

Staying on Track

February 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: February Staying on Track

Key Areas: 1000 - Nutrition, 2000 - Operations, 3000 - Administration, 4000 - Communications and Marketing

Learning Codes: 1130, 1170, 1230, 2150, 2300, 2440, 3430, 3500, 4120

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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: January HNS Communications Round-Up

Section 2: Hot Topics

Section 3: Last Month's Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1
**January HNS
Communications
Round-Up**



Memorandums



SFSP 03-2025, SP 08-2025:

**NON-CONGREGATE MEAL SERVICE IN RURAL
AREAS: QUESTIONS AND ANSWERS #3**

This memorandum is the third set of questions and answers on the rural non-congregate summer meals option established through the Consolidated Appropriations Act, 2023, and codified through the interim final rule (IFR), Implementing Provisions from the Consolidated Appropriations Act, 2023: Establishing the Summer EBT Program and Rural Non-congregate Option in the Summer Meal Programs.

Program Alerts



FREE AND REDUCED-PRICE PERCENTAGE REPORT (SY24-25)

HNS has released the Free and Reduced-Price Percentage Report for School Year 2024-2025. HNS has included a narrative that outlines the use of school meal data (including annual determinations and Special Provision Options), as well as an explanation of the free and reduced-price calculation.

Arizona Department of Education
Health and Nutrition Services

Free and Reduced-Price Percentage Report

SCHOOL YEAR 2024-2025

Arizona Department of Education
1535 W. Jefferson St.
Phoenix, Arizona 85007

602-542-8700
ContactHNS@azed.gov
<https://www.azed.gov/hns>

Announcements and Resources



SFSP REIMBURSEMENT RATES RELEASED

USDA has announced the adjusted reimbursement rates for meals served in the Summer Food Service Program for Program Year 2025. The Compiled Child Nutrition Programs Reimbursement Rates for Program Year 2024-2025 resource has been updated by ADE Health and Nutrition Services to reflect the new SFSP rates, which are effective from **January 1, 2025 - December 31, 2025.**

Compiled Child Nutrition Programs
Reimbursement Rates for Program Year 2024-2025
 Effective July 1, 2024 – June 30, 2025*

Summer Food Service Program
 *Effective January 1, 2025 – December 31, 2025

ADMINISTRATIVE RATES			OPERATIONAL RATES		COMBINED RATES		
	Rural or Self-Prep	Urban or Catered		All Sites		Rural or Self-Prep	Urban or Catered
Breakfast	\$0.2775	\$0.2200	Breakfast	\$2.81	Breakfast	\$3.0875	\$3.0300
Lunch/Supper	\$0.5125	\$0.4250	Lunch/Supper	\$4.89	Lunch/Supper	\$5.4025	\$5.3150
Snack	\$0.1400	\$0.1100	Snack	\$1.14	Snack	\$1.2800	\$1.2500

The administrative component of rates is higher for sponsors located in rural areas and for sponsors that prepare their own meals at the SFSP site or central facility rather than purchasing them from vendors.

The catered rates apply to all sponsors using the services of a food service management company, unless the sites being served are in rural areas as determined by [USDA's Rural Designation Mapper](#).

Seamless Summer Option

BREAKFAST		LUNCH		SNACK	
	RATES		RATES		RATES
NON-SEVERE NEED	\$2.37	REGULAR: Schools which served LESS than 60% Free and Reduced Lunches	\$4.43	SNACKS	\$1.21
SEVERE NEED	\$2.84	REGULAR +9 CENTS: Schools which served LESS than 60% Free and Reduced Lunches +9 Cents	\$4.52		
		HIGH RATE: Schools which served MORE than 60% Free and Reduced Lunches	\$4.45		
		HIGH RATE +9 CENTS: Schools which served MORE than 60% Free and Reduced Lunches +9 Cents	\$4.54		

January 2025 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.



Announcements and Resources



NON-CONGREGATE RESOURCES FOR THE SUMMER FOOD SERVICE PROGRAM

FNS has announced the release of a series of one-pagers entitled Navigating Non-Congregate Summer Food Service Program (SFSP): Site Caps, Navigating Non-Congregate Summer Food Service Program (SFSP): Site Proximity, and Navigating Non-Congregate Summer Food Service Program (SFSP): Parent or Guardian Pick-up.

SUN MEALS TO-GO
RESOURCES



Navigating Non-Congregate Summer Food Service Program: Site Proximity

In the Summer Food Service Program (SFSP), **site proximity** refers to the minimum distance between approved sites, based on population density and accessibility to participants. Approval of multiple sites offering meal services at the same time to the same population of children can create the potential for integrity concerns. Site proximity must be considered when approving sites during the SFSP sponsor application process per [7 CFR 225.6\(h\)\(1\)\(ii\)](#).

Considerations for Developing State Agency Policies

State agencies should develop policies regarding site proximity for congregate and non-congregate sites. Each proposed site must be evaluated individually and thoroughly by the State agency, and in the context of other sites serving the area. Previous guidance on proximity of sites can be found in [SFSP 15-2023, Best Practices for Determining Proximity of Sites in the Summer Food Service Program, September 28, 2023](#).

