

Staying on Track

January 2025



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: January Staying on Track

Key Area: 1000 - Nutrition, 2000 - Operations, 3000 Administration

Learning Code: 1130, 1170, 2430, 2410, 3430

Length: 1 Hour

Presenter: Jennifer Blankenship



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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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 submitted in the Q&A at any point, and HNS will respond in the follow-up document that will be released after the webinar.
- Once the webinar concludes, HNS will compile all the questions received and create a follow-up Q&A document that will address all questions.
- If you require additional assistance following HNS's communication, please reach out to your HNS Specialist through HelpDesk.



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

December HNS Communications Recap



Memorandums



SP 06-2025, CACFP 05-2025, SFSP 03-2025:
NATIONAL SCHOOL LUNCH PROGRAM
EQUIPMENT ASSISTANCE GRANTS: INSTALLATION
EXPENDITURES

The purpose of this memorandum is to expand on guidance previously provided by the Food and Nutrition Service (FNS) in SP 18-2009 Equipment Assistance Grants for School Food Authorities (SFAs), dated March 9, 2009, and on SP 20-2009 Equipment Assistance Grants for School Food Authorities - Questions and Answers, dated March 20, 2009.



SP 07-2025, CACFP 07-2025: REQUIREMENT TO
ACCEPT MEDICAL STATEMENTS FROM
REGISTERED DIETITIANS FOR SCHOOLS AND
CHILD AND ADULT CARE INSTITUTIONS AND
FACILITIES

The purpose of this memorandum and the attached Questions and Answers (Q&A) is to clarify the updated regulatory requirement for Program Operators to accept medical statements from registered dietitians. This requirement applies to Program Operators of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) (collectively, the school meal programs) and the Child and Adult Care Food Program (CACFP). The change requiring Program operators to accept medical statements from registered dietitians must be implemented by July 1, 2025, for school meal programs and October 1, 2025, for CACFP.

Program Alerts



THE PATRICK LEAHY FARM TO SCHOOL GRANT FACT SHEET AND INFORMATIONAL WEBINAR

Target Audience: Potential Tribal Applicants operating the National School Lunch Program (NSLP)

USDA's Southwest Regional Office invites you to a webinar on the 2025 Patrick Leahy Farm to School Grant Program Request for Applications (RFA). The RFA is now open and can be found at <https://www.fns.usda.gov/f2s/grant>. During this webinar they will highlight important information for potential tribal applicants.



ONSITE MONITORING REQUIREMENT DUE FEB 1

This is a reminder School Food Authorities (SFAs) operating more than one site must conduct internal on-site monitoring prior to Thursday, February 1, 2025.

SFAs operating more than one site are required to conduct on-site reviews of the counting and claiming system and the readily observable areas of review annually at each site prior to February 1. This requirement includes reviews of breakfast and lunch. All lunch sites must be reviewed annually and 50% of breakfast sites must be reviewed annually.

[Access the Arizona Department of Education's Monitoring Forms](#)



Program Alerts

USDA DOD FRESH ANNOUNCES FFAVORS UPDATE

USDA DoD Fresh announced that on January 5, FFAVORS will be updated to have the requirement to receipt in FFAVORS within 2 business days of receipt of produce. This aligns with [FNS Instruction 709-5 Shipment and Receipt of USDA Foods](#), requirement to receipt in WBSCM within 2 business days of receipt of USDA Foods.

This is the message users will see in FFAVORS:

Please Read (updated on 1/5/2025)

The following changes have been made to FFAVORS:

- Customers are now required to receipt within 2 business days of RDD (previously 5 business days) before a receipt is considered past due. As before, if past due receipt(s) exist, ordering will be locked until past due receipt(s) are processed. Receipts will continue to remain on the Edit Receipts screen for 7 days after RDD.

If you have questions, please ask your FFAVORS account representative or email the FFAVORS help desk at sm.fn.ffavors@usda.gov.

Announcements and Resources

NEW TRAINING: IDENTIFYING TOP SOURCES OF ADDED SUGARS

Team Nutrition is pleased to announce a new addition to the 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. The new 15-minute training covers identifying top sources of added sugars in your school menus!

