



State of Arizona
Department of Education

HNS# 16-2015

MEMORANDUM

To: Sponsors of the National School Lunch Program, School Breakfast Program

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

Original Signed

Date: September 3, 2015

RE: Welcome Back to School Year 2015-2016

At the start of each school year, the Arizona Department of Education (ADE), Health and Nutrition Services (HNS) Division reaches out to Local Educational Agencies (LEAs) who participate in the National School Lunch Program (NSLP). We would like to take this opportunity at the start of the 2015-2016 school year to provide you with information pertaining to program operations and services from the State agency and the United States Department of Agriculture (USDA).

Free and Reduced-Price Policy Statement

This year, ADE is requesting that all LEAs update their Free and Reduced Price Policy Statement. This semi-permanent document outlines how free and reduced price eligibility is determined in your operation. There is a fillable template available on the Program Forms page (<http://www.azed.gov/health-nutrition/nslp/program-forms/>), and we are asking that you send a completed version of this document to your specialist **by October 15, 2015**.

CNP Direct Certification – new feature

As a reminder, students who are directly certified are eligible for free meals for the entire school year. Arizona's CNP Direct Certification system has been upgraded and will now provide LEAs with cumulative match results for their students at any point in the current school year, regardless of when the LEA conducts the match in the CNP Direct Certification system. This means if you conducted a search on July 15, August 15, and then again on October 1, your list of matched students on October 1 will show all students who were a match at any time between your first search on July 15, and your most recent search on October 1.

As a reminder, LEAs are required to conduct and maintain documentation of direct certification matches at a minimum of three times per school year. When a second, third, and ongoing



matches are conducted, newly matched students, as well as, previously matched students will be included in the LEA's match results. LEAs can compare the results of their prior match to the newest match and identify any new matches.

Professional Standards

This is the first school year LEAs must ensure school nutrition personnel meet annual training requirements. USDA Memo SP 39-2015 provides questions and answers on the Final Rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010". You are encouraged to review content posted online at <http://www.azed.gov/health-nutrition/usda-professional-standards-new/>, including the Training Tracker, which is a tool developed by USDA to assist LEAs with tracking the training their personnel complete.

ADE's new Calendar of Events, an event management system

At <https://ems.azed.gov/>, ADE launched a new web-based event management system that will house the registration and evaluation for trainings, workshops, conferences and other events hosted or sponsored by ADE. HNS # 17-2015 was released on August 26, 2015 to assist LEAs with use of the new system; this guidance is available at <http://www.azed.gov/health-nutrition/memorandum/>. From the calendar of events homepage, an easy way to view the upcoming trainings offered for School Nutrition Programs is to use the 'Program Areas' search bar and look for 'School Food Programs/School Nutrition Programs'; then, click the green 'search' button.

Smart Snacks and Fundraiser Exemptions Policy

As a reminder, guidance on Smart Snacks and exempt fundraisers is found at <http://www.azed.gov/health-nutrition/the-arizona-nutrition-standards-and-competitive-foods/>, HNS 04-2015 which went into effect in March 2015. LEAs submitting fundraiser exemption requests may use the online form at <https://www.surveymonkey.com/s/FundraiserExemption>.

School Nutrition Programs External Customer Survey Results

In June, School Nutrition Programs (SNP) provided a summary of the annual customer satisfaction survey; the summary was e-mailed to all School Food Authorities (SFAs) participating in the National School Lunch Program. The overall satisfaction rating for services provided by SNP was **4.26**, using a five-point scale. The summary can be found at <http://www.azed.gov/health-nutrition/nslp/operate-nlsp>; please take a moment to view the results. The survey will be issued again in April 2016.

School Nutrition Programs Resources

The School Nutrition Programs webpage houses resources, guidance, and tools to assist LEAs in successful operation of school meal programs. We encourage you to make <http://www.azed.gov/health-nutrition/nslp> a favorite link. Here are a few highlights:

- Access program forms by clicking on the purple lunch tray, then click on the Program Forms link
- Review the "How-to-Guides" for Direct Certification and Submitting a Monthly Claim



- Utilize the Web-based trainings for the Community Eligibility Provision and Verification
- Search the updated eligibility and program guidance manuals from ADE and USDA
- Obtain information about special assistance provisions, School Breakfast Program, and the Afterschool Care Snack Program
- Visit our newest pages with information about the Administrative Review and Professional Standards

We hope you'll make our webpage the go-to resource for useful tools and answers to some of the questions that arise throughout the year. We strive for continuous improvement and thus creating a user-friendly website continues to be a priority. We welcome feedback on our website and encourage you to communicate this information with your assigned specialist.

Be sure to visit <http://www.azed.gov/health-nutrition/>, the main Health and Nutrition Services home page to see the latest information on Hot Topics and also locate other programs such as Child and Adult Care Food Program, School Health Programs, Farm to School Programs, USDA Foods Program, and many others.

