



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

HNS# 07-2016

MEMORANDUM

To: Sponsors of the National School Lunch Program, School Breakfast Program, USDA Foods Program and Special Milk Program

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

Date: May 25, 2016

RE: Preparation for Program Year 2017 (School Year 2016-2017)

Original Signed

The purpose of this memorandum is to communicate programmatic updates and provide useful information about the annual application process for the National School Lunch/School Breakfast Programs (NSLP/SBP) and USDA Foods Program, specific to School Year (SY) 2016-2017.

Important Updates

Community Eligibility Provision –third year of implementation

The newest special assistance provision, Community Eligibility Provision (CEP) became available to all LEAs beginning in SY14/15. Annually, all LEAs are required to submit April 1 participant data for each site; this data was due to ADE by April 15. Based on data submitted, the site-level eligible and near-eligible notification report has been updated and posted at <http://www.azed.gov/health-nutrition/special-assistance-provisions/>.

Applications for operating the CEP must be submitted to the ADE by August 31, 2016 in order to participate in the CEP for SY16/17. LEAs intending to claim for meals served in July must have their CEP application approved and claims submitted no later than September 29, 2016. Additionally, LEAs who operated under the CEP in SY15/16 and wish to continue to operating CEP are **required** to submit the Community Eligibility Provision (CEP) Annual Identified



Student Percentage (ISP) Form by June 30 in each year of the CEP cycle. This form is located at <http://www.azed.gov/health-nutrition/special-assistance-provisions/>.

Administrative Review Schedule

By June 1, 2016 all LEAs scheduled for an Administrative Review (AR) in SY16/17 will have received a notification memo. The memo included the link for ADE's "Director's Track: How to Prepare for Your Administrative Review" along with the Off-site Assessment Tool and the 2016-2017 AR schedule.

CNP Direct Certification/Direct Verification

ADE's CNP Direct Certification/Direct Verification system is currently being updated. The match results will include an additional column to reflect students identified as a homeless child or youth under the McKinney-Vento Assistance Act requirements. Homeless students are to be directly certified for free meal benefits. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/, to view step-by-step instructions for using the CNP Direct Certification/Direct Verification system.

Professional Standards

The Professional Standards for State and Local School Nutrition Programs Personnel became effective July 1, 2015 and requires a minimum amount of annual training hours for all school nutrition program directors, managers, and staff. There are also minimum hiring standards for school nutrition program directors. The Arizona Department of Education offered workshops during the 2015-2016 school year to assist SFAs with designing their employee training plan and ensuring the requirements of the Professional Standards were understood. The workshop content will be converted into online resources and will be located at <http://www.azed.gov/health-nutrition/usda-professional-standards-new/>.

Funding for Equipment

Arizona will be releasing an Equipment Grant Request for Application after the start of the 2016-2017 school year. The ADE will competitively award the funds made available by USDA to school districts in need of equipment, giving priority to high-need schools where 50 percent or more of the enrolled students are eligible for free or reduced price meals. Although grants are awarded based on priority, we encourage all who need equipment to apply.

The grant is available for the purchase of capital kitchen equipment with a value greater than \$5,000 per the CFR definition as follows:

Definition of Equipment: An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000 (OMB 2 CFR 225). The individual unit cost of equipment (including acquisition costs) shall exceed \$5,000. Small-ware items such as trays and plates, utensils, pans, containers and the like will not be considered. The dollar threshold for equipment may be less than \$5,000 only if there is a local level definition of capital expenses which allows for a lower threshold. This must be supported with local



policy. However, small-ware items such as trays and plates, utensils, pans, containers and the like will still not be considered.”

Please visit our website for more information on opening date and how to apply:
<http://www.azed.gov/health-nutrition/nslp/operate-nlsp/nslp-equipment-grant-2016/>.

Procurement

Health and Nutrition Services (HNS) is providing guidance and resources to assist in ensuring proper procurement procedures are being followed. Information pertaining to procurement requirements for all Sponsors of the Child Nutrition Programs including National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Special Milk Program and Food Distribution can be found at <http://www.azed.gov/health-nutrition/nslp/operate-nlsp/cnp-procurement/>.

