

Staying on Track

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

August HNS Communications Recap



Program Alert



CHILD NUTRITION PROGRAMS (CNP) SUMMER EBT - SUN BUCKS PORTAL CLOSED FOR EDITS ON AUGUST 30, 2024

The CNP Summer EBT - SUN Bucks portal closed for edits on August 30, 2024. School Food Authorities (SFAs) must have submitted any missing School Year 2023-2024 enrollment and eligibility data before this date. Now that the portal is closed, School Year 2023-2024 enrollment and eligibility data in the CNP Summer EBT - SUN Bucks Portal is view-only. If assistance is needed, please email SunBucks@azed.gov.

Program Alert



THE ANNUAL FINANCIAL REPORT (AFR) IS DUE

- **October 1, 2024:** AFR due for non-public schools (private schools, residential child care institutions, Special Milk Program schools, and Bureau of Indian Affairs schools)
- **October 15, 2024:** AFR due for public schools and charters

UPDATES AND RESOURCES

The Arizona Department of Education Health and Nutrition Services would like to provide a reminder of the due dates for the Annual Financial Report (AFR). A section of the AFR requires reporting USDA Foods Program spending. The [How to Complete the USDA Foods Portion of the AFR](#) step-by-step instruction guide is available to assist in completing this section of the AFR.

Additionally, operators must include revenues received for Supply Chain Assistance Funds (for schools to purchase unprocessed or minimally processed domestic food products) and for Local Foods for Schools (Arizona's 'Try it Local' Program) for the reporting year (July 1, 2023 - June 30, 2024).

For questions please visit:

<https://www.azauditor.gov/resources/school-districts/forms>

Announcements and Resources



THE CREDITING IN THE CHILD NUTRITION PROGRAMS TIP SHEET SERIES

The Crediting in the Child Nutrition Programs Tip Sheet series has been revised to reflect the changes with the Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans. The Crediting in the Child Nutrition Programs tip sheet series consists of seven tip sheets covering the five meal components: fruits, vegetables, meats/meat alternates, fluid milk, and grains (three separate tip sheets). The revised versions introduce the menu-planning flexibilities beginning July 1, 2024 and changes that will be implemented in the coming school years in a quick-reference format.



Announcements and Resources



TURNIP THE BEET NOMINATION PACKET DUE

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. Please submit nominations to your HNS specialist no later than **September 15, 2024**.

Announcements and Resources



HEALTHY SCHOOL FOOD PATHWAY FELLOWSHIP

The Healthy School Food Pathway Fellowship is designed for experienced school food professionals committed to driving healthy, sustainable, and equitable school food reform and to advancing their careers in school food service leadership. Applications opened August 14, 2024 and are due by September 12, 2024.



Growing the next generation of school food changemakers

Healthy School Food Pathway Fellowship

The Healthy School Food Pathway Fellowship is designed for experienced school food professionals committed to driving healthy, sustainable, and equitable school food reform and to advancing their career in school food service leadership.

Over a 13-month period, Fellows cultivate their leadership skills; deepen their knowledge of school food within the food system; become experts on and advocates for healthy school food policy; and expand their professional network. The program consists of live, virtual learning sessions; in-person site visits and training; asynchronous, self-led instruction; and projects to bring the learning to life in Fellows' home districts.

The Fellowship is open to school food professionals across the country thanks to the program's founding partners, Whole Kids (a program of the Whole Foods Market Foundation) and the State of California, as well as support from the Waverley Street Foundation. The Healthy School Food Pathway Fellowship is part of the California Workforce Development Board's High Road Training Partnerships, which is funded through the Department of Education.

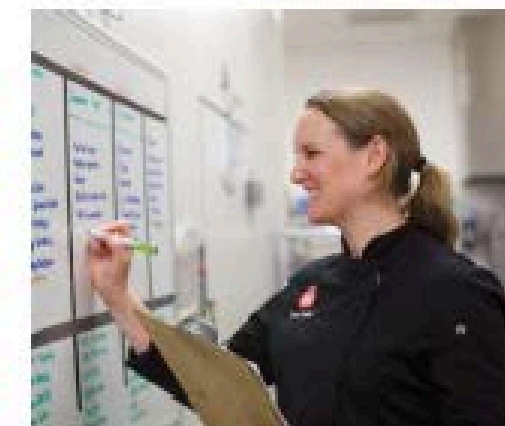
Core Pillars

EXPERIENCE - This Fellowship will feature interactive and hands-on components that allow Fellows to gain knowledge through first-hand experiences and apply key learnings to their own district.

BUILD - Throughout the course of the Fellowship, Fellows will expand their network and systems-based skill set while building on their knowledge and expertise.

LEAD - Fellows will be ready to not only lead their own teams but also demonstrate strong leadership skills to district administrators, community members, and others outside their own program.

INSPIRE - Through gained experience and learnings, Fellows will fully understand the power and importance of school food within the larger food system and will feel inspired and confident that not only is change possible but that they can lead that change.



upLIFT Survey



UPLIFT IMPLEMENTATION SURVEY

HNS surveyed the field for feedback on the efficacy of upLIFT resources, and to gather information on what topics should be the focus for future trainings. Thank you for your time and feedback! Survey results have been reviewed and will be implemented in this year's upLIFT initiative.