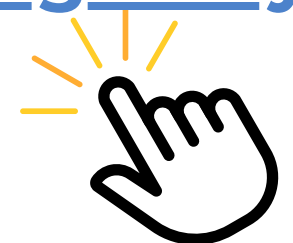


KITCHEN CREATIONS ELIGIBILITY AND INTEREST SURVEY

The Arizona Department of Education's Kitchen Creations project, funded by the United States Department of Agriculture (USDA) Team Nutrition Training Grant, aims to develop standardized recipes featuring local and native foods for school meal programs. A team of Arizona State University faculty and students will partner with Kitchen Creations to develop free materials and support for selected schools in order to better understand and celebrate healthy, culturally relevant eating habits among school families and local communities. If selected, your school will collaborate with the team in developing engaging experiences in your communities and our local food systems. This survey is designed to confirm your eligibility and gauge your interest in the project.

Please take a moment to complete the survey below.

[Kitchen Creations Eligibility and Interest Survey](#)



Announcements and Resources



STANDARDIZED RECIPES FOR CNP OPERATORS FROM ICN

Fifteen standardized recipes have been added to the Child Nutrition Recipe Box (CNRB), 7 of which are existing favorites that have been revised to reflect updates from the final rule, "Child Nutrition Programs: Meal Patterns Consistent With the 2020–2025 Dietary Guidelines for Americans" and 8 new recipes that provide additional ideas for breakfast and lunch menus.

USDA Standardized Recipes provide program operators and menu planners with appealing and practical menu options for the National School Lunch Program, School Breakfast Program, and the Child and Adult Care Food Program.



THE CHILD NUTRITION DATABASE IS NOW AVAILABLE ON FOODDATA CENTRAL!

The Child Nutrition Database (CNDB) has moved from the USDA Food and Nutrition Service website to FoodData Central's website: fdc.nal.usda.gov/cndb. The CNDB is the required database for nutrient analysis software approved by USDA for use in school meals. The CNDB includes food product data collected for the following 19 nutrients and components: calories, total fat, saturated fat, trans fat, cholesterol, sodium, carbohydrate, dietary fiber, protein, vitamin A, vitamin C, vitamin D, calcium, potassium, iron, ash, total sugars, added sugars, and moisture. The CNDB includes nutrient data from: USDA National Nutrient Database for Standard Reference (SR) Legacy Release, USDA Standardized Recipes, and food manufacturers for products produced for and marketed to school food service, including USDA Foods.

Partner Event



ARIZONA FARM TO SCHOOL COMMUNITY OF PRACTICE (COP) MEETINGS

A community of practice (Co-OP) is a group of people who share a common interest, profession, or set of goals and come together to share knowledge, experiences, and resources. The members of a community of practice are typically practitioners who learn from one another through collaboration and sharing best practices. The goal of a community of practice is to foster a sense of shared learning and collaboration among its members, leading to improvements in knowledge, skills, and outcomes within the community.

This year, the Arizona Farm to School Network is offering two Communities of Practice (CoPs) that will each meet monthly via Zoom to delve into farm to school focused conversations, build connections, and strengthen relationships.

- Register for the Local Food in Schools meeting, held every first Wednesday of the Month (This month is rescheduled to the second Wednesday):
Wednesday, January 8th 2:00 pm-3:00 pm
- Register for the School Gardens and Food Education meeting, held every 2nd Thursday of the Month:
Thursday, January 9th 5:00 pm-6:00 pm

SECTION 2

Communication Hot Topics



Reminder!

VERIFICATION IS DUE BY FEBRUARY 1



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 Best Practices Calendar

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.

Verification Summary Report (VSR)

PHASE 4: REPORTING - NOW - FEBRUARY 1

- Attend the upcoming webinar -
 - **January 23, 1:30 - 2:30 pm:** Submitting the School Year 2024-2025 Verification Summary Report for School Food Authorities who did **NOT** Collect Household Applications
- Submit the VSR by **February 1**.
 - Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.



In case you missed it!

Submitting the Verification Report Summary for SFAs that Collected Household Applications
([Slides](#)) ([Recording](#))

HNS is here to help!

