

Staying on Track

October 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: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration, 4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

Length: 1 Hour

Presenter: Deborah Riley



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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

September HNS Communications Recap



Memorandums



HNS 08-2024 REVISED TRY IT LOCAL: ARIZONA'S LOCAL FOOD FOR SCHOOLS PROGRAM AND REIMBURSEMENT

The purpose of this memorandum is to provide a revised version that supersedes the guidance previously issued in HNS# 09-2023. This update includes changes concerning the extension of the Try It Local eligible reimbursement period and fund availability, which has been extended from September 30, 2024 to **August 30, 2025** or until funds are obligated, whichever is first. Additionally, the stipulation regarding a 400-mile radius for producers and corporate headquarters has been removed to better align with the definition of local or regional suppliers.



PROGRAM YEAR 2024-2025 DIRECT CERTIFICATION REQUIREMENTS

In order to meet annual direct certification compliance and prepare for verification activities, please log into CNP Direct Certification through ADEConnect to conduct direct certification on your School Year 2024-2025 student enrollment.

It is best practice to run direct certification on or around October 1 to remove any matched students from applications subject to verification and to conduct a search on October 31 for reporting the student count on the Verification Summary Report.

Please note that there is no limit to the number of times direct certification searches can be conducted.

Program Alert

THE ANNUAL FINANCIAL REPORT (AFR) IS DUE

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

UPDATE

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



UPDATED! TEAM NUTRITION'S SERVING SCHOOL MEALS TO PRESCHOOLERS WORKSHEET

Team Nutrition's Serving School Meals to Preschoolers training worksheet has been updated to be consistent with the Final Rule, "Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans." This four-page worksheet assists National School Lunch Program and School Breakfast Program operators in planning menus that meet the preschool meal pattern.

Serving School Meals to Preschoolers

Preschool meals served through the U.S. Department of Agriculture's National School Lunch Program and School Breakfast Program (NSLP and SBP) are designed to meet the nutritional needs of young children. Children receive meals that follow the preschool meal pattern if they are a student in the preschool age/grade group. There are two age groups under the preschool meal pattern: children 1 through 2 years old (1-2 years), and children 3 through 5 years old (3-5 years). Types of milk and minimum serving sizes for some meal components are different for the two age groups. By following the preschool meal pattern, your school can help young children eat the types and amounts of foods that best support their growth and development.

Preschool Meal Pattern

	Breakfast		Lunch	
	1-2 years	3-5 years	1-2 years	3-5 years
Milk	½ cup (4 fl oz)	¾ cup (6 fl oz)	½ cup (4 fl oz)	¾ cup (6 fl oz)
Fruits	¼ cup	½ cup	¼ cup	¼ cup
Vegetables			¼ cup	¼ cup
Grains	½ oz eq	½ oz eq	½ oz eq	½ oz eq
Meats/Meat Alternates	<small>Optional: Meats/meat alternates may be served in place of the entire grains component up to three times per week at breakfast. Minimum serving size for both age groups is ½ oz eq.</small>		1 oz eq	1½ oz eq

Serving sizes are minimums.
 Operators may offer larger portions.
 fluid ounces = fl oz; oz = ounces; oz eq = ounce equivalents



Announcements and Resources



REVISED WHOLE GRAIN RESOURCE

The **Whole Grain Resource for the National School Lunch and School Breakfast Programs** has been revised to reflect the Final Rule, **“Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans.”** It is a must-have resource for anyone involved in planning school meals. This important resource provides examples of various grain products often served in schools and walks through the process of determining whether products are whole grain-rich, creditable as enriched, or not creditable.



Announcements and Resources

CONGRATULATION TO THE ARIZONA SCHOOLS THAT MADE THE LIST OF 2024 AMERICA'S HEALTHIEST SCHOOLS!

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) congratulates the 26 schools from 5 Arizona School Food Authorities (SFAs) that made the list with their amazing school nutrition programs!

- Mesa Unified School District - 12 Schools
- Osborn School District - 6 Schools
- Santa Cruz Valley Unified School District - 4 Schools
- Tucson Unified School District - 3 Schools
- Laveen School District - 1 School



CONGRATULATIONS HEALTHY MEALS INCENTIVE AWARD WINNERS FROM ARIZONA:

Osborn School District 8 – Phoenix, AZ


Awards: Innovation in the Preparation of School Meals, Innovation in Nutrition Education, Small and/or Rural SFA Breakfast Trailblazer Award

Madison Elementary School District 38 – Phoenix, AZ

Award: Innovation in Nutrition Education

Innovation Award Series highlights unique and innovative approaches not traditionally used in schools, as well as achievements SFAs are making to engage students and families to offer nutritious meals. These SFAs are working toward exceeding the school nutrition standards.