Announcements and Resources



HEALTH AND NUTRITION SERVICES



upLIFT School Year 2023-2024 Implementation Survey

Arizona Department of Education (ADE) Health and Nutrition Services (HNS) would like to thank everyone who viewed any of the upLIFT resources for School Year 2023-2024 (SY 23-24). Our aim with upLIFT is to provide you with the proper resources to help you LEARN about nutrition, get INSPIRED on meal choices for your participants, FEED students healthy meals, and TEACH others in your community about your programs. This is done with the ultimate goal to support you in operating the best programs possible.

We need as much feedback as possible on the efficacy of our resources, as well as more information as to what topics we should release for future trainings. We value your feedback and appreciate your time! Please take some time to view the upLIFT Year In Review infographic for a refresher on all upLIFT resources released during SY 23-24 as you complete the survey.

The survey closes end of day on September 2, 2024.

[upLIFT SY 23-24 Year in Review](#)

[Click to Access the upLIFT SY 23-24 Survey](#)

We are here to help!

We look forward to seeing your responses! If you need any assistance, please contact your HNS Specialist.

SECTION 2

Communication Hot Topics



Administrative Reviews

The School Year 2024-2025 Administrative Review list is now available on the HNS website!

SFAs that are up for review are encouraged to review the What to Expect: National School Lunch Program Administrative Review training.

Reviewers are currently sending out introduction communications to establish/solidify a workable on-site observation date before an official Confirmation Memo & Checklist is published.

Administrative Review Schedule: School Year 2024-2025	
The following programs will also be reviewed, if operating: Afterschool Care Snack Program, At-Risk Afterschool Meals, Fresh Fruit and Vegetable Program, and Seamless Summer Option of the Summer Food Service Program.	
LEA Name	CTD
Ajo Unified District	10-02-15
Antelope Union High School District	14-05-50
Apache Junction Unified District	11-02-43
Arizona Department of Corrections	21-10-02
Ash Fork Joint Unified District	13-02-31
Baltz Elementary District	07-04-31
Blackwater Community School, Inc.	11-40-02
Bowie Unified District	02-02-14
Buckeye Elementary District	07-04-33
Buckeye Union High School District	07-05-01
CAFA, Inc. dba Learning Foundation and Performing Arts Gilbert	07-85-84
CAFA, Inc. dba Learning Foundation Performing Arts School	09-87-49
Canyon State Academy	07-21-07
Cartwright Elementary District	07-04-83
Casa Blanca Community School	11-40-01
Center for Academic Success, Inc.	02-87-50
Challenge School, Inc.	07-87-72
Cholla Academy	07-89-95
CITY Center for Collaborative Learning	10-87-20
Colorado City Unified District	08-02-14
Cortez Park Charter Middle School, Inc.	07-89-75
Cottonwood Day School	01-43-05
Crane Elementary District	14-04-13
Creighton Elementary District	07-04-14
Daisy Education Corporation dba Sonoran Science Academy	10-86-66
Daisy Education Corporation dba Sonoran Science Academy - Phoenix	10-85-02
Daisy Education Corporation dba Sonoran Science Academy East	10-85-03
Daisy Education Corporation dba Sonoran Science Academy Davis Monthan	10-85-04
Daisy Education Corporation dba Sonoran Science Academy Peoria	07-85-77
Desert Sky Community School, Inc.	10-87-32
Devereux Arizona	07-21-02
Dillon Community School, Inc.	09-40-16
Duncan Unified District	06-02-02
Dysart Unified District	07-02-89
Ed Ahead	10-85-06
Edison Project	07-85-73
Edkey, Inc. - Sequoia C	
Eloy Elementary District	
Espiritu Schools	
Ethos Academy - A City	
Fountain Hills Unified D	
Gap Ministries	
Gila Crossing Commun	
Gilbert Unified District	
Harvest Power Commu	
Hunters Point Boarding	



What to Expect:
National School Lunch Program Administrative Review

Health and Nutrition Services
Arizona Department of Education

Preparing for Your Administrative Review Workshops

IN-PERSON WORKSHOP

The session will cover what will be evaluated when HNS comes to review your school meals programs, and what to do in order to prepare for a successful outcome. Join us to learn how you can effectively prepare for your Administrative Review!

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#). Please only register for one in-person session (all four sessions are the same) nearest to your entity (Tucson, Phoenix, Flagstaff). The first round of registration will be offered to those scheduled for a review in SY 2024-2025. Remaining space will then be open to all. We ask that only one attendee per entity be registered as space is limited and is offered on a first-come first-served basis.

TUCSON

- Wednesday October 16, 2024 9:00 AM - 12:00 PM

PHOENIX

- Tuesday October 22, 2024 9:00 AM - 12:00 PM
- Wednesday October 23, 2024 9:00 AM - 12:00 PM

FLAGSTAFF


- Tuesday October 29, 2024 9:00 AM - 12:00 PM

Prep for Verification


Now-Oct 1: Start preparing for Verification!