Please email your assigned HNS Specialist for targeted technical assistance.

Quiz Time

True or False. The upcoming webinar - Submitting the School Year 2024-2025 Verification Summary Report for School Food Authorities who did NOT Collect Household Applications is **SPECIFIC TO SFAs on a Provision 2/3 Non-Base Year Cycle, CEP Cycle, and Residential Child Care Institutions.**

A True

B False

Quiz Time

True or False. The upcoming webinar - Submitting the School Year 2024-2025 Verification Summary Report for School Food Authorities who did NOT Collect Household Applications is **SPECIFIC TO SFAs on a Provision 2/3 Non-Base Year Cycle, CEP Cycle, and Residential Child Care Institutions.**

A True

B False

This webinar is intended for those SFAs who did NOT collect Free and Reduced meal applications and did not perform verification activities in SY 24-25 due to operating a Special Provision Option or an RCCL with no day students.

[Register here!](#)

Poll Time

Have you submitted your VSR for this school year?

A Yes

B Not yet

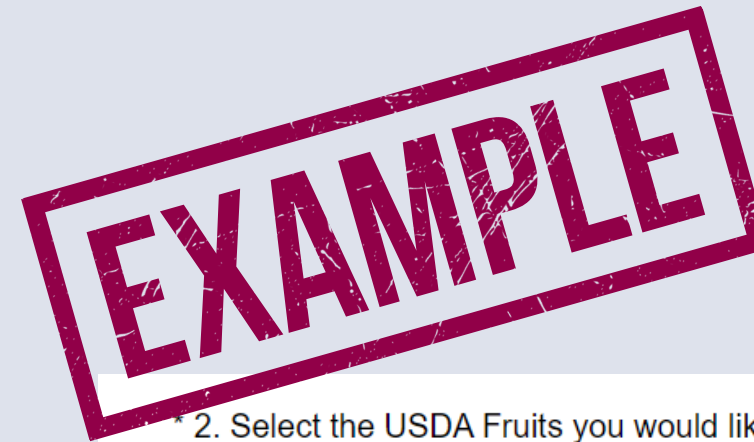
USDA Foods Preference Survey

WHY IS IT IMPORTANT?

The USDA Foods Preference Survey is an opportunity to have input on what foods are offered on the list of available brown box foods and food available for processing next school year.

- Allows menu planners flexibility, savings and accurate projecting for the upcoming school year.

Complete the survey by Friday, January 17!



2. Select the USDA Fruits you would like to see available in Arizona for SY 2024-25:

- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Cherries, Tart, Pitted, Unsweetened, Frozen
40 lb pail
WBSCM: 100236 |
| <input type="checkbox"/> Apples, Braeburn, Fresh
40lb case
WBSCM ID:100523 | <input type="checkbox"/> Cranberries, Dried, Individual Portion
300/1.16 oz bag
WBSCM: 110723 |
| <input type="checkbox"/> Apples, Empire, Fresh
40lb case
WBSCM ID: 100517 | <input type="checkbox"/> Mixed Berries (Blueberries , Strawberries), Cups,
Frozen
96/4 oz cup
WBSCM: 110859 |
| <input type="checkbox"/> Apples, Fuji, Fresh
40 lb case
WBSCM ID: 100522 | <input type="checkbox"/> Mixed Fruit (Apples, Cherries, Cranberries,
Raisins), Dried
5/5 lb bag
WBSCM ID: 110161 |
| <input type="checkbox"/> Apples, Gala, Fresh
40 lb case
WBSCM ID: 100521 | <input type="checkbox"/> Mixed Fruit (Peaches, Pears, Grapes), Extra
Light Syrup, Canned
6/#10 can
WBSCM ID: 100212 |
| <input type="checkbox"/> Apples, Granny Smith, Fresh
40 lb case
WBSCM ID: 110543 | <input type="checkbox"/> Oranges, Fresh
34-39 lb case
WBSCM ID: 100283 |
| <input type="checkbox"/> Apples , Red Delicious, Fresh
40 lb case
WBSCM ID: 100514 | |

Equipment Grant Opportunity

COMING SOON!

