

Staying on Track

December 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: December Staying on Track

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

Learning Code: 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

November HNS Communications Recap



Memorandums



SP 05-2025, CACFP 04-2025, SFSP 02-2025:
GUIDANCE FOR ACCEPTING PROCESSED
PRODUCT DOCUMENTATION FOR MEAL PATTERN
REQUIREMENTS

The purpose of this memorandum is to provide State agencies and program operators of the Child Nutrition Programs (CNP) with additional information and clarification on the State agency monitoring process regarding the: 1) Child Nutrition (CN) label, 2) Watermarked CN label, and 3) manufacturer's Product Formulation Statement (PFS). This memorandum also reflects updates to the CN Label Verification System and provides clarification on the date of authorization found on the CN label versus the "Valid Until" date on the CN Label Verification.



GUIDANCE ON REPORTING INCOME ELIGIBILITY 1
OR 2 NEEDS AND STUDENT SCHOOL FOOD
SERVICE PROGRAM ASSOCIATION DATA INTO
ARIZONA EDUCATION DATA STANDARDS (AZEDS)

To comply with federal reporting and program requirements, Arizona Department of Education (ADE) requires that all Public Education Agencies (PEAs) submit Income Eligibility 1 or 2 data for eligible students. This memorandum guides PEAs in reporting the Income Eligibility 1 or 2 data into AzEDS based on the type (if any) of National School Lunch Program (NSLP) the PEA operates.

Program Alerts



USDA FOODS HOLIDAY SHIPMENT SCHEDULE

The last day to receive a shipment will be **December 20, 2024**. Shipments will resume **January 6, 2025**. School Food Authorities (SFAs) are reminded to plan accordingly and to also check their USDA Foods shipment schedules to ensure deliveries are not scheduled during school breaks. When deliveries cannot be accepted due to school break closures, restocking fees will be assessed.

Funding Opportunity



FY 2025 FARM TO SCHOOL GRANT PROGRAM NOW ACCEPTING APPLICATIONS!

The Arizona Farm to School Network is excited to share that the Fiscal Year (FY) 2025 Farm to School Grant Program is now accepting applications! The Requests for Applications (RFAs) are posted on grants.gov. This year the application has been split up so that there is a separate RFA for each of the three tracks (Turnkey, Implementation, and State Agency). The closing date for all three tracks is January 10, 2025.

Unsure which track is right for you? Check out this [Grant Decision one-pager](#).

RFAs:

- Implementation: <https://grants.gov/search-results-detail/356877>
- Turnkey: <https://grants.gov/search-results-detail/356876>
- State Agency: <https://grants.gov/search-results-detail/356878>

Funding Opportunity

APPLICATIONS FOR THE HEALTHY MEALS INCENTIVES SCHOOL FOOD SYSTEM TRANSFORMATION CHALLENGE SUB-GRANTS CLOSING SOON!

Applications for the Supporting Community Agriculture and Local Education System (Project SCALES) sub-grants, administered by Boise State University's Center for School and Community Partnerships will be closing soon.

Boise State University's Center for School and Community Partnerships invites applicants to submit a proposal for grant funding to support projects that show clear potential for achieving one or more of these goals:

- Improving the K-12 school food supply chain by incentivizing innovation and building partnerships between various entities of the food system, including manufacturers or producers;
- Reducing barriers for schools related to sourcing, ordering, processing, and/or storing locally-sourced foods and beverages;
- Supporting school nutrition teams in using fresh local ingredients, being responsive to student preferences and cultural relevance, and increasing scratch cooking;
- Leveraging social responsibility of food industry to address innovative solutions for the school food system; and
- Identifying sustainable solutions and best practices for the K-12 food system that are scalable and replicable.

Applications for this nationwide funding opportunity close on Friday, December 13, 2024.

Announcements and Resources



THE REVISED - OFFERING MEATS AND MEAT ALTERNATES AT SCHOOL BREAKFAST IN ENGLISH AND SPANISH IS NOW AVAILABLE!

