



# Staying on Track: Questions & Answers

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

## DECEMBER 2024

### QUESTIONS & ANSWERS

**Q: If December 15 is on a Sunday, is the Civil Rights Compliance form due on December 13?**

A: The Civil Rights Compliance form should be filled out any time prior to December 15 and kept on file for 5 years.

**Q: When logging in to Staying on Track, if the training slides were posted in the chat prior to logging in, how can I get the link to the slides?**

A: In case links are missed in the chat, they are all sent out in the Staying on Track follow-up.

**Q: Does the memo "Guidance on Reporting Income Eligibility 1 or 2 Needs and Student School Food Service Program Association data into Arizona Education Data Standards (AzEDS)" now allow for program funds to be used to pay for the person to process the Alternative Form for Income-based Eligibility?**

A: No, Child Nutrition Program funding or the nonprofit school food service account cannot be used to pay for processing Alternative Form for Income-based Eligibility. Child Nutrition Program employees may be responsible for collecting and processing Alternative Forms for Income-based Eligibility for their school district. If this is the case, Child Nutrition Program funding or the nonprofit school food service account may not be used to fund activities associated with processing the Alternative Forms for Income-based Eligibility. The district must pay for the cost of processing forms or reimburse the non-profit school food service account for this cost should food service be collecting and processing these forms. This includes reimbursement for any labor hours that Child Nutrition Program employee(s) may spend processing these Alternative Forms for Income-based Eligibility.

**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 on January 23, 2025. 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: Can I submit my verification now?**

A: Yes, the Verification Summary Report is available and can be submitted at any time.