The 2025 NSLP Equipment Grant Application will open February 7, 2025! \$209,178 was awarded to Arizona to competitively award grants to eligible SFAs participating in NSLP to purchase equipment.



How to apply: The application will be available in Grants Management Enterprise within the Grants Management application in ADEConnect.

EQUIPMENT GRANT HIGHLIGHTS

- Opens February 7, 2025
- Closes March 7, 2025
- Awarded Grants from over \$1,000 to \$25,000!

Stay tuned for more information from HNS Communications!

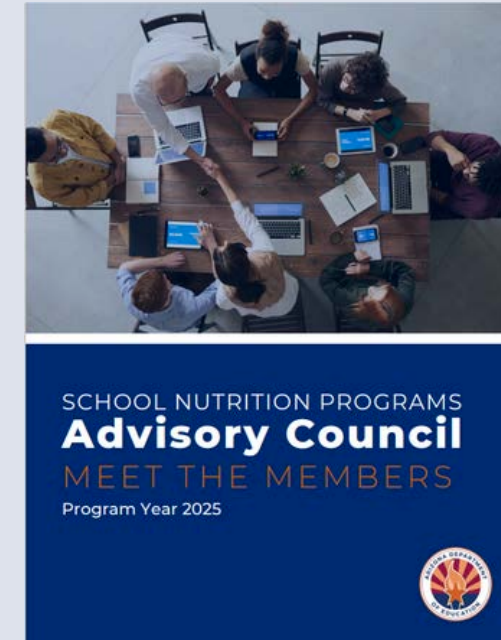
Updates from SNPAC!



NEW SNPAC SURVEYS*

- Monthly surveys will be distributed to all CNP operators to collect information and insights on various topics, aimed at guiding discussions within SNPAC.
- Surveys will be sent out once a month, with the top results highlighted in the Staying on Track.
- We value your input and encourage your participation!
- The upcoming survey will focus on gathering insights regarding perceptions of Administrative Reviews, marking the inaugural survey in this series.

SNPAC Resources



School Nutrition Programs Advisory Council

Introducing the members of the School Nutrition Programs Advisory Council (SNPAC). This resource provides an overview of the council members, along with relevant details and information that may be beneficial



