

Staying on Track

March 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: March Staying on Track

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

Learning Codes: 2430, 2450, 3110, 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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 directors an opportunity to submit questions, that ADE can expand on in later communications.

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: February HNS Communications Recap

Section 2: Communication Hot Topics

Section 3: Last Month's Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

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



Memorandums



SP 09-2025: BUY AMERICAN ACCOMMODATION PROCESS FOR SCHOOL YEAR 2025-2026

Provides the State agency the ability to approve temporary relief for School Food Authorities that demonstrate they cannot meet the thresholds for non-domestic food purchases established in regulations 7 CFR 210.21(d)(5) and 7 CFR 220.16(d)(5) for school year 2025-2026.

Key takeaways: SFAs seeking a temporary accommodation from the Buy American threshold requirement of no more than 10 percent of total commercial food expenditures, using the streamlined process for SY 2025-2026, should complete and submit to their State agency the “SFA Accommodation Plan SY 2025-2026” that is attached to this memorandum.



HNS 02-2025: 2025 SUMMER EBT SUN BUCKS SCHOOL FOOD AUTHORITY REQUIREMENTS AND INFORMATION

Provides important information for School Food Authorities (SFA) regarding the 2025 Summer EBT SUN Bucks program, eligibility requirements, and SFA’s role in reporting student enrollment and free and reduced-price eligibility information to the Arizona Department of Education (ADE). This memorandum also reminds SFAs of the available SUN Bucks training and resources available to assist with reporting accurate student data and communicating with student households regarding the 2025 SUN Bucks program.

All memorandums that pertain to operators of Child Nutrition Programs in Arizona are available online at www.azed.gov/hns/memos/.

Announcements and Resources



LEGISLATIVE ACTION UPDATE ON HB 2164

The Arizona House of Representatives has passed HB 2164 with a 59-0 vote (one member not voting). The bill will move to the Arizona Senate for further consideration. The progress of the bill can be tracked by clicking on this [link](#).

This bill restricts public schools from serving or selling ultra-processed food on the school campus during the normal school day and defines for the purpose of this bill, ultra processed foods with specific ingredients listed on the bill.



USDA RAMADAN WAIVER: OPT-IN FOR OPERATORS

All NSLP operators wishing to utilize this waiver must opt into this waiver by completing the Ramadan Participation Form. The form must be submitted via HelpDesk ticket by February 26th, 2025. This waiver may also be requested by CACFP operators of Emergency Shelters, Adult Day Care Centers, Outside-School-Hours Care Centers, and At-Risk Afterschool Care Centers. This waiver is intended to support eligible program operators in continuing to offer nutritious meals to participants who are in attendance and fasting in observance of Ramadan. To access the form [click here](#).

Announcements and Resources



THE ARIZONA FARM TO SCHOOL NETWORK SHARES NEW UPDATED RESOURCES

The Arizona Farm to School Network is excited to share some opportunities to get involved, find support, and share resources!

Plant a Seed: Free Seeds for School Gardens!

Slow Food USA is excited to support school gardens with FREE seeds. [Register here for FREE seeds](#)

Grants & Funding Opportunities:

For more information about the Arizona National Farm to School Network and its resources, please visit the National Farm to School Network [website](#).



THE SCHOOL NUTRITION PROGRAMS ADVISORY COUNCIL SCHOOL YEAR 2024-2025 INPUT SURVEY

The School Nutrition Programs Advisory Council (SNPAC) is comprised of dedicated school nutrition professionals who will advise the Arizona Department of Education Health and Nutrition Services (HNS) on issues that impact growth, compliance, and nutrition integrity in Arizona school nutrition programs. Your responses to the survey will help HNS develop agenda topics for the SNPAC meetings with a goal of gaining a greater understanding of needs, challenges, and priorities within the school nutrition programs. Please take a moment to complete the survey below.

SECTION 2
Hot Topics



Annual Reporting of Identified Students and Enrollment Data

Prepare to collect data for the REQUIRED annual identified student reporting.

All SFAs must report identified student and enrollment data as of **April 1st**, for each site in their LEA, to HNS by **April 15th**. Identified students are students directly certified for free meals through any means other than a household application.

Required Annual ISP Reporting	
Collect Identified Student and Enrollment Data for each Site	April 1, 2025 <i>*Do not take counts prior to April 1</i>
Review Partial Matches	Prior to Reporting
Report the required data for each site within <i>CNP Direct Certification</i> in ADEConnect 'CEP Data Collection'	Prior to April 15, 2025

Annual ISP Reporting Timeline

April 1

SFAs determine identified student and enrollment counts

April 15

Deadline for LEAs to submit identified student and enrollment counts to ADE for each site within CNP Direct Certification in ADEConnect 'CEP Data Collection'

May 1

ADE publishes a site level notification list of all eligible and near eligible CEP sites

June 30

CEP application and supporting documentation are due to ADE

Quiz Time

True or False. Only schools operating CEP need to collect their identified students and enrollment on April 1 and report it as of April 15.