Students in Foster Care

Recognizing that students in foster care face a unique set of educational challenges and frequently require a unique set of educational supports, the Arizona Department of Child Safety (DCS) and the Arizona Department of Education (ADE) recently entered into an MOU pursuant to which:

- School district staffs responsible for administering the district’s free and reduced-price school meals program are regularly informed which district students are in foster care through the existing direct certification process.
- Information regarding foster youth status can and should be shared with any district employee who needs to know this information to provide appropriate educational and social supports for students in foster care.

ADE encourages all LEAs to develop protocols for appropriately sharing and using the Direct Certification match information **specific to students who are matched for foster care**. School Nutrition Programs Specialists are available to assist LEAs in developing protocols for this purpose.

Annual Notice of Application (CNPWeb Site & Sponsor Applications)
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Online Application Instructions

LEAs are required to submit their site and sponsor applications using CNPWeb each school year. After **June 1, 2016**, online site and sponsor applications for program year 2017 (SY16/17) will be available, through Common Logon, to complete and submit for approval. The annual submission and approval of the site and sponsor applications is a required step in order for LEAs to request reimbursements for meals served under the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and Afterschool Care Snack Program (ASCSP).

New for school year 2016-2017

The School Food Authority contact and Program contact information will not automatically transfer from the SY 2015-2016 application. It is critical that correct, up-to-date, and accurate



contact information is provided on the application. This information must be entered for the School Food Authority contact and the Program contact. It is advised that the School Food Authority contact be the person who is fulfilling the duties of the “school nutrition program director”*.

**The individual who plans, administers, implements, monitors, and evaluates all district-wide aspects of the school nutrition program is generally considered by USDA and ADE to be a “school nutrition program director”, regardless of their job title. Program director duties generally include sanitation, food safety, and employee safety; nutrition and menu planning; food production; facility layout and design, equipment selection; procurement; financial management and recordkeeping; program accountability, marketing, customer service; nutrition education, general management; personnel management, and computer technology.*

Reminders

- A Common Logon* username and password is required to enter the CNPWeb system in order to access and submit the online site and sponsor applications.
 - The Common Logon permissions request form is located at <http://www.azed.gov/health-nutrition/nslp/program-forms/>.
 - Please anticipate 7-10 days for ADE to process a Common Logon permissions request form.
 - The Common Logon Permissions Request Form is also used to gain access to CNP Direct Certification, Verification, and Direct Verification.
- Please allow three weeks for approval of the site and sponsor applications.
- **The site application(s) must be submitted before the sponsor application.**
- Accuracy of contact information on the site and sponsor applications is critical for the ADE to provide SFAs with program information throughout the year. Our primary method of communication will be via email sent to the person listed as the School Food Authority and Program Contact in part 1b and 2 of the Sponsor Application.
- Review the Application Checklist to ensure that all of the required documents have been submitted. **The online sponsor application in CNPWeb will not be approved until all the “checklist items” are submitted and approved.**
- LEAs contracting with a vendor, a food service management company or are a district that provides meals to schools outside of the district:
 - A new contract or renewal of the existing contract will be required prior to approval of the sponsor application. Visit <http://www.azed.gov/health-nutrition/nslp/operate-nslp/contracting-service/> for more information.
- LEAs adding sites to the CNPWeb system:
 - Must complete and submit the Add/Change/Delete Health & Nutrition Services-Entity Data Form to ADE to add a new school to the online application. The form is located at: <http://www.azed.gov/health-nutrition/nslp/program-forms/>.
- LEAs with sites that have a separate Head Start/Preschool operation on their campus to which they provide and claim meals:
 - Must enter the Head Start/Preschool information as a part of the online site application for the site providing the meals (not as a separate site application in CNPWeb).

- Make sure to note the separate Head Start/Preschool operation in the point of service description section (Part 6 of the Sponsor Application).

***Note:** LEAs are responsible for keeping individual Common Logon accounts confidential, accurate and up-to-date. Consulting firms contracting with an LEA including food service management company employees, are not authorized to complete the CNPWeb online application, direct certification, verification or claiming process and will not be provided with Common Logon rights to enter such data. Also, please notify ADE Health and Nutrition Services of any individuals with a Common Logon username and password who are no longer employed as the account(s) must be disabled immediately.