Announcements and Resources

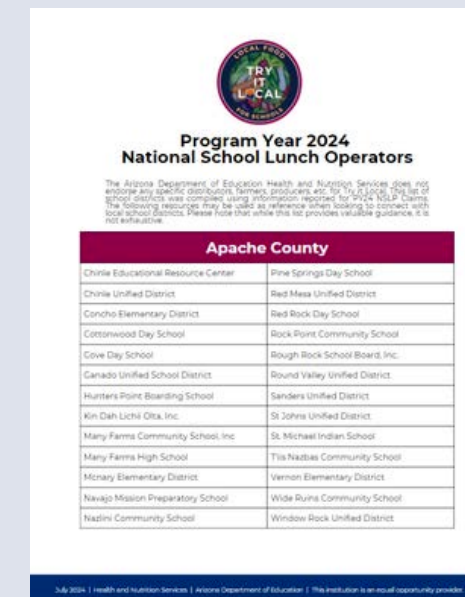
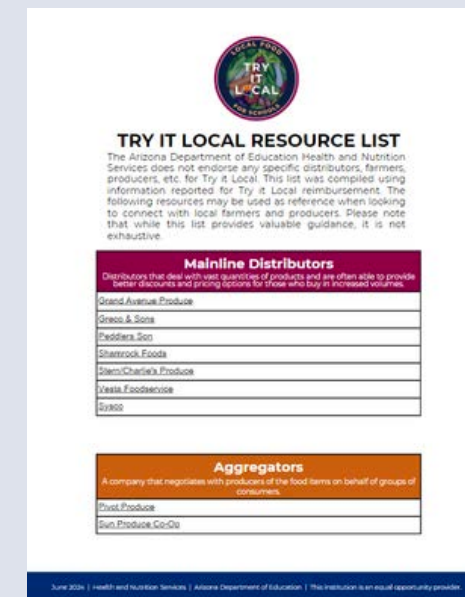
 **OPERATOR SURVEY FOR THE SFSP WORKGROUP**

The SNAC SFSP Workgroup needs your input! This group is already making plans for Summer 2025 and would welcome your input and feedback on operations in Summer 2024 to help best support operators this coming summer.



 **NEW: TRY IT LOCAL! RESOURCE LISTS**

For SFA's, there is a list of Farmers, Aggregators and Mainline Distributors that have worked with Try it Local this past year. As a resource for Farmers and Producers, there is a list of NSLP Operators by county.



upLIFT Bulletin



WELCOME TO WHAT'S UP WITH UPLIFT SY 2024-2025! FRESH FUTURES AND NEW RESOURCES!

Inside this issue we kick off upLIFT for SY 2024-2025, Introducing: 'Fresh Futures: Farm to Table School Meals'. The upLIFT photostream photo of the month is Beef Picadillo from Osborn School District. Additionally in this issue, you will find the One in A Melon September 2024: Learn all About Local Cantaloupe! and the Nutrition Knowledge Fact Sheet: Soil Science.



