

# Staying On Track Webinar Series

## August 2016

Professional Standards Learning Codes: 2120, 3110, 3120, 3210  
Length: 1 hour

This webinar series, Staying on Track is intended for the School Food Authorities in the State of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

### NOTES:

- Please be sure you have logged in using your first and last name.
- Click on the text bubble  at the bottom to type into the chat section. This is where you can ask questions.
- If you were asked to connect a microphone and you clicked yes, please be sure it is on mute.

# Overview of the Webinar Series

- This webinar series is designed to help School Food Authorities and Directors stay on track with requirements for the National School Lunch and School Breakfast Programs.
- We will review relevant updates and key tasks that should be taking place throughout the month to ensure your program is operating within the regulations and meeting important deadlines.

# Today's Webinar

- Today's webinar will cover:
  - Professional standards
  - Navigating the NSLP Webpage
  - Memo HNS 07-2016
  - Student Eligibility reminders
  - Meal Pattern reminders
  - Other reminders

# Professional Standards for School Nutrition

- Effective July 1, 2015, all LEAs must ensure that all new and current school nutrition program staff meet minimum annual training requirements per USDA's Professional Standards regulation.
- These training requirements were created with the intent of helping employees enhance their knowledge, skills and abilities **specific to their position in NSLP.**
- To count a training towards an employee's training hours, trainings must:
  - align with the employee's job duties
  - meet at least one of USDA's Learning Objectives

# Professional Standards Learning Objectives

**Professional Standards Learning Objectives**

The Professional Standards Learning Objectives are a resource for school nutrition employees and trainers. It lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing. Each Key Area has several Key Topics and specific training subjects with objectives that will assist those who are planning or taking training. These same categories are used in the on-line database of trainings as well as in the optional downloadable Training Tool.

**KEY AREAS AND KEY TOPICS**

**NUTRITION - 1000**  
Menu planning  
Nutrition education  
General nutrition

**OPERATIONS - 2000**  
Food production  
Serving food  
Cashier and point of service  
Purchasing/Procurement  
Receiving and storage  
Food safety and HACCP

**ADMINISTRATION - 3000**  
Free and reduced price meal benefits  
Program management  
Financial management  
Human resources and staff training  
Facilities and equipment planning

**COMMUNICATIONS AND MARKETING - 4000**  
Communications and marketing

**Administration**

**Objectives:**

**FREE AND REDUCED PRICE MEAL BENEFITS - 3100**

Employee will be able to effectively certify, process, and verify free and reduced price meal eligibility benefits in accordance with Federal and State regulations related to nutrition programs. Understand and apply Community Eligibility (CE) to eliminate the administrative burden of school meal applications and be able to serve meals at no charge.

3110-Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations.

3120-Understand and practice direct certification procedures practiced by your state.

3130- Understand and apply Community Eligibility (CE).

**PROGRAM MANAGEMENT - 3200**

Employee will be able to effectively manage staff and resources; prepare for yearly Administrative Reviews, emergency programs; and utilize Standard Operating Procedures (SOP).

3210-Manage staff work including scheduling.

3220-Oversee Standard Operating Procedures for routine operations.

3230-Evaluate and utilize resources to promote a healthy school environment.

3240-Develop and implement emergency and disaster plans as needed.

The *Professional Standards Learning Objectives* is a resource for school nutrition employees and trainers.

- It lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing.
- Each Key Area has several Key Topics and specific training subjects with objectives that will assist those who are planning or taking training.

# ADE Trainings and Assigned Learning Objectives

All of the trainings offered by ADE have been designed to meet one of the Professional Standards Learning Objectives.

- *Refer to today's agenda*



## Staying on Track Webinar– August

1:30-2:30 pm (1 hour)

(2120)- Complete a food production record and other required paperwork.

3110-Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations.

3120-Understand and practice direct certification procedures practiced by your state.

3210-Manage staff work including scheduling.

This webinar will highlight updates for the coming school year and review important tasks that should be taking place to promote program compliance and enhance operations. It will also highlight some of the resources available to assist LEAs in the day-to-day operations in the month of August.