- Begin counting the total number of applications on file.
- Begin counting and categorizing applications by case number, foster, free by income, and reduced by income.
- Review the [Non-Response Rate Report](#) to see if you are eligible for an alternate sampling method.
- View the [Verification Best Practices Calendar](#) to avoid missing any steps!
- View the [Online Course: Verification Review](#)
- **Best Practice:** Conduct Direct Certification
- **Best Practice:** Use the [Student Eligibility Checklist](#)

Online Course: Verification Review



Health and Nutrition Services
Arizona Department of Education



Verification Phase 1: Prepare
Student Eligibility Checklist
Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

1. At least one person in our organization has access to ADEConnect and can use CNP Direct Certification/Direct Verification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Ran CNP Direct Certification for our entire enrollment. Search method used:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDP/IR.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our site did <u>not</u> extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Printed or saved the CNP Direct Certification Match results.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Reviewed Notice to Provider document that was submitted for Foster children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2024-2025

PHASE 1: Prepare SEPTEMBER - OCTOBER 1	PHASE 2: Calculate and Select Applications STARTS OCTOBER 1
STUDY UP ON VERIFICATION <input type="checkbox"/> Attend the Verification Review School Year 2024-2025 webinar. <input type="checkbox"/> Review the Guides: Overview, Verification Prerequisites and the How-To Guide: How to Identify Error-Prone Household Applications . <input type="checkbox"/> Review the USDA Student Eligibility Manual for School Meals (Section 6 begins Verification guidance). PREPARE <input type="checkbox"/> Complete/Review the Student Eligibility Checklist and Who the BID is Important . <input type="checkbox"/> Conduct Direct Certification again (visit to find all instances Guides: Verification). <input type="checkbox"/> Use Verification Covering Sheet Steps and count number of error-prone applications on file as of October 1 . <input type="checkbox"/> Categorically free applications (Case number, Foster). <input type="checkbox"/> Free by income applications. <input type="checkbox"/> Reduced by income applications. <input type="checkbox"/> Did NOT count any applications for students that were Directly Certified. <input type="checkbox"/> Did NOT count any applications that have been copied. <input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.). <input type="checkbox"/> Count the number of error-prone applications on file as of October 1 .	CALCULATE <input type="checkbox"/> Review the Verification Non-Response Rate Report . <ul style="list-style-type: none"> • If your LEA is highlighted in copper, you can use any sampling method (Standard, Alternate 1, or Alternate 2). • If your LEA is not highlighted in copper, (no highlight or red), must use Standard sampling method. <input type="checkbox"/> Does your LEA qualify for use of Alternative Sample Size (copper)? _____ (yes or no) <input type="checkbox"/> Choose sampling method (Circle the method you plan to use): • Standard or Alternate 1 or Alternate 2 <input type="checkbox"/> Use the Verification Sample Size Calculator in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size). SELECT APPLICATIONS <input type="checkbox"/> Randomly select the correct number of applications provided by the Verification Sample Size Calculator. <input type="checkbox"/> Applications selected are error-prone (if Standard or Alternate 2). <small>*If you need assistance with calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.</small>
PHASE 3: Verify OCTOBER - NOVEMBER 15	PHASE 4: Report NOVEMBER 16 - FEBRUARY 1
VERIFICATION ACTIVITIES- October 1-November 15 <input type="checkbox"/> Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected. <ul style="list-style-type: none"> • Conduct Confirmation Review. • Run Direct Verification. • If household is not verified in Direct Verification, send a Notice of Verification (English/Spanish) to household, review documentation submitted by household and send a Letter of Verification Results (English/Spanish). • Utilize the Sources of Acceptable Income Documentation (English/Spanish) when reviewing documentation submitted by household. <input type="checkbox"/> Count the number of students on file as of October 31 . <input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with: <input type="checkbox"/> SNAP <input type="checkbox"/> TANF <input type="checkbox"/> FDP/IR <input type="checkbox"/> Medicaid data (DC-M Free, DC-M Reduced) <input type="checkbox"/> Students directly certified as homeless, migrant, runaway, Head Start, or Foster. <input type="checkbox"/> Students free due to a case number or foster application. <input type="checkbox"/> Students free by income applications. <input type="checkbox"/> Students reduced by income applications.	END OF VERIFICATION- November 15 All Verification Activities must be completed. Verification is complete when: <ul style="list-style-type: none"> • Household is verified in Direct Verification. • Household responded, LEA received documentation that confirmed eligibility. • The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent. • Household responded, received documentation that changed eligibility. Verification is complete when Letter of Verification Results is sent to household. • Household did not respond - Verification is complete when Letter of Verification Results is sent to household. REPORT <input type="checkbox"/> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account. <input type="checkbox"/> Begin Verification Summary Report in ADEConnect. <input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1! <div style="border: 1px dashed gray; padding: 5px; font-size: 8px; margin-top: 5px;"> *If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist. </div>

The institution is an equal opportunity provider.