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

upLIFT Bulletin | SY 2024-2025 | Issue 1 | September 2024

SECTION 2

Communication Hot Topics



Farm to School Month

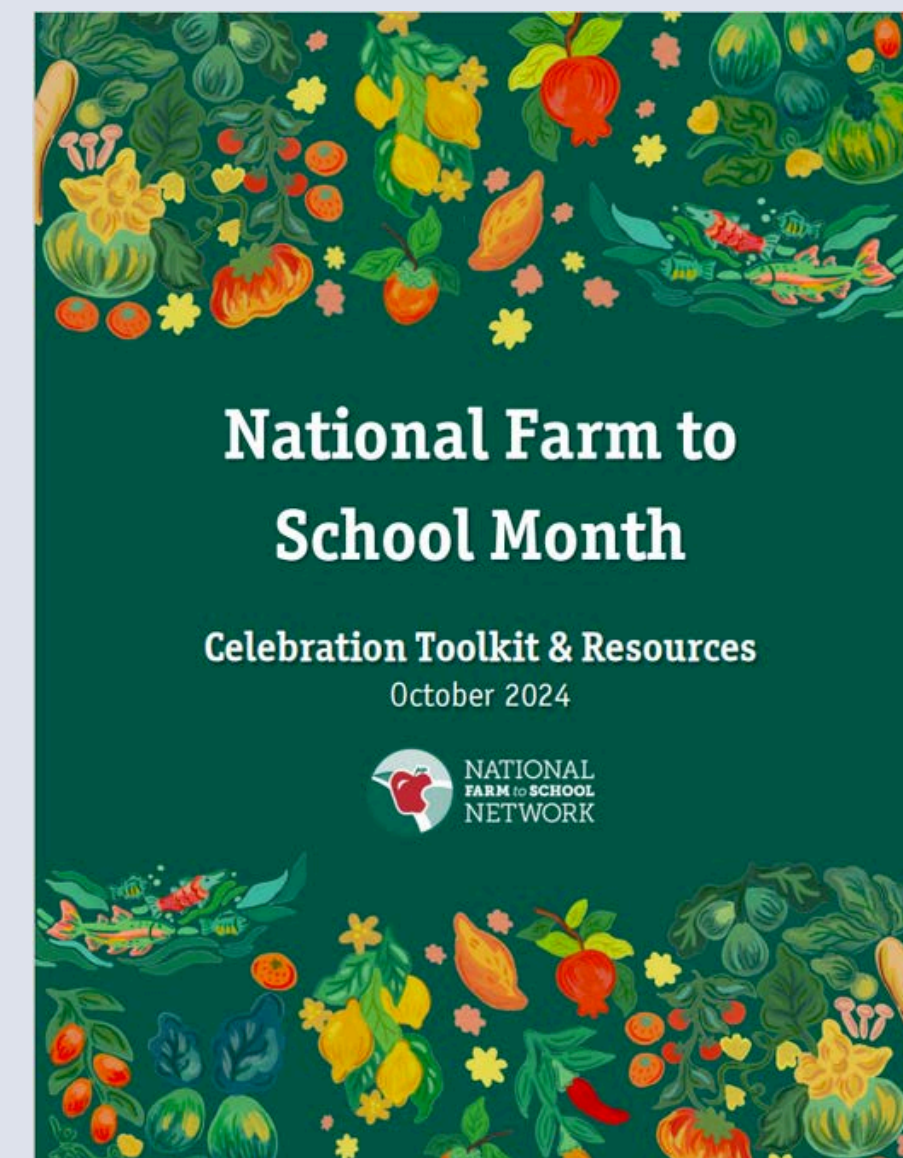
WAYS TO CELEBRATE

Farm to School Month is intended to be a time to celebrate the connections happening between children and local food. It is a great opportunity to plan a new farm-to-school activity, organize a special celebration of your current efforts, and/or initiate a new partnership!

Ways to Celebrate in AZ:

- Participate in the upLIFT Farm Futures Webinars.
- Check out the Kitchen Creations newly posted recipes or implement a new recipe that is culturally appropriate and relevant to the communities you serve.
- Register for the [Movement Meeting](#) to celebrate and connect with all the farm-to-school work happening across the nation!

Find more celebration activities, ideas, and resources in the National Farm to School Network's [toolkit](#)!




Kitchen Creations Recipe Collection

ONLINE

- [Three Sisters Enchilada Casserole](#)
- [Saom Bavi \(Brown Tepary Bean\) Bowl](#)
- [Blue Corn Mush with Strawberries, Banana, and Honey](#)
- [Blue Corn Mush with Roasted Corn](#)
- [Blue Corn Mush with Roast Squash and Pepitas](#)
- [Triple Berry Parfait with Fresh Berries](#)
- [Triple Berry Parfait with Fresh Strawberries and Blueberry Compote](#)




State-Developed Recipe



Three Sisters Enchilada

Food and Nutrition Service | This institution is an equal opportunity provider.


State-Developed Recipe



Saom Bavi (Brown Tepary Bean) Bowl

Food and Nutrition Service | This institution is an equal opportunity provider.

State-Developed Recipe



Blue Corn Mush with Strawberries, Banana and Honey

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Recipe Description: This recipe is a sweet and fruity version of the dish that comes from Southwestern tribes featuring blue cornmeal and juniper ash (an ingredient sometimes used in indigenous cooking). Fresh strawberries and bananas topped with honey are added to turn it into a refreshing breakfast.

Recipe Project Name: Fiscal Year 2021 Cohort A Team Nutrition Training Grant for School Meal Recipe Development
Arizona Department of Education

Preparation Time: 20 minutes
Cook Time: 30 minutes

NSLP/SBP crediting information:
1 ½ cup provides ½ cup fruit, 2.50 oz eq grains

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
Water, cold		3 gal 2 cups		6 gal 1 qt.	<ol style="list-style-type: none"> 1. Bring water to a boil. 2. Add salt into water. 3. Mix blue corn meal and juniper ash.
Salt	1.5 oz	2 Tbsp ½ tsp	3 oz	4 Tbsp 1 tsp	
Blue Corn meal, stone ground*	4 lb 8 oz	3 qt ½ cup	9 lb	1 gal 2 qt 1 cup	

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Verification: Phase 2

PHASE 2 OFFICIALLY BEGINS TODAY OCTOBER 1!

Phase 1: Prepare - Complete!

- count the total number of applications on file
- count and categorize applications by case number, foster, free by income, and reduced by income
- follow along with the steps in the Verification Best Practices Calendar to ensure accurate and timely verification outcomes

Phase 2: Calculate & Select Applications - Happening Now!

- determine which sampling method your SFA qualifies for based on the Verification Non-Response Rate Report
- locate the ADE Verification Sample Size Calculator
- calculate how many applications will need to be verified
- select verification applications

Adult Meal Pricing

PRICING NON-PROGRAM ADULT MEALS

SFAs must price adult meals so that adult payments cover the overall cost of meals, including the value of donated foods (USDA Foods) used in the production of adult meals.

The minimum adult payment should reflect the price charged to students paying full price, plus the reimbursement rate received for a full-price meal and the value of donated foods.

In **non-pricing programs** (e.g., Special Assistance Provisions), the adult meal price should be at least the amount of reimbursement received for a free meal, plus the value of donated foods.

Adult Meal Pricing Tool			
Adult Breakfast Pricing Tool		Adult Lunch Pricing Tool	
Method #1 (recommended for pricing sites)		Method #1 (recommended for pricing sites)	
1. Enter your highest paid student price for breakfast	Example \$ 2.00	1. Enter your highest paid student price for lunch	Example \$ 3.00
2. Current paid breakfast reimbursement rate	\$ 0.39 \$ 0.39	2. Enter current paid lunch reimbursement rate	\$ 0.44 \$ 0.44
	Sub-total \$ 0.39 \$ 2.39	3. Performance-based reimbursement rate (\$0.09)	\$ 0.09 \$ 0.09
Suggested adult breakfast price (rounded up to the nearest \$.05)	\$ 0.40 \$ 2.40	4. Current USDA food value	\$ 0.30 \$ 0.30
		Sub-total	\$ 0.39 \$ 3.83
		Suggested adult lunch price (rounded up to the nearest \$.05)	\$ 0.40 \$ 3.85
Method #2 (recommended for non-pricing sites)		Method #2 (recommended for non-pricing sites)	
1. Enter current free breakfast reimbursement rate	Example \$ 2.84	1. Enter current free lunch reimbursement rate	Example \$ 4.43
	Sub-total \$ - \$ 2.84	2. Performance-based reimbursement rate (\$0.09)	\$ 0.09 \$ 0.09
Suggested adult breakfast price (rounded up to the nearest \$.05)	\$ - \$ 2.85	3. Current USDA food value	\$ 0.30 \$ 0.30
		Sub-total	\$ 0.39 \$ 4.82
		Suggested adult lunch price (rounded up to the nearest \$.05)	\$ 0.40 \$ 4.85
SY24-25 reimbursement rates are reflected in the examples. Please use the reimbursement rates for the current school year. Prices must be sufficient to cover the overall cost of providing the meal.			

Line	Reference	Instruction
Adult Breakfast Pricing Method 1 (Pricing Sites)		
1	Highest paid student price for breakfast	Enter the highest amount paid by students for breakfast at this site.
2	Current paid breakfast reimbursement rate	Input the amount reimbursed for each paid breakfast served at this site.
Adult Breakfast Pricing Method 2 (Non-Pricing Sites)		
1	Current free breakfast reimbursement rate	Input the amount reimbursed for each free breakfast served at this site.
Adult Lunch Pricing Method 1 (Pricing Sites)		
1	Highest paid student price for lunch	Enter the highest amount paid by students for lunch at this site.
2	Current paid reimbursement rate	Input the amount reimbursed for each paid lunch served at this site.
3	Performance-based reimbursement rate	The performance-based cash reimbursement is \$0.09 per lunch meal for SY24-25.
4	Current USDA food value (cash in lieu of commodities rate)	The value of USDA Foods for SY24-25 is \$0.30 for all sites.
Adult Lunch Pricing Method 2 (Non-Pricing Sites)		
1	Free lunch reimbursement rate	Input the amount reimbursed for each free lunch served at this site.
2	Performance-based reimbursement rate	The performance-based cash reimbursement is \$0.09 per lunch meal for SY24-25.
3	Current USDA food value	The value of USDA Foods for SY24-25 is \$0.30 for all sites.
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[Adult Meal Pricing Tool](#)

Adult Meal Pricing

PROGRAM VS NON-PROGRAM ADULT

Funds from the non-profit school food service account may not be used to provide free or discounted meals to adults unless the individual meets the definition of a **program adult**.

Program Adult: may be served a meal at no charge, but may not claim the meal for reimbursement

- directly involved in the operation and administration
- food service directors, kitchen managers, cooks, servers, cashiers, etc.

Non-Program Adult: must be charged a sufficient amount to cover the overall cost of the meal

- not directly involved in the operation and administration
- school administrators, custodians, teachers, etc.



More detailed guidance is available in [Step-by-Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool](#)

Quiz Time

True or False: Custodians are considered a Program Adult.

A True

B False



Quiz Time

True or False: Custodians are considered a Program Adult.

A True

B False

Although custodians work in the cafeteria around school food service, this is not a school food service staff who is performing Program requirements that require training through the School Nutrition Programs.

These types of adults are considered Nonprogram Adults.



Quiz Time

True or False: Funds from the non-profit school food service account may be used to provide free or discounted meals to non-program adults.

A True

B False



Quiz Time

True or False: Funds from the non-profit school food service account may be used to provide free or discounted meals to non-program adults.

A True

B False

Funds from the non-profit school food service account can only be used to cover meals for adults who work directly with the school food service and are considered program adults.