Applications & Certification Documents Sent to Households

ADE has reviewed and made modifications to the SY16/17 USDA Prototype Application and accompanying materials based on LEA feedback received by ADE during this 2015-2016 school year. Please note that the wording of the USDA Non-Discrimination statement has been revised; State and local agencies are required to use the current USDA Non-Discrimination statement on all free and reduced price school meal applications. The current USDA Non-Discrimination statement may be referenced at: <http://www.azed.gov/health-nutrition/civil-rights/>.

School Name

A “School Name” field has been added to the children and students reporting section (Step1). This change was made in response to feedback from school food authorities (SFAs) requesting this field to be added back in. The inclusion of the “School Name” field on free and reduced application forms is optional.

Gross Income

Per feedback from SFAs, the definition of gross income has been included on the application in Step 3. Additionally, the table has been renamed “GROSS Earnings from Work”.

For Office Use Only

This section has moved from the top right of the application to the bottom right. It includes fields for the determining official to record the household size and income frequency. Additionally, a box labeled “Direct Certification” has been added to help SFAs indicate if the application was a match on Direct Certification and to file appropriately. School and district use sections are not a required element of free and reduced-price school meal applications; however, per the USDA Student Eligibility Manual, the determining official must record the eligibility determination which includes signing or initialing the application. (The determining official must sign or initial and date each application, or sign or initial and date a cover sheet attached to a batch of applications.)

“Sources of Income” Charts

In last year’s release of prototype application materials, helpful charts were included in the instructions document listing the reportable sources of income for children and adults. In an effort to make this information more easily referenced for household applicants, these charts



have been moved from the instructions document to the top of the prototype application form's reverse side. Detailed income reporting instructions are still listed in the prototype instructions document. State and local agencies have the option of providing a list or chart of income sources on the application form. While inclusion of such information is recommended, it is not required.

Removal of "Sharing Information with Other Programs"

SFAs are able to customize the free and reduced-price school meal applications by adding a section for households to opt-in to sharing of their application information with other programs if such sharing needed by the LEA.

For further explanation on USDA's policy changes and design overview, please refer to SP 34-2016 on our memos page at <http://www.azed.gov/health-nutrition/memorandum/>. The ADE-approved template documents for certification and verification have been updated and are available online at <http://www.azed.gov/health-nutrition/nslp/program-forms/>. There is no requirement to utilize the USDA or ADE templates, provided that the applications/forms used are in compliance with the Eligibility Manual for School Meals (Part 2: Application). If the LEA chooses to develop custom applications/forms, they will need to be submitted to their School Nutrition Programs Specialist for review, in order to ensure compliance with USDA requirements.

Reminders

- LEAs cannot accept and process application before the beginning of the Federally defined school year (July 1 through June 30).
- LEAs operating on a year-round schedule should distribute applications and base eligibility determinations on the current fiscal year income guidelines on/or after July 1.
- Approved household applications from the previous school year are only valid for the first 30 days of operation of the new school year.**

**** Note:** *The 30 day roll-over of eligibility does not apply to LEAs operating Provision 2 or Provision 3. LEAs that are completing their last non-base year cycle in school year 2015-2016 and starting their next base year in 2016-2017 must start the school year with all students in the paid category until a new certification can be determined. Please refer to the Provision 2 & 3 Guidance Manual for additional options and guidance at: <http://www.azed.gov/health-nutrition/special-assistance/>*

Training

General

ADE offers additional opportunities through regional in-person trainings, online web-based courses, professional development and live webinars to learn and practice the fundamentals of the NSLP and SBP. Trainings are designed for the various job duties of school nutrition professionals and meet the USDA Professional Standards Learning Objectives. All training opportunities can be found on the redesigned training webpage: <http://www.azed.gov/health-nutrition/nslp/training/>.



Regional Training

ADE continues to offer in-person trainings according to the time of school year to coordinate with required reporting and operation. Additionally, ADE continues to offer two levels of training: Level 1 is recommended for new staff members and Level 2 for staff with 3+ years of experience and prior knowledge. There will be Director's Track trainings for School Food Authority Contacts and Directors, focusing on the monitoring and implementation requirements of the program. ADE is offering student eligibility and food safety trainings for School Nutrition Employees involved in the day-to-day operation. We will also once again offer workshops to help prepare for verification and to submit the verification report. Training descriptions are provided to help you decide which trainings are most appropriate for you and your staff.

