Provision 2 and 3 Web-based Training Worksheet

Please scan & email the completed form/daily edit check attachment to ADESchoolNutrition@azed.gov
or fax the completed form to (602) 542-1531

SFA Name:
CTD Number:
Your Name:

1. What is the difference between "non-pricing" and "free"?

2. What three things are you NOT allowed to do doing during non-base years?
    1.
    2.
    3.

Non-Pricing Notification

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

Counting and Claiming

Scenario:

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

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

Scenario:

6. How will she enter all the meals on her claim?

7. When entering a claim, what THREE fields must you enter?
   1.
   2.
   3.

Daily Edit Checks

8. Where online is the template for the "Daily Edit Check for Non-Base Years"?

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Verification Report

9. When is the Verification Report due?

10. Is the "Calculation for Adjusted Free and Reduced-Price Eligible" worksheet the same as the Verification Report?

Record Retention

11. Check all the following that need to be retained in regards to Special Assistance:

- ☐ Extension data, i.e., socioeconomic data (if you plan on applying for an extension)
- ☐ Public notification documents including media releases and parent/guardian letters
- ☐ Direct certification records
- ☐ Benefit issuance documents
- ☐ Applications for free and reduced price meals
- ☐ On-site review documents
- ☐ Daily Edit Check documents
- ☐ Data showing the calculation of claiming percentages
- ☐ Claim for reimbursement documents
- ☐ Student transfer records
- ☐ Meal counting and claiming documents
- ☐ Verification documentation

12. Choose one Direct Certification is required to be conducted at or around April 1 of each non-base year for purposes of reporting identified students to ADE.

13. What are the four options after the Special Assistance cycle?
    1.
    2.
    3.
    4.

14. Complete your Special Assistance Timeline:

Year 1 (base year)	**Year 2 (non-base year)**	**Year 3 (non-base year)**	**Year 4 (non-base year)**	**Year 5** **(Provision 2-Year After Special Assistance Cycle Provision 3- Non Base Year)**
Program Year:	Program Year:	Program Year:	Program Year:	Program Year:

15. When returning to normal NSLP after Special Assistance, all rollover students are in the: Choose one