Non-program adults are required to be charged for meals.



Quiz Time

Which HNS resource walks SFAs through the Verification timeline and provides all needed forms and resources?

- A** Verification Non-Response Rate Report
- B** Verification Tracking Form
- C** Verification Best Practices Calendar



Quiz Time

Which HNS resource walks SFAs through the Verification timeline and provides all needed forms and resources?

A Verification Non-Response Rate Report

B Verification Tracking Form

C Verification Best Practices Calendar

The Verification Best Practices Calendar provides all steps, forms, and resources to Phases 1-4 of Verification.

HNS created this resource to assist SFAs through Verification to ensure accurate and timely reporting.



Preparing for Your Administrative Review

IN-PERSON WORKSHOP

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. Space is limited and is offered on a first-come first-served basis.



Preparing for Your Administrative Review

Arizona Department of Education
Health and Nutrition Services

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

National School Lunch Week

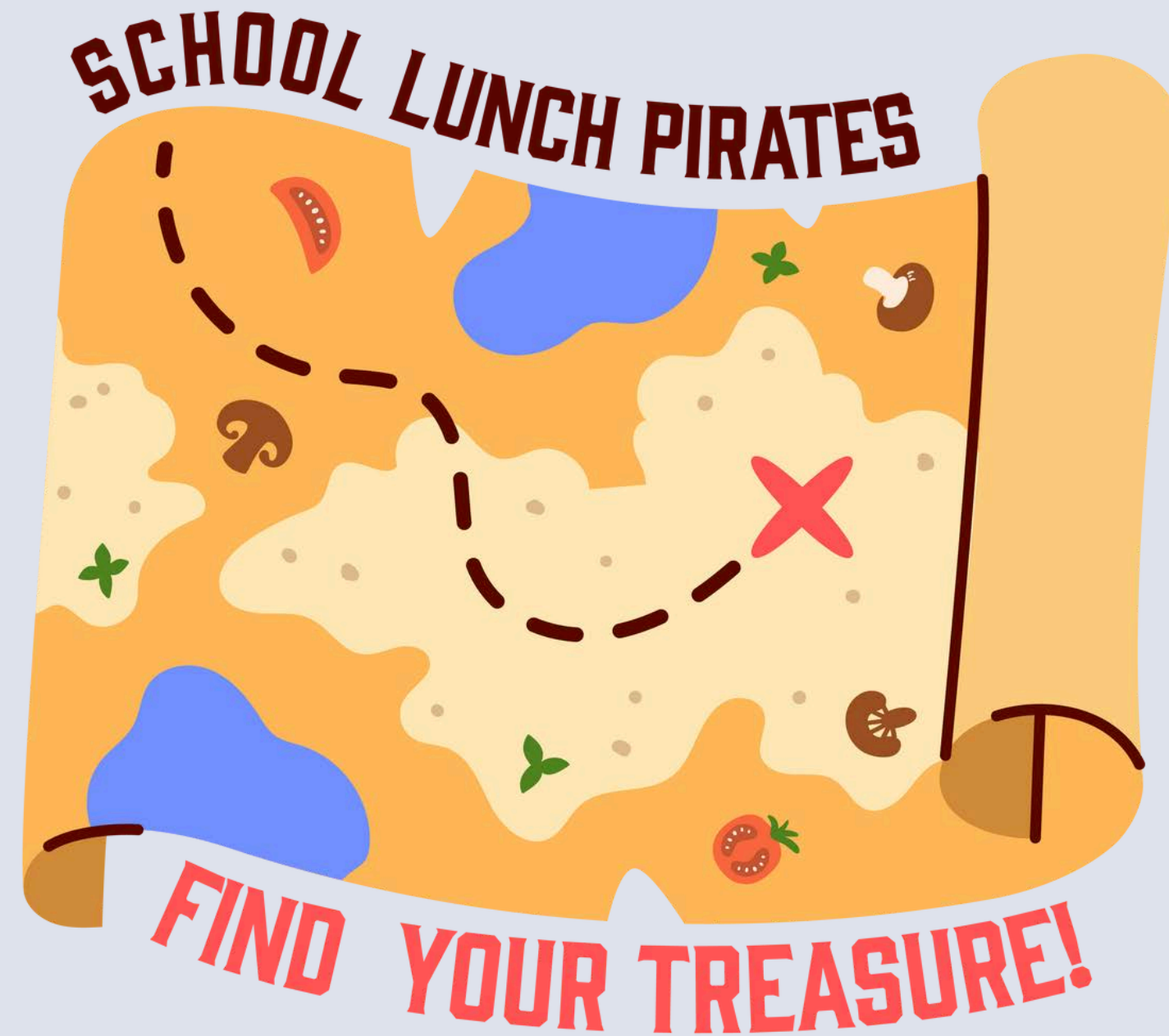
CELEBRATE #NSLW24 OCTOBER 14-18, 2024!

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!](#)

SY 24-25 upLIFT

UPLIFT WEBINAR: CENTRAL ARIZONA GROWING SEASON HIGHLIGHT

Join us on **October 15** as we begin our three-part Arizona Growing Season Highlight upLIFT webinar series. The first webinar will feature the Central Arizona growing season and its impact on school meals. Learn about the unique opportunities and challenges of sourcing local produce for school nutrition programs in this region. Discover innovative strategies to highlight and utilize Central Arizona's growing season to provide healthy and delicious meals for students. Don't miss this informative session designed for school nutrition professionals interested in serving local foods, and promoting farm-to-school initiatives!

[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. Winter Squash is featured for October!

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 October Highlight:

WINTER SQUASH



Winter Squash









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

Find Winter Squash In Arizona

- Agular Farms In Paulden
- Crooked Sky Farms - Phoenix
- Pinnacle Farms In Laveen and Waddell
- Blooming Reed - Paulden

*ADE does not endorse any specific farm, distributor, or producer. This list is not all-inclusive.

Food Buying Guide: Winter Squash Quick Math

	1 pound of purchased (unprepared) Acorn Squash	=		3 cups of prepared Acorn Squash
	1 pound of purchased (unprepared) Butternut Squash	=		1.75 cups of prepared Butternut Squash
	1 pound of purchased (unprepared) Hubbard (similar to Hoop) Squash	=		1.25 cups of prepared Hubbard Squash
	1 pound of purchased (unprepared) Spaghetti Squash	=		1.75 cups of prepared Spaghetti Squash

Arizona Harvest Facts

- Winter squash is a warm season vegetable that grows and produces well in Arizona.
- Winter squash is harvested and eaten at the mature fruit stage.
- Features fully matured seeds and a tough rind.
- The primary difference between summer and winter squash is the skin.

Submit the School Interest Form and HMS will be in contact to connect you with local producers!

Local Recipe Three Sisters Enchilada Casserole

- These enchiladas feature fresh **Indigenous winter squash** as the star ingredient.
- Corn and black beans surround the **Indigenous winter squash** to round out the three sisters ingredients.
- Indigenous cultures warmly refer to corn, beans, and squash as the "three sisters" because these fabulous veggies look out for each other like the ultimate plant family when they grow side by side!
- One, 50-serving, standardized recipe uses about 27 pounds of purchased (unprepared) squash varieties.
- Try this recipe as a taste testing during lunch. It's a simple way to introduce locally harvested produce!



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[One in a Melon October Highlight: Winter Squash](#)

USDA Foods

Market Forecast

This is a list of what is expected to come in October for USDA Foods Direct Delivery: HNS will be providing this list monthly to complement your USDA Foods ordering!

Keep an eye out in your FFAVORS catalog for these featured items for October:

- Arizona Melons including honeydew and cantaloupe.
- California grapes in multiple varieties.
- Unique produce like multi-color cauliflower, Kiwifruit, red pears, corn on the cob, and yams.

 USDA FOODS MARKET FORECAST DIRECT DELIVERY OCTOBER		
DAIRY		
CHEESE BLEND AMER SKM YEL SLC LVS-8/5 LB	100038	Dairy
CHEESE CHED ROU FAT YEL SHRED BAG-8/5 LB	100012	Dairy
CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100031	Dairy
CHEESE MOZ LM PT SKM STRING BOX-300/1 OZ	110038	Dairy
YOGURT HI PROTEIN BLUEBERRY CUP-24/4 OZ	110400	Dairy
YOGURT HI PROTEIN STRAWBERRY CUP-24/4 OZ	110401	Dairy
VEGETABLES		
BEANS GREEN CAN-8/10	100307	Vegetables
BROCCOLI FRZ CTN-30 LB	110473	Vegetables
CARROTS FRZ CTN-30 LB	100332	Vegetables
CORN FRZ CTN-30 LB	100345	Vegetables
CORN WHOLE KERNEL(LIQ) CAN-8/10	100313	Vegetables
POTATOES OVENS FRY PKG-8/5 LB	100357	Vegetables
POTATOES WEDGE FAT FREE FRZ PKG-8/5 LB	100356	Vegetables
MEAT/MEAT ALTERNATES		
BEANS PINTO CAN-8/10	100365	Meat/Meat Alternate
BEANS REFRIED CAN-8/10	100362	Meat/Meat Alternate
BEEF CRUMBLES W/SPP PKG-4/10 LB	100134	Meat/Meat Alternate
CHICKEN DICED CTN-40 LB	100101	Meat/Meat Alternate
CHICKEN FACITA STRIPS CTN-30 LB	100117	Meat/Meat Alternate
EGG PATTY ROUND FRZ-CTN-25 LB	110751	Meat/Meat Alternate
PORK PULLED CKD PKG-8/5 LB	110730	Meat/Meat Alternate
TURKEY HAM SMKD SLC FRZ PKG-8/5 LB	110911	Meat/Meat Alternate
GRAINS		
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB	100500	Grains

Free and Reduced-Price Policy Statement (FRPPS)

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

Reminder

SUBMIT 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.



