	Legacy Traditional School - Deer Valley Legacy Traditional School - East Tucson
Altar Valley Elementary District	Deer Valley Unified District	Pan-American Elementary Charter
Avondale Elementary District	Fit Kids, Inc. dba Champion Schools	Phoenix Elementary District
Balsz Elementary District	Flowing Wells Unified District	Pomerene Elementary District
Bell Canyon Charter School, Inc	Humboldt Unified District	Roosevelt Elementary District
CAFA, Inc. dba Learning Foundation Performing Arts School	Imagine Charter Elementary at Camelback, Inc.	Southgate Academy, Inc.
Cartwright Elementary District	Isaac Elementary District	Topock Elementary District
Chandler Unified District	Kayenta Unified School District	Tucson Unified District
Chinle Unified District	Laveen Elementary District	Washington Elementary School District
Concho Elementary District		

Announcements



VERIFICATION NON-RESPONSE RATE REPORT IS POSTED

School Food Authorities must use the Verification Non-Response Rate Report to determine the allowability of an alternate sample size for Verification in School Year 2024-2025.

Error-Prone Applications:

- [Error-Prone Guidelines](#)
- [How to Identify Error-Prone Household Applications](#)

Verification Non-Response Rate Report				
Important: For use in determining the allowability of an alternate sample size for Verification in SY 2024-2025				
Verification Non-Response Rate Report Key				
	Sponsors highlighted in COOPER qualify for use of an alternate sample size during the 2024-2025 Verification reporting period.			
	Sponsors highlighted in RED DO NOT qualify for use of an alternate sample size due to Verification reporting errors and must use the Standard Sampling Method for 2024-2025 Verification Reporting.			
	Remaining Sponsors DO NOT qualify for use of an alternate sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2024-2025 Verification Reporting.			
UID	Name	Status	Published	Updated
10-87-04-000	Academy Del Sol, Inc.	CNP Verification	Y	
07-82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y	
10-87-13-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
07-82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
10-86-85-000	Academy of Tucson, Inc.	CNP Verification	Y	
07-21-84-000	ACCEL	CNP Verification	Y	
07-87-01-000	Acclaim Charter School	CNP Verification	Y	
13-87-60-000	Acon Montessori Charter School	CNP Verification	Y	
21-91-01-001	Adobe Mountain School	CNP Verification	Y	
07-05-16-000	Agua Fria Union High School District	CNP Verification	Y	
07-03-83-000	Agua Fria Unified District	CNP Verification	Y	
10-02-15-000	Ajo Unified District	CNP Verification	Y	
07-04-88-000	Ahavasra Elementary District	CNP Verification	Y	
10-03-51-000	Altavalle Elementary District	CNP Verification	Y	
10-87-94-000	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y	
11-87-03-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y	
07-89-50-000	American Charter Schools Foundation d.b.a. Crestview College Preparatory High Sc	CNP Verification	Y	
07-89-47-000	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	Y	
07-89-48-000	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	Y	
07-89-51-000	American Charter Schools Foundation d.b.a. Phoenix Academies - 5-8th / 9-12th	CNP Verification	Y	
07-89-83-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y	
07-85-17-000	American Charter Schools Foundation d.b.a. South Ridge High School	CNP Verification	Y	
07-89-83-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y	
07-89-86-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y	
11-87-22-000	American Charter Schools Foundation dba Ridgeview College Preparatory High School	CNP Verification	Y	
07-87-25-000	American Leadership Academy, Inc.	CNP Verification	Y	
10-02-10-000	Amphitheater Unified District	CNP Verification	Y	
14-05-50-000	Antelope Union High School District	CNP Verification	Y	
11-02-43-000	Apache Junction Unified District	CNP Verification	Y	
10-87-85-000	Aprender Tucson	CNP Verification	Y	
11-87-21-000	ARCHES Academy	CNP Verification	Y	
07-82-26-000	Arizona Aviken Charter Schools, Inc.	CNP Verification	Y	
10-87-09-000	Arizona Community Development Corporation	CNP Verification	Y	
07-20-26-000	Arizona Cultural Academy	CNP Verification	Y	
21-10-02-000	Arizona Department of Corrections	CNP Verification	Y	
00-12-02-000	Arizona State Schools for the Deaf and the Blind	CNP Verification	Y	
07-04-47-000	Arlington Elementary District	CNP Verification	Y	
02-04-53-000	Ash Creek Elementary District	CNP Verification	Y	
13-02-31-000	Ash Fork Joint Unified District	CNP Verification	Y	
07-85-48-000	ASU Preparatory Academy	CNP Verification	Y	
07-04-44-000	Avondale Elementary District	CNP Verification	Y	
10-02-40-000	Baboquivari Unified School District #40	CNP Verification	Y	
13-02-20-000	Bagdad Unified District	CNP Verification	Y	
07-89-88-000	Balf Charter Schools (Dobson)	CNP Verification	Y	
07-89-87-000	Balf Charter Schools (Hearn)	CNP Verification	Y	
07-04-31-000	Balsz Elementary District	CNP Verification	Y	
07-87-82-000	BARIS Charter Schools, Inc.	CNP Verification	Y	
13-03-26-000	Beaver Creek Elementary District	CNP Verification	Y	
07-89-72-000	Bell Canyon Charter School, Inc.	CNP Verification	Y	
02-02-09-000	Benson Unified School District	CNP Verification	Y	
15-05-76-000	Bicentennial Union High School District	CNP Verification	Y	
02-02-02-000	Bihee Unified District	CNP Verification	Y	
09-39-01-000	Black Mesa Community School	CNP Verification	Y	
11-40-02-000	Blackwater Community School, Inc.	CNP Verification	Y	
08-02-32-000	Blue Ridge Unified School District No. 10	CNP Verification	Y	
05-03-16-000	Bonita Elementary District	CNP Verification	Y	
15-04-26-000	Bouse Elementary District	CNP Verification	Y	
02-02-14-000	Bowie Unified District	CNP Verification	Y	
07-04-33-000	Buckeye Elementary District	CNP Verification	Y	
07-05-01-000	Buckeye Union High School District	CNP Verification	Y	
08-04-15-000	Bullhead City School District	CNP Verification	Y	
07-89-84-000	CAFA, Inc. dba Learning Foundation and Performing Arts Gilbert	CNP Verification	Y	
09-87-49-000	CAFA, Inc. dba Learning Foundation Performing Arts School	CNP Verification	Y	
07-89-09-000	Callie Academy	CNP Verification	Y	
07-89-59-000	Camelback Education, Inc.	CNP Verification	Y	
13-02-28-000	Camp Verde Unified District	CNP Verification	Y	
13-03-50-000	Canon Elementary District	CNP Verification	Y	
07-21-07-000	Canyon State Academy	CNP Verification	Y	
09-87-45-000	Career Development, Inc.	CNP Verification	Y	
07-85-24-000	Career Success Schools	CNP Verification	Y	