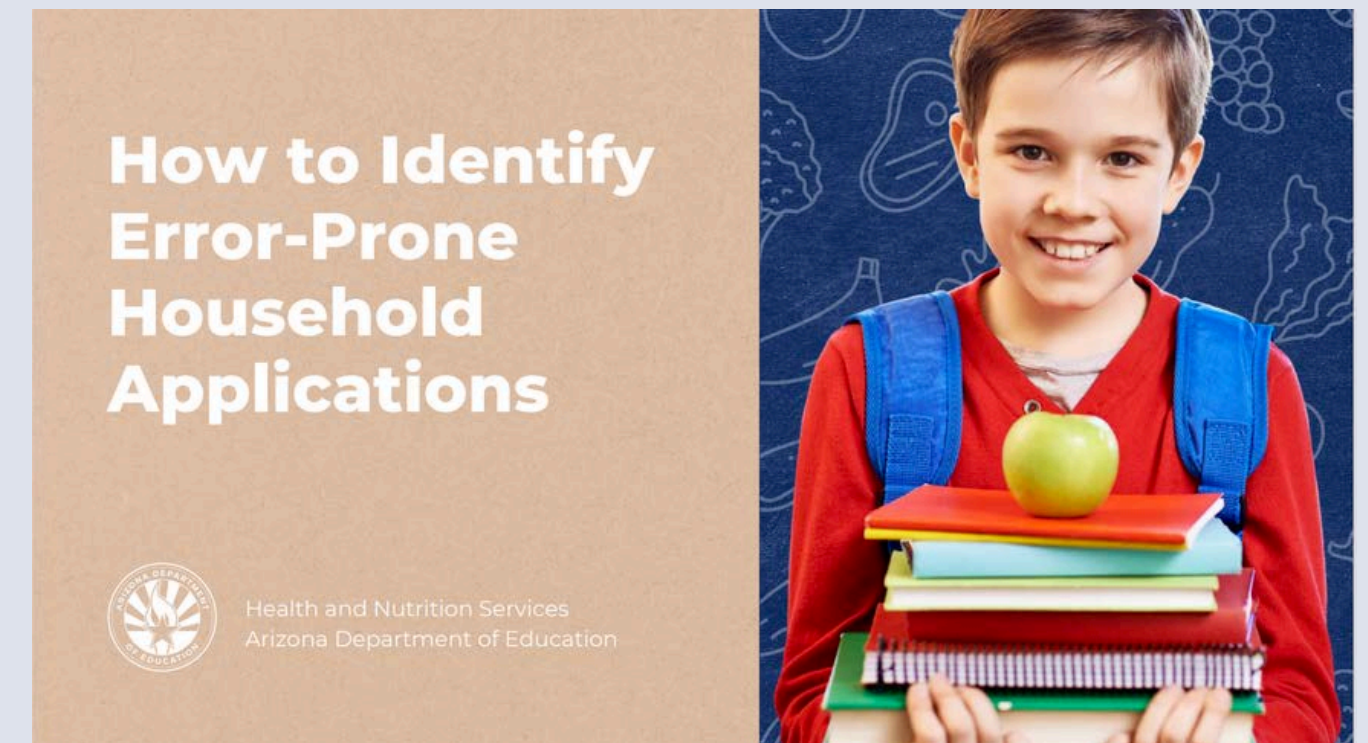
Non-Response Rate Report

SFAs must review the [Verification Non-Response Rate Report](#) to determine which sampling method (Standard, Alternative 1: Random Sampling, or Alternative 2: Focused Sampling) can be used to calculate the number of applications subject to Verification. *This will help determine if error-prone applications must be documented.*

- **COPPER:** SFAs may choose from any of the three sampling methods
- **RED** or **NO HIGHLIGHT:** SFAs with red or no highlight must use the Standard Sampling Method and determine Error-Prone applications.

Verification Non-Response Rate Report				
Important: For use in determining the allowability of an alternate sample size for Verification in SY 2023-2024				
Verification Non-Response Rate Report Key				
Sponsors highlighted in COPPER qualify for use of an alternative sample size during the 2023-2024 Verification reporting period.				
Sponsors highlighted in RED DO NOT qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2023-2024 Verification Reporting.				
Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2023-2024 Verification Reporting.				
CTDS	Name	Form	Submitted	
07-21-22-000	A New Leaf	CNP Verification	Y	
11-87-20-000	A+ Charter Schools	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	
10-86-65-000	Academy of Tucson, Inc.	CNP Verification	Y	
07-21-64-000	ACCS	CNP Verification	Y	
07-87-01-000	Academy Charter School	CNP Verification	Y	
13-87-50-000	Acorn 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	
07-03-00-000	Alamo Elementary District	CNP Verification	Y	
10-02-15-000	Alamo Unified District	CNP Verification	Y	
07-04-68-000	Alhambra Elementary District	CNP Verification	Y	
10-03-51-000	Altamonte Elementary District	CNP Verification	Y	
10-02-40-000	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. Peoria Accelerated High School	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	
07-89-53-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y	
07-89-52-000	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	

Verification Non-Response Rate Report



How to Identify Error-Prone Household Applications

Conduct Direct Certification

To potentially reduce the number of applications on file, it is a **best practice** to conduct direct certification (DC) on or close to October 1 (the beginning of Phase 2).

- A household application will not be subject to verification if a student is a match in DC.
- Search case numbers! If a SNAP/TANF case number listed on an application is matched in DC as SNAP or TANF, the application is no longer subject to verification and all enrolled student(s) on the application become directly certified.

Please note, case numbers that do not match in DC are still free applications that are subject to verification, as long as the case numbers appear to be valid.

