Base Year Provision 2 and 3 Web-based Training Worksheet

Please scan & email this completed form along with the Free/Reduced Price Policy and Special Assistance Application to ADESchoolNutrition@azed.gov or fax the completed form to (602) 542-1531

SFA Name:

CTD Number:

Your Name:

1. Why do you need to operate a base year before you can operate non-base years?

2. What are the differences between a base year and non-base year?

3. In order to pass a base year, does the site only need to pass their ADE administrative review?

APPLYING FOR A BASE YEAR

4. What three forms must be submitted to ADE when applying for a base year?
    1.
    2.
    3.

OPERATING A BASE YEAR

5. What is the main difference between operating a base year and operating normal NSLP?

6. What is the difference between non-pricing and free meal benefits?

BEFORE SCHOOL STARTS

7. Explain what you did to notify the public and the school's households that you were non-pricing.

8. At minimum, how many times must a site conduct Direct Certification?

9. Do you have to notify households of their eligibility status after:

Conducting Direct Certification? ☐ Yes or ☐ No

Certifying the Household Application? ☐ Yes or ☐ No

SCHOOL IN SESSION

Counting and Claiming

Scenario:

10. Should the manager be worried about the meal counts?

11. What is your school's method for meal counting?

Scenario:

12. Did the staff complete the Daily Edit Check correctly?

Verification Report

13. When is the Verification Report due?

Record Retention

14. In addition to NSLP recordkeeping, check all the following that need to be retained specific to Special Assistance:

☐ Base Year Approval Letter from ADE	☐ Household Applications
☐ Monthly Base Year Claim data	☐ Copy of Free and Reduced Price Policy Statement
☐ Direct Certification Results	☐ Verification documentation: Report, applications, documentation, Direct Verification results etc.
☐ This training worksheet	☐ Summary and corrective action from ADE Administrative Review

15. How many years must you keep these on file?

16. When submitting the online CNP Web site and sponsor application, will you need to indicate Special Assistance Participation on only the site application, the sponsor application or both?

17. If you were approved for Special Assistance, what would your Special Assistance Timeline look like?

Apply for Special Assistance	Year 1 (base year)	Year 2 (non-base year)	Year 3 (non-base year)	Year 4 (non-base year)	Year 5 (Provision 3 only)
Program Year:	Program Year:	Program Year:	Program Year:	Program Year:	Program Year: