



# Staying on Track: Questions & Answers

Answers to the questions asked in HNS' **October 2024 Staying on Track webinar**.

Please note, operators are responsible for remaining up-to-date on program guidance/regulations. The following answers reflect the information available at the time of the live webinar and may be subject to change.

Q

## Free and Reduced-Price Policy Statement

**Q: How do I know if my Free and Reduced-Price Policy Statement (FRPPS) is complete?**

A: All School Food Authorities are required to submit an updated FRPPS this year as the document has been revised. Please submit your updated FRPPS to HelpDesk. Please view HNS' [How to Connect with HNS Using HelpDesk](#) for assistance with this process. If you are unsure if you have submitted an updated document this year, please connect with your assigned HNS Specialist.

**Q: Does the FRPPS have to be submitted annually? Or only if it needs updating?**

A: This year the FRPPS was required to be submitted by all SFAs. Changes to the FRPPS at the State or entity level will require a new submission of the FRPPS.

Q

## REPORTING SYSTEMS

AZEDS & POS

**Q: When a Community Eligibility Program (CEP) school is reporting in AzEDS, will they report only students that are directly certified, or do they need to have eligibility marked for every student?**

A: CEP schools will only be able to mark students that are directly certified in AzEDS since CEP operators do not collect income applications. If a CEP operator is using alternative applications, they may provide Income Eligibility 1 and 2 information in addition to indicating Free or Reduced by Direct Certification in Eligibility Type and Source.

**Q: Can a school use the automated edit check from the electronic point of service (POS) software or is the school required to still use the ADE daily edit sheet.**

A: Schools that have automated POS software can use an automated edit check from the software program as long as the school ensures it is functioning properly and using the current attendance factor.



## Training Opportunities

**Q: Who should attend the Preparing for Your Administrative Review (AR) Workshop? Is it mandatory?**

A: The upcoming Preparing for Your Administrative Review Workshop is an in-person training opportunity for School Nutrition Program operators scheduled for an Administrative Review in School Year (SY) 2024-2025. It is not mandatory.

Registration is available now in the [ADE Professional Learning and Development \(APLD\)](#). Please register using this link: <https://azed.geniussis.com/Login.ashx?EntityId=79275>. 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 this SY. The remaining space will then be open to all. Space is limited and is offered on a first-come first-served basis.



## Annual Financial Report

**Q: Is the Annual Financial Report (AFR) required for Residential Child Care Centers (RCCIs)?**

A: Yes. The AFR is due for non-public schools (private schools, residential child care institutions, Special Milk Program schools, and Bureau of Indian Affairs schools) on October 15, 2024.

For more information, please review the Step-by-Step Instruction Guide: [How to Complete USDA Foods Annual Financial Report \(AFR\) Calculations](#) or visit <https://www.azauditor.gov/resources/school-districts/forms>.



## Adult Meal Pricing

**Q: Is the adult meal price used when the adult receives a full meal? If the adult chooses an a la carte item would the pricing need to be adjusted?**

A: Yes. A la carte items, at their set price, may be offered to adults. Please ensure those items are priced correctly using the [Non-Program Food Revenue Tool](#).