A True

B False

Quiz Time

True or False. Only schools operating CEP need to collect their identified students and enrollment as of April 1 and report it as of April 15.

A True

B False

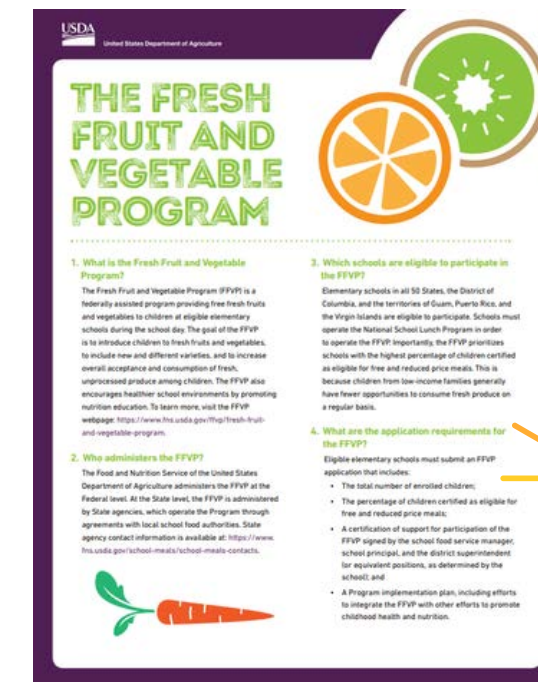
Every school is required to collect identified students and enrollment as of April 1 and report it as of April 15.

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)?

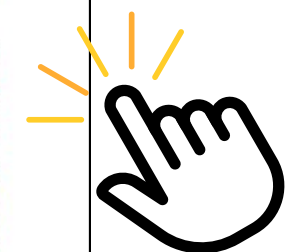
- Federally assisted program providing free fresh fruits and vegetables to children at participating elementary schools during the school day.
- Introduce children to fresh fruits and vegetables, including new and different varieties, and aims to increase overall acceptance and consumption of fresh,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



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

SFAs participating in the FFVP must be able to assume responsibility for the administration of the program. As an operator, an SFA will:

- widely publicize FFVP at sites;
- serve fresh fruits and vegetables a minimum of twice per week outside of the NSLP and SBP meal periods and during school hours;
- provide nutrition education once per week; and
- follow all reporting requirements and maintain full and accurate records.



Equipment Grant

The 2025 NSLP Equipment Grant Application opened on 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!

Poll Time

Do you plan on applying for the Equipment Grant?

A Yes

B No

USDA Foods in Schools Program Overview

Sometimes referred to as "commodities"

This program supports domestic nutrition programs and American agricultural producers by facilitating the purchase of local agricultural products for schools and institutions.

States receive entitlement funds, enabling schools to acquire these products effectively.

WHY PARTICIPATE IN THE USDA FOODS IN SCHOOLS PROGRAM?

Each year, School Food Authorities (SFAs) receive entitlement funds to purchase USDA Foods and DoD Fresh produce. The amount of funding allocated to each school is determined by the number of lunches claimed for reimbursement in the National School Lunch Program (NSLP) during the previous completed year. These allotted funds are used to enhance your school meals at REDUCED or NO COST!



ENTITLEMENT PLANNING

Once issued entitlement funds, participating operators may use them to purchase foods in three ways:

01**Direct Delivery/Brown Box***

Cases of a variety of food items (canned, frozen, dry, etc)

02**Processing***

Raw products purchased in bulk for further processing (e.g. chicken for chicken nuggets)