The final rule allows schools the option to offer grains, meats/meat alternates, or a combination of both at breakfast. This 20-page training guide shows school nutrition professionals how to offer meats and meat alternates at school breakfast by providing menu planning ideas, crediting information, sample menus, and more. Available for download today at fns.usda.gov/tn/offering-meats-and-meat-alternates-school-breakfast.



FOODCORPS IS BACK IN ARIZONA AND LOOKING TO WORK WITH SCHOOLS!

Partnership with FoodCorps includes access to Food Education and School Nutrition direct service program and the suite of resources developed to support FoodCorps members such as FoodCorps Lessons, Cafeteria Project guidebook, Sprout Scouts, and Taste Test Guidebook. Two FoodCorps staff are assigned to each partnership to support planning, goal-setting, and to coach and support FoodCorps service members.

upLIFT Bulletin



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

Inside this third issue of 'What's up with upLIFT' for SY 2024-2025, the upLIFT photostream photo of the month is from Lincoln Elementary School in Mesa celebrating National School Lunch Week. Additionally in this issue, you will find the One in A Melon November 2024: featuring Tepary Beans, the Nutrition Knowledge Fact Sheet: Benefits of Fresh Produce, and more!



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

upLIFT Bulletin | SY 2024-2025 | Issue 3 | November 2024

SECTION 2

Communication Hot Topics



'Tis the Season!

VERIFICATION IS OVER! TIME TO REPORT!

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.



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 - COMPLETE!

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 Summary Report

PHASE 4: REPORTING

Phase 4: Report - November 16 - February 1

- Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.
- **Attend the upcoming webinar - Submitting the Verification Summary Report for SFAs!**
 - **DECEMBER 10, 2024, 1:30-2:30pm**
- Begin Verification Summary Report in ADEConnect.
- Submit Verification Summary Report by February 1.



Reminder! Only register for the December 10th webinar if free and reduced meal applications were distributed and processed AND used in your verification process.



**Were you flagged for
AMELIORATIVE ACTION?
This training is a requirement!**

Quiz Time

True or False: The Verification Summary Report is due February 15th.

A True

B False



Quiz Time

True or False: The Verification Summary Report is due February 15th.

A True

B False

The Verification Summary Report must be submitted by February 1.



At-Risk Afterschool Meals & School Breaks

YOU CAN SERVE AT-RISK AFTERSCHOOL MEALS THROUGH WINTER BREAK!

- If you operate At-Risk, you can increase your participation by continuing to serve through winter break!
- You can utilize USDA Foods for At-Risk meals and accept orders during winter break if desired.
- If you are interested in becoming an At-Risk operator, please contact your assigned HNS specialist to get more information.




Civil Rights Compliance Form

COMPLETE AND FILE BY DECEMBER 15

Each year, all SFAs are required to collect student racial and ethnic data, which is done by completing the Civil Rights Compliance Form. This form must be completed by **December 15th** each school year and the form must be kept on file for a minimum of five years.



The Civil Rights Compliance Form **does not** need to be sent to HNS. Please complete by December 15 and keep on file.


Civil Rights Compliance for School Food Authorities

The United States Department of Agriculture (USDA) outlines the responsibility of each School Food Authority (SFA) regarding Civil Rights Compliance. The following form collects information necessary to assess compliance with Civil Rights requirements in accordance with USDA FNS Instruction 113-1. **Please complete this form annually by December 15th and maintain on file for program review purposes.** Please note that the information gathered in this form is confidential and should only be made available to authorized State and Federal personnel.

LEA Name:	CTD Number:	Date of Completion:

	Yes	No	N/A
1. Is the complete nondiscrimination statement included on the parent letter and all other material?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Have any complaints of discrimination (written or verbal) been received this school year? a. If yes, have they been acted upon according to the SFA's written procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Is the program information made available to major employers contemplating layoffs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Is there a need for program materials to be printed in a language other than English? a. If yes, has this been done?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Do admission procedures restrict enrollment by minority persons?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Are disabled students (including those with dietary needs) provided program benefits as appropriate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Using the racial/ethnic information from the household applications for free and reduced-price meals, complete the data charts below. The purpose is to determine how effectively Child Nutrition Programs are reaching potential eligible persons and beneficiaries. Enrollment information may be used for SFAs that are not required to collect household applications.

