



TRAINING

for school nutrition professionals

ARIZONA DEPARTMENT OF EDUCATION

TRAINING BROCHURE *for* 2016-2017

training at the right time

PREPARING FOR THE SCHOOL YEAR

(June—July)

Get up to speed with program regulations. Check out ADE's *Online Training Library* to access web-based trainings for all levels of program staff.

STAYING SUCCESSFUL

(August-September)

School has started! Double check your eligibility procedures and learn fun ways to train your staff on food safety.

VERIFICATION

(October-January)

It's Verification Season! In-person and online trainings are available to help you prepare and submit the Verification Report.

FINISHING THE SCHOOL YEAR

(February-May)

As the year winds down, attend Professional Development opportunities and explore the options of operating Special Assistance.



staying on track webinars

Starting in August!

Join us the first Tuesday of every month to highlight upcoming requirements. Great for new Directors/Supervisors operating the program!



online training



recorded webinars

Enjoy year round access to ADE's *Online Training Library*. See the back of this schedule for a complete list.

professional standards

All LEAs must ensure that all new and current school nutrition program staff meet minimum annual training requirements, with the intent of helping employees enhance their knowledge, skills and abilities specific to their position. Training needs are best assessed by an employee in consultation with his or her manager or director.

- ◇ Trainings must align with the employee's job duties.
- ◇ Trainings must achieve one of the USDA Learning Objectives found within the four Key Areas.

Key Areas

1000 *Nutrition*

2000 *Operations*

3000 *Administration*

4000 *Communications & Marketing*

For more information, visit the Professional Standards webpage: <http://www.azed.gov/health-nutrition/usda-professional-standards-new/>

PREPARING FOR THE SCHOOL YEAR

june - july

program management (targeted for directors and managers)

These trainings are designed with Directors in mind. Attend these in-person or utilize the web-based trainings to stay up-to-date on requirements throughout the year.

Director's Track: Learning the National School Lunch Program

Level: 1 Length: 6 hours Learning Codes: 3120, 3310, 2120, 2210

Training will provide the framework of NSLP and discuss daily, monthly and annual expectations to manage and oversee the program. Training will review the online reporting system (Common Logon) and review resources available on the ADE Webpage. Please note: the materials provided in this course are the same materials for the online course, *Orientation to: Operating the National School Lunch Program in Arizona*.

7/6/16 Tucson 9:00am-4:00pm

7/14/16 Phoenix 9:00am-4:00pm

7/20/16 Flagstaff 9:00am-4:00pm

Director's Track: Updates for the School Year

Level: 2 Length: 4 hours Learning Codes: 3110, 3120, 3320, 2120

Training will provide an overview of upcoming requirements for the 16-17 school year, clarify common mistakes from the 15-16 school year, and highlight upcoming ADE resources to use with your internal staff. Please note: there will be a 20-minute morning break in place of lunch.

7/7/16 Tucson 8:00am-12:30pm

7/13/16 Phoenix 8:00am-12:30pm

7/21/16 Flagstaff 8:00am-12:30pm

Orientation to: Operating the National School Lunch Program in Arizona

Level: 1 Length: 2 hours Learning Codes: 3120, 3310, 2120, 2210,

Designed for attendees who are new to operating the NSLP in Arizona. Attendees will be asked to review the online course manual and answer a separate 20-question assessment. After completing the course, attendees will understand the basics of student eligibility and meal service requirements, and how the Arizona Department of Education administers the NSLP. Training will review the online reporting system (Common Logon) and review resources available on the ADE School Nutrition webpage.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

Preparing for your Administrative Review

Level: 1 Length: 1 hour Learning Codes: 3260

This voiced over PowerPoint presentation will equip attendees with knowledge of what areas of NSLP will be reviewed, as well as how the review process works. Get ready to succeed!



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

How to Submit a Site and Sponsor Application in CNPWeb

Level: 1 Length: 30 minutes Learning Codes: 3310

This online training will review how to submit both your Site and Sponsor applications for NSLP. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

PREPARING FOR THE SCHOOL YEAR

june - july

menu planning and food safety

These trainings are geared toward employees working directly with food preparation, serving, and menu planning in compliance with USDA regulations.