All documents can be submitted via HelpDesk.

SECTION 3

Last Month's
Training
Opportunities



September's Training Opportunities

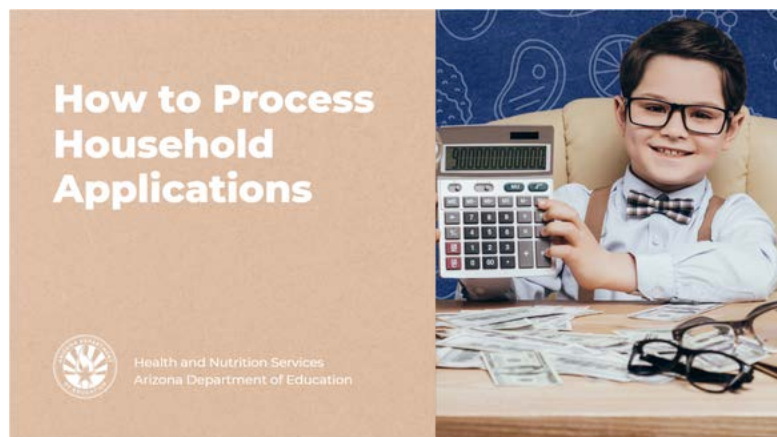
To access webinar slides, recordings, and online trainings, visit HNS' webpage or refer to the HNS Communications Event Follow-up email.



[Staying on Track: September](#)

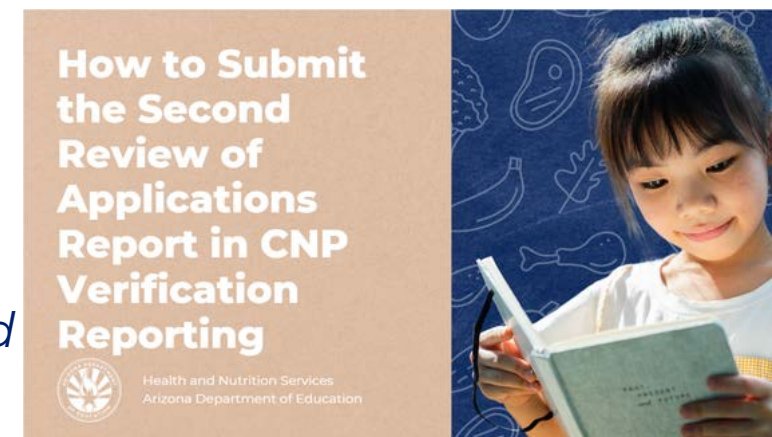


[Verification Review for School Year 2024-2025](#)



[How to Process Household Applications](#)

Reviews the process of certifying household income applications for eligibility of free, reduced-price, and paid meal benefits.



[How to Submit the Second Review of Applications Report](#)

Reviews the process of completing the report for entities that are chosen to perform a second review of applications.

Suggested Trainings

Are you new to planning menus or returning and could use a refresher? Please Review:

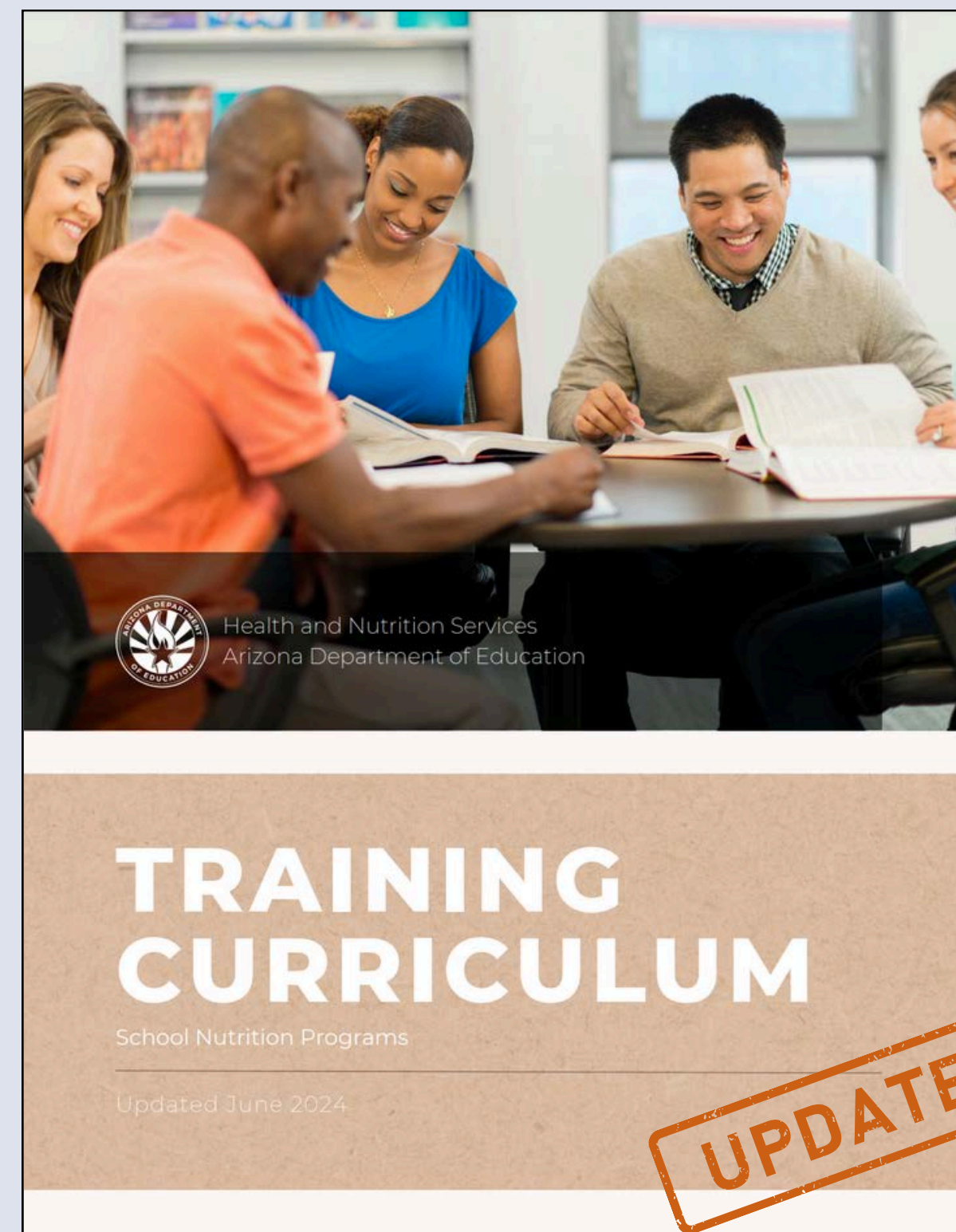
- [**How to Plan a Lunch Menu for the National School Lunch Program**](#)
- [**How to Plan a Breakfast Menu for the School Breakfast Program**](#)



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!

OCTOBER 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 October

For School Nutrition Professionals	
	<p>Staying on Track: October October 1, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition, 200 Operations, 3000 Administration</p>
	<p>School Nutrition Industry Boot Camp Each Tuesday in October, 2:00-4:15 pm EST Virtual Register with SNA Professional Standards Key Area(s): Varies based on session completion</p>
	<p>CICN: Using the USDA's Recipe Analysis Workbook (RAW) October 3, 3:00-4:00 pm EST Webinar Register with ICN Professional Standards Key Area(s): 1000 Nutrition</p>
	<p>State Nutrition Action Committee Summer Food Service Program Work Group Meeting October 7, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable</p>
	<p>Best of ANC24 - AI In Action: How We Used Artificial Intelligence to Boost Our School Nutrition Program October 16, 3:00-4:15 pm EST Webinar Register with SNA Professional Standards Key Area(s): 3000 Administration</p>
	<p>National Farm to School Network 2024 Movement Meeting October 17, 12:00-1:00 pm MST Webinar Register with National Farm to School Network Professional Standards Key Area(s): Not Applicable</p>
	<p>upLIFT - Central Arizona Growing Season Highlight October 17, 1:30-2:00 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition</p>
	<p>State Nutrition Action Committee Summer Food Service Program Work Group Meeting October 21, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable</p>
	<p>Student Voices on the Menu: Leading the Conversation on School Meals October 24 4:00-5:15 pm EST Webinar Register with No Kid Hungry Professional Standards Key Area(s): None Available</p>
	<p>Best of ANC24 - Recruit*Retain*Restructure October 30, 3:00-4:15 pm EST Webinar Register with SNA Professional Standards Key Area(s): 3000 Administration</p>

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- One in a Melon for November: Tepary Beans
- 2024-2025 National School Foods Study
- Honoring Native American Heritage Month
- Submitting the Verification Summary Report Webinars



October Checklist

October 1 - October 10

Submit August reimbursement claims (best practice)

October

60-day deadline to submit July claims

October 1

Verification Begins

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

October 15

upLIFT: Central Arizona Growing Season

Daily

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

This month...

- Begin verifying household income applications that were picked for verification.
- Celebrate National School Lunch Week!
- Celebrate Farm to School Month!
- Complete the AFR
- Ensure Adult Meal Prices are correct using the Adult Meal Pricing Tool.
- Order winter squash locally and get reimbursed through Try it Local!



Join Us Next Month!

Staying On Track: November

November 5, 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: October 2024**

Information to include when documenting this training for Professional Standards:

Training Title: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration,
4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

Length: 1 hour

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

Certificate

Requesting a training certificate

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



Information to include when documenting this training for Professional Standards:

Training Title: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration,
4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

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



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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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