State agencies should consider the following factors relative to site proximity when reviewing applications:

The distance between all proposed sites and site location:

- Consider population density and the ability for participants to access the sites based on geography.
- If two proposed sites are in close proximity, request documentation to explain the need, which may include:
 - Any physical conditions or other barriers;
 - Public safety concerns;
 - Maximum distance someone might travel in a rural area; or
 - Adjacent site types are closed-enrolled or camps.
- Ensure that sponsors operating sites in close proximity have a way to contact each other to prevent possible meal duplication or building in an obvious indicator of meal duplication. For example, color coding meal bags for different sites.
- Use mapping tools such as [Capacity Builder](#), Google maps, Apple maps, MapQuest to confirm site proximity for proposed sites.

depending on site characteristics. Examples of procedures include:



Announcements and Resources



USDA IS SEEKING VOLUNTARY FEEDBACK FROM SCHOOL FOOD AUTHORITIES ON USDA FOODS IN SCHOOL RESOURCES

The United States Department of Education (USDA) Food and Nutrition Services (FNS) is seeking voluntary feedback on the resources available to learn more about USDA Foods in Schools products, including [USDA Foods in Schools Product Information Sheets](#) and the [USDA Foods Database](#).



USDA REQUESTS PUBLIC COMMENTS ON GRAIN-BASED DESSERTS AND HIGH-PROTEIN YOGURT CREDITING IN CNPS

The United States Department of Education (USDA) Food and Nutrition Services (FNS) published the [Request for Information: Grain-Based Desserts and High-Protein Yogurt Crediting in Child Nutrition Programs](#) to collect public comments that will help inform future policymaking, guidance, and technical assistance related to grain-based desserts and high-protein yogurt (which may include Greek and Greek-style yogurt) crediting in the child nutrition programs.

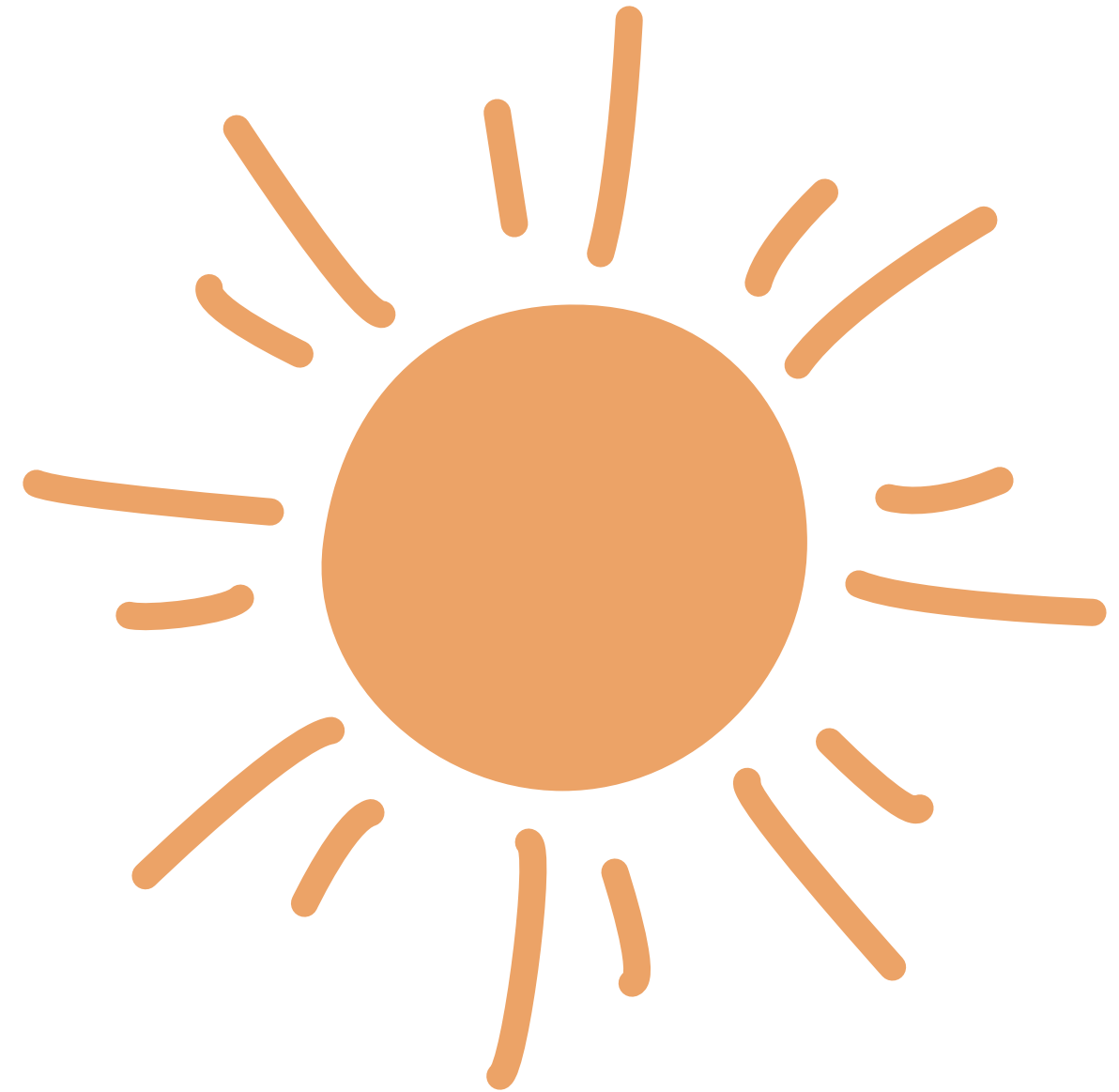
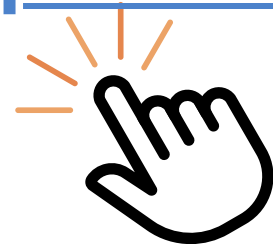
Partner Event



