



State of Arizona  
**Department of Education**

**HNS# 54-2013**

MEMORANDUM

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**To:** Sponsors of the National School Lunch Program

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Cara Peczkowski, Director  
Arizona Department of Education, School Nutrition Programs

**Date:** September 25, 2013

**RE:** Welcome Back to Arizona Child Nutrition Programs: School Year 2013-2014

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*Original Signed*

Welcome back to a new year! This memo will highlight important subjects related to operating the National School Lunch and School Breakfast Programs in School Year 2013-2014.

**Program Updates**

*Customer Survey*

In May 2013, a survey was sent to all School Food Authorities (SFAs) for the National School Lunch Program (NSLP). The results of the survey were summarized and provided to you on July 3, 2013. In summary, 43% of SFAs responded to the survey and provided an overall satisfaction rating of 4.16 on a 5.0 scale. From May 2012 to May 2013 survey responses indicated improvements in timely delivery of information, staff collaboration with stakeholders, and high level of knowledge among staff. We seek to improve in the areas of complete and effective communication, providing technical assistance, professional development and providing materials with a high level of accuracy.

*New Verification Collection Report*

Please be on the lookout for guidance regarding changes to the CNP Verification online report. USDA has updated the report requirements and ADE will have these changes implemented prior to reporting deadlines. USDA also changed when the report must be submitted from all LEAs. The verification report is now due on February 1<sup>st</sup> of each year. Please plan ahead to meet this new deadline. The requirement that all verification procedures be completed on November 15<sup>th</sup> each year has not changed.

### *CNP Menu Certification*

Program Year 2014 includes new regulations regarding the school breakfast new meal pattern. Meal pattern regulations must be implemented based on the new meal pattern requirements for 2014. All menu certification submissions must be compliant with 2014 standards in order to be granted the additional 6 cents reimbursement. All LEAs that were certified for program year 2013 are not required to re-submit for menu certification and must simply ensure that current meal pattern regulations are met in order to continue to receive the additional 6 cents reimbursement.

### **New Administrative Review Process**

This year will kick off a new process for the former Coordinated Review Effort (CRE) and School Meals Initiative (SMI). The new Administrative Review (AR) process is designed to be more efficient beginning with the State's disbursement of an assessment tool completed by the Local Educational Agencies (LEAs) prior to the State reviewer visiting the school. LEAs scheduled for an AR in school year 2013-2014 should be in receipt of a memo detailing the commencement of this new process. The majority of LEAs scheduled for an AR this year are those who did not complete the Menu Certification process in 2012-2013 or those who were scheduled for a review in 2012-2013, as these reviews were rescheduled for 2013-2014. All LEAs in Arizona will be reviewed at least once every three years.

### **School Breakfast Program - Participation**

A focus for the 2013-2014 is the School Breakfast Program (SBP); we would like to see an increase in student participation. In Arizona, approximately 91% of schools operating the NSLP are also operating SBP but approximately 55% less students eat breakfast at school as compared to lunch. The Arizona Department of Education's specific goal is to increase the student participation in the SBP to 48% of NSLP participation, meaning if 100 students received a NSLP meal, at least 48 of them will also receive a SBP meal. ADE is in partnership with the Valley of the Sun United Way to create SBP pilot programs.

### **Program Guidance**

#### *Lunch and Breakfast Meal Pattern*

School Year 2013-2014 is the first year for added meal pattern requirements applicable to the SBP. Please visit <http://www.azed.gov/health-nutrition/meal-pattern/> for the Implementation Timeline, meal pattern nutrition standards (available for 3-7 days/week menus), technical assistance and menu record information (production records, nutrition fact labels, standardized recipes, and processed product guides).

#### *Guidance Manual Revisions*

The USDA issued a revised version of the Eligibility Manual for School Meals in August 2013. Please be on the lookout for a revised edition of Arizona's CNP Guidance Manual. All manuals are posted online at <http://www.azed.gov/health-nutrition/nslp/manuals/>.