Announcements



VERIFICATION CONFIRMATION REVIEW REMINDER

The Confirmation Review is the process of reviewing applications that were selected for verification to ensure they were certified correctly by School Food Authorities (SFAs). This process must be conducted by a school official who did not make the original eligibility decision, otherwise known as a Confirming Official. SFAs that use a technology-based system with a high level of accuracy in processing an initial eligibility determination may request a Confirmation Review Waiver. This correspondence (between the HNS specialist and operator) will be reviewed on during an Administrative Review.

Required documentation includes:

- The name of the software system used by the operator to process household applications
- An explanation of how the software demonstrates a high degree of accuracy
- A signature from an authorized representative
- Documentation confirming that the software's Income Eligibility and Error-Prone Guidelines match USDA's guidelines for the current school year.

Resources:

- [Step-by-Step Instruction: How to Submit a Verification Confirmation Review Waiver](#)
- [Income Eligibility Guidelines for School Year 2024-2025](#)
- [Error-Prone Guidelines](#)



This correspondence (between the HNS specialist and operator) will be reviewed during an Administrative Review.

Announcements



PROGRAM YEAR 2024-2025 REIMBURSEMENT RATES

The United States Department of Agriculture (USDA) has released the Child Nutrition Program (CNP) reimbursement rates effective July 1, 2024 - June 30, 2025. This includes updated rates for the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Seamless Summer Option (SSO), Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP).

Compiled Child Nutrition Programs					
Reimbursement Rates for Program Year 2024-2025					
Effective July 1, 2024 – June 30, 2025					
National School Lunch Program					
REGULAR Schools which served LESS than 60% Free and Reduced Lunches	REGULAR + 9 CENTS Schools which served LESS than 60% Free and Reduced Lunches +9 Cents	HIGH RATE Schools which served MORE than 60% Free and Reduced Lunches	HIGH RATE + 9 CENTS Schools which served MORE than 60% Free and Reduced Lunches +9 Cents		
RATES	RATES	RATES	RATES		
Paid \$0.42	Paid \$0.51	Paid \$0.44	Paid \$0.53		
Reduced-Price \$4.03	Reduced-Price \$4.12	Reduced-Price \$4.05	Reduced-Price \$4.14		
Free \$4.43	Free \$4.52	Free \$4.45	Free \$4.54		
School Breakfast Program					
NON-SEVERE NEED*		SEVERE NEED*			
RATES		RATES			
Paid \$0.39	Paid \$0.39	Reduced-Price \$2.54	Free \$2.84		
Reduced-Price \$2.07	Free \$2.37				
Free \$2.37					
Afterschool Care Snack Program		At-Risk Afterschool Meals		Special Milk Program	
RATES		RATES		RATES	
Paid \$0.11	Breakfast \$2.37	Paid \$0.2700	Reduced-Price \$0.60	Lunch/Supper \$4.43	Free average cost of a 1/2 pint of milk
Reduced-Price \$0.60	Snack \$1.21		Free \$1.21		
Free \$1.21					

Announcements



OUTDOOR MEAL SITES AND USE OF THE EXCESSIVE HEAT WAIVER

A reminder was sent to those outdoor summer meal sites that there is [Non-Congregate Feeding for Outdoor Summer Sites Experiencing Excessive Heat Waiver](#). By opting into this waiver, outdoor sites will be permitted to conduct a non-congregate meal service on days when the National Weather Service has issued a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch for the area where the site is located when the site has no alternative meal site, or other viable, temperature controlled alternative.



TEAM NUTRITION RESOURCE: THE ROAD TO HEALTHIER SCHOOLS

Team Nutrition's [Back-to-School webpage](#) has ready-to-go menu planning, nutrition education, and school meal promotion resources that support the updates to the school nutrition standards published in the final rule titled, [Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans](#).

Bulletins



WHAT'S UP WITH UPLIFT?

The tenth and final SY 2023-24 upLIFT bulletin featured Washington Elementary's local microgreens, a summary of the year's highlights, information about the July upLIFT webinar, and the featured food - Plums!



The image shows the cover of the upLIFT Bulletin for SY 2023-2024, Issue 10, dated July 2024. At the top center is the Arizona Department of Education logo. Below it, the text "What's up with upLIFT?" is displayed in a mix of orange, purple, and blue fonts, with a carrot icon. Underneath, the tagline "LEARN. INSPIRE. FEED. TEACH." is written in blue. A dark blue horizontal bar separates the header from the issue information, which reads "upLIFT Bulletin | SY 2023-2024 | Issue 10 | July 2024". Another dark blue bar follows. The main content area is titled "Inside This Issue..." in purple. It lists four items, each with a numbered circle icon: 1. "upLIFT Your Voice" Initiative and "upLIFT Your Voice" Photo Collage; 2. Join Us for Our Upcoming Webinar! "Summer Edition: Turnip Your Voice!"; 3. upLIFT Photostream Photo of the Month: Local Microgreens from Washington Elementary School District; 4. Additional Resources for this Month! Research Rundown, Nutrition Knowledge Fact Sheet, and Featured Food - Plums.

ARIZONA DEPARTMENT OF EDUCATION

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

upLIFT Bulletin | SY 2023-2024 | Issue 10 | July 2024

Inside This Issue...

- 1 "upLIFT Your Voice" Initiative
"upLIFT Your Voice" Photo Collage
- 2 Join Us for Our Upcoming Webinar!
"Summer Edition: Turnip Your Voice!"
- 3 upLIFT Photostream Photo of the Month
Local Microgreens from Washington Elementary School District
- 4 Additional Resources for this Month!
Research Rundown, Nutrition Knowledge Fact Sheet,
and Featured Food - Plums

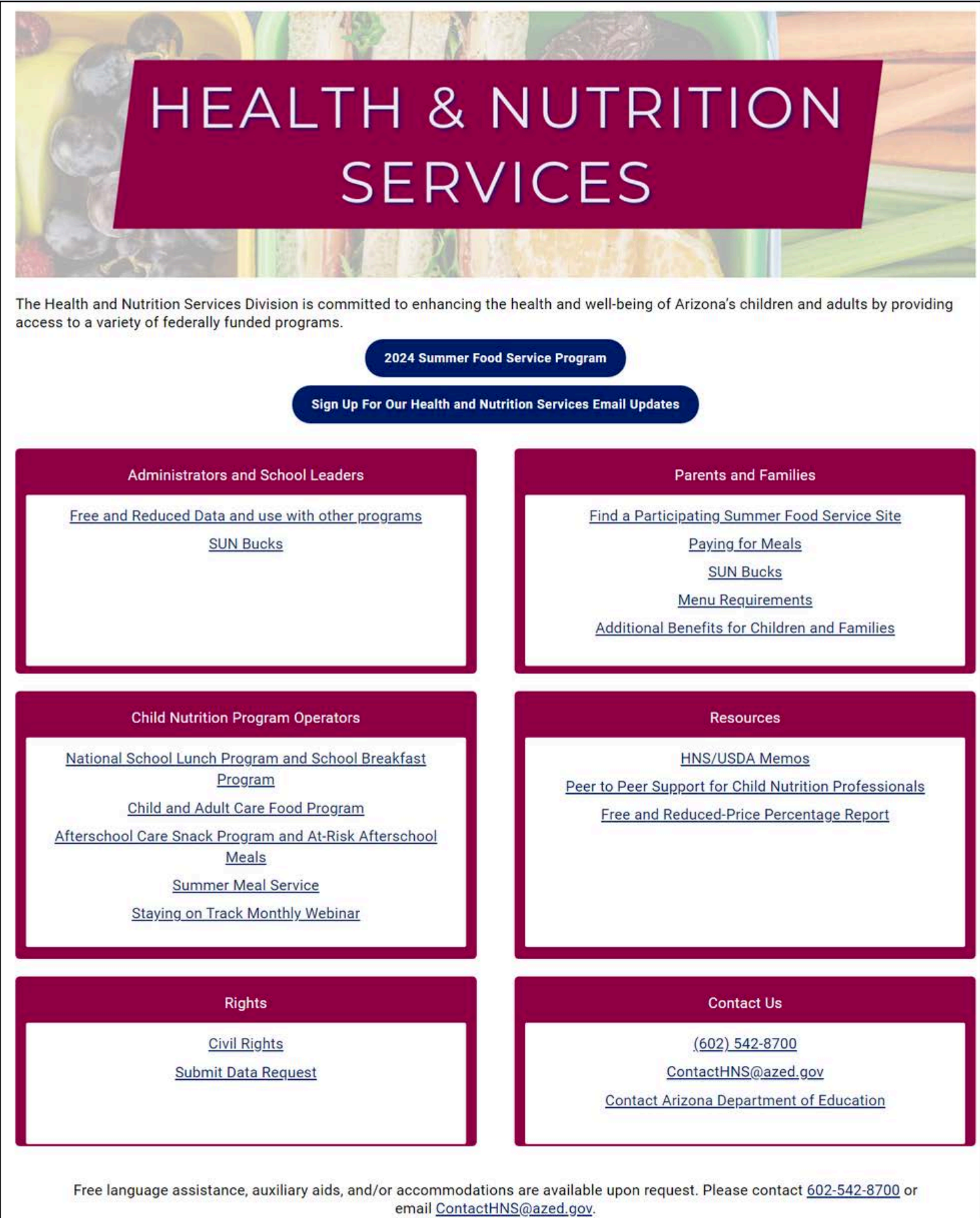
SECTION 2

Communication Hot Topics



The Website Got a New Look

The homepage of the Health and Nutrition Services webpage received a make-over! Please take a moment to check it out! All of the same information is available, just organized in a way that should make navigation easier!



HEALTH & NUTRITION SERVICES

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

[2024 Summer Food Service Program](#)

[Sign Up For Our Health and Nutrition Services Email Updates](#)

Administrators and School Leaders

- [Free and Reduced Data and use with other programs](#)
- [SUN Bucks](#)

Parents and Families

- [Find a Participating Summer Food Service Site](#)
- [Paying for Meals](#)
- [SUN Bucks](#)
- [Menu Requirements](#)
- [Additional Benefits for Children and Families](#)

Child Nutrition Program Operators

- [National School Lunch Program and School Breakfast Program](#)
- [Child and Adult Care Food Program](#)
- [Afterschool Care Snack Program and At-Risk Afterschool Meals](#)
- [Summer Meal Service](#)
- [Staying on Track Monthly Webinar](#)

Resources

- [HNS/USDA Memos](#)
- [Peer to Peer Support for Child Nutrition Professionals](#)
- [Free and Reduced-Price Percentage Report](#)

Rights

- [Civil Rights](#)
- [Submit Data Request](#)

Contact Us

- [\(602\) 542-8700](#)
- [ContactHNS@azed.gov](#)
- [Contact Arizona Department of Education](#)

Free language assistance, auxiliary aids, and/or accommodations are available upon request. Please contact [602-542-8700](tel:602-542-8700) or email ContactHNS@azed.gov.

New Try it Local Resources

ADE HNS has recently released four new Try it Local resources. Try it Local is an opportunity for schools participating in NSLP to be reimbursed for minimally processed local and regional foods used in school meals. HNS is eager to help SFAs understand Try it Local and procure local foods eligible for Try it Local funds. HNS is equally as eager to provide support to producers and farmers who are interested in working with the school market.

Featured Resources:

- [Information Sheet for SFAs](#)
- [Information Sheet for Farmers and Producers](#)
- [Aggregators and Mainline Distributors Guide](#)
- [Farmer and Producer Guide](#)



To access Try it Local resources, please visit HNS' webpage under the Try it Local accordion.

How to Submit CNPWeb Applications for the National School Lunch Program



Health and Nutrition Services
Arizona Department of Education



CNPWEB APPLICATIONS FOR SCHOOL YEAR 2024-2025

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

Please note those operators that have submitted applications for the Community Eligibility Program (CEP) must have all validation documentation approved prior to CNPWeb application approval. Validation specialists are working through documents in the order they were received and will notify applicants upon approval.

Alternative Income Form

- [Alternative Income Forms](#) can be completed by families in replacement of free and reduced-price meal applications when utilizing the Special Provision Option (Community Eligibility Provision (CEP), Provision 2/3).
- These Title I applications provide individual student income data lost by not collecting free and reduced-price meal applications.
- Alternative income forms are not used to certify students for free or reduced-priced meals. Instead, they provide individual student income data that can be used for programs and funding sources that previously relied on meal application data.

The screenshot shows the 'Alternative Form for Income-based Eligibility' from the Arizona Department of Education. The form is titled 'Academic Achievement' and 'Alternative Form for Income-based Eligibility'. It includes instructions for use, a definition of income, and an exclusion clause. The form asks if the household is at or below the current income guidelines based on the attached Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act Income Eligibility Guidelines schedule. There are checkboxes for 'Yes, Income Eligibility 1 (Indicator 1 in AzEDS)', 'Yes, Income Eligibility 2 (Indicator 2 in AzEDS)', and 'No'. Below this, there is a table for student information with columns for 'Student's Name', 'Name of School', and 'Grade'. The table has three rows for data entry. At the bottom, there is a signature line for the parent/guardian and a date field. The footer includes 'Arizona Department of Education' and 'Tuesday, July 2, 2024'.

Processing alternative income forms is not an allowable expense from the non-profit school food service account. The district must pay for the cost of processing forms or reimburse the non-profit school food service account for this cost.

Quiz Time

Food services must process the alternative income forms.

A True

B False

Quiz Time

Food services must process the alternative income forms.

A True

B False

Processing alternative income forms is not an allowable expense from the non-profit school food service account. The district must pay for the cost of processing forms or reimburse the non-profit school food service account for this cost.

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](#)

Free and Reduced-Price Policy Statement (FRPPS)

SUBMIT BY OCTOBER 15, 2024

All entities are required to submit the [Free and Reduced-Price Policy Statement](#) by October 15, 2024.