Team Up for School Nutrition Success – summary

The Institute of Child Nutrition (formerly NFSMI) and USDA collaborated on a workshop model to assist school food authorities (SFA) to implement the new school meal program requirements. The workshop was designed to work with attendees' 3 most urgent concerns ranked from 7 categories; Menu Planning, Plate Waste, Food Safety, Smart Snacks, Increasing Participation, Meeting Children's Special Food and Nutrition Needs, and Financial Management. Each State Agency was asked to invite SFAs to act as either mentors or participants in a peer-to-peer networking environment as that is the basis of the workshop. Representatives from allied organizations, such as the Dairy Council and the Pew Foundation, are included to showcase the resources offered to districts at no cost.

The western region Team Up for School Nutrition Success workshop was held June 16-17, 2015, at the Westgate Hotel in San Diego, CA. The 3 key areas chosen during the application process were Increasing Participation, Menu Planning and Food Safety. Arizona had five mentors and nine participants (see list below) who were paired with similar districts from across the western region in the peer-to-peer sessions. These smaller groups worked together to find the core issues and set realistic goals that could be easily implemented to improve each district's program. Arizona mentor, Donna Campbell from Alhambra Elementary District, gave a presentation on increasing participation. The overall feedback from the workshop was positive and there has been continuing outreach between mentors and participants.

Team Up for School Nutrition Success will be continued in Arizona. Please watch for additional information in the coming year. ADE would like to thank all the mentors and participants for taking part in the workshop:

- Alhambra Elementary District, Donna Campbell
- Beaver Creek Elementary District, Patricia Garitson
- Calibre Academy, Sarah Williams



- Crane Elementary District, Jane Johnson
- Daisy Education Corporation d.b.a. Sonoran Science Academy Peoria, Kristi Mobray
- Edkey, Inc. - Sequoia Charter School, Jesus Celaya
- Gila Crossing Community School, Maria Goldtooth
- Safford Unified District, Jonathan Walker
- Salt River Pima-Maricopa Community Schools, Joni Andreas
- Sierra Vista Unified District, Barbara Mosher
- St. John the Evangelist, Christopher Smith
- Tempe School District, Linda Rider
- Topock Elementary District, Angela Burns
- Washington Elementary School District, Connie Parmenter

Updated Guidance

On our Manuals, Guides, and Memos website, <http://www.azed.gov/health-nutrition/nslp/programguidance/>, the following updates have been posted:

- School Nutrition Programs Guidance Manual, updated July 2015
- The Eligibility Manual for School Meals, updated July 2015
 - Note: The template household application for school meal programs significantly changed: removal of the “no income” box, total household members section was added, and the “annual” frequency of income was removed as an option.
- [USDA’s Offer Versus Serve Manual, effective beginning School Year 2015-2016](#)
- [SP 10-2014\(v3\) Smoothies Offered in Child Nutrition Programs- Revised - Version 3](#) of this memorandum clarifies how vegetables and yogurt used in smoothies may credit towards meeting the Afterschool Care Snack Program meal pattern requirements.

Community Eligibility Provision

- This is the second year the Community Eligibility Provision (CEP) of the NSLP is available in Arizona. One very successful LEA operating the CEP is Washington Elementary School District. This school year a total of 29 sites will operate under the CEP (which means they no longer collect household applications or conduct the process of Verification at these sites) which is an increase from the 22 sites that operated CEP in SY 2014-2015. The CEP resulted in increased reimbursements and an increased operating balance for the district’s school food service account which has assisted with the purchase of upgraded menu items, expanded nutrition education efforts, purchase of electronic menu signage, and software to provide online nutrition facts for menus.
- Please review the published data to see if your district/school is eligible for CEP participation at <http://www.azed.gov/health-nutrition/files/2015/06/az-lea-cep-notif-2015.xlsx>. LEAs may apply for the provision at any time.



- If your district/school is eligible and you would like to apply for CEP, the application deadline has been extended to allow mid-year elections. Please submit the required documentation listed here: <http://www.azed.gov/health-nutrition/files/2015/04/how-to-apply-for-cep.pdf>.
- Reminder: Submission of identified student data is now an annually **required report for all LEAs (include those on any Provision)** and is due in April. Please keep a record of all directly certified students, students with eligibility benefits extended as household members, homeless and migrant students, head start students, and students in foster care with notice to provider, etc. These eligibility records will be helpful when reporting the required site-based, identified student data in April.

CNP Web and access via Common Logon

Please remember to provide ADE with up to date contact information on your CNP Web Site and Sponsor applications. Additionally, you must request deletion of Common Logon user permissions for individuals who are no longer working for your organization. The Common Logon request form is located at <http://www.azed.gov/health-nutrition/nslp/program-forms/>.

Administrative Review Process

This year will mark Year 3 of the first review cycle using the Administrative Review (AR) process. LEAs scheduled for an AR in school year 2015-2016 should be in receipt of a notification memo for the pending review. The list of LEAs scheduled for school year 2015-2016 is posted on our website at: <http://www.azed.gov/health-nutrition/the-administrative-review/>. This webpage also contains a 40-minute presentation to assist LEAs in preparing for the AR, as well as the Off-Site Assessment Tool which must be completed by program staff and provided to the reviewer upon request.

For questions regarding this memo, please contact Health and Nutrition Services at (602) 542-8700.

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