THE ARIZONA FARM TO SCHOOL NETWORK ANNOUNCES THE LAUNCH OF THE ARIZONA FARM TO SCHOOL COLLABORATIVE

The Arizona Farm to School Network announces the launch of the Arizona Farm to School Collaborative, a new initiative designed to empower schools and communities across the state to build strong, sustainable Farm to School programs.

[Sign-up to receive updates here](#)



SECTION 2

HOT TOPICS



Thank you

**VERIFICATION WAS DUE BY
FEBRUARY 1**



PHASE 4: REPORT

Log into AFZ Connect to submit the Verification Summary Report (VSR) in AFZ Verification Reporting.

APPROVED

FEBRUARY 1

Phase 4 deadline.

[Verification Best Practices Calendar](#)



Reminders

- February 1 is the USDA Deadline
- Reports not submitted by that deadline will go on a reimbursement hold.
- Report Access, System Issues, Staff Turnover, and Unforeseen Circumstances are a few of the issues that have historically been the cause for late submission.
- Reporting prior to the USDA due date can ensure compliance.

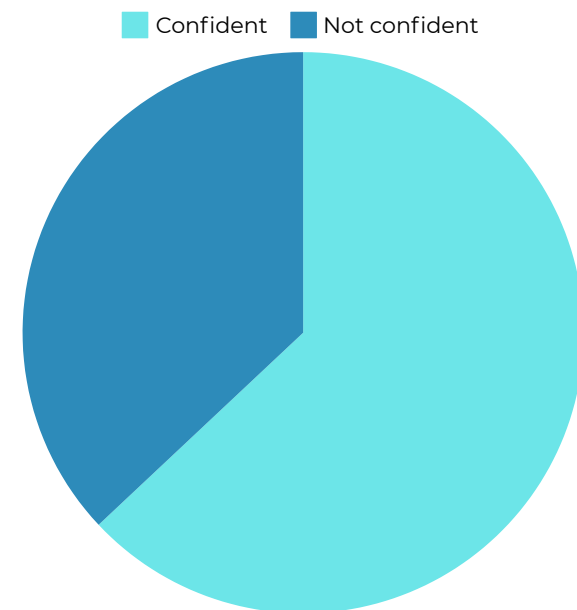
Updates from SNPAC!



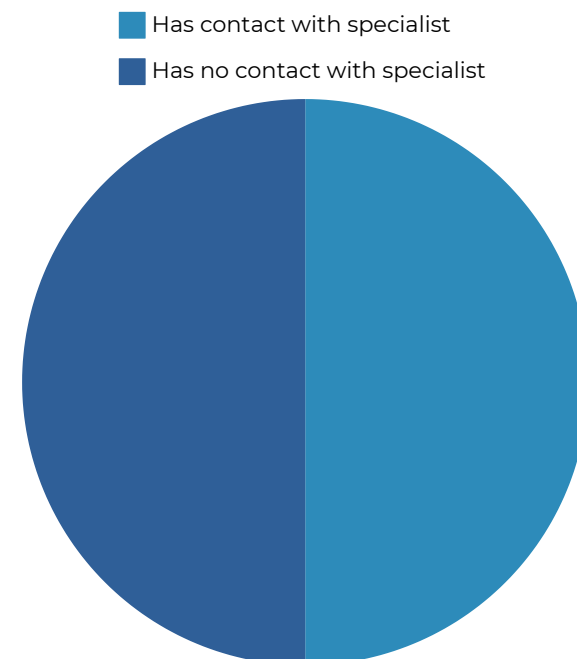
SNPAC SURVEYS

Last month, we conducted our inaugural SNPAC survey. We are pleased to report that 73% of respondents indicated an enrollment of 2,500 students or fewer.

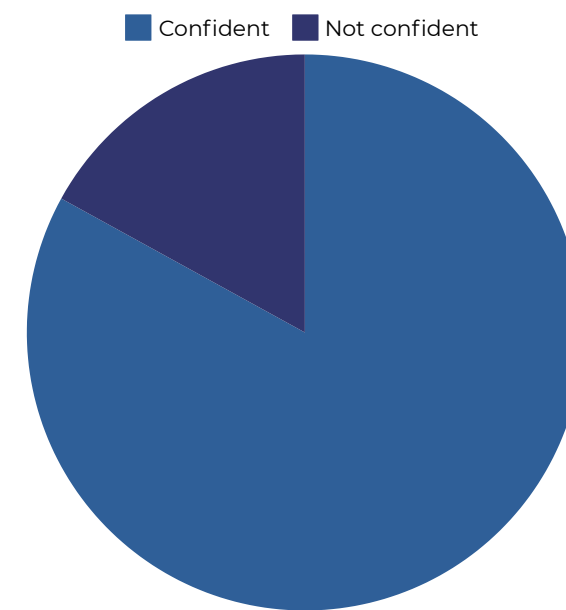
Local Wellness Policy



Communication with HNS specialist.