ACTION ITEMS

- If the updated FRPPS is not provided, a reimbursement hold will be placed.
- If the SFA is new to CEP for SY 2024-2025 and provided a FRPPS when applying for CEP, no additional FRPPS is necessary.

RESOURCES

- [Addendum- Non-Pricing](#)
- [Addendum- RCCI without Day Students](#)
- [Addendum – Special Milk Pricing](#)
- [Addendum- Provision 2](#)
- [Addendum- Provision 3](#)
- [Addendum- Community Eligibility Provision \(CEP\)](#)
- [How to Complete the Free and Reduced-Price Policy Statement](#)



All documents can be submitted via HelpDesk.

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).
- Update Food Program Permanent Service Agreement (FPPSA) if there has been changes to staff/signers.

Reminder to Keep 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, the Add/Change/Delete Form, application issues, and general inquiries.

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.

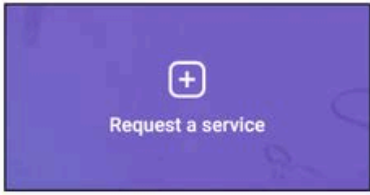
CREATING A HELPDESK TICKET

- 1


Open a web-browser and navigate to <https://helpdeskexternal.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



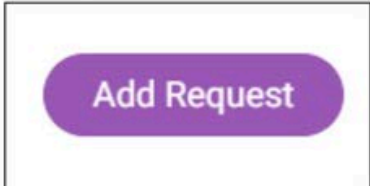
*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5

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](#)

Quiz Time

True or False: Only entities that are new to the National School Lunch Program (NSLP) must submit a Free and Reduced-Price Policy Statement.

A True

B False



Quiz Time

True or False: Only entities that are new to the National School Lunch Program (NSLP) must submit a Free and Reduced-Price Policy Statement.

A True

B False

All entities are required to submit the Free and Reduced-Price Policy Statement by October 15, 2024.



USDA Foods in Schools in SY 24-25

MYFOODS SYSTEM IS OPEN!

Operators participating in the USDA Foods for Schools Program may now access the myFOODS ordering system to access School Year 2024-2025 USDA Foods entitlement.

ACTION ITEMS

Existing users should check the bulletin board, documents section, and help resources. Please remember to keep all contacts and delivery sites up to date. Operators receiving USDA Foods Direct Delivery/Brown Box materials through the contracted warehouse, Shamrock Foods, must verify account status.

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.



Operators of the USDA Foods in Schools Program may access the myFOODS ordering system by visiting <https://cnpmyfoods.azed.gov> and logging in to the system with their username and password.

**ISSUANCE:**

2024 SUN Bucks benefits continue to be issued to children determined eligible on or before July 31, 2024, the end of the AZ covered summer period.

2024 APPLICATION PERIOD CLOSED:

The ADE SUN Bucks household application is now closed. Applications received on or before July 31 are being processed; children determined eligible based on the 2024 SUN Bucks application will be issued benefit in late August 2024.

NEXT
YEAR

**SEE YOU IN 2025
SUMMER EBT: SUN BUCKS!**

Summer 2024 Farm Fresh Challenge Winners!

The following entities completed all TASTE, TEACH, and CONNECT activities during the month of June and were awarded the Gold tier! These sites met the minimum criteria of procuring three local menu items, hosting two educational activities, promoting the challenge, and went above and beyond by incorporating at least two additional hard-to-reach local food items in their menus.

Congratulations to our awardees!



Gold Awardees

- Humboldt Unified School District
- Madison Elementary School District
- Osborn School District
- Tucson Unified School District
- Washington Elementary School District

What's up with upLIFT?

LEARN. INSPIRE. FEED. TEACH.

The July upLIFT webinar Turnip Your Voice! discussed ways to enhance your summer menu and boost nutrition integrity! In this session we reviewed resources available to operators to participate in the USDA's Summer Meals Award Program: Turnip the Beet. Check out the webinar slides and recording available NOW on the upLIFT webpage!

Featured Resources:

- [Research Rundown](#)
- [Cook Up and Hold Up!](#)
- Featured Food - Plums
 - [Whole Food Profile](#)
 - [How to Use Whole Foods](#)

Research Rundown

Article:
Promoting Healthy Eating among Young People—A Review of the Evidence of the Impact of School-Based Interventions

What did this study examine?

This study examined the effectiveness of school and out-of-school interventions that aim to improve dietary behaviors and outcomes by analyzing evidence-based interventions followed a systematic review based on 2010-2019 searches. The study's specific objectives were to identify primary outcomes of anthropometry, dietary behavior,

- information and teaching
- food focus and family support
- nutrition
- teaching

Key findings:

When examining the entire study sample, it is apparent various aspects such as knowledge, intentions, eating

School-Based Intervention
Interventions incorporating elements like information and education with a nutritional emphasis have proven to enhance anthropometric measurements and foster a positive attitude towards healthy dietary habits.

Put it into practice!

1. Examine your current methods of providing nutrition education. Can you enhance them by including more educational strategies like informative brochures about your services or using table tents?

Collaborate as a provider or administrator to explore opportunities in developing new initiatives.

Reference:
Shaw-Hargury, A. Review of Evidence of the Impact of School-Based Interventions Promoting Healthy Eating among Young People. 2020. See 2020-2019 searches. See 2020-2019 searches. 4988-2020-2019-2020.