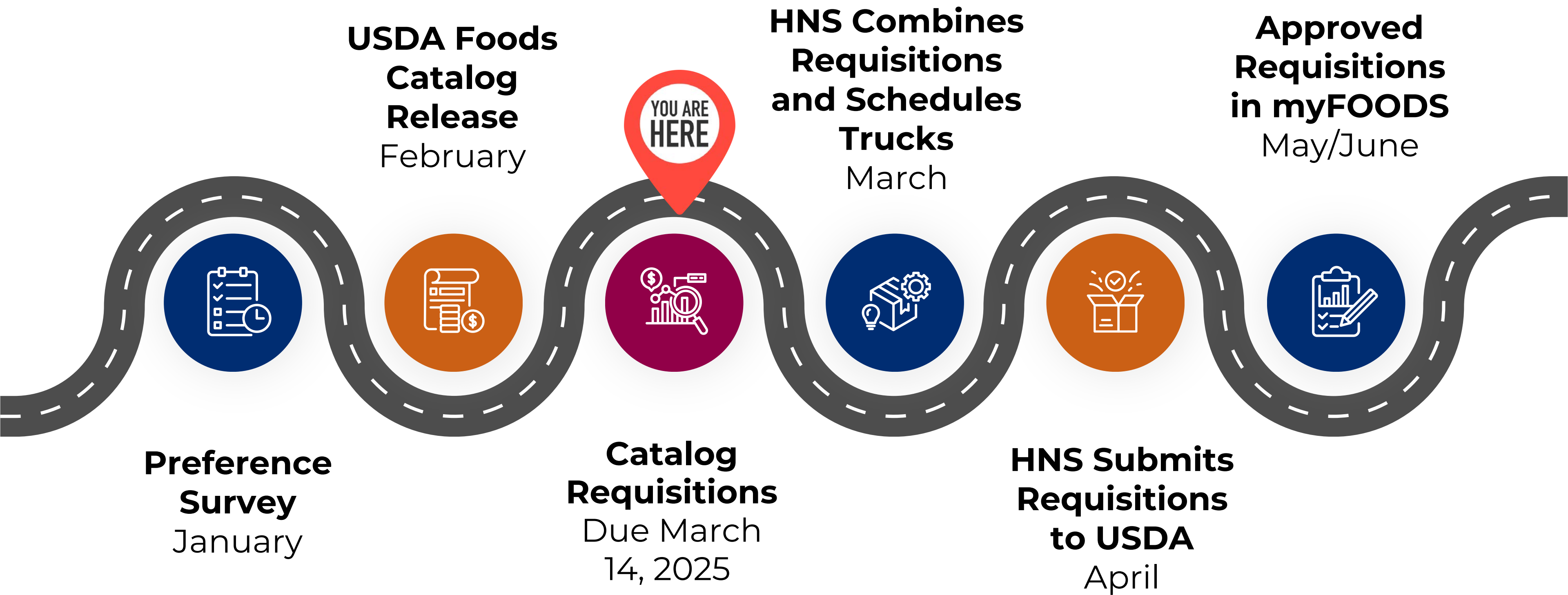
03**DoD Fresh****

Seasonal Fresh fruits and vegetables

*From the USDA Foods Product Catalog (Administrative fees apply)

**No administrative fees apply for these food items

USDA Foods in Schools Timeline



USDA Foods Catalog 2025-2026

CATALOG REQUISITIONS CLOSE MARCH 14, 2025

- Easy to read, printable guide which allows for organization and proper planning of USDA Donated Foods in SY26.
- Stay organized while utilizing this guide to assist in accurate monthly menu projections for SY26.

NEED HELP?

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

WANT TO APPLY?

Simply email: USDAFoods@azed.gov



Resource Summary

USDA FOODS - HNS WEBSITE

Manual:

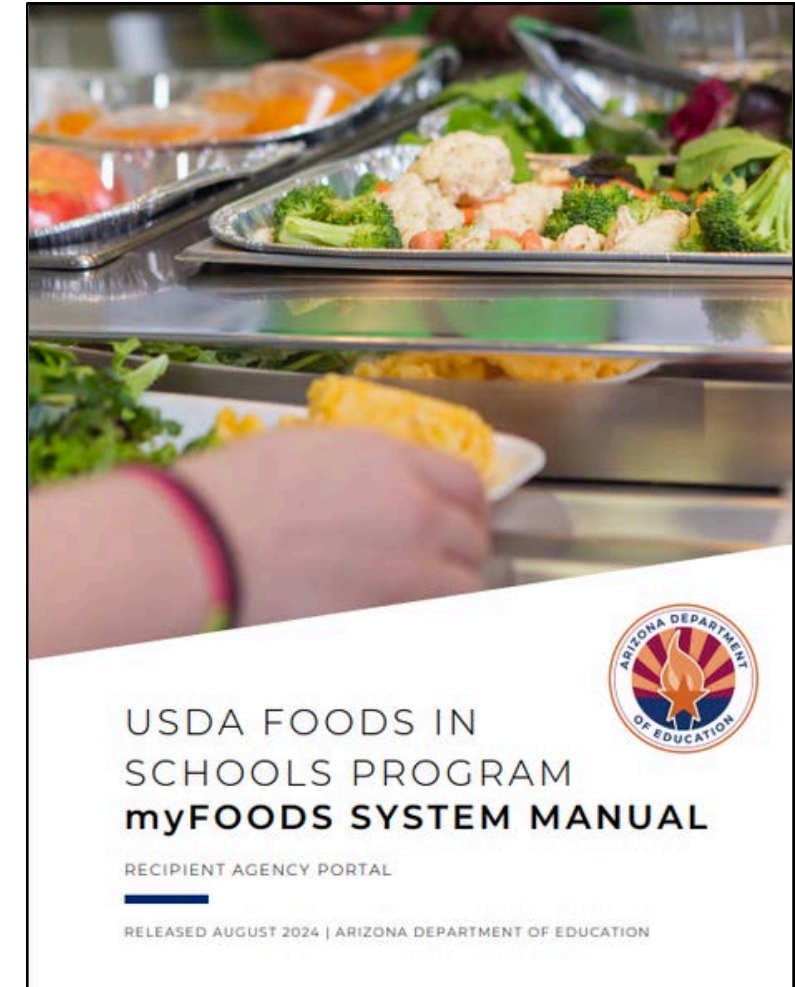
- [USDA Foods in Schools Program: myFOODS Systems Manual](#)

Trainings:

- [What to Expect: USDA Foods in Schools Catalog Requisition Process](#)
- [Step-by-Step Instruction: How to Create a Brown Box Catalog Requisition](#)
- [Step-by-Step Instruction: How to Create a Processing Catalog Requisition](#)
- [Step-by-Step Instruction: How to Create a Surplus Catalog Requisition](#)
- [Step-by-Step Instruction: How to Schedule a Shipment and Complete a Shipment Verification](#)

Resources:

- [USDA Foods Product Catalog](#)



Resource Summary

USDA FOODS - MYFOODS ORDERING SYSTEM

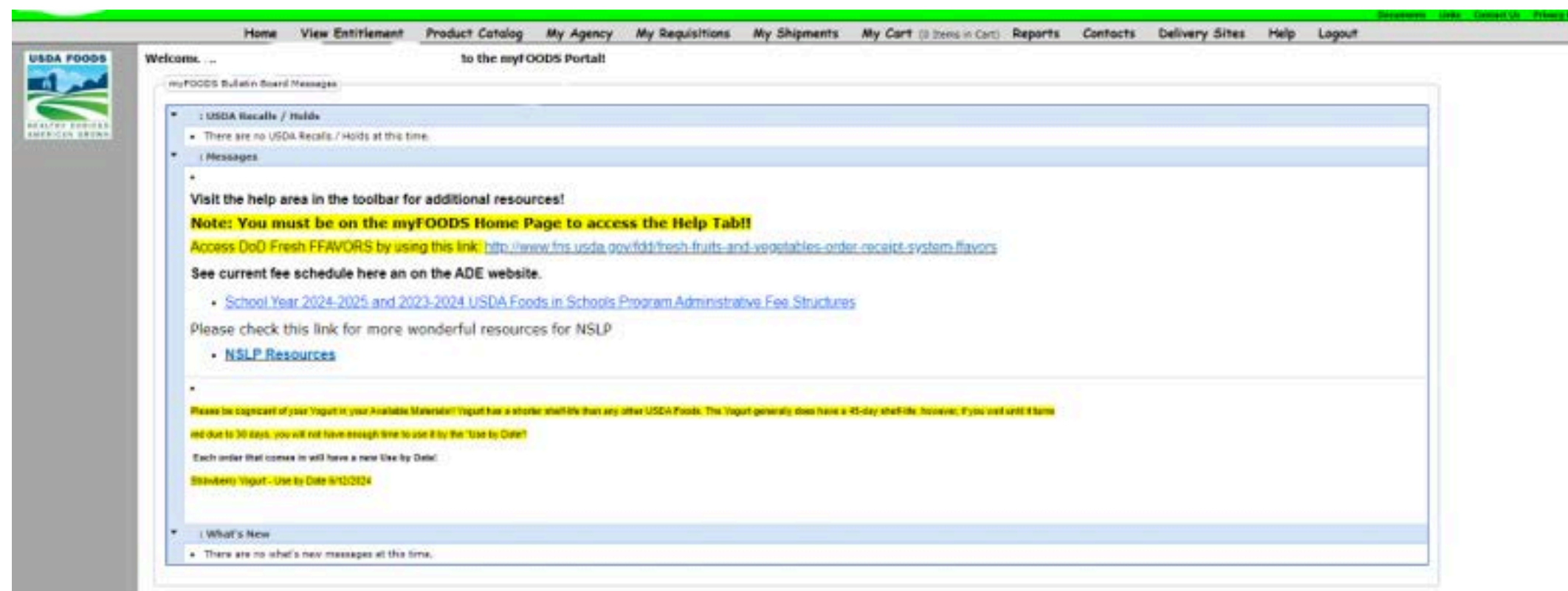
Manual:

- [USDA Foods in Schools Program: myFOODS Systems Manual](#)

Toolbar:

The homepage consists of a unique toolbar featuring quick tabs to

- View Entitlement
- Product Catalog
- Documents
- My Requisitions
- My Shipments
- My Cart
- Reports
- Contacts
- Delivery Sites



Bulletin Board:

The bulletin board displays messages entered by ADE. Messages consist of new announcements, USDA Recalls/Holds, reminders and updates.


USDA Foods

Market Forecast

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

- Carrots
- Multi-color cauliflower
- Salad, Spring Mix
- Blood Orange
- Cilantro
- Kale