Production records and meal crediting.



SNPAC Resources

School Nutrition Programs Advisory Council Meet the Members.

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

Peer to Peer Support Group Form

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.

Updates from SNPAC!

SNPAC SURVEYS

The primary aim of our survey was to gather insights regarding Administrative Reviews, enabling us to understand your experiences and perspectives on this important topic.

We sincerely appreciate your participation in this survey, as your input is valuable. We encourage you to continue to engage in future surveys, as your voice is essential in shaping our collective understanding and initiatives. Keep an eye out for this month's survey which will go out in the third week of February.

Thank you once again for your involvement.



SNPAC Resources

[School Nutrition Programs Advisory Council Meet the Members.](#)

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

[Peer to Peer Support Group Form](#)

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.

Equipment Grant

OPENS THIS WEEK

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!

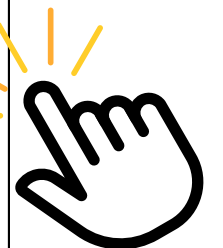
Stay tuned for more information from HNS Communications!

Applications to participate in FFVP for SY 25-26 are opening soon!

The Fresh Fruit and Vegetable Program (FFVP) applications are submitted using Grants Management Enterprise (GME) through the ADEConnect portal within the Grants Management applications. The application will be available in GME from **March 1 - April 5.**

What is The Fresh Fruit and Vegetable Program (FFVP)?

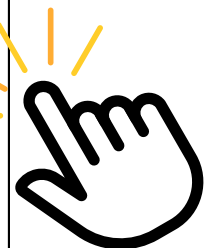
- Federally assisted program providing free fresh fruits and vegetables to children at participating elementary schools during the school day.
- Introduce children to fresh fruits and vegetables, including new and different varieties, and aims to increase overall acceptance and consumption of fresh, unprocessed produce among children.
- Encourages healthier school environments by promoting nutrition education.
- If you have any questions about the application, please submit a HelpDesk request.



Applications to participate in FFVP for SY 25-26 are opening soon!

APPLICATION PROCESS

- The application process requires the submission of the total enrollment number and the percentage of students eligible for free and reduced-price meals
- Additionally, a program implementation plan that includes efforts to integrate the FFVP with other efforts to promote nutritious foods is required to be submitted to the State agency. SFAs will be required to provide a site-based budget that accurately represents how FFVP funds will be spent.
- If you do not have the GME application in the ADEConnect portal, contact your Entity Administrator. Please note your assigned HNS specialist cannot assign GME application access.

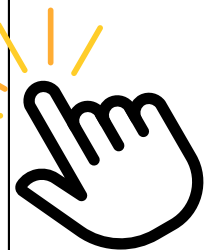


Applications to participate in FFVP for SY 25-26 are opening soon!

WHO SHOULD APPLY?

To be eligible to operate the FFVP:

- Site must operate the National School Lunch Program (NSLP), be categorized as an Elementary school (K-8), and have greater than or equal to 50% of enrolled students eligible for free and reduced price meal benefits.
- Sites must submit both the Fresh Fruit and Vegetable Program (FFVP) Period 1 and Period 2 applications in GME by the deadline.
- Operating costs include all costs of running the FFVP service. These costs include costs for acquiring, delivering, preparing, and serving fruits and vegetables. Administrative costs include all costs for planning for service, managing paperwork, and obtaining equipment needed. Administrative costs cannot exceed 10% of total allocation.



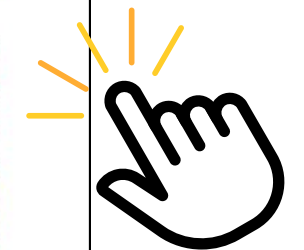
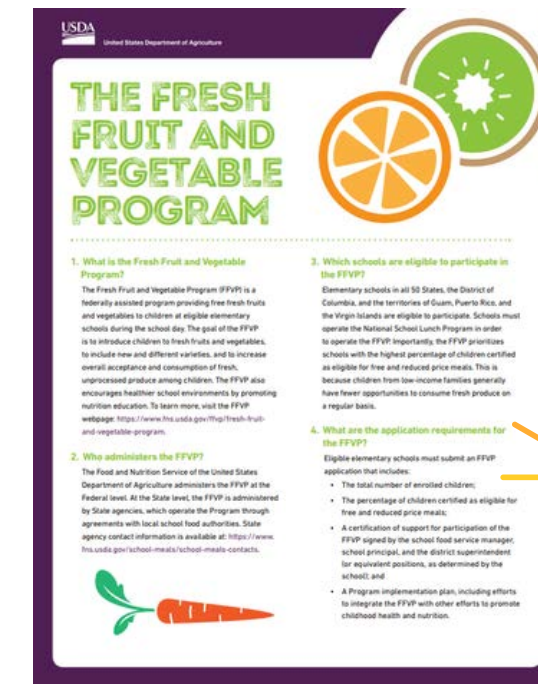
Applications to participate in FFVP for SY 25-26 are opening soon!

KEY POINTS

FFVP funding operates on a federal fiscal year. Each year, USDA announces the FFVP funding allocation per state. Although SFAs apply for the FFVP annually, it will be administered in two separate periods: Period 1 and Period 2. HNS distributes FFVP funds in two separate allocations for both periods from July 1 - June 30 of the current school year.