Certification and Benefit Issuance		
How-To Guide	Step-by-Step Instruction: How to Process Household Applications	1.5 hour
	<ul style="list-style-type: none"> • Activity Application #1 • Activity Application #2 • Activity Application #3 • SY 22-23 Income Eligibility Guidelines 	
How-To Guide	Step-by-Step Instruction: How to Identify Household Applications That Are Error-Prone	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID)	1.0 hour
	<ul style="list-style-type: none"> • Sample BID • Enrollment Handout 	
How-To Guide	Step-by-Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Directly Certify a Partial Match	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification using State Match	0.25 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification using File Upload	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification using Individual Student Lookup	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification Using Other Documentation	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Complete Direct Certification Using Medicaid Data	0.25 hour
Webinar	Direct Certification Best Practices (Recording) (Slides)	0.5 hour
	• Worksheet • Answer Key	
Webinar	Boost Your Eligibility Ability (Recording) (Slides)	1.5 hour

Training for the National School Lunch and School Breakfast Programs

Confirmation Review Waiver

Confirmation Review: Process of reviewing applications that were selected for verification to ensure they were certified correctly.

The confirmation review requirement can be waived if the SFA uses a technology-based system with a high level of accuracy in processing initial eligibility determinations.

For more information about the Confirmation Review Waiver, including what must be submitted to HNS to request the waiver, please review [How to Submit a Verification Confirmation Review Waiver](#).

REQUESTING A WAIVER

To apply for a confirmation review waiver, SFAs must submit a request to their assigned HNS Specialist on school/district letterhead **before beginning the verification process**.

The request must include:

- the name of the software system the SFA uses to process household applications;
- an explanation of how the software demonstrates a high degree of accuracy;
- supporting documentation that shows the software's IEGs and Error-Prone Guidelines match USDA's for the current year; and,
- a signature from an authorized representative.

Verification Review for SY 24-25

SEPTEMBER 19, 1:30 - 2:30 PM

Join us for our webinar on Verification Review for School Year 2024-2025.

This webinar will include:

- Discussing the details for each phase of Verification.
- Reviewing all the important deadlines to remember.
- Helping you be prepared for when it comes time to submit the Verification Summary Report.



[Register here!](#)



SFAs with all sites on an active Provision 2/3 non-base year or CEP cycle are prohibited from collecting school meal applications and do not conduct verification activities. This training does not apply to these operators.

Quiz Time

Verification begins on September 1.

A True

B False

Quiz Time

Verification begins on September 1.

A True

B False

Verification begins on October 1. The month of September should be spent preparing for verification.

AzEDS Food Service Program Reporting

Beginning in SY 24-25 public districts and charters that participate in the NSLP/SBP and that report student data to ADE via the district/charter student information system will be required to complete the following NEW data fields for each student:

- **Record Begin Date:** Enter the date free, reduced-price or “full pay” was established; do not report free/reduced rollover statuses
- **Record End Date:** Enter date of any change of eligibility status or withdrawal date
- **Eligibility Source:** Direct Certification, USDA Income Application and Other Source Categorically Eligible
- **Eligibility Status:** Free, Reduced-Price, or Full Pay

USE CASE UPDATES & DATA REPORT

NEW AzED Report: FPS10 will display the food service program data that was successfully submitted into the AzEDS. SIS vendors were provided the Use Case information 10.0.

- Note, if the USE CASE updates are not completed by the SIS vendor, the data will not be able to be submitted to ADE.

SFA ROLE: Please work with the person responsible for reporting AzEDS student data to ADE to ensure the NSLP/SBP eligibility information is reported accurately. CEP and Provision 2 and 3 non-base year schools must report free or reduced-price eligibility for students using Direct Certification only. Students not directly certified must be reported as full-pay.

- This requirement is separate from Title 1 reporting.

Please submit any questions about this update to [School Finance using HelpDesk](#).

SY 24-25 upLIFT

FRESH FUTURES: FARM-TO-TABLE SCHOOL MEALS INITIATIVE

This initiative aims to empower program operators by cultivating excitement for fresh, locally sourced foods. This initiative is your one stop shop for farm to table. Each pillar of upLIFT will provide tools to complete the Farm Fresh Challenge. Innovative strategies will be introduced for operators to LEARN about the nutritional and program advantages of locally sourced, scratch-made meals. It also aims to INSPIRE operators to collaborate with local producers and vendors, FEED participants healthy, locally sourced meals, and TEACH the community about their meal service program.

Join as we kick-off this year's monthly upLIFT webinar series on **Tuesday, September 17!**

[Click here to register!](#)



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. Cantaloupes are featured for September!


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 September Highlight:

CANTALOUPE






Cantaloupe

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

Hydration


Cantaloupe is a hydration hero, perfect for quenching your thirst during scorching summers or post-exercise. A single cup of cantaloupe is a watery wonder, packing in over half a cup of hydration per one cup of fruit. Plus, this juicy fruit is loaded with electrolytes like sodium, potassium, calcium, and magnesium.

Cheers to staying refreshed with cantaloupe magic!



1 cup

=



1/2 cup

Ten (10) pounds of cantaloupe, as purchased (AP), will provide about (30) thirty, 1/2 cups of diced, ready to eat cantaloupe.

Arizona Cantaloupe Facts:

- Arizona had 28% of U.S. cantaloupe value
- Of the 9 states in cantaloupe production, Arizona is #2, only behind California.
- Since 1992, harvested Arizona cantaloupe acreage has ranged from 13,200 to 23,300 acres with a production value ranging from \$35.2 million to \$119 million.
- Contains: Vitamins A, C, Potassium, B9 (folate), Beta carotene, and Fiber

Ready to purchase local cantaloupes? 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!