Working with your Food Safety Plan

Level: 1 **Length:** 6 hours **Learning Codes:** 2610, 2620, 2630, 2640

USDA requires periodic validation, at least annually, of the existing food safety plan to make necessary updates. Ongoing verification activities should be in place to ensure that the plan is followed and to identify additional training needs. After review of food safety plan components, participants will use an evaluation checklist to assess the school's existing plan and learn what to look for when verifying that the plan is operational. We will take a look at common food safety violations and discuss how to prevent them along with an interactive review of basic food safety concepts.

| | | |
|---------|-----------|---------------|
| 6/16/16 | Tucson | 9:00am-4:00pm |
| 6/22/16 | Phoenix | 9:00am-4:00pm |
| 6/28/16 | Flagstaff | 9:00am-4:00pm |

How to Plan a Lunch Menu

Level: 1 **Length:** 2 hours **Learning Codes:** 1100

This online training will review how to plan a weekly menu that meets the lunch meal pattern requirements. Attendees will watch the example menu planner build a week's menu day by day, ensuring all components and vegetable subgroups have been planned. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nsfp/training/>

How to Plan a Breakfast Menu

Level: 1 **Length:** 1.5 hours **Learning Codes:** 1100

This online training will review how to plan a weekly menu that meets the breakfast meal pattern requirements. Attendees will watch the example menu planner build a week's menu day by day, ensuring all components have been planned. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nsfp/training/>

Meal or No Meal

Level: 1 **Length:** 15 minutes **Learning Codes:** 2310

In game format, attendees will be provided 9 different trays in which they must identify if the tray is reimbursable for lunch for Offer vs. Serve. Training can be completed by single user or used in a group training.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nsfp/training/>

PREPARING FOR THE SCHOOL YEAR

june - july

student eligibility and meal benefits

These trainings are designed for staff involved in certifying, processing and verifying free and reduced-price meal eligibility in accordance with Federal and State regulations.

Student Eligibility: ABCs

Level: 1 **Length:** 6 hours **Learning Codes:** 3110, 3120

Attendees will be provided a computer to use in class to follow along through three online trainings with the instructor; *How to Process Household Applications*, *How to Create a Benefit Issuance Document*, and *How to Conduct Direct Certification* will all be used. At the end of training, attendees will have practice using the online guides and be able to effectively certify, process, and document meal benefits. *Limit 20 attendees per class.*

6/7/16 Tucson 9:00am-4:00pm

6/8/16 Phoenix 9:00am-4:00pm

6/15/16 Flagstaff 9:00am-4:00pm

6/29/16 Phoenix 9:00am-4:00pm

How to Process Household Applications

Level: 1 **Length:** 1.5 hours **Learning Codes:** 3110

This online training will provide attendees guidance on processing all household application types: income, case number, and students identified as foster, homeless, migrant, and runaway. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.

Available year round at:

<http://www.azed.gov/health-nutrition/nsfp/training/>

How to Create a Benefit Issuance Document

Level: 1 **Length:** 1 hour **Learning Codes:** 3110, 3120

This online training will guide attendees step by step in creating the template for a Benefit Issuance Document (BID) and entering student meal benefit information. It will also review how to keep the BID updated. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.

Available year round at:

<http://www.azed.gov/health-nutrition/nsfp/training/>

How to Conduct Direct Certification in CNP Direct Certification/Direct Verification

Level: 1 **Length:** 30 minutes **Learning Codes:** 3120

This online training will review the term Direct Certification and explain how the Arizona Department of Education CNP Direct Certification matching system provides “match” and “no match” results. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.

Available year round at:

<http://www.azed.gov/health-nutrition/nsfp/training/>

How to Conduct Direct Certification Using Other Documentation

Level: 1 **Length:** 30 minutes **Learning Codes:** 3120

This online training will explain how to approve the different types of documentation SFAs may receive to support students as directly certified for free meal benefits. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.

Available year round at:

<http://www.azed.gov/health-nutrition/nsfp/training/>

STAYING SUCCESSFUL

august - september

program management (targeted for directors and managers)

These trainings are designed with Directors in mind. Attend these in-person or utilize the web-based trainings to stay up-to-date on requirements throughout the year.

new! Staying on Track– Webinar Series

Level: 1 **Length:** 1 hour **Learning Codes:** TBD

This webinar series will review the activities that should be happening each month to help directors and program staff stay on track with program requirements. There will also be designated time where the facilitator will be available to answer questions about all program operation topics.



live

webinar

First Tuesday of every month beginning in August.
Registration required through Calendar of Events:
<https://ems.azed.gov/Home/Calendar>.

How to Train Food Safety to Your Staff

Level: 1 **Length:** 6 hours **Learning Codes:** 2640

This is an interactive train the trainer course that will focus on basic food safety competencies and provide the tools needed to conduct food safety trainings with your staff in accordance with Professional Standards. It will also provide a review of food safety principles including a review of the food safety plan and required components.

9/13/16 Flagstaff 9:00am-4:00pm

9/20/16 Tucson 9:00am-4:00pm

9/28/16 Phoenix 9:00am-4:00pm

How to Prepare for Your Administrative Review

Level: 1 **Length:** 1 hour **Learning Codes:** 3260

This voiced over PowerPoint presentation will equip attendees knowledge of what areas of NSLP will be reviewed, as well as how the review process works. Get ready to succeed!



*recorded
webinar*

No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

How To Submit a Claim in CNPWeb

Level: 1 **Length:** 30 minutes **Learning Codes:** 3310

This online training will guide attendees step by step in creating a monthly site based claim in CNPWeb. Attendees will be asked questions throughout the training to test their knowledge.



*online
training*

No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

menu planning and food safety

These trainings are geared toward employees working directly with food preparation, serving, and menu planning in compliance with USDA regulations.

How to Plan a Lunch Menu

Level: 1 **Length:** 2 hours **Learning Codes:** 1100

This online training will review how to plan a weekly menu that meets the lunch meal pattern requirements. Attendees will watch the example menu planner build a week's menu day by day, ensuring all components and vegetable subgroups have been planned. Attendees will be asked questions throughout the training to test their knowledge.



*online
training*

No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

STAYING SUCCESSFUL

august - september

How to Plan a Breakfast Menu

Level: 1 **Length:** 1.5 hours **Learning Codes:** 1100

This online training will review how to plan a weekly menu that meets the breakfast meal pattern requirements. Attendees will watch the example menu planner build a week's menu day by day, ensuring all components have been planned. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

student eligibility and meal benefits

These trainings are designed for staff involved in certifying, processing and verifying free and reduced-price meal eligibility in accordance with Federal and State regulations.

Student Eligibility: Am I Doing it Right?

Level: 2 **Length:** 5 hours **Learning Codes:** 3110, 3120

This training will clarify student eligibility tasks completed through this time in the year and discuss what remains for the rest of the school year. Attend this interactive review on: BIDs, reviewing complete household applications, and double-check your methods with Direct Certification.

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|---------|-----------|---------------|
| 9/7/16 | Phoenix | 9:00am-3:00pm |
| 9/14/16 | Flagstaff | 9:00am-3:00pm |
| 9/21/16 | Tucson | 9:00am-3:00pm |

How to Process Household Applications

Level: 1 **Length:** 1.5 hours **Learning Codes:** 3110

This online training will provide attendees guidance on processing all household application types: income, case number, and students identified as foster, homeless, migrant, and runaway. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

How to Create a Benefit Issuance Document (BID)

Level: 1 **Length:** 1 hour **Learning Codes:** 3110, 3120

This online training will guide attendees step by step through creating the Benefit Issuance Document (BID), entering student meal benefit information and updating the document. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

How to Conduct Direct Certification in CNP Direct Certification/Direct Verification

Level: 1 **Length:** 30 minutes **Learning Codes:** 3120

This online training will review the term Direct Certification and explain how the Arizona Department of Education CNP Direct Certification matching system provides "match" and "no match" results. Attendees will be asked questions throughout the training to test their knowledge.



No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

VERIFICATION

october - january

program management (targeted for directors and managers)

These trainings are designed with Directors in mind. Attend these in-person or utilize the web-based trainings to stay up-to-date on requirements throughout the year.

Staying on Track– Webinar Series

Level: 1 **Length:** 1 hour **Learning Codes:** TBD

This webinar series will review the activities that should be happening each month to help directors and program staff stay on track with program requirements. There will also be designated time where the facilitator will answer questions on all program operation topics.



live
webinar

First Tuesday of every month beginning in August.
Registration required through Calendar of Events:
<https://ems.azed.gov/Home/Calendar>.

student eligibility and meal benefits

These trainings are designed for staff involved in certifying, processing and verifying free and reduced-price meal eligibility in accordance with Federal and State regulations.

Drop-In Workshop: Preparing for Verification

Level: 1 **Length:** Drop-In **Learning Codes:** 3110, 3120

Heard you need to complete Verification and you don't know where to start? Bring your BID and applications for one-on-one assistance from ADE Specialists in determining how many applications you will need to select for Verification. Please register online and come by for assistance at your convenience during posted Drop-In hours, even if it's just to check you're on the right track.

| | | |
|----------|-----------|---------------|
| 10/3/16 | Phoenix | 9:00am-2:00pm |
| 10/5/16 | Flagstaff | 9:00am-2:00pm |
| 10/7/16 | Tucson | 9:00am-2:00pm |
| 10/12/16 | Phoenix | 9:00am-2:00pm |

Drop-In Workshop: Submitting for Verification

Level: 1 **Length:** Drop-In **Learning Codes:** 3110, 3120

You've conducted verification and are ready to submit the report but the wording is confusing? Bring your verification documents and receive one-on-one assistance from ADE Specialists to complete and submit Part I and Part II of the CNP Verification Report. Please register online and come by for assistance at your convenience during posted Drop-In hours.

| | | |
|----------|-----------|---------------|
| 12/7/16 | Flagstaff | 9:00am-2:00pm |
| 12/14/16 | Phoenix | 9:00am-2:00pm |
| 1/18/17 | Tucson | 9:00am-2:00pm |
| 1/25/17 | Phoenix | 9:00am-2:00pm |

Verification Review

Level: 1 **Length:** 2 hours **Learning Codes:** 3110

This web-based training will provide detailed information about the processes and timelines for verification. It also includes links to helpful resources. Attendees will be asked questions throughout the training to test their knowledge.



online
training

No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

How to Conduct Direct Verification

Level: 1 **Length:** 30 minutes **Learning Codes:** 3110

This online training will review the requirement for SFAs to conduct Direct Verification on the household applications that were selected for Verification and guide users through the process of entering student information directly into the CNP Direct Verification matching system. Attendees will be asked questions throughout the training to test their knowledge.



online
training

No registration required.
Available year round at:
<http://www.azed.gov/health-nutrition/nslp/training/>

FINISHING THE SCHOOL YEAR

february - may



WHAT TOPICS DO YOU WANT?

ADE is looking for professional development topics to bring to Arizona school nutrition professionals.

Talk to your School Nutrition Specialist or email us at ADESchoolNutrition@azed.gov by **September 15th** to submit your requests for topics that would help you grow as a school nutrition employee. Finalized Professional Development schedule will be released by January 2017.

program management (targeted for directors and managers)

These trainings are designed with Directors in mind. Attend these in-person or utilize the web-based trainings to stay up-to-date on requirements throughout the year.

Staying on Track– Webinar Series

Level: 1 **Length:** 1 hour **Learning Codes:** TBD

This webinar series will review the activities that should be happening each month to help directors and program staff stay on track with program requirements. There will also be designated time where the facilitator will be available to answer questions on all program operation topics.



*live
webinar*

First Tuesday of every month beginning in August.

Registration required through Calendar of Events:

<https://ems.azed.gov/Home/Calendar>.

Applying for a Provision 2/3 Base Year

Level: 1 **Length:** 2 hours **Learning Codes:** 3110

This web-based training and worksheet is REQUIRED for SFAs who are applying to operate under Special Assistance, Provision 2 or 3 for a BASE YEAR. All SFAs applying to operate a base year must watch the training and complete the training worksheet no later than May 1. Please note: the training must be completed and the worksheet must be submitted as part of the Base Year application process.



*online
training*

No registration required.

Available year round at:

<http://www.azed.gov/health-nutrition/nslp/training/>

Community Eligibility Provision (CEP)

Level: 1 **Length:** 2 hours **Learning Codes:** 3130

This web-based training and worksheet is REQUIRED for SFAs who are applying to operate under the Community Eligibility Provision (CEP). All SFAs applying to operate CEP must watch the training and complete the training worksheet no later than August 31. Please note: the training must be completed and the worksheet must be submitted as part of the CEP application process.



*online
training*

No registration required.