To be considered to participate in the FFVP, SFAs must ensure that:

- eligibility requirements are met; applications are submitted by the deadline;
- a complete FFVP Food Program Permanent Service Agreement Addendum has been submitted to HNS; all
- Child Nutrition Programs operated by the SFA are in good standing with HNS;
- and the site has demonstrated the administrative capability to operate the FFVP.



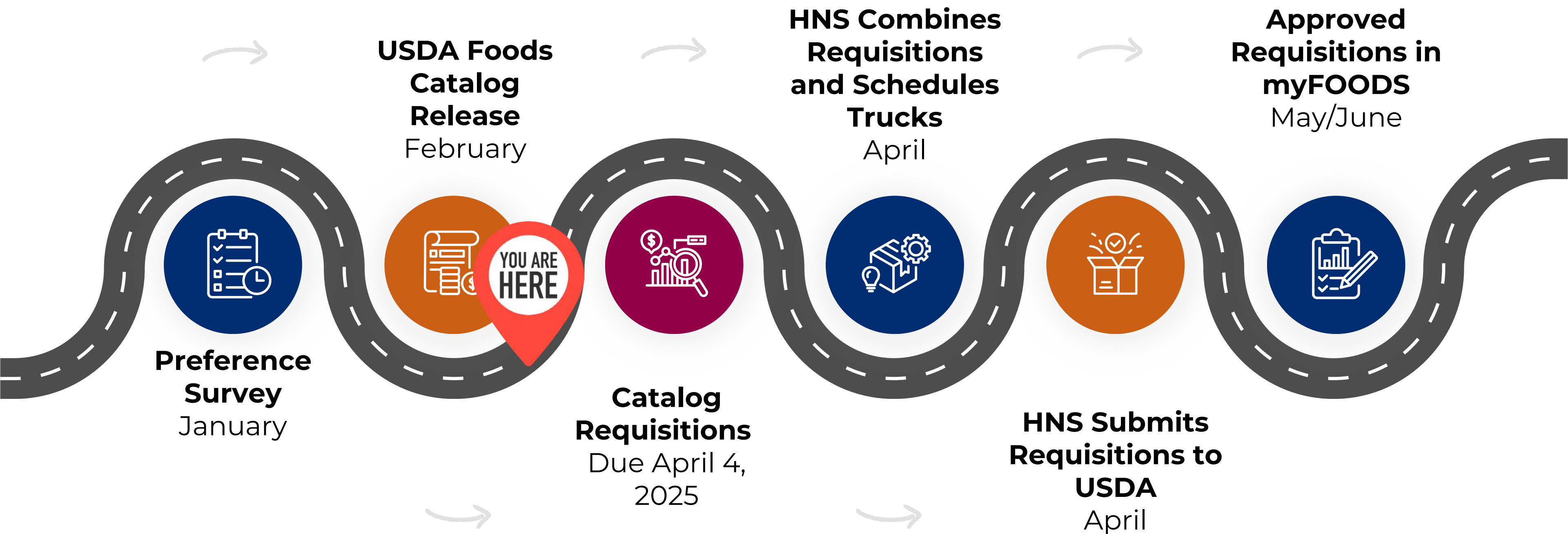
Poll Time

Do you plan on applying for the Fresh Fruit and Vegetable Program?

A Yes

B No

Catalog Requisition Schedule Timeline



USDA Foods Catalog 2025-2026

PRODUCT CATALOG

Start thinking about the food you want to bring in for next year! The Arizona Department of Education Health and Nutrition Services (HNS) would like to thank those who participated in the USDA Foods Annual Preference Survey.

HNS has evaluated your survey choices to create this year's catalog that will provide reliable food supplies for the upcoming school year.



USDA FOODS **PRODUCT CATALOG**

BROWN BOX AND BULK FOR FURTHER PROCESSING ITEMS

RELEASED JANUARY 2024 | ARIZONA DEPARTMENT OF EDUCATION

USDA Foods Catalog Requisitions

BEGINS FEBRUARY 10, 2025

Planning for next school year (Serving Up Nutritious Options with USDA Foods)

Use forecasting and preplanning to determine how much of each item you will need for the upcoming school year

CLOSES APRIL 4, 2025

Any requisitions not submitted will not be included in the preorder process

NEED HELP?

Check out the [What to Expect: USDA Foods in Schools Catalog Requisition Process](#).

USDA Foods are available via three methods:

1. Direct Delivery (**Brown Box**)
2. Bulk for Processing (**End Products**)
3. USDA Department of Defense Fresh Fruit and Vegetable Program (**DoD Fresh**)

USDA Foods Warehouse Contractor

Shamrock Foods is the awarded contractor for warehousing and distribution of USDA Foods in Schools Program In Arizona



WHAT YOU NEED TO KNOW:

- This is for SY 26, Shamrock will continue to be the warehouse contractor.
- 20 case minimum delivery for all SFAs
- Delivery time remains the same: 6:00 a.m. and 2:30 p.m. MST (Arizona time)
- For new customers to Shamrock Foods, account setup may be required


USDA Foods

Market Forecast

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

- Apples
- Broccoli
- Kiwi
- Yams
- Strawberries
- Spinach
- Tangerines
- Multi-color 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

SY 24-25 upLIFT

UPLIFT WEBINAR: UPLIFT WEBINAR SERIES: CONNECTING WITH FARMERS AND GROWERS FEATURING PIVOT PRODUCE!