### *Special Dietary Needs*

In our efforts to provide guidance and support to families and schools with children having special dietary provisions, the Arizona Department of Education provides a comprehensive manual for addressing student's special dietary needs in the school setting. [Visit our web site for a printable copy of this manual.](#)

## **Special Initiatives/Opportunities for Schools**

### *HealthierUS School Challenge (HUSSC)*

This USDA certification for excellence in nutrition and physical activity continues to provide recognition and monetary awards for exceptional schools participating in the National School Lunch and School Breakfast Programs that are creating healthier school environments. Nationally, there are now over 6,500 HUSSC Award recipients. Four levels of superior performance are awarded: Bronze with a \$500 incentive award, Silver with a \$1,000 incentive award, Gold with a \$1,500 incentive award, and Gold of Distinction with a \$2,000 incentive award.

ADE congratulates our newest twenty-five HUSSC Award winners! Mountain View Elementary School in Santa Cruz Valley became Arizona's first current Gold Award winner. Cartwright School District in Phoenix received eighteen Gold Awards and two Silver Awards, including our first Middle School awards. Casa Grande School District added Cottonwood Elementary School with a Silver Award. Tucson Unified School District achieved three Bronze Awards, one of them being Pueblo High School, our first HUSSC high school in AZ. We salute you for your commitment to school health and your dedication in achieving the HUSSC Award. These schools are now charged with the distinction of continuing the criteria of excellence for four years.

To support schools interested in pursuing the healthy school environment and the HUSSC awards, the HUSSC Specialist as well as members of the School Health Programs Team are available to provide workshops and technical assistance in areas such as local wellness policy, enhancing physical activity, and nutrition education and "Building Your HealthierUS School Challenge Game Plan." You are encouraged to check ADE's event calendar to look for the HNS professional development workshops on these topics. The next HUSSC workshop will be held in Tucson on Oct. 24, 2013 and registration is open. ADE offers dedicated staff to assist you with the application process, so please contact Gayle McCartney (602) 364-3177 or [Gayle.McCartney@azed.gov](mailto:Gayle.McCartney@azed.gov) to explore the possibilities.

### *Fuel Up to Play 60*

This is a FREE in-school nutrition and physical activity incentive program funded by the National Dairy Council and the National Football League (NFL) with support from the United States Department of Agriculture (USDA). Fuel Up to Play60 is one of several supportive initiatives which compliment HUSSC goals and can provide extra incentives. Schools with identified FUTP 60 Program Advisors may apply for funds up to \$4,000 per year to be used for implementation of their nutrition and activity goals. This includes

items to enhance meal participation or physical activity, visits from NFL players, and merchandise to name a few. Fuel Up To Play 60 Program Advisors may apply for a stipend up to \$300 when submitting the online application. Please review CN# 38-11 or visit [www.fueluptoplay60.com](http://www.fueluptoplay60.com) for more details.

*Healthy Hunger Free Kids Act of 2010 (Local Wellness Policy Compliance Trainings)*

In September of 2012 the Health and Nutrition School Health Programs was awarded a Team Nutrition training grant from the United States Department of Agriculture to provide training and technical assistance to schools to promote healthier environments to align with the Local Wellness Policy (LWP) requirements established in support of the Healthy, Hunger-Free Kids Act of 2010. In August of 2011 Local educational agencies (LEAs) received a memo from the Arizona Department of Education (ADE) and were highly encouraged to begin reviewing their policies and begin moving forward on implementing the new requirements. ADE will be providing trainings that will focus on meeting the LWP requirements to support LEAs in implementing policy change strategies for school health programs; reinforce messages on healthy eating, physical education and using various approaches to meet multiple school health initiative criteria and evaluating your policy. Please visit our website for training dates and locations at:

[www.ade.az.gov/onlineregistration/SelectEvent.asp?viewall="yes"&GroupID=14](http://www.ade.az.gov/onlineregistration/SelectEvent.asp?viewall=)

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