Creamy Cantaloupe Icy Delight: Cantaloupe and yogurt make the dream team of snacks, turning into a refreshing spin on the classic creamsicle! The fruity burst meets creamy yogurt in a combo that's just pure bliss.


YIELD: 10 SERVINGS

INGREDIENTS:

- 4 cups diced cantaloupe
- 1 cup low-fat plain greek yogurt
- 1 tablespoon honey
- 1 teaspoon vanilla extract
- 1 popsicle maker
- 10 popsicle sticks

INSTRUCTIONS:

- In your blender, puree cantaloupe until smooth.
- Mix yogurt, honey and vanilla extract. Add more honey, if desired, to taste.
- Layer Cantaloupe puree and yogurt in your popsicle maker, add sticks and freeze 3+ hours.
- Dip molds in warm water, if needed to help the popsicles release from the mold. Enjoy!

This Institution is an equal opportunity provider. 

[One in a Melon September Highlight: Cantaloupe](#)

National School Lunch Week

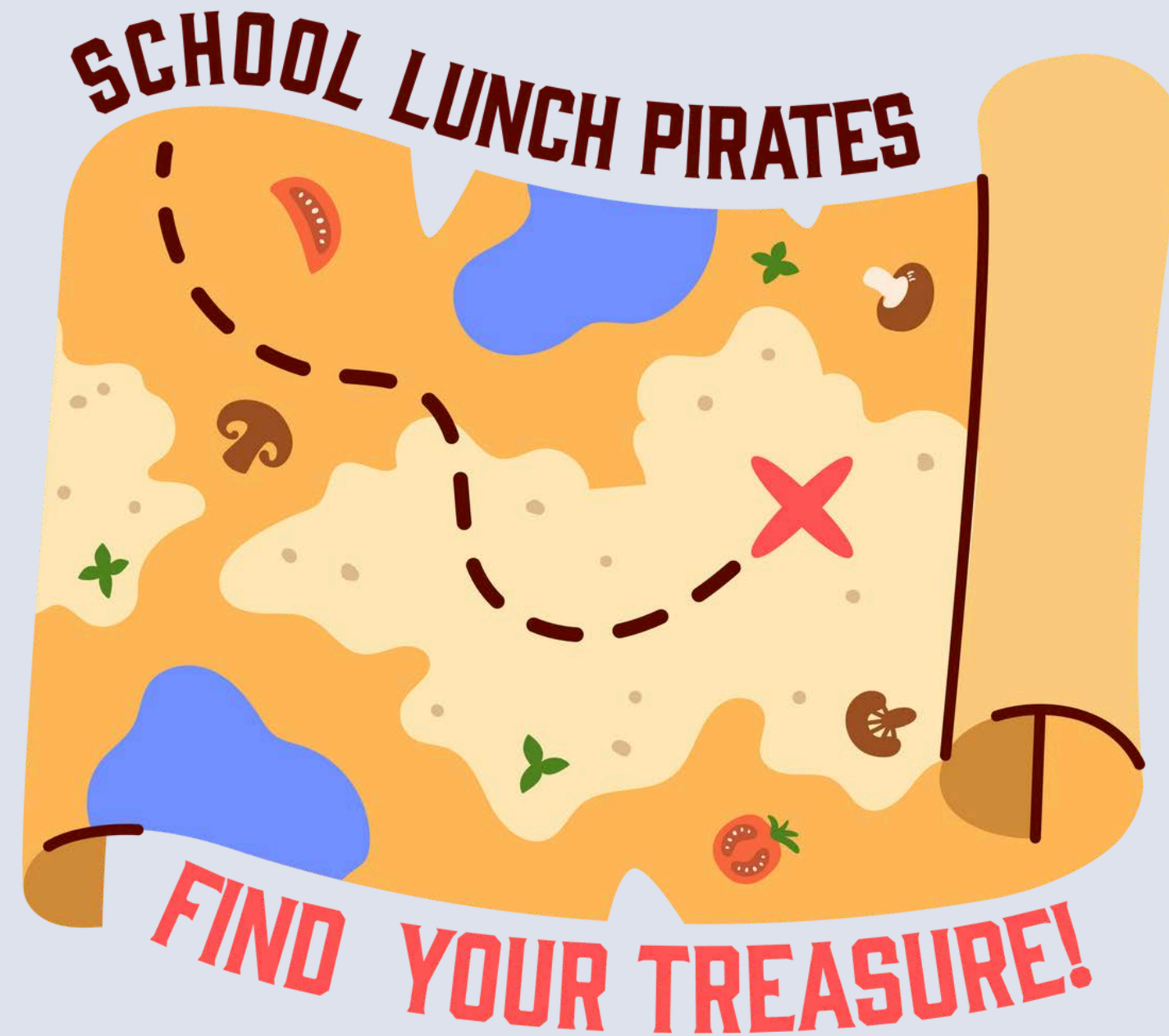
CELEBRATE #NSLW24 OCTOBER 14-18, 2024!

