

Staying on Track

November 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: November Staying on Track

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

Learning Code: 1110, 1130, 1170, 1230, 1310, 3110, 3120, 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

October HNS Communications Recap



Memorandums



SP 01-2025: FLUID MILK REQUIREMENTS FOR SCHOOL MEALS

The purpose of this memorandum is to update and clarify current guidance for fluid milk requirements in school meals programs.



SP 02-2025: SUBSTITUTION OF VEGETABLES FOR FRUIT FLEXIBILITY IN THE SCHOOL BREAKFAST PROGRAM: QUESTIONS AND ANSWERS FOR PROGRAM OPERATORS

The purpose of this memorandum is to provide updated guidance on the substitution of vegetables for fruits in the School Breakfast Program.

Memorandums



**SP 03-2025, CACFP 03-2025, SFSP 01-2025
SUBSTITUTING VEGETABLES FOR GRAINS IN
AMERICAN SAMOA, GUAM, HAWAII, PUERTO RICO,
THE U.S. VIRGIN ISLANDS, AND TRIBAL COMMUNITIES**

This memorandum clarifies longstanding Program regulations and provides updated guidance on the use of vegetables as a substitution for grains, including whole grain-rich products, in eligible areas, as described in Program regulations. Specifically, SFAs and schools that are tribally operated, operated by the Bureau of Indian Education or that serve primarily American Indian or Alaska Native children.



**SP 04-2025: FEES FOR ELECTRONIC PAYMENT
SERVICES IN THE SCHOOL MEAL PROGRAMS**

The purpose of this memorandum is to clarify policy related to fees associated with electronic (online) payments in the school meal programs and ensures students who are determined eligible for free or reduced price meal benefits receive the benefits they qualify for without having to pay additional fees.

This memorandum also offers best practices and strategies for SFAs to ensure that all families are made aware of payment options and to ease the financial burden that electronic payment processing fees impose.

Announcements and Resources

NEW SCHOOL MEALS TRAINING SERIES FROM TEAM NUTRITION

Team Nutrition announced a new training series, The Road to Successful Menu Planning for School Meals, to help schools plan and implement menus that support updates to the school nutrition standards.



Announcements and Resources

PUBLICATION OF THE 2023 FARM TO SCHOOL CENSUS

As a part of National School Lunch Week and Farm to School Month, USDA announced the publication of the 2023 Farm to School Census findings. Arizona's results can be found on the [Farm to School Census website](#). It includes many interactive features, the 2023 Farm to School Census report, full 2023 Census dataset, National and State Data Workbook, and Data Explorer.

SY 2024-2025 NSLP PROCUREMENT REVIEW ANNOUNCEMENT

SFAs who are scheduled to receive an Administrative Review during SY 2024-25 will also receive a required procurement review of all food service-related procurements from the previous school year (SY 2023-24). Notice has been sent to these SFAs.

ADE is pleased to announce a partnership with Myers and Stauffer to conduct procurement reviews during the 2024-2025 school year. Myers and Stauffer is a nationally-based certified public accounting firm, specializing in accounting, consulting, program integrity, and operational support services that has a deep understanding of how USDA regulations apply to various programs.

As a reminder Procurement Training is an annual requirement for school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities. HNS provides a [Procurement Basics ONLINE COURSE](#).

Announcements and Resources



CONGRATULATION TO THE ARIZONA FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) BRAVOCADO WINNERS

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) congratulates the 3 School Food Authorities (SFAs) that earned the FFVP Bravocado Excellence Award!

- Balsz Elementary School District
- Roosevelt School District
- Southgate Academy, Inc.



ADDITIONAL REMINDERS

- Annual Financial Report (AFR):
For those operators who have not yet submitted their AFR, please do so ASAP. If the AFR is not received a hold will be placed on reimbursements by the end of November.
- Fresh Fruit and Vegetable Program (FFVP):
FY25 FFVP Period 1 completion reports are due by 12/29/24.

upLIFT Bulletin



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

Inside this second issue of 'What's up with upLIFT' for SY 2024-2025, the upLIFT photostream photo of the month is from Washington Elementary School District introducing a vibrant salad featuring local microgreens provided by Urban Roots Farms. Additionally in this issue, you will find the One in A Melon October 2024: featuring Winter Squash, and the Nutrition Knowledge Fact Sheet: Edible Desert.