Available year round at:

<http://www.azed.gov/health-nutrition/nslp/training/>



ADE ONLINE TRAINING LIBRARY

online trainings for school nutrition professionals

Trainings are listed by Professional Standard's Key Areas: 1000-Nutrition, 2000-Operations, 3000-Administration and 4000-Communications & Marketing.

| COURSE TITLE | ONLINE COURSE DESCRIPTION | HR | PROFESSIONAL STANDARD LEARNING OBJECTIVE |
|--------------|---------------------------|----|--|
|--------------|---------------------------|----|--|

1000– Nutrition

| | | | |
|--|---|-----|------|
| Step by Step Instruction: How to Plan a Lunch Menu | This online training will review how to plan a weekly menu that meets the lunch meal pattern requirements. Attendees will watch the example menu planner building a week's menu day by day, ensuring all components and vegetable subgroups have been planned. Attendees will be asked questions throughout the training to test their knowledge. | 2 | 1100 |
| Step by Step Instruction: How to Plan a Breakfast Menu | This online training will review how to plan a weekly menu that meets the breakfast meal pattern requirements. Attendees will watch the example menu planner building a week's menu day by day, ensuring all components have been planned. Attendees will be asked questions throughout the training to test their knowledge. | 1.5 | 1100 |

2000– Operations

| | | | |
|-----------------|--|---------|------|
| Meal or No Meal | In game format, attendees will be provided 9 different trays in which they must identify if the tray is reimbursable for lunch for Offer vs. Serve. Training can be completed by single user or used by a facilitator in a group training. | 15 min. | 2310 |
|-----------------|--|---------|------|

3000– Administration

| | | | |
|--|---|---|------------------------|
| Orientation to: Operating the National School Lunch Program in Arizona for Existing Sponsors | Designed for attendees who are new to operating the NSLP in Arizona. Attendees will be asked to review the online course manual and answer a separate 20-question assessment. After completing the course, attendees will understand how the Department of Education administers the NSLP, recognize if menus are planned to meet USDA requirements, manage student eligibility requirements, and be aware of annual reporting and record keeping. Attendees will also be provided an in-depth review of CNP Web, ADE's online portal for program claiming. | 2 | 3120, 3310, 2120, 2210 |
| How to Prepare for Your Administrative Review (SY 16-17) | This voiced over PowerPoint presentation will equip attendees with knowledge of what areas of NSLP will be reviewed, as well as how the review process works. Get ready to succeed! | 1 | 3260 |
| Civil Rights Compliance in Child Nutrition Programs | Instructors may use this PowerPoint to train their staff on civil rights. Instructors are encouraged to modify this training template to be applicable to their organization. | 1 | 3420 |



ADE ONLINE TRAINING LIBRARY

online trainings for school nutrition professionals

| COURSE TITLE | ONLINE COURSE DESCRIPTION | HR | PROFESSIONAL STANDARD LEARNING OBJECTIVE |
|---|--|-----|--|
| Designing Your Employee Training Plan: A Course for School Nutrition Directors | This online training will provide attendees guidance on the hiring and training standards as required per Professional Standards. Attendees will be asked questions throughout the training to test their knowledge. | 1.5 | 3430 |
| Step by Step Instruction: How to Process Household Applications (SY 16-17) | This online training will provide attendees guidance on processing all household application types: income, case number, and students identified as foster, homeless, migrant, and runaway. Attendees will be asked questions throughout the training to test their knowledge. | 1.5 | 3110 |
| Step by Step Instruction: How to Conduct Direct Certification Using Other Documentation | This online training will explain how to approve the different types of documentation SFAs may receive to support students as directly certified for free meal benefits. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3120 |
| Step by Step Instruction: How to Create a Benefit Issuance Document (BID) | This online training will guide attendees step by step through creating the Benefit Issuance Document (BID), entering student meal benefit information and updating the document. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3110, 3120 |
| Online Course: Verification Review | This web-based training will provide detailed information about the processes and timelines for verification. It also includes links to helpful resources. Attendees will be asked questions throughout the training to test their knowledge. | 2 | 3110 |

Training on Common Logon Applications for State Reporting

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|--|---|-----|------|
| Step by Step Instruction: How to Submit Site and Sponsor Application in CNPWeb | This online training will review how to submit both your Site and Sponsor applications for NSLP. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3310 |
| Step by Step Instruction: How to Submit a Claim in CNPWeb | This online training will guide attendees step by step in creating a monthly site-based claim in CNPWeb. Attendees will be asked questions throughout the training to test their knowledge. | .75 | 3310 |