Celebrate NSLW the second full week of October* every year! The theme this year is ***School Lunch Pirates, Find Your Treasure!***

Ways to Celebrate:

- Deck out your cafeteria with NSLW posters and other artwork portraying nutritious lunch foods.
- Invite local personalities, the school mascot, or a volunteer in costume to stop by your cafeteria at lunchtime to eat with the students.
- Invite teachers, administrators, or even your school principal to stand in as guest servers for lunch one day.

*On fall break? Pick another week to celebrate!



Get more information and marketing materials for National School Lunch Week by [clicking here!](#)

Poll Question

Are you planning to celebrate National School Lunch Week?

A Yes

B No



Poll Question

Are you planning to celebrate National School Lunch Week?

A Yes

B No

For those that answered yes, please include your plans in the chat!



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- RCCL 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.

Food Program Permanent Service Agreement

(FPPSA)

Check your FPPSA. Are all the signers still with your organization? If yes, you are all set! If not, this document should be updated and resubmitted!

- Electronic FPPSA (complete initiation form, agreement is emailed to signers directly by AdobeSign, electronic signature) [FPPSA Initiation Form for AdobeSign](#)
- [Manual FPPSA](#) (print, sign 1 original, mail to ADE for approval)


 ARIZONA DEPARTMENT OF EDUCATION Health and Nutrition Services 1535 West Jefferson Street Phoenix, Arizona 85007	
FOOD PROGRAM PERMANENT SERVICE AGREEMENT Revised Summer 2019	
SIGNATURE PAGE	
AGREED TO AND SIGNED:	
1. _____ (Print or Type Name and Title)	_____ (Signature of Designated Official if applicable) [Same as item (6) on Certification Page]
_____ (SFA)	_____ (Date)
Address _____	
OTHER AUTHORIZED SIGNERS	
2. _____ (Print or Type Name and Title)	_____ (Signature)
3. _____ (Print or Type Name and Title)	_____ (Signature)
4. _____ (Print or Type Name and Title)	_____ (Signature)
FOR OFFICIAL USE ONLY STATE BOARD OF EDUCATION	
(Superintendent of Public Instruction or Designee) _____ (Date) _____ 1535 West Jefferson, Phoenix, Arizona 85007	

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.

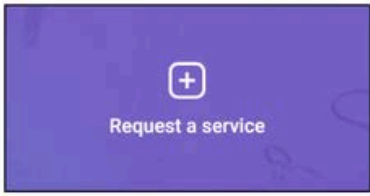
CREATING A HELPDESK TICKET

- 1


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



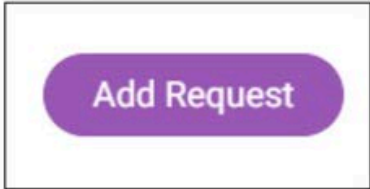
*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5

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

SUBMIT A PURCHASE ORDER TO SHAMROCK FOODS

- 80% of SFAs have an active Purchase Order
- 20% of SFAs have not activated a Purchase Order

ACTION ITEMS

Existing users should check the myFOODS 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.**

20 Case Minimum: For Shamrock to deliver you must order a minimum of 20 cases. Either order 20 cases from available materials or make your 20 cases with additional items from surplus.



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.

SECTION 3

Last Month's
Training
Opportunities



August'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: August](#)



[How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool](#)

Reviews the details of completing the Adult Meal Pricing Tool to ensure adult meals are priced correctly.



[How to Complete the Medical Statement for Students with Special Dietary Accommodations](#)

Reviews the process of completing the medical statement.



[How to Complete the Non-Program Food Revenue Tool](#)

Reviews the process of completing the Non-Program Food Revenue tool to ensure compliance with regulations.

Suggested Trainings

Are you a new or returning user participating in the USDA Foods in Schools Program? Please Review:

- [How to Schedule a Shipment & Complete a Shipment Verification](#)
- [How to Create a Surplus Catalog Requisition](#)
- [What to Expect: USDA Foods in Schools Catalog Requisition Process](#)
 - [Quick Guide: How to Create a Processing Catalog Requisition](#)
 - [Quick Guide: How to Create a Brown Box Catalog Requisition](#)

