



Staying on Track: Questions & Answers

Answers to the questions asked in HNS' **November 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.

NOVEMBER 2024 QUESTIONS & ANSWERS

Q: If an SFA has a coop, what documentation is needed for the Procurement Review?

A: All documentation needed for the procurement review will be outlined by the reviewer. Additional questions should be directed to your assigned reviewer.

Q: Will I be getting my Procurement Review at the same time as my Administrative Review?

A: It is possible that your Procurement Review may occur at the same time as your Administrative Review.

Q: If a household does not respond to Verification by 11/15, does the household still get the 10-day grace period for notification of the status change, or must the information be received by 11/5 to have the 10-day grace period end on 11/15?

A: Households that have yet to respond by 11/15 should be notified of the change in status, beginning their 10-day period on 11/16.

Q: Who can I contact regarding technical issues with the Direct Certification page in ADE Connect?

A: Please contact your assigned HNS Specialist for support. Should the issue need to be elevated, your specialist can help direct you.

Q: Is this in-person workshop the same as the previous ones mentioned?

A: The workshop being offered on December 4th is the same as the previous Preparing for Your Administrative Review Workshops offered last month.

Q: What workshops does HNS currently offer for School Food Authorities?

A: HNS is currently offering two workshops for School Food Authorities - Preparing for Your Administrative Review, which will be hosted on Wednesday, December 4, 2024, from 10:00 am - 1:00 pm (Phoenix), and Local Procurement Workshop, which will be hosted in January, February, and March of 2025. For additional training offerings, please visit HNS' training library - <https://www.azed.gov/hns/nslp/training>.

Q: What verification summary report training is offered for CEP?

A: HNS will be hosting Submitting the Verification Summary Report for School Food Authorities that did not Collect Household Applications this January. This webinar is intended for SFAs that operate Provision 2/3 non-base year, CEP, a combination of regular NSLP, or is an RCCI without day students.

Q: I would like to see Food safety from ADE as an option

A: HNS is currently working on creating a suite of food safety trainings. Once finalized they will be released both in an Announcement and Resource communication and will surely be highlighted in Staying on Track.

Q: What time is the upLIFT on 11/19?

A: upLIFT is offered on the third Thursday of each month from 1:30m to 2:00 pm.

Q: Can I submit my verification now?

A: No, the Verification Summary Report will be made available after November 16.