 USDA FOODS MARKET FORECAST DIRECT DELIVERY MARCH 2025		
Key: ■ Shipped ■ Arrived ■ Cancelled		
DAIRY		
	#	Category
CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB	100012	Dairy
CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	Dairy
CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ	110396	Dairy
CHEESE PROCESS YEL SLC LVS-6/5 LB	100018	Dairy
YOGURT HI PROTEIN BLUEBERRY CUP-24/4 OZ	110400	Dairy
VEGETABLES		
	#	Category
CORN WHOLE KERNEL(LIQ) CAN-6/10	100313	Vegetable
POTATOES WEDGE FAT FREE FRZ PKG-6/5 LB	100356	Vegetable
MEAT/MEAT ALTERNATES		
	#	Category
BEANS PINTO CAN-6/10	100365	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
TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	110554	Meat/Meat Alternate
TURKEY HAM SMKD SLC FRZ PKG-8/5 LB	110911	Meat/Meat Alternate
FRUITS		
	#	Category
APPLESAUCE CUP-96/4.5	110361	Fruit
MIXED BERRY FRZ CUP-96/4.0Z	110859	Fruit
MIXED FRUIT EX LT CAN-6/10	100212	Fruit
PEACHES CLING DICED EX LT CAN-6/10	100220	Fruit
PEACHES CLING SLICES EX LT CAN-6/10	100219	Fruit
PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	100241	Fruit
PEARS DICED EX LT CAN-6/10	100225	Fruit
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	Fruit
STRAWBERRY SLICES UNSWT IQF CTN-6/5 LB	110860	Fruit

Arizona Try it Local programs.

UPDATE ON LOCAL FOOD FOR SCHOOLS FUNDING, INCLUDING ARIZONA TRY IT LOCAL REIMBURSEMENTS

ADE's latest Local Food for Schools (LFS) claim was returned, and ADE has been guided to submit only those Try It Local claims that occurred before January 20. At this time, we have not received any additional information or guidance. ADE wants to make those operators continuing to purchase and submit reimbursements through LFS/Try It Local aware of this development. ADE will continue to update the field as we are provided with additional information.



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 March, the spotlight is on **ground beef!**

WHY ONE IN A MELON?

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 March Highlight:

GROUND BEEF



MOOOOVE Over Local Produce, March is All About Local

GROUND BEEF



FIND BEEF IN ARIZONA

- American Arrow Beef Company: Saint Johns, AZ
- Arizona Grass Raised Beef Co: Camp Verde, AZ
- Heartquist Hollow Farm: Winkelman, AZ
- Jackson Ranch, Huachuca City, AZ
- K4 Copper State Reserve: Prescott, AZ
- KB Farm and Pantry: Springville, AZ
- The Meat Shop: Phoenix, AZ

UPLIFT Don't miss "A Success Story w/ Osborn School District - Procuring Local Beef".

Join us March 18, 2025, at 1:30pm for a Webinar focused on sourcing local beef into Arizona's school meal programs.

ARIZONA BEEF FACTS

- Cattle are raised in every county in Arizona.
- There are 970,000 cattle and calves in Arizona and is ranked 31st in the Nation.
- Arizona cattle ranches produce enough beef to feed more than 8 million Americans every year.
- There are at least 50 breeds of beef cattle, but fewer than 10 make up most cattle produced. Some major breeds are Angus, Hereford, and Brahman.
- Beef is a complete, high-quality protein source, providing all the essential amino acids that the body requires to build, maintain, and repair its tissues.
- Grass-Fed: This label means that the cattle were raised on a grass diet for at least part of their life.

LOCAL RECIPE:

Fiesta Beef Breakfast Nachos

Celebrate **National School Breakfast Week (NSBW)** during the first week in March by adding a new item on your breakfast menu. Crunchy tortilla chips covered in seasoned, ground beef, scrambled eggs, and fresh salsa.

- 10 pounds Locally, sourced, fresh ground beef, 1 ½ cups Onion and herb seasoning blend (no salt added), ¼ cup Garlic, granulated, 2 cups Water
- 1½ pounds Eggs, scrambled (1 pound 14 ounces)
- 7 ½ pounds Corn tortilla chips
- 15 cups Fresh salsa (made from locally harvested produce)



QUICK MATH: BEEF



**1 POUND (1#)
FRESH, GROUND BEEF**

10% fat 12, 1 oz cooked, lean meat	15% fat 12, 1 oz cooked, lean meat	20% fat 11, 1 oz cooked, lean meat
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One in a Melon March
Highlight: Ground Beef

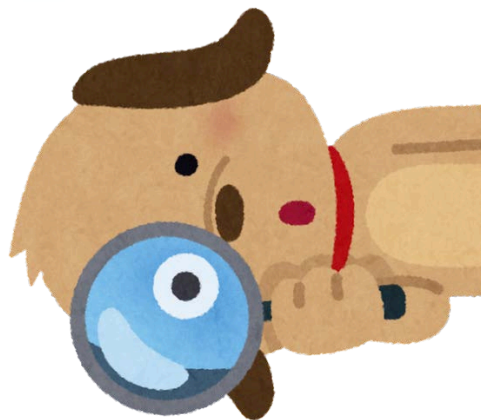


? National School Breakfast Week

MARCH 3-7

National School Breakfast Week (NSBW) 2025 is March 3 to March 7, 2025. This week emphasizes the vital role that a nutritious school breakfast plays in promoting student success while also spotlighting the national School Breakfast Program.

This year's theme, "Clue In to School Breakfast," celebrates the National School Breakfast Program and the many ways it gives kids a great start every day. Send pictures of your decorated kitchens and recipes for school breakfast week to your specialist or via HelpDesk.