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

upLIFT Bulletin | SY 2024-2025 | Issue 2 | October 2024

SECTION 2

Communication Hot Topics



'Tis the Season!

VERIFICATION IS IN FULL SWING!

Verification Timeline

- SEPTEMBER 1**
Begin Phase 1 sites
- OCTOBER 1**
Begin Phases 2 & 3
- NOVEMBER 15**
 - Phase 3 ends.
 - Phase 4 begins.
- FEBRUARY 1**
Phase 4 deadline.

Phases 1, 2 and 3 apply to regular counting and claiming NSLP schools, and Provision 2 or 3 base year sites required to conduct verification activities.



PHASE 1: PREPARE - COMPLETE!

Organize all approved applications.



PHASE 2: CALCULATE AND SELECT - COMPLETE!

Determine how many applications will be verified and select the applications using an appropriate sampling method.



PHASE 3: VERIFY

Conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.



PHASE 4: REPORT

Log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

Verification Check-In

PHASES 1 & 2 SHOULD BE COMPLETE!

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 - Complete!

- 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

HNS is here to help!

If you have not yet reached Phase 3 or are unsure what to do next, please email your assigned HNS Specialist and request guidance on completing all verification activities by November 15.

Verification Check-In

COMPLETING PHASE 3

Phase 3: Verify - In Progress! Due November 15

- Complete a Verification Tracking Form for each application being verified
 - Conduct Confirmation Review
 - Run Direct Verification
 - Send a Notice of Verification to households not verified in Direct Verification
- Count the number of students on file as of October 31
 - Total enrollment number is necessary for completing the Verification Summary Report and must be reported by all SFAs *including those not required to complete verification activities (e.g. CEP and Provision 2 and 3 non base year)*

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024		
PHASE 1: Prepare SEPTEMBER – OCTOBER 1	PHASE 2: Calculate and Select Applications STARTS OCTOBER 1	
STUDY UP ON VERIFICATION <ul style="list-style-type: none"> <input type="checkbox"/> Attend the Verification Review School Year 2023-2024 webinar. <input type="checkbox"/> Review the Online Course: Verification Review. <input type="checkbox"/> Review the USDA Student Eligibility Manual for School Meals (Section 6 begins Verification guidance). PREPARE <ul style="list-style-type: none"> <input type="checkbox"/> Complete/Review the Student Eligibility Checklist and Why the BID is Important. <input type="checkbox"/> Conduct Direct Certification again (best to find all matches <i>before</i> Verification). <input type="checkbox"/> Use Verification Counting Cheat Sheet and count number of paper 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 <ul style="list-style-type: none"> <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): <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> <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). 	
If you need assistance with calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.		
PHASE 3: Verify OCTOBER – NOVEMBER 15	PHASE 4: Report NOVEMBER 16 – FEBRUARY 1	
VERIFICATION ACTIVITIES- October 1-November 15 <ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with: <ul style="list-style-type: none"> <input type="checkbox"/> SNAP. <input type="checkbox"/> TANF. <input type="checkbox"/> FDIPIR. <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. Verification is complete when Letter of Verification Results is <u>sent</u> to household. • Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household. 	REPORT <ul style="list-style-type: none"> <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 black; padding: 5px; margin-top: 10px;"> *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>
This institution is an equal opportunity provider.		

Additional information and links to forms, trainings, and resources are available in the [**Verification Best Practices Calendar.**](#)

Verification Check-In

LOOKING AHEAD TO PHASE 4

Phase 4: Report - On Deck! November 16 - February 1

- Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account
- Begin Verification Summary Report in ADEConnect
- Submit Verification Summary Report to ADE



HNS is here to help!

Please email your assigned HNS Specialist for targeted technical assistance, review trainings available on HNS' online training library, and register for the upcoming webinar - [Submitting the Verification Summary Report for SFAs](#) - December 10th, 1:30 pm

Preparing for Your Administrative Review

IN-PERSON WORKSHOP

Back by popular demand! As a result of expressed interest and glowing feedback, HNS is offering an additional session of our Preparing for Your NSLP Administrative Review Workshop. Join us for another opportunity to attend this informative workshop to equip School Food Authorities with the tools to effectively navigate the NSLP Administrative Review while complying with program regulations. Registration is available in [ADE Professional Learning and Development \(APLD\)](#). Please have only one attendee registered per entity. Space is limited and is offered on a first-come, first-serve basis, so reserve your spot today!