Total Enrolled:		
ETHNICITY	Number	Percentage
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."		0.00%
Not Hispanic or Latino: A person who does not meet the description above.		0.00%
Total %		0.00%
	<i>Should be 100%</i>	


Please note, all students listed in the Ethnicity data chart above must also be included in the Race data chart shown below. For students who reported two or more races, please include their designations in each of the corresponding racial categories.

RACE	Number
American Indian or Alaskan Natives: A person having origins in any of the many indigenous peoples of North America south of Mexico, and who maintains cultural identification through tribal affiliations, community ties, or otherwise.	
Asian: A person having origins in any of the many peoples of the Far East, Southeast Asia, the Pacific Islands, or the Philippines. This area includes Chinese, Japanese, Korean, Filipino, Vietnamese, Thai, and other.	
Black or African American: A person having origins in any of the many peoples of Africa. The term "African American" can be used in addition to "Black or African American."	
Native Hawaiian or Other Pacific Islander: A person having origins in any of the many peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White: A person having origins in any of the many peoples of Europe, the Middle East, or North Africa.	
Unknown	

November 2024 | Health and Nutrition Services

How to Complete the Civil Rights Compliance Form for School Food Authorities

Health and Nutrition Services
Arizona Department of Education



For assistance and additional information about completing the **Civil Rights Compliance Form**, please use HNS' **Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form.**

Updates from SNPAC!

SCHOOL NUTRITION PROGRAMS ADVISORY COUNCIL

Updates

- The Peer-to-Peer form has been updated for all Child Nutrition Programs based off feedback. The SNPAC encourages operators to use it as a safe space for mentorship or idea sharing.
- November's SNPAC also discussed the Local Wellness Policy (LWP) and how the policy and its goals will once again be a focus in the Review process. ADE HNS has sent a quick guide to those sites that are scheduled for a Review in SY24-25 to help implement, update, and assess their Local Wellness Policy. This feedback will guide HNS in creation of future LWP resources and trainings.



SCHOOL NUTRITION PROGRAMS
Advisory Council
MEET THE MEMBERS
Program Year 2025



Peer to Peer Support

This form is facilitated by the Advisory council. Peer to Peer discussions are between operators. HNS' role in the Peer-to-Peer requests is to simply connect operators with peers of a similar demographic.

Procuring Local Workshops

IN-PERSON WORKSHOP

The session will cover various topics such as the benefits of sourcing ingredients locally and strategies for establishing successful partnerships with local producers. By the end of the workshop, attendees will have a solid understanding of how to support local producers while providing nutritious meals for students. Join us to learn how you can make a difference in your school's meal procurement process!

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#). Please only register for one in-person session (all six sessions are the same) nearest to your entity (Tucson, Phoenix, Flagstaff). We ask that only one attendee per entity register, as space is limited and is offered on a first-come first-served basis.

TUCSON

- 9:30 am -12:00 pm **01/15/2025**
- Location: 416 W Congress St, Tucson, AZ
85701 Conference Room 105
- Registration Link:
<https://azed.geniussis.com/Registration.aspx?aid=10334>

PHOENIX

- 9:30 am - 12:00 pm **02/12/2025**
- Location: 1400 W Washington St, Phoenix, AZ
85007 Conference Rm: 1104
- Registration Link:
<https://azed.geniussis.com/Registration.aspx?aid=10335>

FLAGSTAFF

- 9:30 am - 12:00 pm **03/05/2025**
- Location: Flagstaff, AZ (location address coming soon)
- Registration Link:
<https://azed.geniussis.com/Registration.aspx?aid=10336>

New CNPWeb

BACK TO THE DRAWINGBOARD...