Whole Food Profile

Learn the basics to start cooking with this nutritious, whole food!

PLUMS

Plums are a round, medium-sized stone fruit with delicate skin and flesh that bruises easily. Plums are rich in antioxidants that protect the cells against free radical damage and are a good source of Vitamin C to strengthen the immune system.

How to Select and Store PLUMS:

Selection

PLUMP AND HEAVY
WELL-COLORED
SMOOTH SKIN

Choose plums that have bluish-free, wrinkle-free skin. They should feel heavy for their size, and firm. The flower end (the end opposite the stem) should have a little give when gently pressed.

Plums should have a deep, rich, consistent color. Shades of green suggest it was picked too soon.

Storage

ROOM TEMPERATURE
REFRIGERATOR

Whole, unwashed plums should be stored at room temperature until ripe, the plums can be stored in plastic and kept in the refrigerator.

Plums can also be stored in the refrigerator for up to 12 months or longer. Dried plums are also known as prunes.

Tips for Preparing and Cooking:

Preparation

Plums can be eaten whole, just be careful of the pit. To remove the pit, use a sharp knife to cut the plum in half around the pit. Turn the halves to separate. Use hands or a dull knife to remove the pit.

TRY PLUMS...

Roasted
After halving and pitting, place plums in a baking dish with a couple tablespoons of honey drizzled on top. Bake for 30-45 minutes at 375°F.

Peel

In a heat-proof bowl, pour boiling water over plums. Cook and heat plums above.

Did you know? Plums are small as grown fruit.

UPLIFT logo

This institution is an equal opportunity provider.

Cook Up and Hold Up!

Learn about potentially hazardous foods and the safe cooking and holding temperatures to keep your meals safe this summer!

Potentially Hazardous?

Examples of food products that are generally regarded as potentially hazardous when cooked or stored at the wrong temperature and require temperature control (other than room temperature):

- Meat (beef, pork, lamb)
- Poultry (chicken, turkey, duck)
- Fish, shellfish, and crustaceans
- Eggs
- Milk and dairy products
- Heat-treated plant food (baked potato, cooked rice, beans, or vegetables)
- Cut melons

Cooking Temps

HOLD ALL HOT FOOD AT 135°F OR ABOVE

Temp	Food	Area
165°F for 15 seconds	<ul style="list-style-type: none"> • Poultry (chicken, turkey, duck, goose) • Soups, stews, stuffings, casseroles, mixed dishes • Stuffed meat, fish and pasta • Food cooked in microwave oven (hold covered 2 minutes after removal) • Leftovers (be wheat) 	Dry
155°F for 15 seconds	<ul style="list-style-type: none"> • Hamburger, meatloaf, other ground meats/fish • Fresh shell eggs (cooked and held for service, such as scrambled eggs) 	Special Dry
145°F for 15 seconds	<ul style="list-style-type: none"> • Beef, corned beef, pork, ham roasts (hold 4 minutes) • Beef, intact steaks (surfaces) • Lamb, veal, pork steaks or chops • Fish, shellfish • Fresh shell eggs (broken, cooked and served immediately) 	Refrigerator/Cooler
140°F for 15 seconds	<ul style="list-style-type: none"> • Ready to eat, commercially processed ham, other roasts 	Freezer

Storage Temps

CHECK TEMPERATURES

How to Use Whole Foods

Innovative ideas for using real, whole foods in delicious ways!

PLUMS

Plums grow on trees that can reach up to 12 meters in height and are known for their dark, smooth, taut skin, and sweet and/or tart flavor. Flavor depends on the plum variety. Plums are available in the summer through early fall.

Examples:



UPLIFT logo

This institution is an equal opportunity provider.

TIP! Consider using local PLUMS RED FR 22 LB CS, Item # 18M28 from USDA Foods!

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

Submit for Turnip the Beet

TURNIP THE BEET NOMINATION PACKET

Close out summer meals by getting recognized!

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.



Submit a [Turnip the Beet Nomination Form](#) to HNS by **September 1, 2024**.

Are you One in a Melon?



WHAT IS IT?

This promotion highlights Arizona's own homegrown produce and locally available foods.

HOWS DOES IT WORK?

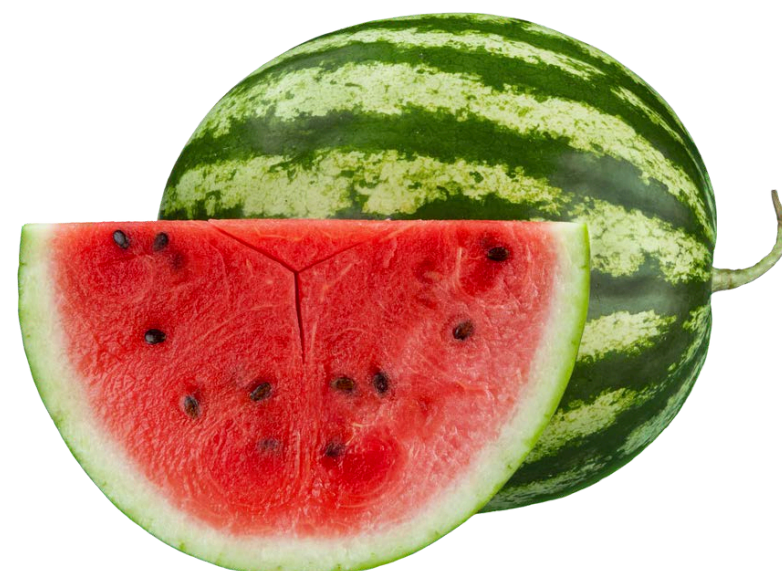
Each month HNS will promote an Arizona grown or available food by releasing an informational resource designed to provide fun facts, availability schedules, and unique recipes. Watermelons will kick off the promotion and will be the highlight for the month of August!