ADE ONLINE TRAINING LIBRARY

online trainings for school nutrition professionals

| COURSE TITLE | ONLINE COURSE DESCRIPTION | HR | PROFESSIONAL STANDARD LEARNING OBJECTIVE |
|--|---|-----|--|
| Step by Step Instruction: Introduction to Direct Certification in CNP Direct Certification/Direct Verification | This online training will review the term Direct Certification, explain how the Arizona Department of Education CNP Direct Certification matching system works, and explain “match” and “no match” results. Attendees will be asked questions throughout the training to test their knowledge. | 0.5 | 3120 |
| Step by Step Instruction: How to Conduct Direct Certification using File Upload: SAIS IDs | This online training will guide users through the process of creating and uploading an Excel file using student SAIS IDs in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3120 |
| Step by Step Instruction: How to Conduct Direct Certification using File Upload: Social Security Numbers (SSN) | This online training will guide users through the process of creating and uploading an Excel file using student SSNs in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3120 |
| Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format | This online training will guide users through the process of creating and uploading an Excel file using student first name, last name and birthdate in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3120 |
| Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers | This online training will guide users through the process of creating and uploading an Excel file using household’s Case Numbers in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3120 |
| Step by Step Instruction: How to Conduct Direct Certification using Individual Student Lookup | This online training will guide users through the process of searching student matches by entering student information directly into the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge. | 0.5 | 3120 |
| Step by Step Instruction: How to Conduct Direct Certification using State Match Method | This online training will guide users through the process of receiving matches using the State Match search option found within the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge. | 0.5 | 3120 |



ADE ONLINE TRAINING LIBRARY

online trainings for school nutrition professionals

| COURSE TITLE | ONLINE COURSE DESCRIPTION | HR | PROFESSIONAL STANDARD LEARNING OBJECTIVE |
|---|--|----|--|
| Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification | This online training will review the requirement for SFAs to conduct Direct Verification on the household applications that were selected for Verification and guide users through the process of entering student information directly into the CNP Direct Verification matching system. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3110 |
| Step by Step Instruction: How to Submit the Verification Report in CNP Verification | This online training will review the two part Verification Summary Report that is due annually by February 1st. Attendees will be guided through the various questions and provided descriptions of the information that should be entered in each part of the report. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3110 |

Trainings Specific to Operating and Applying for Special Assistance

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|--|--|---|------|
| Step by Step Instruction for Special Assistance: How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report | This online training will guide SFAs, who are operating in a non-base year for Provision 2 or 3, through the process of calculating their adjusted free and reduced-priced eligibles for purposes of the Verification Summary Report. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3100 |
| Step by Step Instruction for Special Assistance: How to Apply for an Extension in Provision 2 or Provision 3 | This online training will guide SFAs, who are operating in a non-base year for Provision 2 or 3, through the two-step process of applying for an extension. Attendees will be asked questions throughout the training to test their knowledge. | 1 | 3100 |
| Online Course: Applying for Special Assistance Provision 2/3 Base Year | This web-based training and worksheet is REQUIRED for SFAs who are applying to operate under Special Assistance, Provision 2 or 3 for a BASE YEAR. All SFAs applying to operating base year must watch the training and complete the training worksheet no later than May 1. Please note: the training must be completed and the worksheet must be submitted as part of the Base Year application process. | 1 | 3110 |



ADE ONLINE TRAINING LIBRARY

online trainings for school nutrition professionals

| COURSE TITLE | ONLINE COURSE DESCRIPTION | HR | PROFESSIONAL STANDARD LEARNING OBJECTIVE |
|---|--|----|--|
| Online Course: Operating Special Assistance Provision 2/3 Non-Base Year | This web-based training is for SFAs who are operating their first non-base year for Provision 2 or 3. The training will review procedures unique to non-base year operations such as claiming and counting procedures and the verification report. SFAs approved to operate Provision 2 or 3 should refer to memorandum Special Assistance Certification, Provision 2 (or 3) for more details on this training requirement. LEAs not operating a Provision 2/3 may complete this training to determine if Provision 2/3 would be a good option for their NSLP operation. | 1 | 3110 |
| Online Course: Community Eligibility Provision (CEP) | This web-based training and worksheet is REQUIRED for SFAs who are applying to operate under the Community Eligibility Provision (CEP). All SFAs applying to operate CEP must watch the training and complete the training worksheet no later than August 31. Please note: the training must be completed and the worksheet must be submitted as part of the CEP application process. | 1 | 3130 |
| <i>4000- Communications & Marketing</i> | | | |
| National School Breakfast Week (Recorded Webinar: Feb, 20, 2016) | This recorded webinar will provide ideas for celebrating National School Breakfast Week to help sites increase participation in School Breakfast. It will also review ways to market your breakfast program before, during, and after this designated week, using both traditional communication methods and social media. | 1 | 4120 |

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