Preparing for Your Administrative Review

Arizona Department of Education
Health and Nutrition Services

PHOENIX

- Wednesday December 4, 2024 10:00 AM - 1:00 PM

Quiz Time

True or False: Verification activities need to be completed by November 15th.

A True

B False



Quiz Time

True or False: Verification activities need to be completed by November 15th.

A True

B False

Verification activities must be completed by November 15, which is the last day of Phase 3. This will be reported on your Verification Summary Report which is due on February 1.



SNPAC is Back!

SCHOOL NUTRITION PROGRAMS **ADVISORY COUNCIL**

SY 2024-2025 Kick-off Meeting

- The SNPAC was created to strengthen the relationship between HNS and CNP Operators. This group provides insight to HNS regarding challenges faced by operators and aims to continuously improve the nutritious meals contributing to the wellbeing of all students.
- The SNPAC consists of 10 individuals representing 235 sites in Arizona. The council members were carefully selected to create a diverse and representative sample of LEAs in Arizona. The SNPAC will be meeting monthly in Program Year 2025.
- The kick-off meeting reviewed feedback and trends from the SNPAC PY25 Input Survey. Themes included: Local food, Education, Support/training/resources. These themes will be a focus during Program Year 2025.



SCHOOL NUTRITION PROGRAMS
Advisory Council
MEET THE MEMBERS
Program Year 2025



Peer to Peer Support

This program is available for ALL Arizona child nutrition professionals through SNPAC. This resource will pair the requestor with a SNPAC peer from a similar demographic to provide support or just make a connection.

SY 24-25 upLIFT

UPLIFT WEBINAR: NORTHERN ARIZONA GROWING SEASON HIGHLIGHT

Join us on **November 19** as we continue our three-part Arizona Growing Season Highlight upLIFT webinar series. The first webinar focused on the Central Arizona growing season, while this webinar will feature the Northern Arizona growing season and its impact on school meals. Discover innovative strategies to highlight and utilize the bounty of Northern Arizona's growing season to provide healthy and delicious meals for students. Learn about the unique opportunities and challenges of sourcing local produce for school nutrition programs in this region, including resources and tips from mainline distributors providing local items. 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!](#)



Honoring Native American Heritage Month

CELEBRATE WITH KITCHEN CREATIONS RECIPES

[Blue Corn Mush with Roast Squash & Pepitas](#)

[Blue Corn Mush with Roasted Corn](#)

[Blue Corn Mush with Strawberries, Banana and Honey](#)

[Soam Bavĩ \(Brown Tepary Bean\) Bowl](#)

[Three Sisters Enchilada Casserole](#)

[Triple Berry Parfait with Fresh Berries](#)

[Triple Berry Parfait with Fresh Strawberries and Blueberry Compote](#)



Submit the [School Interest Form](#) and HNS will be in contact to connect you with producers that can supply these recipe ingredients with local foods! Bonus: you can get those local foods reimbursed through Try it Local!

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. **Tepary Beans** are featured for November!

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 November Highlight:

TEPARY BEANS



Tepary Beans

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



Find Tepary Beans in AZ

- Ramona Farms
 - via Blue Sky Organic Farms, Litchfield Park
 - via Sun Produce Cooperative, Phoenix

Food Buying Guide: Tepary Beans Quick Math

 1# Dry Beans	=	4.5, 1/2 cups of Dry Beans	=	 No. 10 Can (108 oz) Beans	=	19, 1/2 cups, beans, drained, HEATED OR 22, 1/2 cups, beans, drained, UNHEATED
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Local Recipe

SOAM BAVI BOWL (BROWN TEPARY BEAN)

The Soam Bavi is a protein "power bowl" featuring the tepary bean, brown rice and includes chicken, salsa, and a variety of fresh, and local produce (lettuce, sweet peppers, tomatoes, and onions). Create a local, fresh and protein packed lunch that kids will love!

As proud Arizonans, we're all too familiar with the monsoon season—where sunny skies pull a dramatic about-face into a torrential downpour faster than you can say "umbrella!" But here's the scoop: from this wet-and-wild spectacle, springs a desert delicacy that's been cherished by Indigenous folks for ages—the fabulous **tepary bean!**

This little powerhouse thrives in the sandy embrace of arroyos (a steep-sided ravine formed by the action of fast-flowing water) during those monsoon showers, soaking up just enough moisture to sprout into a legume that's not just nutritious but also bursts with delightful flavor.