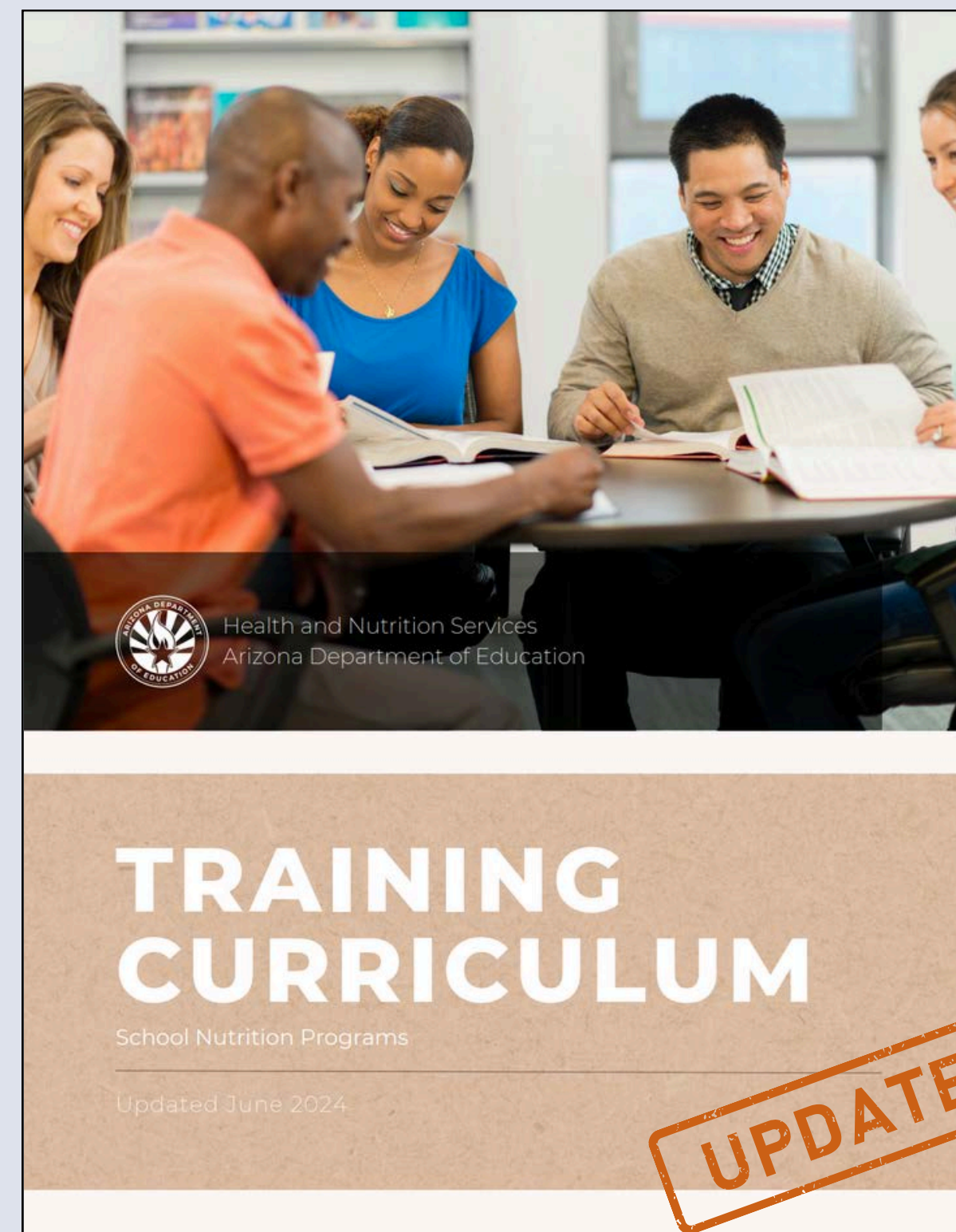
The [myFOODS System Manual](#) has been updated.



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!

SEPTEMBER 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.

- 10 Live Training opportunities for School Nutrition Professionals in September

For School Nutrition Professionals	
	<p>Staying on Track: September September 3, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition, 200 Operations, 3000 Administration</p>
	<p>The Supplemental Nutrition Assistance Program in Schools September 5, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): None Available</p>
	<p>State Nutrition Action Committee Summer Food Service Program Work Group Meeting September 9, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not applicable</p>
	<p>Summer EBT: Reflections of the First Summer of Implementation and Looking Towards the Future September 12, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): Not applicable</p>
	<p>Creating a Buzz About Breakfast: Promotion Strategies for Generating Excitement & Boosting Participation September 12 3:00-4:00 pm EST Webinar Register with No Kid Hungry Professional Standards Key Area(s): 4000 Communications and Marketing</p>
	<p>Meal Talk: Reducing Added Sugars in School Meals September 12 3:00-4:00 pm EST Webinar Register with Team Nutrition Professional Standards Key Area(s): 1000 Nutrition</p>
	<p>upLIFT - Introducing Fresh Futures: Farm to Table School Meals Initiative! September 17, 1:30-2:00 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition</p>
	<p>Verification Review for School Year 2024-2025 September 19, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Area(s): 3000 Administration</p>
	<p>Hidden in Plain Sight: Navigating Food Allergens, Intolerance, and Labeling Practices September 25, 3:00-4:30 pm EST Webinar Register with ICN Professional Standards Key Area(s): 2000 Operations</p>
	<p>Boosting School Budgets with Afterschool Suppers and Snacks September 26, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): 3000 Administration</p>

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Annual Financial Report (AFR) reminders
- Preparing for Verification
- Local Food for Schools Memorandum update
- Team Nutrition Training Grant Kitchen Creations Recipes
- One in a Melon for October: Apples
- 2024-2025 National School Foods Study



September Checklist

September 1 - September 10

Submit August reimbursement claims (best practice)

September 29

60-day deadline to submit July claims

September 30

Conduct direct certification (best practice to find all matches before Verification!)

Daily

- Complete Production Records (if applicable)
- Count meals at POS and complete Daily Edit Checks

This month...

- Start preparing for Verification! Print off the [Verification Best Practices Calendar](#).
- [Register](#) for the "Verification Review for School Year 2024-2025" Webinar.
- Review the [Online Course: Verification Review](#) and the [How-To Guide: How to Identify Error-Prone Household Applications](#).
- Complete/Review the [Student Eligibility Checklist](#) and [Why the BID is Important](#).



Join Us Next Month!

Staying On Track: October

October 1, 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: September 2024**

Information to include when documenting this training for Professional Standards:

Training Title: September 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: September 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

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