WHY ONE IN A MELON?

The best part about this promotion is that each item is available for reimbursement through Try it Local! HNS is excited to help connect SFAs with the farmers and producers that can help bring these Arizona foods into school meals!

One in a Melon August highlight:

WATERMELON



Watermelon



ARIZONA HARVEST SCHEDULE

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Food Buying Guide: Quick Math



= $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

If one pound of watermelon is equal to three half (1/2) cup servings of diced watermelon, how many half (1/2) cup servings will you get from ten pounds of diced watermelon?



= $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

$\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$

30 Servings

A one-inch cube of "DICED" watermelon is about the size of one die!

Arizona Watermelon Facts:

- 5% largest US grower
- 4900 acres of watermelon valued at almost \$49 million
 - 2022 United States Department of Agriculture – National Agricultural Statistical Service (USDA-NASS)
- Arizona has approximately 14 major melon growers growing for the market
- Contains: Vitamins A, C, B6 (pyridoxine), B1 (thiamin), Lycopene, Fiber



Ready to purchase local watermelons? Want to know who is selling them and how to get a good price? Submit the [School Interest Form](#) and an HNS specialist will be in contact to connect you with local producers!

WATERMELON DIPPERS: Watermelon sticks are paired with zesty honey-lime yogurt for a dippable fruity snack with lots of flavor!

YIELD: 4 SERVINGS

INGREDIENTS:

- 1 1/3 pounds whole watermelon
- 8 ounces sour cream or plain yogurt
- 1 teaspoon vanilla extract
- 2 Fl. ounces Juice, lime
- 2 Fl. ounces Honey

INSTRUCTIONS:

- Cut watermelon in half. Cut into slices, about 1/2 inch thick. Cut slices into sticks, about 1/2 inch thick.
- 6 sticks (1/2 inch by 3 inches) equal about 3 1/4 ounces.
- Combine yogurt, zest, lime juice, and honey. Stir well to combine.
- Portion 1/2 cup (#8 scoop) yogurt into a 5-ounce serving container.
- Serve with 6 watermelon sticks.

This institution is an equal opportunity provider.



SECTION 3

Last Month's
Training
Opportunities



July'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: July](#)



[Online Course: Verification Review](#)

Reviews the purpose and process of verification from start to finish.



[upLIFT Webinar Series: Turnip Your Summer Program!](#)



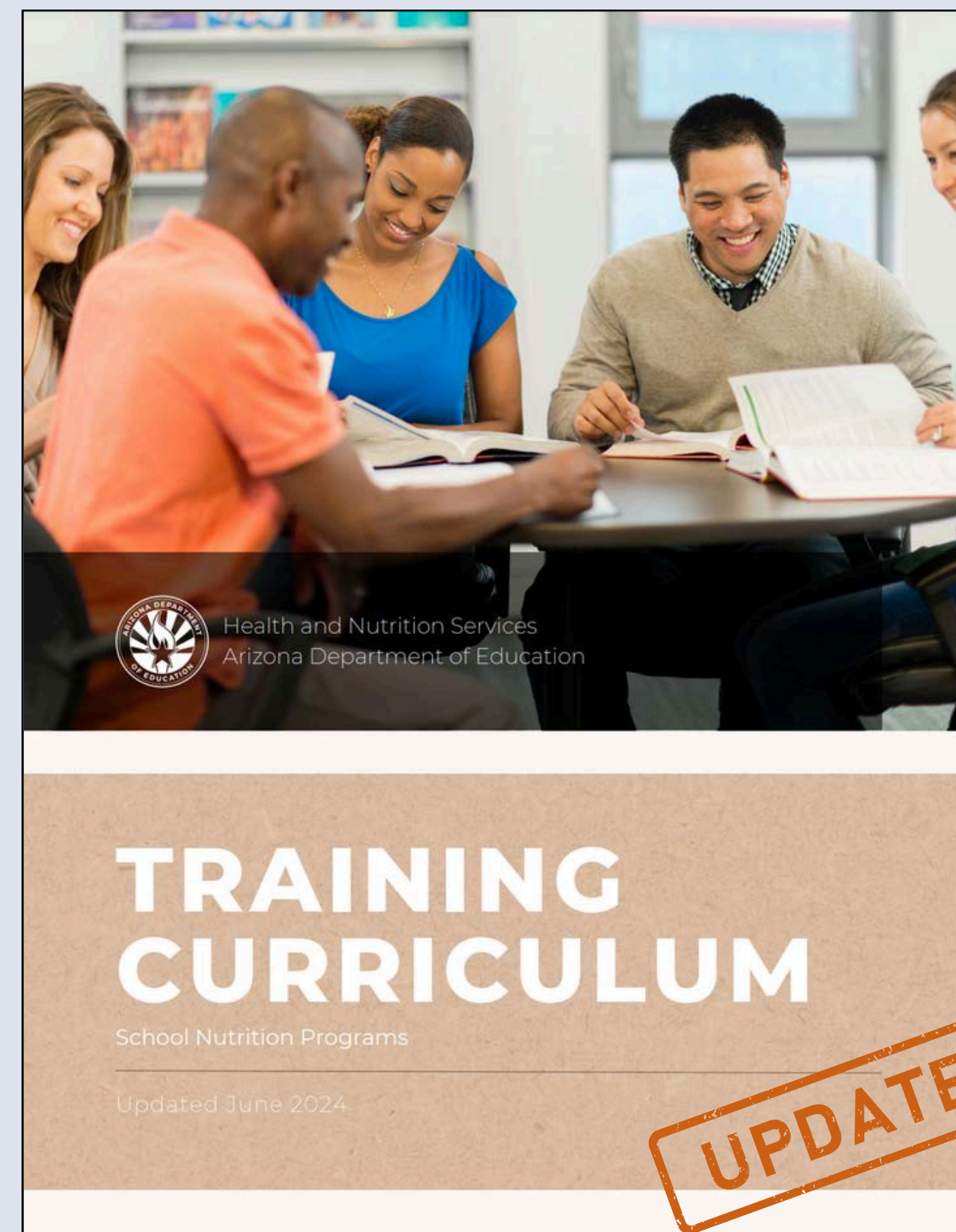
[How to Conduct Direct Verification](#)