Talk about a desert overachiever!

Arizona Harvest Facts

- The **tepary bean** crop is an extremely drought resistant and heat tolerant crop. It is so well adapted to the Sonoran Desert that it is capable of growing off monsoon water alone.
- **Tepary beans** are one of the legumes with the highest protein and fiber content.
- **Tepary beans** are capable of growing in poor, alkaline soil and are a perfect summer crop for those who wish to enrich their soil due to the atmospheric nitrogen fixing as well as contribution of organic matter.
- Tohono O'odham and other Native American tribes traditionally use **tepary beans** cooked in soups and stews.
- In Tohono O'odham legend, the Milky Way is made up of white **tepary beans** scattered across the sky.

Submit the [School Interest Form](#) and HNS will be in contact to connect you with local producers!



This institution is an equal opportunity provider.


[One in a Melon November Highlight: Tepary Beans](#)

USDA Foods Market Forecast

This is a list of what is expected to come in November 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 November:

- Fuji and Pink Lady Apples
- Cantaloupe
- Celery
- Honey Dew Melon
- Tomatoes

 USDA FOODS MARKET FORECAST DIRECT DELIVERY NOVEMBER		
DAIRY		
	#	Category
CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB	100012	Dairy
YOGURT HI PROTEIN BLUEBERRY CUP-24/4 OZ	110400	Dairy
YOGURT HI PROTEIN VANILLA CUP-24/4 OZ	110402	Dairy
YOGURT HI PROTEIN STRAWBERRY CUP-24/4 OZ	110401	Dairy
VEGETABLES		
	#	Category
CORN FRZ CTN-30 LB	100348	Vegetables
MEAT/MEAT ALTERNATES		
	#	Category
BEANS PINTO CAN-6/10	100365	Meat/Meat Alternates
BEEF CRUMBLES W/SPP PKG-4/10 LB	100134	Meat/Meat Alternates
CHICKEN DICED CTN-40 LB	100101	Meat/Meat Alternates
TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	110554	Meat/Meat Alternates
FRUITS		
	#	Category
APPLESAUCE CUP-96/4.5	110361	Fruits
APPLESAUCE UNSWEETENED CAN-6/10	110541	Fruits
MIXED FRUIT EX LT CAN-6/10	100212	Fruits
PEACHES CLING DICED EX LT CAN-6/10	100220	Fruits
PEACHES CLING SLICES EX LT CAN-6/10	100219	Fruits
PEARS DICED EX LT CAN-6/10	100225	Fruits
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	Fruits

USDA Foods

WAREHOUSE ITEMS

The warehouse currently has an abundance of the following two items:

- **Pear Slices** EX LT CAN-6/10 (100224)
- **Cheese Moz LM Part Skim** FRZ LVS-8/6 LB (100022)

Please note: these are 6-pound whole blocks of frozen cheese. There are 8 per case so the case is very heavy. A school will need to thaw the product and have equipment to slice, shred, cut, etc, to use it.

IDEAS OF WAYS TO USE THESE ITEMS

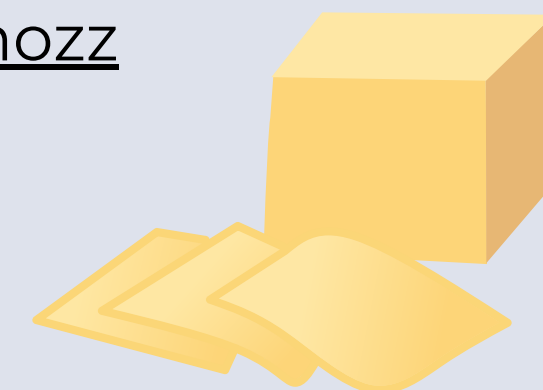
Pear Slices:

- Pear Slice Crumble: Baked Pears with Oatmeal Crisp Topping.



Mozzarella

- Side Dish with Local Vegetables: Local squash, onion, tomato/red sauce/mozzarella
- Veggie Pasta with CUBED mozz cheese, 100, 1/2 cup servings will use about 6 pounds (1 block of mozz (Salad Bar dish).



SECTION 3

Last Month's
Training
Opportunities



October's Training Opportunities

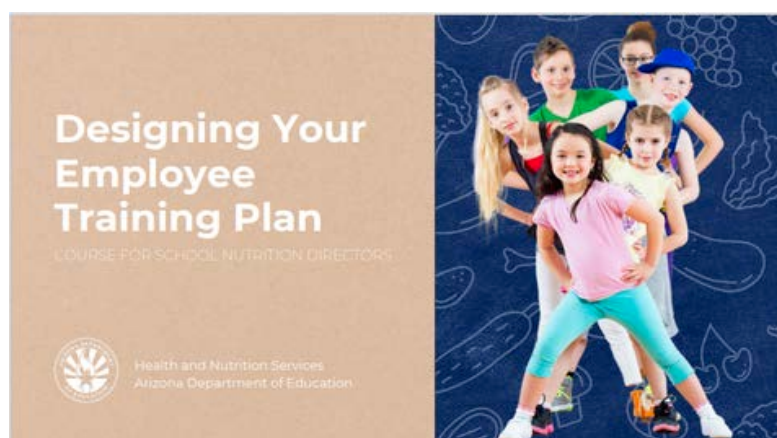
To access webinar slides, recordings, and online trainings, visit HNS' webpage or refer to the HNS Communications Event Follow-up email.



[Staying on Track: October](#)



[upLIFT: Regional Growing Highlight: Central Arizona](#)



[Designing Your Employee Training Plan](#)

Reviews the hiring and training regulations of Professional Standards.



Preparing for Your Administrative Review
In-person workshop detailing the focus areas of the Administrative Review.

Suggested Trainings

Looking to expand your breakfast service?

Take a look at these breakfast toolkits:

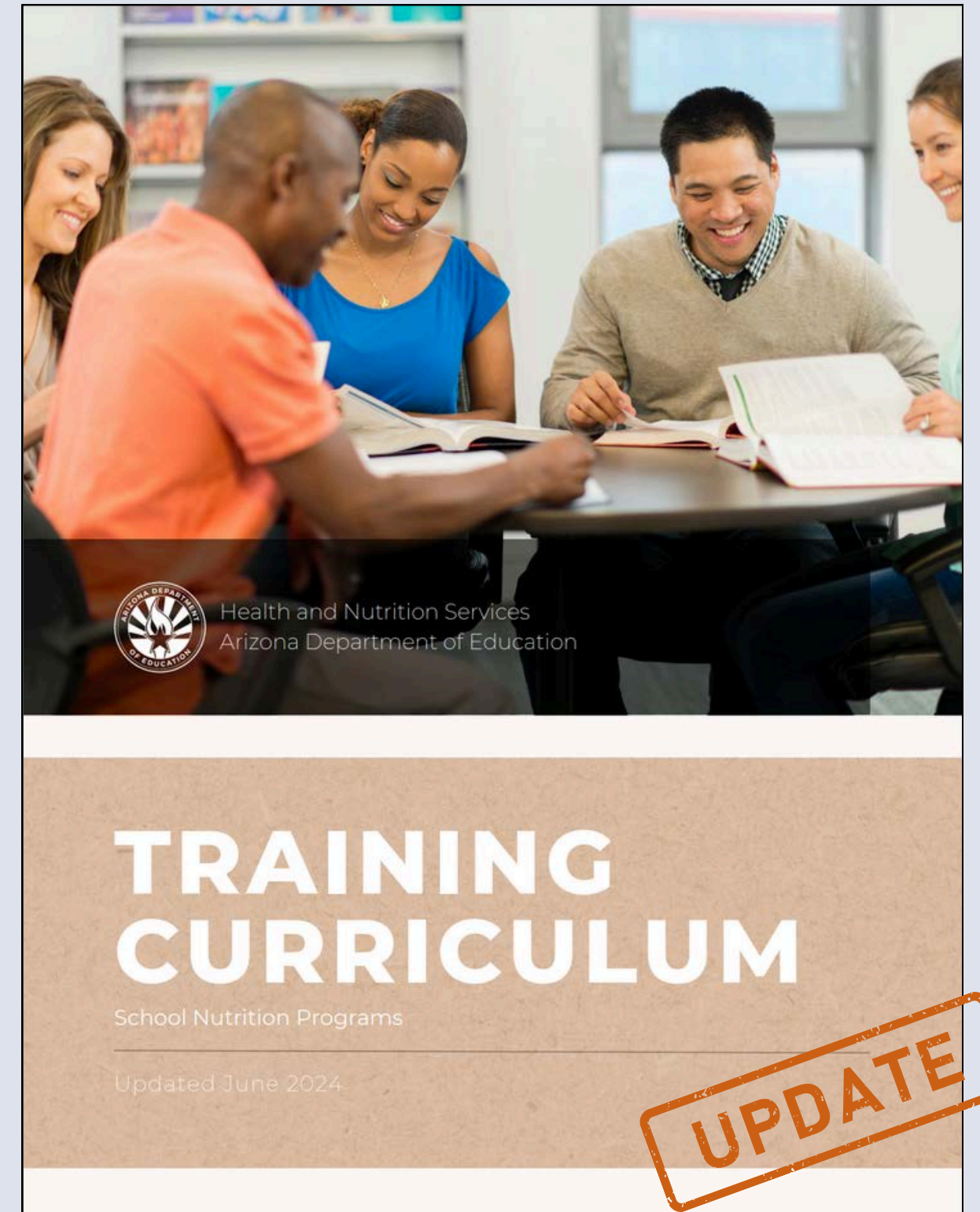
- **Breakfast in the Classroom Toolkit**
- **Grab n' Go Breakfast Toolkit**
- **Second Chance Breakfast Toolkit**