Join us on **February 18, 2025** at 1:30pm for an engaging session where we dive into the vibrant world of local agriculture. Pivot Produce, a leader in sustainable farming, will share insights on building strong relationships with farmers and growers. Discover innovative practices that prioritize environmental stewardship and community support. Learn how connecting with these essential partners can enhance the quality and sustainability of your food supply. This webinar is not to be missed!

[Click here to register!](#)



Try it Local Promotions

ARE YOU ONE IN A MELON?



WHAT IS IT?

This promotion showcases Arizona's very own locally grown produce and available food options.

HOW DOES IT WORK?

Each month, HNS highlights a food that is grown in Arizona or is easily available in the area by providing an informative resource. This includes fun facts, availability timelines, and unique recipes. For February, the spotlight is on **beets!**

WHY ONE IN A MELON?

The highlight of this promotion is that ****every item can be reimbursed through Try it Local!**** HNS is thrilled to facilitate connections between SFAs and the farmers and producers who can incorporate these Arizona foods into school meals!

One in a Melon February Highlight:

BEETS



BEETS

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

Connect with Local Producers!
SCHOOL INTEREST FORM

FIND BEETS IN ARIZONA

- Farms to get the local produce:
 - Duncan Family Farms: Goodyear, AZ
 - Blue Sky Organic Farms: Litchfield Park, AZ
- Arizona Harvest Months:
 - The best time to plant beets in Arizona is during the cooler months, from October to March.
 - Beets prefer temperatures between 50-70°F, making the fall, winter, and early spring the best time to plant in Arizona.
 - *Beets are typically ready to harvest within 50 to 70 days after planting.*

ARIZONA HARVEST FACTS

- Several beet varieties are well-suited to Arizona's climate, each with its own flavor, color, and growth characteristics. Here are a few popular types:
- Golden Beets: These beets have a mild, sweet flavor and don't stain like red beets. They thrive in cooler weather and mature in 50-60 days.
- Chioggia Beets: This Italian variety has red and white striped roots and a milder flavor. They mature quickly, in about 50-55 days.
- Beetroot is high in folate, is a good source of Vitamin C, and contains significant amounts of potassium and manganese.
- Beet greens are loaded with Vitamin K and are a good source of Vitamin A

LOCAL RECIPE: Best Beet Hummus

- Beets are not only a nutritious vegetable but also a popular source of natural food coloring, thanks to their vibrant red pigment, known as **betalain**.
- **Betalain** is a pigment that provides a range of hues from deep red to purple, making beets an excellent alternative to synthetic dyes in various culinary applications

QUICK MATH: BEETS

ONE POUND FRESH BEETS

11.5, ¼ cups FRESH, paired sticks	7.5, ¼ cups COOKED, Diced	7.5, ¼ cups COOKED, Sliced
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The Turnip the Beet Award recognizes outstanding summer meal program sponsors across the nation who work hard to offer high quality meals to children that are appetizing, appealing, and nutritious during the summer months.

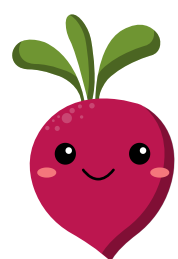
2025 February | One in a Melon | Local Food for Schools
This institution is an equal opportunity provider.

One in a Melon February
Highlight: Beets



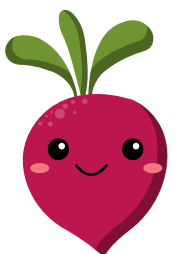
Try it Local

HOW TO SUBMIT FOR REIMBURSEMENT



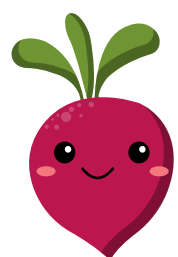
STEP ONE

Purchase minimally processed local or regional foods to be used in school meals.



STEP TWO

Submit invoice or receipt to HNS in ADEConnect: CNP Supplemental Payments.



STEP THREE

Receive reimbursement for all qualifying purchased food.

1

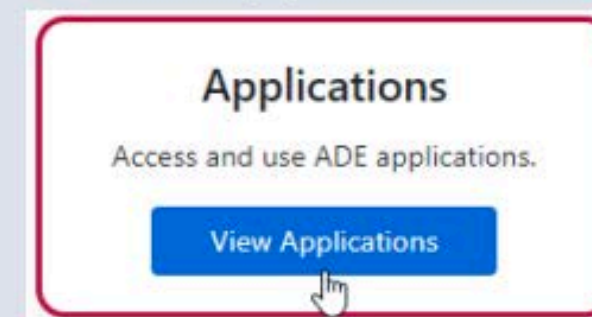
LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

2

SELECT "VIEW APPLICATIONS"

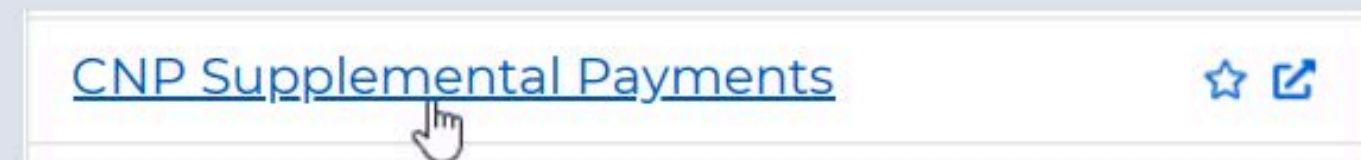
After logging in to ADEConnect, select "View Applications."



