



State of Arizona  
Department of Education

## How to Apply for an Extension for Special Assistance Provision 2 or 3

There are two parts of the application for an extension. Sponsors applying must complete each part and submit to ADE by the required due date.

### #1. DUE MAY 1<sup>ST</sup> of your second to last non-base year



- **Request for an Extension on Special Assistance** – Form indicating which sites are requesting an extension and indicating how the socioeconomic data will be collected next year (i.e. Direct Certification or Unemployment rates).

### #2. DUE MARCH 1<sup>ST</sup> of your last non-base year



- **Extension Calculation Worksheet** – Form with socioeconomic data calculations.
- **Socioeconomic Data** – Data (Direct Certification or Unemployment data) printed off that supports the calculations on the Extension Calculation Worksheet. Please ensure that the selection matches what was indicated on your Application for Extension due last May 1<sup>st</sup>.

*Example: Special Assistance Provision 2 Sponsor*

Year 1 (base year)	Year 2 (non-base year)	Year 3 (non-base year)	Year 4 (non-base year)	Year 5 (First Non-Base Year of Extension)
		 DUE May 1 <sup>st</sup> : Request for an Extension on Special Assistance	 DUE March 1 <sup>st</sup> : Extension Calculation Worksheet and Supporting Data	
Program Year: 2011 (2010-2011)	Program Year: 2012 (2011-2012)	Program Year: 2013 (2012-2013)	Program Year: 2014 (2013-2014)	Program Year: 2015 (2014-2015)

Arizona Department of Education  
Request for an Extension on Special Assistance  
DUE: May 1<sup>st</sup> of the second to last non base year

Please review the Special Assistance Guidance Manual. After reviewing the manual, if you would like to apply for an extension on Special Assistance Program, please complete this application. Once completed, submit the application to the Arizona Department of Education, Child Nutrition Programs for review, no later than May 1<sup>st</sup> of the second to last non base year. **Please note that this application is not approved until you receive an official letter of approval from this department.**

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance Provision (2 or 3) that is currently being operated: \_\_\_\_\_
2. Indicate the number of special assistance sites that are being operated: \_\_\_\_\_

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. Please indicate the approved socioeconomic data that will be submitted to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by **March 1st** of the last non-base year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data <input type="checkbox"/> <u>or</u> Direct Certification percentages <input type="checkbox"/>		

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes. I ensure that the socioeconomic data indicated above will be submitted to ADE no later than March 1<sup>st</sup> of the last non base year of the cycle.

Print name (authorized signatory) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**FOR OFFICE USE ONLY**

Date of Last Review: \_\_\_\_\_

Passed: Y \_\_\_ N \_\_\_

Approved: Y \_\_\_ N \_\_\_

Original Base Year: \_\_\_\_\_

Provision: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Information/Comments: \_\_\_\_\_  
\_\_\_\_\_

Years Extended: \_\_\_\_\_

Next Base Year: \_\_\_\_\_

Arizona Department of Education  
 Extension Calculation Worksheet  
 DUE: March 1<sup>st</sup> of the last non-base year

Sponsor Name:	CTD#
Contact/Title:	Phone #:

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by **March 1st** of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data <input type="checkbox"/> <i>or</i> Direct Certification percentages <input type="checkbox"/>		

**Calculation for Socioeconomic Data Using Unemployment Data**

Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	<i>Unemployment rate from the non base year – unemployment from base year</i>	
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level <b>improved</b> by 5% or more? (Yes or No) (Improved= Less unemployment)		
*Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would be the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.		

**Calculation for Socioeconomic Data Using Direct Certification Percentages**

Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the <b>base year</b> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the <b>last non-base year</b> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 3: Calculate the percent change.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level <b>improved</b> by 5% or more? (Yes or No) (Improved= less children matching in Direct Certification)		
*Example: If the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.		