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!

NOVEMBER 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.

- 7 Live Training opportunities for School Nutrition Professionals in November.

For School Nutrition Professionals



Staying on Track: November
November 3, 1:30-2:30 pm MST

Webinar | [Register in APLD](#)
Professional Standards Key Area(s): 1000 Nutrition, 200 Operations, 3000 Administration



State Nutrition Action Committee Summer Food Service Program Work Group - Operator Meeting
November 4, 1:00-2:00 pm MST

Work Group Meeting | [Register in Zoom](#)
Professional Standards Key Area(s): Not Applicable



Introduction to School Nutrition Leadership: Meal Accommodations
November 7, 11:00-1:30 pm EST

Virtual Instructor-Led Training | [Register with ICN](#)
Professional Standards Key Area(s): Not Applicable



Introduction to School Nutrition Leadership: Workplace Safety
November 14, 12:00-1:30 pm EST

Virtual Instructor-Led Training | [Register with ICN](#)
Professional Standards Key Area(s): 3000 Administration



upLIFT - Northern Arizona Growing Season Highlight
November 19, 1:30-2:00 pm MST

Webinar | [Register in APLD](#)
Professional Standards Key Area(s): 1000 Nutrition



USDA Foods 101 - Why Does it Matter to Me?
November 20, 3:00-4:15 pm EST

Webinar | [Register with SNA](#)
Professional Standards Key Area(s): 2000 Operations



Introduction to School Nutrition Leadership: Customer Experience, Merchandising and Food Presentation
November 21, 2:30-6:00 pm EST

Virtual Instructor-Led Training | [Register with ICN](#)
Professional Standards Key Area(s): 4000 Communications and Marketing

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- One in a Melon for December: Wheat Berry
- 2024-2025 National School Foods Study
- Joint Memo for AzEDS Reporting - Income Eligibility 1 and 2; Student School Food Service Program Association
- Submitting the Verification Summary Report Webinars



November Checklist

November 1 - November 10

Submit August reimbursement claims (best practice)

November

60-day deadline to submit August claims

November 15

Verification ENDS

November 16

Verification Reporting can begin

November 19

upLIFT: Central Arizona Growing Season

Daily

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

This month...

- Register for “Submitting the Verification Summary Report for SFAs” Webinar: Register in APLD
- Don’t forget, each operating site will need two food safety inspections during the program year!
- Before finalizing USDA Foods orders, please check the delivery date options on myFOODS to confirm that no deliveries coincide with school breaks.
- Order Tepary Beans locally and get reimbursed through Try it Local!



Join Us Next Month!

Staying On Track: December

December 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: November 2024**

Information to include when documenting this training for Professional Standards:

Training Title: November Staying on Track

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

Learning Code: 1110, 1130, 1170, 1230, 1310, 3110, 3120, 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: November Staying on Track

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

Learning Code: 1110, 1130, 1170, 1230, 1310, 3110, 3120, 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.



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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

This institution is an equal opportunity provider.