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

This workshop 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>

SY 24-25 upLIFT

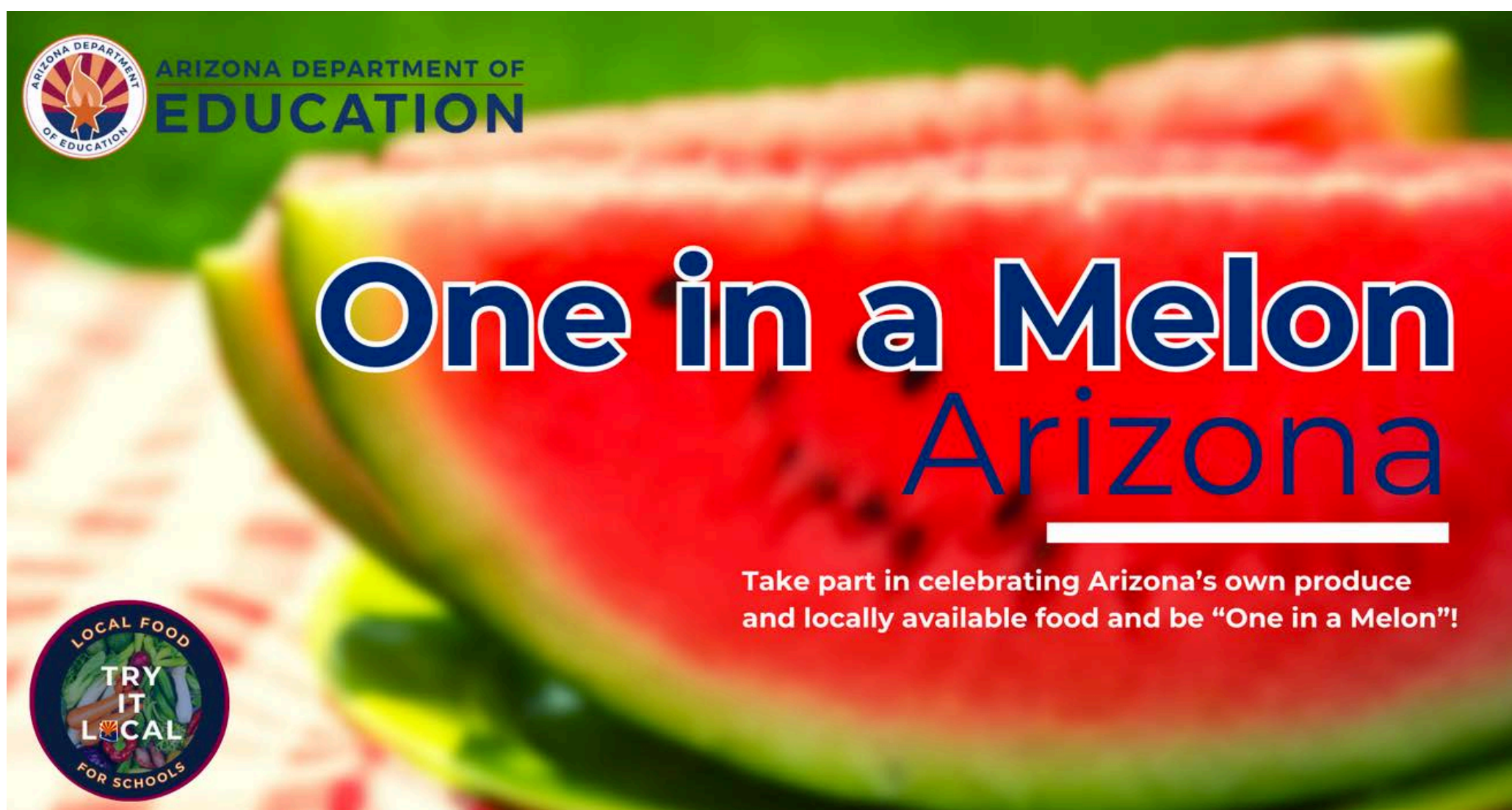
UPLIFT WEBINAR: SOUTHERN ARIZONA GROWING SEASON HIGHLIGHT

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. **Spinach** is featured for January!

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 January Highlight:

SPINACH



SPINACH

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

FIND SPINACH IN ARIZONA

- Farms to get the local produce:
 - Agritopia Farm, Gilbert, AZ
 - Blue Sky Organic Farms: Litchfield Park, AZ
 - Duncan Family Farms, Goodyear AZ

-Yuma County is the top producer of baby spinach.
-Maricopa County benefits from ideal weather to maintain its strong spinach production.
-Pinal County adds to Arizona's agricultural success with high-quality spinach.
-La Paz County showcases the impact of dedication in providing fresh spinach to local markets.

ARIZONA HARVEST FACTS

- There are three main types of spinach: savoy, semi-savoy, and flat leaf. Each type has a unique texture and flavor.
- National Spinach Day is March 26
- Spinach is a natural hydrator with raw spinach 91% water. It's an excellent source of vitamins A, C, and K, folate, potassium, and fiber.
- Cooked spinach provides higher levels of vitamin A and iron than raw.
- Arizona is strutting its leafy stuff as the runner-up in the Spinach competition of the US, behind California, and ahead of Texas & New Jersey!

Connect with Local Producers!

SCHOOL INTEREST FORM

LOCAL RECIPE: GREEN EGGS & HAM

- Check out these school-ready, student-tested, Green Eggs & Ham recipes or use them to inspire making them your own way.
- Include Green Egg recipes to add fun to menus for special events like Dr. Seuss' Birthday, National Nutrition Month (March), National Spinach Day, Earth Day--The possibilities are endless.

- Fresh Spinach
- Green Onions
- Cilantro

QUICK MATH: SPINACH

1 # FRESH SPINACH

7 cups, FRESH	7.5, 1/2 cups COOKED	2 cups, PUREED
---------------	----------------------	----------------

Raw leafy greens (spinach) credit at half their served volume (e.g., 1/2 cup, fresh credits as 1/4 cup of dark green vegetables) Cooked leafy greens (spinach) credit at their full volume served (e.g., 1/2 cup cooked credits as 1/2 cup).