National School Breakfast Week

MARCH 3-7

No Kid Hungry is collaborating with five talented school meal professionals to provide engaging daily video resources. We are happy to announce that yesterday **Salt River Schools in Scottsdale** was highlighted. Shannon Reina, the Food Services Manager shared her Wheat Berry Parfait recipe.



Triple Berry Parfait recipe

National School Breakfast Week

BEEF. IT'S WHAT'S FOR BREAKFAST.

To tie in School Breakfast Week with the March One in a Melon promotion highlighting ground beef, we have curated a list of recipes for you to explore this week. All locally sourced beef purchased for these recipes goes directly to support agriculture in Arizona.



Fiesta Beef Breakfast Nachos

tasty tortilla chips
covered in beef,
egg, and salsa



Hash Brown Stacker - USDA Recipe for Schools

A hash brown is topped
with lean ground beef
and all the traditional
burger toppings.

National School Breakfast Week

BEEF. IT'S WHAT'S FOR BREAKFAST.

If you are seeking recommendations for purchasing locally sourced beef, here are some suggestions:

Arizona Grass Raised Beef Co - 212 Finnie Flat Rd, Camp Verde, AZ 86322

K4 Copper State Reserve - Prescott, AZ 86302

Heartquist Hollow Farm - 4965 N S Camino Rio Rd Winkelman, AZ 85192

American Arrow Beef Company - 610 W Cleveland St. Saint Johns, AZ, 85936



SY 24-25 upLIFT

UPLIFT WEBINAR: PROCURING LOCAL BEEF - A SUCCESS STORY WITH OSBORN SCHOOL DISTRICT

Join us on **March 18, 2025** at 1:30pm for an exciting webinar focused on integrating local beef into school lunch programs in Arizona. This session will highlight the unique opportunities and challenges of sourcing local beef, for school meals. School nutrition professionals will discover innovative strategies to utilize the local agricultural bounty, ensuring fresh and flavorful options for students. Attendees can expect to gain practical tips and valuable insights for procuring local beef, enhancing mealtime experiences, and supporting local farmers. Don't miss this chance to expand your knowledge and bring exciting new flavors to your school lunch offerings!

[Click here to register!](#)





Farm Fresh Challenge

PROGRAM YEAR 2025

April 1-30, 2025

The Program Year 2025 Farm Fresh Challenge is an HNS initiative designed to empower CNP operators to cultivate excitement around fresh and locally sourced foods. Participating operators must complete a series of challenges within the month of April that promote participants' tasting, teaching, and connection to foods local to Arizona.

Click on Taste, Teach, and Connect for challenge criteria and ideas on where to start! Click on Report Results to share how you completed the challenge!

START

TASTE
Serve local products

TEACH
Host educational activities

CONNECT
Promote activities

Report Results

FINISH



2025 Farm Fresh Challenge

BEGINS APRIL 1

The Program Year 2025 Farm Fresh Challenge is an HNS initiative designed to empower CNP operators to cultivate excitement around fresh and locally sourced foods. Participating operators must complete a series of challenges within the month of April that promote participants' tasting, teaching, and connection to foods local to Arizona.

HINT: If you've taken part in One-in-a-Melon, Try it Local, or upLIFT, you're already ahead of the game!

Farm Fresh Challenge Criteria

Farm Fresh Challenge

PROGRAM YEAR 2025

TASTE

PROCURING LOCAL FOODS

Fruits and vegetables are a great place to start thinking about purchasing from local growers, but dairy, meat, poultry, and grains may be sourced locally as well. Purchasing local foods during their peak season is a great way to support local agriculture, introduce new foods at their peak freshness, and obtain products at a competitive price. Local ingredients can be purchased from 1) direct sources -farmers, farmers markets, producer food hubs/co-ops, or gardens, or 2) indirect sources - food distributors, food retailers, food banks, meal vendors, or food service management companies *as long as all procurement principles and regulations are followed.*

WHERE TO START:

- What's **ALREADY** local on your menu?
 - Look at your records or ask your distributor or meal vendor for a report on items you purchase that meet your definition of local.
- What **COULD** be local?
 - Conduct a menu audit. Can any menu items be easily replaced by local items?
- Use the Good Food Finder when menu planning.
 - The [Farm to School: Good Food Finder](#) has many resources to use for procuring local foods when menu planning.

TASTE CHALLENGE:

- The copper tier is awarded to sites that can procure **three** "easy to reach" local items (milk, fruit or vegetable). Fruits and vegetables can be counted more than once if more than one variety is served.
- The silver tier is awarded to those who accomplished the copper tier and **one** additional "hard to reach" local item (whole grain or meat/meat alternate).
- The gold tier is awarded to those who accomplished the copper tier and **two** additional "hard to reach" local items



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Farm Fresh Challenge

PROGRAM YEAR 2025

TEACH

EDUCATIONAL ACTIVITIES:

Implementing nutrition education through fun activities centered around agriculture is a great way to keep children engaged and improve attendance at your sites. Simple, fun activities such as teaching children basic cooking skills, visiting a local farm or farmers market, helping out in a garden, or learning how food is grown are great ways to incorporate local foods into age-appropriate nutrition education activities.