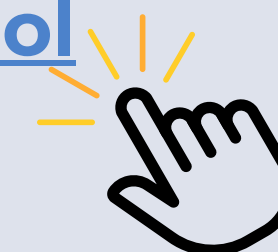
3

SELECT "CNP SUPPLEMENTAL PAYMENTS"

Select "CNP Supplemental Payments" from the list of applications in ADEConnect.



[Try it Local School Interest Form](#)



Quiz Time

True or False. Through Try it Local, schools participating in NSLP can be reimbursed for unprocessed or minimally processed local or regional foods purchased for school meals.

A True

B False

Quiz Time

True or False. Through Try it Local, schools participating in NSLP can be reimbursed for unprocessed or minimally processed local or regional foods purchased for school meals.

A True

B False

True! Through Try it Local, schools participating in NSLP can be reimbursed for unprocessed or minimally processed local or regional produced food purchased for school meals.

National School Breakfast Week

MARCH 3-7

START PREPARING

Ride the wave of excitement with the official 2025 National School Breakfast Week toolkit, available exclusively to SNA members in both English and Spanish, that includes a logistical checklist, recipe ideas, decor inspiration, costume suggestions and more!

[SNA Website](#) 



National School Breakfast Week

GET INVOLVED!

Here are some fun detective-themed breakfast recipes that will add a culinary whodunit twist to your school lunch week:

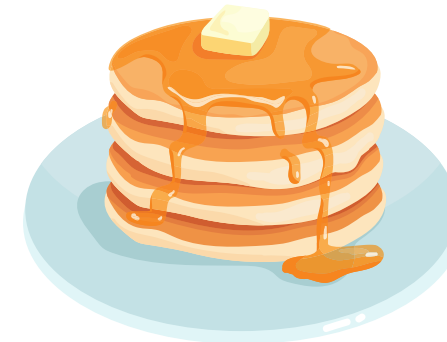
Send pictures of your decorated kitchens and recipes for school breakfast week to your specialist or via HelpDesk. HNS wants to highlight the valley's most creative concoctions.



Mystery Muffins



Clue Cereal Mix



Detective Pancakes



Sleuthy Smoothies

It's More than a Meal Application!

UPDATED RESOURCE

The "It's More Than a Meal" application flyer has recently been updated to include information about SUN Bucks. This resource is now available in both English and Spanish, making it accessible to a broader audience. Schools are encouraged to distribute this flyer to parents, as it effectively explains the significance of meal applications and their direct impact on additional funding benefits.

Why add SUN Bucks?

If a student is eligible for free or reduced-price school meals (NSLP/SBP) through a school meals application, this information is now reported in AzEDS (the information is called the Student School Food Service Program Association) and will give that student automatic eligibility for SUN Bucks without having to fill out a SUN Bucks application.

It's More Than a Meal Application!

The information collected on meal applications for the National School Lunch Program (NSLP) can do more than just provide free and reduced-price meals.



January 2025 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

[It's More than a Meal Application](#)



Summer Meals

WEBINARS

We are pleased to announce an upcoming webinar scheduled for the end of this month. This session will comprehensively address the USDA guidelines focusing on data management and access to Sun Bucks benefits.

Additionally, our April SOT will feature the summer edition, focusing on a variety of important topics, resources, and information related to summer meals to assist you in planning and preparing for the upcoming summer feeding season.

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#).



WHAT YOU NEED
TO KNOW ABOUT
**Data & Access to
SUN Bucks
Benefits**



Health and Nutrition Services
Arizona Department of Education



**Staying on
Track:
SUMMER
EDITION**

April 2025



Health and Nutrition Services
Arizona Department of Education

Staying on Track
School Year
2024-2025

SECTION 3
**Last Month's
Training
Opportunities**



Procuring Local Workshops

IN-PERSON WORKSHOP

This workshop covered 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 **02/05/2025**
- Location: 466 W Congress St, Tucson, AZ 85701 Conference Room 1104
- 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>

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.



Health and Nutrition Services
Arizona Department of Education

TRAINING CURRICULUM

School Nutrition Programs

Program Year 2024

[Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program in Program Year 2025](#)



January'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: January](#)



[Submitting the Verification Summary Report for SFAs that DID NOT Collect Household Applications](#)



[Orientation to the Fresh Fruit and Vegetable Program](#)

Reviews the Fresh Fruit and Vegetable Program and Grants Management Enterprise.



[January UpLift](#)

It offers resources about nutrition, meal choices for your participants, healthy meals, and teach others in your community about your programs.

Suggested Trainings

The How to Request Try it Local Reimbursement in the CNP Supplemental Payments System training is available for those entities that would like to be reimbursed through Try it Local

Let us walk you through the process of purchasing and receiving Try it Local funding for eligible food purchases

- [How to Request Try it Local Reimbursement in the CNP Supplemental Payments System](#)



SECTION 4
**Upcoming
Deadlines &
Communications**



Mark Your Calendars!