2025 January | One in a Melon | Local Food for Schools This institution is an equal opportunity provider.

One in a Melon January
Highlight: Spinach




USDA Foods

Market Forecast

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

- Spinach
- Romaine lettuce
- Tomatoes
- Cabbage
- Salad Mix/Spring Mix
- Kale
- Celery
- Cauliflower

 USDA FOODS MARKET FORECAST DIRECT DELIVERY JANUARY 2025		
DAIRY		
	#	Category
CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB	100036	Dairy
CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB	100012	Dairy
CHEESE PROCESS YEL SLC LVS-6/5 LB	100018	Dairy
CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	Dairy
CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	Dairy
YOGURT HI PROTEIN BLUEBERRY CUP-24/4 OZ	110400	Dairy
YOGURT HI PROTEIN STRAWBERRY CUP-24/4 OZ	110401	Dairy
VEGETABLES		
	#	Category
BEANS GREEN CAN-6/10	100307	Vegetables
BEANS GREEN FRZ CTN-30 LB	100351	Vegetables
BROCCOLI FRZ CTN-30 LB	110473	Vegetables
CARROTS FRZ CTN-30 LB	100352	Vegetables
CORN FRZ CTN-30 LB	100348	Vegetables
CORN WHOLE KERNEL(LIQ) CAN-6/10	100313	Vegetables
POTATOES OVENS FRY PKG-6/5 LB	100357	Vegetables
POTATOES WEDGE FAT FREE FRZ PKG-6/5 LB	100356	Vegetables
MEAT/MEAT ALTERNATES		
	#	Category
BEANS PINTO CAN-6/10	100365	Meat/Meat Alternate
BEEF CRUMBLES W/SPP PKG-4/10 LB	100134	Meat/Meat Alternate
BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB	110711	Meat/Meat Alternate
CHICKEN DICED CTN-40 LB	100101	Meat/Meat Alternate
CHICKEN FAJITA STRIPS CTN-30 LB	100117	Meat/Meat Alternate
CHICKEN FILLETS UNBRD FRZ CTN-30 LB	110921	Meat/Meat Alternate
EGGS WHOLE FRZ CTN-6/5 LB	100046	Meat/Meat Alternate
PORK PULLED CKD PKG-8/5 LB	110730	Meat/Meat Alternate
TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	110554	Meat/Meat Alternate
TURKEY TACO FILLING CTN-30 LB	110119	Meat/Meat Alternate

SECTION 3

Last Month's
Training
Opportunities

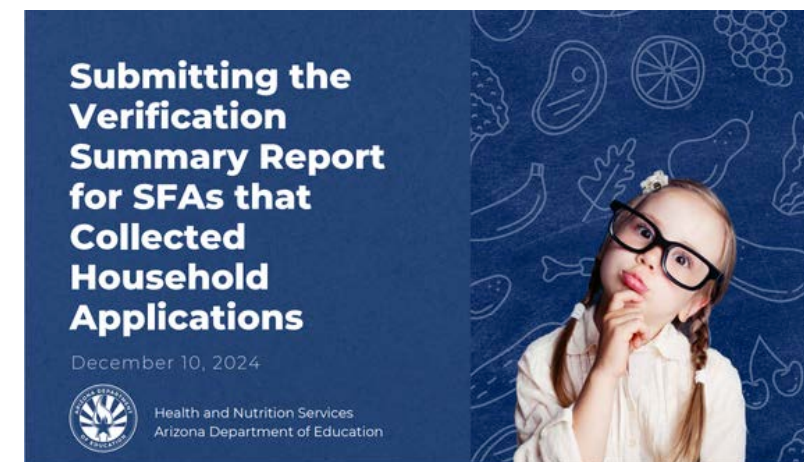


December's Training Opportunities

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



[Staying on Track: December](#)

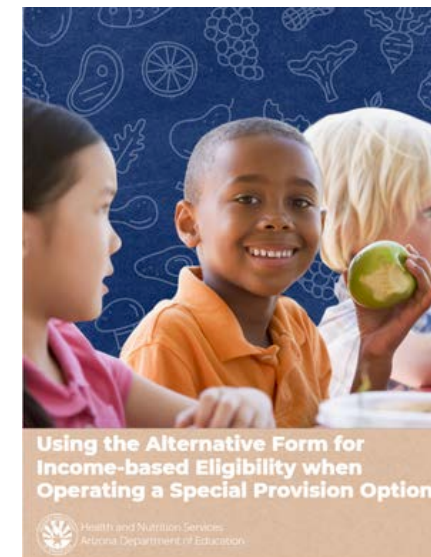


[Submitting the Verification Report Summary for SFAs that Collected Household Applications](#)



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

Reviews how to plan meals that meet the daily requirements when offering At-Risk Supper.



[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

Get ready for CATALOG REQUISITIONS!

Let us walk you through what to expect during the Catalog Requisition process as you prepare for what you want to bring in next school year:

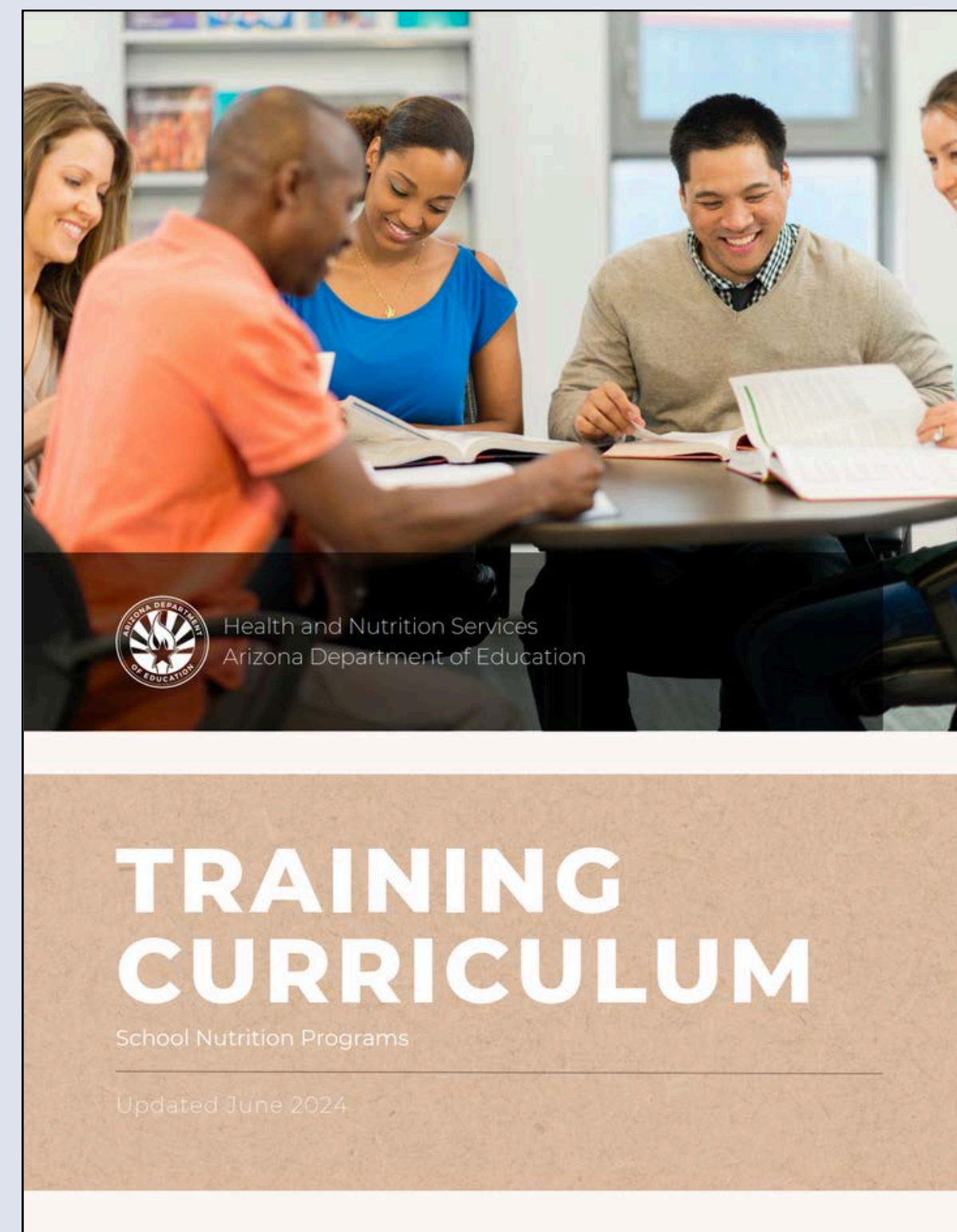
- [What to Expect: USDA Foods in Schools Catalog Requisition Process](#)