Thank you for your patience as HNS embarks on a new path in the process of replacing CNPWeb. The myCNP system that was originally in line to replace CNPWeb did not fulfill the usability requirements deemed necessary for our users, so HNS is committed to finding a system that will! We will update the field on the progress we make.

Our current CNPWeb will undergo updates to support its usage until the new system can be launched.

SY 24-25 upLIFT

UPLIFT WEBINAR: SOUTHERN ARIZONA GROWING SEASON HIGHLIGHT

upLIFT will be taking a break in December 2024!

Join us on January 21, 2025 for an engaging webinar that will delve into the Southern Arizona growing season and its impact on school meals. Uncover innovative strategies to highlight and utilize the rich harvest of Southern Arizona to provide nutritious and delicious meals for students. Learn about the unique opportunities and challenges of sourcing local produce for school nutrition programs in this region, along with valuable resources and tips from key distributors of local products. Don't miss this insightful session designed for school nutrition professionals eager to incorporate local foods and support 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.

HOW 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. **White Sonora Wheat Berries** are featured for December!

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 December Highlight:

WHITE SONORA WHEAT BERRIES



White Sonora Wheat Berry

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



Find White Sonora Wheat Berries YEAR-ROUND in AZ

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

Food Buying Guide: Quick Math-White Sonora Wheat Berries

1 pound (16 oz.) of DRY wheat Berries = 12 (twelve), 1/2 cups of COOKED wheat Berries

Local Recipes

Triple (Wheat) Berry Parfait with Fresh Strawberries and Blueberry Compote
 This parfait is a refreshing dish featuring white Sonora wheat berries. It's a simple recipe made with yogurt, blueberry compote, and strawberries.

Triple (Wheat) Berry Parfait with Fresh Berries
 This parfait is a refreshing dish featuring Sonora wheat berries. It's a simple recipe made with yogurt, strawberries, blueberries. Served with a drizzle of honey.

Recipe Fun Facts "White Sonora wheat" is a champion in the world of grains. The "White Sonora wheat berries" are the unrefined kernels in their pure form—prior to being milled into flour! Consider wheat berries as the whole-grain superheroes of White Sonora wheat, offering a delightful chewiness and an extra fiber boost to your dishes. At the same time, their milled flour can hold its own in baking, just like traditional wheat flour!

Arizona Harvest Facts

- White Sonora wheat berries were introduced by Spanish missionaries to Mexico and southern Arizona. They are grown extensively by the native Akimel O'odham in Arizona. It is believed to be the first wheat introduced to the New World over 300 years ago.
- Wheat berries have a variety of uses in cooking and baking. When cooked, they have a nutty flavor and a chewy texture.
- Wheat berries are commonly used in salads, soups and as a side dish.
- Wheat berries can be ground into flour at home to make whole wheat bread and other baked goods. or, soak, cook and serve like rice.
- Toss wheat berries with raw veggies or add to yogurt or fruit for a healthy, nutritious treat.

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


This institution is an equal opportunity provider.

USDA Foods Market Forecast

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

- Apples- multiple varieties
- Spinach
- Romaine lettuce
- Cabbage
- Cilantro

 USDA FOODS MARKET FORECAST DIRECT DELIVERY DECEMBER		
DAIRY		
CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ	# 110396	Category Dairy
FRUITS		
MIXED BERRY FRZ CUP-96/4.OZ	# 100220	Category Fruits
MIXED FRUIT EX LT CAN-6/10	100225	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	100241	Fruits
PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	100212	Fruits

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SECTION 3

Last Month's
Training
Opportunities



November's Training Opportunities

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



[Staying on Track: November](#)