This step-by-step guide reviews the process of conducting Direct Verification in CNP Direct Certification/Direct Verification during the process of Verification.

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](#)

Suggested Trainings

Operating At Risk Afterschool Meals?

- Please Review: [Online Course: Operating At-Risk Afterschool Meals for School Food Authorities](#)

Operating the Afterschool Snack Program?

- Please Review: [Step by Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program](#)



SECTION 4

Upcoming Deadlines & Communications



Mark Your Calendars!

AUGUST 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.

- 8 Live Training opportunities for School Nutrition Professionals in August

For School Nutrition Professionals



Boosting School Budgets with Afterschool Suppers and Snacks
August 1, 3:00-4:00 pm EST
Webinar | [Register with FRAC](#)
Professional Standards Key Area(s): 3000 Administration



Tools of the Trade - Exploring K-12 Market Trend Reports and Agriculture Marketing Tools to Build Menus for Flavor and Flexibility
August 1, 3:00-4:00 pm EST
Webinar | [Register with ICN](#)
Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations



Staying on Track: August
August 6, 1:30-2:30 pm MST
Webinar | [Register in APLD](#)
Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 3000 Administration



Boosting Fruits & Vegetables: A Glimpse into the Farm to Fork Journey
August 6, 3:00-4:00 pm EST
Webinar | [Register with ACDA](#) | Free for Members; \$25 Dollars for Non-Members
Professional Standards Key Area(s): 1000 Nutrition



State Nutrition Action Committee Summer Food Service Program Work Group Meeting
August 12, 1:00-2:00 pm MST
Work Group Meeting | [Register in Zoom](#)
Professional Standards Key Area(s): Not applicable



The Student Voice: Nut-thing Compares
August 21, 3:00-4:00 pm EST
Webinar | [Register with SNA](#)
Professional Standards Key Area(s): 1000 Nutrition



Expansion Strategies for Afterschool Suppers and Snacks
August 22, 3:00-4:00 pm EST
Webinar | [Register with FRAC](#)
Professional Standards Key Area(s): 3000 Administration



State Nutrition Action Committee Summer Food Service Program Work Group Meeting
August 26, 1:00-2:00 pm MST
Work Group Meeting | [Register in Zoom](#)
Professional Standards Key Area(s): Not applicable

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- myCNP Operating System updates
- Preparing for Verification
- Processing Diversion Carry Over Plans
- Local Food for Schools Memorandum Update



August Checklist

August 1 - August 10

Submit July reimbursement claims (best practice)

August 29

June 60-day claiming deadline

Prepare for the school year:

- Send out Public Media Release.
- Conduct first direct certification through CNP Direct Certification, send notification letters, and update Benefit Issuance Document (BID).
- Distribute household applications with parent letters to only those students who are not directly certified.
- Begin processing household applications with Income Eligibility Guidelines for the current school year (SY), create BID, and send notification letters.
- Confirm delivery site, contact information, food service director, program contact, and billing contact in myFOODS.

Prior to School Starting

- Provide outreach to households for the School Breakfast Program (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.
- Yearly Procurement Training for necessary staff.

After the First Day of School

- Complete Production Records daily.
- Count meals at the POS.
- Complete Daily Edit Checks.
- ON 30TH OPERATING DAY discontinue prior year benefits for households without current year eligibility documentation.



Join Us Next Month!

Staying On Track: September

September 3, 2024

1:30-2:30 pm

We will review recently released HNS Communications, 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: August 2024**

Information to include when documenting this training for Professional Standards:

Training Title: August Staying on Track

Key Areas: 1000 Nutrition, 2000 Operations, 3000 - Administration

Learning Codes: 1100, 2200, 3100, 3200

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: August Staying on Track

Key Areas: 1000 Nutrition, 2000 Operations, 3000 - Administration

Learning Codes: 1100, 2200, 3100, 3200

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.



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