WHERE TO START:

- Determine what kinds of activities would work best for the population you serve (age group, group size, etc.) and your site (volunteers, space availability, availability of on-site gardens or nearby farms, etc.). There are many free resources that can be used for educational activities.
- Consider doing some of the following agricultural enrichment activities:
 - Offer [taste test](#) with locally produced foods.
 - Provide [nutrition education](#) or [curriculum](#) on local crops.
 - Host cooking demonstrations using local foods or share recipe cards.
 - Take a field trip to a farmers market or a farm.
 - Invite a farmer to visit your summer meals site.
 - Conduct on-site garden activities.
 - Create and send newsletters home with recipes, farmers market tips, etc.
 - [Hold a Harvest of the Month educational event](#)

TEACH CHALLENGE:

Host a minimum of **two educational activities** themed around Arizona local food and agriculture.



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Farm Fresh Challenge

PROGRAM YEAR 2025

CONNECT

PROMOTING LOCAL FOODS:

Promoting local food use in schools highlights your efforts and connects the community to local growers. There are many benefits to promoting local foods, such as supporting local farmers and businesses and incorporating fresh and seasonal produce on your school menus. By sharing delicious recipes, farmer's market finds, and stories behind local food producers, you can create a stronger sense of connection and appreciation for the food served to your students and the people who grow it.

WHERE TO START:

- Determine how you would like to promote your items on social media.
- Highlight local ingredients on the menu - you can use the name of the farm or farmer if you know it on the service line!
- Send newsletters to families or secure a feature in a local media outlet about local foods served.
- Use the following post topics as inspiration:
 - [Using local ingredients](#)
 - Incorporating agriculture-based education activities
 - Participating in gardening activities.
- Participate in [Harvest of the Month](#) and highlight a local fruit or vegetable for the month of April.

CONNECT CHALLENGE:

Promote your challenge activities via a social media post, magazine feature, newspaper article, etc.



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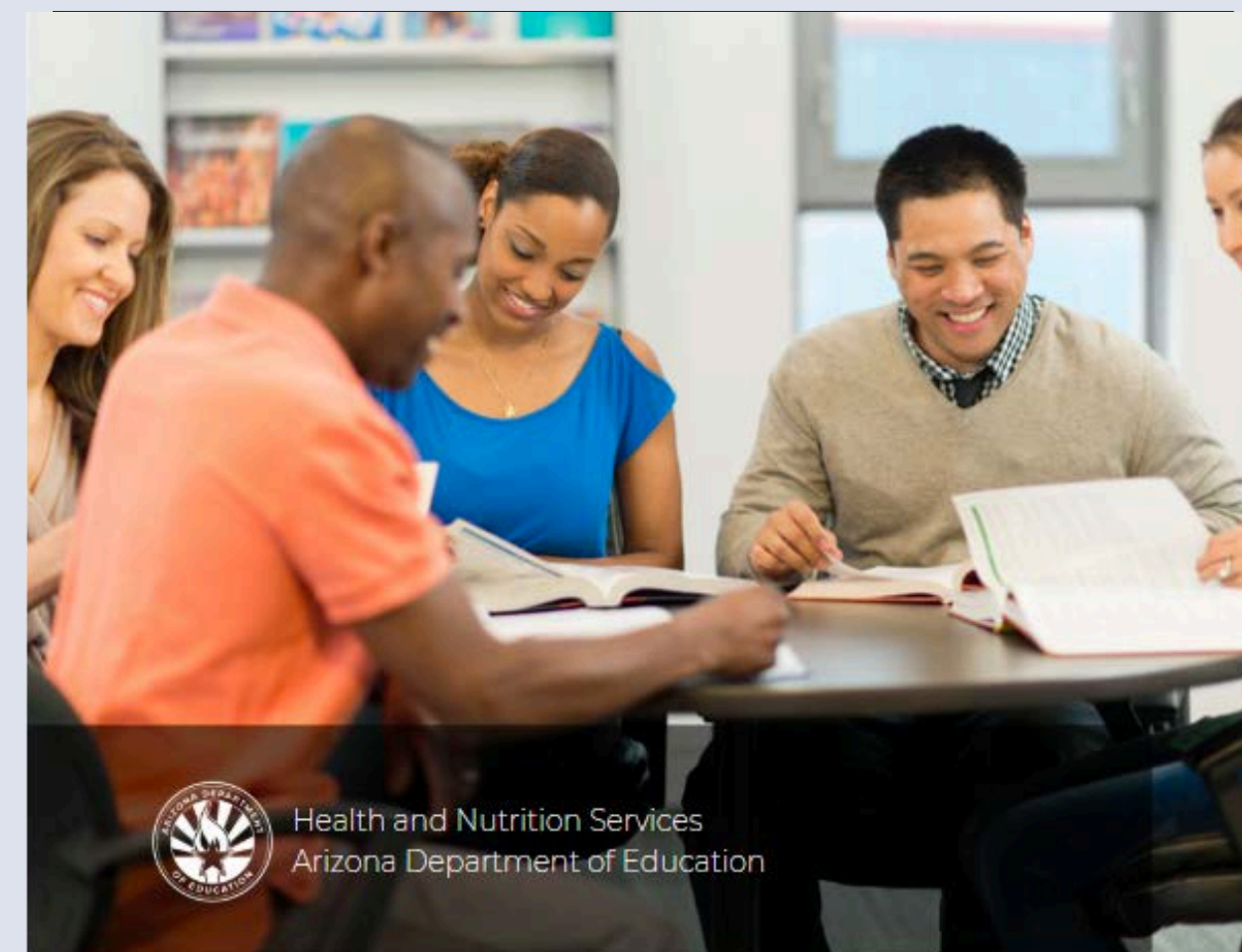
SECTION 3
**Last Month's
Training
Opportunities**