FEBRUARY 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!

Thirteen live training opportunities and one in person training await School Nutrition Professionals this February.

For School Nutrition Professionals



Making Breakfast Epic with Peanuts!
February 6, 3:00-4:00 pm EST
Webinar | [Register with SNS](#)

Professional Standards Key Area(s): 1000 Nutrition



CICN: How to Transition to Scratch Cooking in Schools - First Steps

February 8, 3:00-4:00 pm EST

Webinar | [Register with ICN](#)

Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 4000 Communications & Marketing



Staying on Track: February

February 7, 1:30-2:30 pm MST

Webinar | [Register in APLD](#)

Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 3000 Administration



State Nutrition Action Committee Summer Food Service Program Work Group - Operator Meeting

February 10, 1:00-2:00 pm MST

Work Group Meeting | [Register in Zoom](#)

Professional Standards Key Area(s): Not Applicable



Procuring Local Workshop (Phoenix)

February 12, 8:30-12:00 pm MST

In-Person Workshop | [Register in APLD](#)

Professional Standards Key Area(s): 3000 Administration



School Meal Advocacy in 2025

February 12, 3:00-4:00 pm EST

Webinar | [Register with SNS](#)

Professional Standards Key Area(s): 4000 Communications & Marketing



Breakfast Menu That Students Love

February 13, 2:00-3:00 pm EST

Webinar | [Register with No Kid Hungry](#)

Professional Standards Key Area(s): Not Applicable



upLIFT: Connecting with Farmers and Growers Featuring Pivot Produce!

February 18, 1:30-2:00 pm MST

Webinar | [Register in APLD](#)

Professional Standards Key Area(s): 1000 Nutrition



Meal Talk Webinar: Reducing Sodium

February 20, 1:00-2:00 pm MST

Webinar | [Register with USDA FNS](#)

Professional Standards Key Area(s): 1000 Nutrition



Summer Meals: Serving Kid-Friendly, High-Quality Meals

February 20, 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

February 24, 1:00-2:00 pm MST

Work Group Meeting | [Register in Zoom](#)

Professional Standards Key Area(s): Not Applicable



What You Need to Know About Data & Access to SUN Bucks Benefits

February 26, 1:30-2:30 pm MST

Webinar | [Register in APLD](#)

Professional Standards Key Area(s): 3000 Administration



STAR: Mastering Scratch Cooking in Schools

February 27, 3:00-4:00 pm EST

Webinar | [Register with ICN](#)

Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations

For more information and links to register, check your inbox for the [HNS Events Forecast: February 2025](#) from HNS Communications!

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- USDA Catalog Requisition
- Information on HB 2164 and HB 2213
- SNPAC Survey
- Summer Meals and SUN Bucks Information
- National School Breakfast Week
- USDA Foods Entitlement for SY26
- FFVP Application Opens in March
- FSMC Formal, and Informal Contract Information and Deadlines
- 2025-2026 Renewal Email Notifications for FSMC and Formal Catering Contracts



In Our Drafts

UPDATES ON CURRENT HOUSE BILLS

- Representative Biasiucci from District 30 introduced HB 2164, which aims to prohibit synthetic food dyes and four additional ingredients in foods and beverages sold or served to students on school campuses. This bill is scheduled for consideration today by the House Education Committee. HNS will provide updates as this legislation progresses through the legislative process.
- Additionally, HB 2213 successfully passed the House Education Committee with a 9-3 vote last Tuesday. This bill seeks to extend the current funding allocated for reduced-price meal co-pays. We will also keep you informed about its journey through the legislature.



February Checklist

February 1 - February 10

Submit January reimbursement claims (best practice)

February 10

Catalog Requisitions Open

February 18

upLIFT Your Voice

February 29

December 60-day claiming deadline

February

Check your email if you are interested in 2025-2026 RFP Bidding for FSMC and Formal Catering

Daily

- Complete production records
- Count meals at the point of service
- Complete Daily Edit Checks

This month...

- Register for the upcoming upLIFT Webinar:
 - Webinar- upLIFT Your Voice
 - February 18, 2025, 1:30-2:00pm
- Verify that each operating site is on track to receive at least **two food safety inspections** during the program year
- Keep an eye out for HNS updates as house bills 2164 and 2213 bills moves through the legislature
- Equipment Grant Application
 - **Deadline: MARCH 7, 2025**
- FFVP (Fresh Fruit & Vegetable Program)
 - **Applications OPEN: March 1, 2025**

Key Contract Dates

March 7th, 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



Poll Time

Have you received at least ONE Health Inspection so far this school year?

A Yes

B Not yet



Join Us Next Month!

Staying On Track

March 4, 2025

1:30-2:30 pm

We will be reviewing recently released HNS Communications and 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: February 2025**

Information to include when documenting this training for Professional Standards:

Training Title: February Staying on Track

Key Areas: 1000 - Nutrition, 2000 - Operations, 3000 - Administration, 4000 - Communications and Marketing

Learning Codes: 1130, 1170, 1230, 2150, 2300, 2440, 3430, 3500, 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: February 2025- Staying on Track

Key Areas: 1000 - Nutrition, 2000 - Operations, 3000 - Administration, 4000 - Communications and Marketing

Learning Codes: 1130, 1170, 1230, 2150, 2300, 2440, 3430, 3500, 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

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