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!

JANUARY EVENTS & OPPORTUNITIES

HNS is devoted to empowering all Child Nutrition Program operators with training tailored to nurture your and your teams' professional growth. We stand ready to assist you in elevating your skills, fulfilling those annual training requirements, ensuring seamless operations, and enhancing Child Nutrition Programs throughout the enchanting landscape of Arizona!



Eleven live training opportunities await School Nutrition Professionals this January.

For School Nutrition Professionals	
	Staying on Track: December January 7, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 3000 Administration
	CICN: Resources Gallery Walk: Tools and Training to Enhance Child Nutrition Culinary Programs January 9, 3:00-4:00 pm EST Webinar Register with ICN Professional Standards Key Area(s): 3000 Administration
	Summer EBT Deep Dive: Creating Lasting Databases January 9, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): Not Applicable
	State Nutrition Action Committee Summer Food Service Program Work Group - Operator Meeting January 13, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable
	Procuring Local Workshop (Tucson) January 15, 9:30-12:00 pm MST In-Person Workshop Register in APLD Professional Standards Key Area(s): 3000 Administration
	School Nutrition Industry Conference January 19-21, Phoenix, AZ In-Person Conference Register with SNA Professional Standards Key Area(s): Varies based on conference session participation
	upLIFT: Southern Arizona Growing Season Highlight January 21, 1:30-2:00 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition
	Submitting the School Year 2024-2025 Verification Summary Report for School Food Authorities who did NOT Collect Household Applications January 23, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Area(s): 3000 Administration
	Summer EBT Deep Dive: Strategies for Creating a Strong Application January 23, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): Not Applicable
	State Nutrition Action Committee Summer Food Service Program Work Group - Operator Meeting January 27, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable
	Summer Meals: Planning and Preparing for Summer 2025 January 30, 3:00-4:00 pm EST Webinar 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: January 2025](#) from HNS Communications!

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- One in a Melon for February: Beets
- Catalog Requisitions
- 2025-2026 Renewal Email Notifications for FSMC and Formal Catering Contracts



January Checklist

January 1 - January 10

Submit December reimbursement claims (best practice)

January 17

Deadline to submit your USDA Foods Annual Preference Survey

January 29

Submit FFVP Period 1 Completion Report prior to this date

January 30

60-day deadline to submit November 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)
- Check your entitlement for Direct Delivery, processing, and DoD to ensure 50% usage (if applicable).
- Keep an eye out for the new SNPAC survey.

Key Contract Dates

December 5th, 2024

2025-2026 RFP Bidding Email Notification for FSMC and Formal Catering Contracts were emailed

March 5th, 2025

2025-2026 Renewal Email Notifications for FSMC and Formal Catering Contracts will be emailed

Contract Reminders

If any SFAs did not receive the email notification or if there has been a change in the Contracts Liaison, etc. contact HNSContracts@azed.gov.

SFA's currently in a one-year catering contract (Informal Catering Contract) and would like to change to an FSMC or Formal Catering Contract, contact HNSContracts@azed.gov.

HNSContracts@azed.gov





Join Us Next Month!

Staying On Track: February

February 4, 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: January Staying on Track

Key Area: 1000 - Nutrition, 2000 - Operations, 3000 Administration

Learning Code: 1130, 1170, 2430, 2410, 3430

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:

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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.

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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.