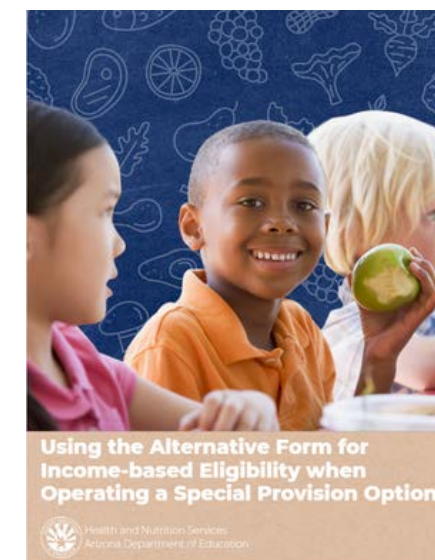


[upLIFT: Regional Growing Highlight: Northern Arizona](#)



[How to Plan a Supper Using the National School Lunch Program Meal Pattern](#)

Reviews the supper meal plan when offering At-Risk Afterschool Meals.



[Using the Alternative Form for Income-based Eligibility when Operating a Special Provision Option Quick Guide](#)

Reviews necessary guidance for using this form to obtain Income Eligibility 1 and 2 Indicators when operating an SPO.

Suggested Trainings

Make sure you are serving food safely!
HNS has released the first in a series of
Food Safety Trainings:

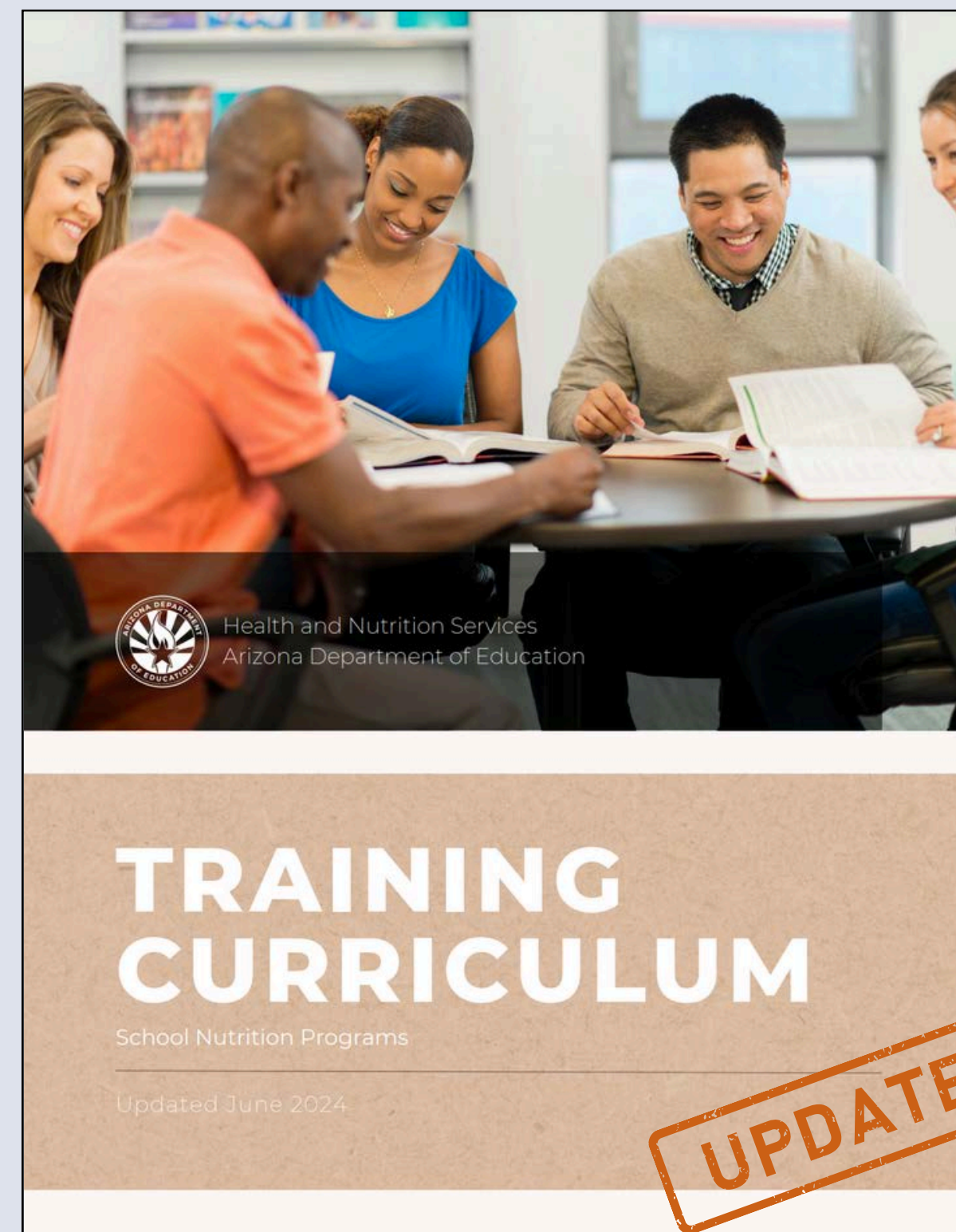
- [How to Develop a School Food Safety Program Based on the Process Approach to HACCP Principles](#)