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](#)



February'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: February



Data & Access to SUN Bucks Benefits

Provides information on SUN Bucks basics, automatic eligibility and AzEDS data designations, using the CNP Summer EBT- SUN Bucks Portal, as well as vital information about the SUN Bucks application.



Implementing the Community Eligibility Provision

Provides an overview of CEP



February upLIFT

Pivot Produce shared insight into sustainable farming, building strong relationships with farmers and growers, and innovative practices that prioritize environmental stewardship and community support.

Suggested Resource

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick guides are intended to compliment ADE's Step-by-Step Instruction: How-to Guides.

- [How to Collect and Report Identified Student and Enrollment Counts](#)



How to Collect and Report Identified Student and Enrollment Counts



Health and Nutrition Services
Arizona Department of Education

SECTION 4
**Upcoming
Deadlines &
Communications**

















Mark Your Calendars!

MARCH 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!

 **Ten live training opportunities await School Nutrition Professionals this March.**

	<p>Staying on Track: March March 4, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 3000 Administration</p>	
	<p>Procuring Local Workshop (Flagstaff) March 5, 9:30-12:00 pm MST In-Person Workshop Register in APLD Professional Standards Key Area(s): 3000 Administration</p>	
	<p>CICN: A Roadmap for Success: Competencies, Knowledge, and Skills for Chefs in Schools March 6, 3:00-4:00 pm EST Webinar Register with ICN Professional Standards Key Area(s): 3000 Administration</p>	
	<p>Expanding Your Reach: Planning Your Summer Meal Service March 6, 3:00-4:00 pm EST Webinar Register with No Kid Hungry Professional Standards Key Area(s): Not Applicable</p>	
	<p>State Nutrition Action Committee Summer Work Group - Operator Meeting March 10, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable</p>	
	<p>Reaching Rural Families with Grab & Go: Ideas for Transforming Summer Meal Programs March 13, 3:00-4:00 pm EST Webinar Register with No Kid Hungry Professional Standards Key Area(s): Not Applicable</p>	 
	<p>upLIFT: A Local Beef Success Story March 18, 1:30-2:00 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition</p>	
	<p>Smart Hiring: Leveraging Student Workers for Impactful Summer Meal Programs March 20, 3:00-4:00 pm EST Webinar Register with No Kid Hungry Professional Standards Key Area(s): Not Applicable</p>	 
	<p>A Deep Dive into the Community Eligibility Provision March 20, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): Not Applicable</p>	
	<p>State Nutrition Action Committee Summer Food Service Program Work Group - Operator Meeting March 24, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable</p>	

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Summer-EBT
- Summer Meals Information
- USDA Foods Entitlement for SY25
- One in a Melon for April: Carrots
- Informal Catering Contract Information
- Collecting and reporting annual identified student data
- Processing Diversion Fee for Service Pricing for SY 25



March Checklist

March

Prepare for collecting the required annual identified student and enrollment counts.

March 1 - March 10

Submit February reimbursement claims (best practice)

March 19

upLIFT Webinar

March 31

January 60-day claiming deadline

March 31

Get ready for reporting annual identified student and enrollment data.

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: Unlocking Opportunities: Grants, Awards, and Recognition for Your Program!
 - March 19, 2024, 1:30-2:00 pm
- Verify that each operating site is on track to receive at least **two food safety inspections** during the program year
- Equipment Grant Application
 - **Deadline: March 7, 2025**
- FFVP (Fresh Fruit & Vegetable Program)
 - **Applications OPEN: March 1, 2025**

Reminder: Ensure the civil rights non-discrimination statement is on all SFSP outreach materials.

Poll Time

Are you planning to participate in Summer Feeding either as a site or sponsor?

A Yes

B No



Join Us Next Month!

Staying On Track - SUMMER EDITION

April 1, 2025
1:30-2:30 pm

This Staying on Track will be dedicated to all things Summer Feeding. Tune in for information that will set you up for summer success!

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: March 2024**

Information to include when documenting this training for Professional Standards:

Training Title: March Staying on Track

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

Learning Codes: 2430, 2450, 3110, 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: March 2024- Staying on Track

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

Learning Codes: 2430, 2450, 3110, 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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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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