Online Course Library

Because in-person trainings are offered at different intervals throughout the year, ADE has created an Online Training Library to house 25 web-based trainings that meet one of the USDA Professional Standards Learning Objectives. No registration is required; trainings and their description can be accessed here: <http://www.azed.gov/health-nutrition/nslp/training/>.

New! Staying On Track Webinar series

ADE will be offering a webinar the first Tuesday of each month from 1:30-2:30 pm beginning in August. These webinars will provide LEAs with reminders about the tasks, deadlines and activities that should be occurring to maintain compliance with program regulations, and highlight the resources available for these tasks. The webinar will also have designated time for the trainer to answer questions about any other program operation topics that may arise. You can register for these webinars through the Calendar of Events website beginning in May.

Request for Professional Development Topics

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

The current schedule for May through January is posted on the ADE Training Website: <http://www.azed.gov/health-nutrition/nslp/training/>.

School Nutrition Programs (NSLP & SBP) Website

You have asked and we have listened! SFAs have continued to express the need for timely information so we have revamped the School Nutrition Programs website to better assist SFAs with guidance, information and ongoing support. We have provided you with information on the Procurement process, Resource Management, Food Safety, Training and USDA Professional Standards. Below are reminders about key content areas of the website: <http://www.azed.gov/health-nutrition/nslp/> .



- **New Training page for SNP Professionals:** As mentioned, we now offer an Online Training Library that includes How-To-Guides with Q&A's to help SFAs meet the USDA Professional Standards. You can use these interactive How-To-Guides and count them towards your annual training requirements. These provide a quick way to learn NSLP requirements from the convenience of your desk. ADE has made these guides available at <http://www.azed.gov/health-nutrition/nslp/training/>. Before registering for an in-person training, consider browsing online to find How-To-Guides that meet your needs.
- **Guidance Manuals:** An updated School Nutrition Programs Guidance Manual (released November 2015) and Eligibility Manual for School Meal Programs has been posted at <http://www.azed.gov/health-nutrition/nslp/programguidance/>.
 - **You have one question but do not want to read the whole manual?** Use the Ctrl+F on your computer to search for a specific topic.
- **Memos Webpage:** Memos regarding all of the programs within Health and Nutrition Services are uploaded to the newly reformatted Memos page, <http://www.azed.gov/health-nutrition/memorandum/>. If SFAs need to access past memos, please send an email to ADESchoolNutrition@azed.gov and request the specific memo.

We will continue to use our group email ADESchoolNutrition@azed.gov, to provide information on new and updated program materials located on the School Nutrition Programs website. We are planning to enhance our email communication by using an email management service (Constant Contact). Emails are sent to the School Food Authority contact and Program contact listed on the CNPWeb Sponsor application; therefore it is important to provide an accurate email address on your application. Please share our emails with other staff who are interested in weekly updates; through Constant Contact, others can subscribe to receive emails from ADESchoolNutrition.

USDA Foods Program

All NSLP Sponsors may participate in the USDA Foods Program. Sponsors are required to pay a delivery fee for any case of USDA Foods ordered, so please keep this in mind when considering participation in the program. These delivery fees will be paid out of the existing food service budget. For more information on the USDA Foods Program, visit: www.azed.gov/health-nutrition/food-distribution/ or contact a member of the School Foods team at FDP@azed.gov or (602) 542-8700.

USDA Foods Program participation requirements:

- Select “yes” from the drop down box in the General Information section of the NSLP Sponsor Application on CNP Web.
- Log in to myFOODS (the USDA Foods ordering website) and update the sponsor delivery locations and contact information.



Sponsors who are new to the USDA Foods Program must:

- Register for a USDA Foods Web-Based training in order to gain access to the ordering website, *myFOODS*. To register, please go to <http://www.azed.gov/online/registration/>. Type “myfoods” in the search box, select the pop up “USDA Foods – myFOODS – Food Distribution System” or click the search icon. Click on the session name in which you would like to attend and click “Register Now” at the bottom of the page. Remember to “Proceed to Checkout” and “Confirm Registration”.
- Complete a Food Distribution Program Delivery Information Application and submit to the School Foods team. Complete a US Foods credit application and submit to Pam Bowers or Rose Garcia. These forms and instructions will be provided at the training.

For questions regarding this memo, please contact your School Nutrition Programs Specialist whose contact information is located on the NSLP CNPWeb home page or send an email to ADESchoolNutrition@azed.gov.

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