Training for School Nutrition Programs

Because the training offered by HNS is vast in quantity, diverse in content, and consistently 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!

DECEMBER 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 December.

For School Nutrition Professionals



State Nutrition Action Committee Summer Food Service Program Work Group - Operator Meeting
December 2, 1:00-2:00 pm MST
Work Group Meeting | [Register on Zoom](#)
Professional Standards Key Area(s): Not Applicable



Staying on Track: December
December 8, 1:30-2:30 pm MST
Webinar | [Register on ADE](#)
Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 3000 Administration



Preparing for Your Administrative Review Workshop
December 4, 10:00-11:00 am MST
In-Person Workshop | [Register on ADE](#)
Professional Standards Key Area(s): 3000 Administration



Best of ANQ24 - How You and Your School Nutrition Team Can Become Health Infused Anti-Aging Wellness Machines And Be Fortified Against Stress and Anxiety!
December 4, 3:00-4:15 pm EST
Webinar | [Register with SNA](#)
Professional Standards Key Area(s): 3000 Administration



Summer EBT: Looking Back and Looking Ahead
December 6, 3:00-4:00 pm EST
Webinar | [Register with FRAC](#)
Professional Standards Key Area(s): Not Applicable



Submitting the School Year 2024-2026 Verification Summary Report for School Food Authorities
December 10, 1:30-2:30 pm MST
Webinar | [Register on ADE](#)
Professional Standards Key Area(s): 2000 Operations, 3000 Administration



FRAC's Benefit Breakfast 2024 in Washington D.C.
December 17, 3:00-4:15 pm EST
Webinar | [Click here to register with FRAC](#)
Professional Standards Key Area(s): Not Applicable

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- One in a Melon for January: Yuma Greens: Spinach
- Catalog Requisitions
- Submitting the Verification Summary Report Webinar for SFAs that Did Not Collect Applications



December Checklist

December 1 - December 10

Submit November reimbursement claims (best practice)

December 15

Complete and file Civil Rights Compliance Form

December 29

Submit FFVP Period 1 Completion Report prior to this date

December 30

60-day deadline to submit October claims

Daily

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

This month...

- Attend the “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!
- Submit Annual Financial Report (AFR) (if not already submitted)
- Consider applying to serve At-Risk Afterschool Meals during winter break (programs eligible to apply must be at a site or in the attendance area of a site with at least 50% of enrolled students eligible for free or reduced-price meals).
- Order White Sonora Wheat Berries locally and get reimbursed through Try it Local!

Happy Holidays from HNS!

UPDATES TO STAYING ON TRACK FOR THE NEW YEAR:

- HNS Specialist Jennifer Blankenship will be the new SOT trainer!
- Questions will now be answered and sent out in a summary document in the days following the webinar.





Join Us Next Month!

Staying On Track: January

January 7, 2025

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: December 2024**

Information to include when documenting this training for Professional Standards:

Training Title: December Staying on Track

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

Learning Code: 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

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: December Staying on Track

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

Learning Code: 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

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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