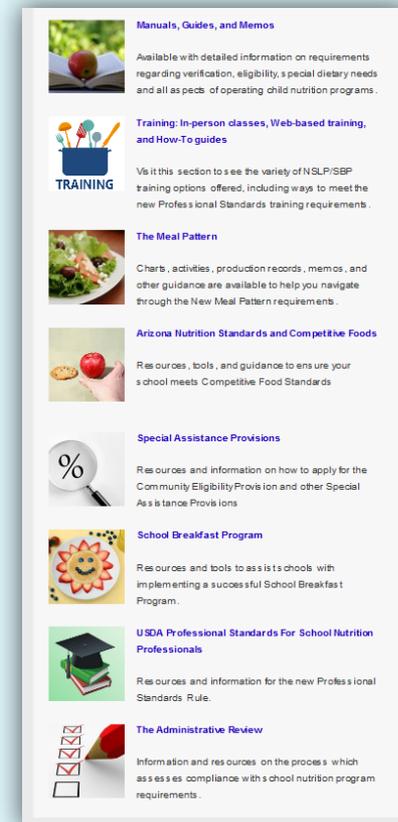
# Navigating the NSLP Webpage

# NSLP Webpage

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



The screenshot shows the Arizona Department of Education's NSLP webpage. At the top, there is the Arizona Department of Education logo and the AZ.GOV logo. Below the logo is a navigation menu with links for HOME, ALL PROGRAMS, STAFF DIRECTORY, CONTACT ADE, FAQ, SCHOOL REPORT CARDS, COMMON LOGON, and ADECONNECT. The main heading is "HEALTH & NUTRITION SERVICES". Below this, there is a breadcrumb trail: Home | Child/Adult Care | School Nutrition Programs | School Health Programs | School Food Programs | Summer Food | Memos | % Free/ Reduced. The main content area is titled "National School Lunch & School Breakfast Program" and includes a mission statement: "To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children." There are two call-to-action buttons: "How LEAs Apply for the National School Lunch & School Breakfast Programs" and "Operating the National School Lunch & School Breakfast Programs". On the right side, there are several buttons: "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us".



- Manuals, Guides, and Memos**  
Available with detailed information on requirements regarding verification, eligibility, special dietary needs and all aspects of operating child nutrition programs.
- Training: In-person classes, Web-based training, and How-To guides**  
Visit this section to see the variety of NSLP/SBP training options offered, including ways to meet the new Professional Standards training requirements.
- The Meal Pattern**  
Charts, activities, production records, memos, and other guidance are available to help you navigate through the New Meal Pattern requirements.
- Arizona Nutrition Standards and Competitive Foods**  
Resources, tools, and guidance to ensure your school meets Competitive Food Standards.
- Special Assistance Provisions**  
Resources and information on how to apply for the Community Eligibility Provision and other Special Assistance Provisions.
- School Breakfast Program**  
Resources and tools to assist schools with implementing a successful School Breakfast Program.
- USDA Professional Standards For School Nutrition Professionals**  
Resources and information for the new Professional Standards Rule.
- The Administrative Review**  
Information and resources on the process which assesses compliance with school nutrition program requirements.

Add a bookmark to this page.

Everything you need to operate NSLP/SBP can be found here!

# NSLP Webpage

## Operating the National School Lunch and School Breakfast Program



Program Forms  
At a Glance Calendar  
Procurement

Meal Pattern  
Food Safety  
Contracting for Meal  
Service

# NSLP Webpage

## Operating the National School Lunch and School Breakfast Program

**NSLP AT A GLANCE SY 2016-2017** **WANT MORE?** STAYING ON TRACK WEBINAR SERIES! Join us the first Tuesday of every month to review in detail the activities that should be happening each month. Register online: <https://www.azed.gov/home/StateAffairs/Support/Supporting-Staying-on-Track-Webinar-Series>

JUNE	JULY / AUGUST	SEPTEMBER	
<ul style="list-style-type: none"> <li>JUNE 1- BEFORE OPERATION <a href="#">Submit the Service Applications</a> through CNPWeb.</li> <li>Head HHS Memo: <a href="#">Implementation of Program Year 2016</a></li> <li>Be sure <a href="#">eligibility forms</a> are current for new school year.               <ul style="list-style-type: none"> <li>2/16-17 <a href="#">Household Application (revised)</a></li> </ul> </li> <li>Confirm <a href="#">Child Rights Statement</a> is up-to-date</li> <li>Create your <a href="#">Service Assurance Document (SAD)</a></li> <li>Double check that your <a href="#">Food Safety Plan (FSPCC)</a> <a href="#">Meat and Poultry Inspection Checklist</a> is up-to-date</li> <li>Double check that your <a href="#">Local Wellness Policy</a> is up-to-date</li> <li>Head <a href="#">(new)</a> Child Rights Posters near the point of service (POS) (Request poster from ADE)</li> </ul>	<p><b>NO SOONER THAN JULY 1</b></p> <ul style="list-style-type: none"> <li>Conduct first <a href="#">Direct Certification</a> through <a href="#">CNP Direct Certification</a> and update BD. Note: CNP Direct Certification must be conducted <a href="#">before</a> during the school year. See <a href="#">CDEA Student Eligibility Manual</a>.</li> <li>Distribute <a href="#">household applications</a> with parent letter to only those students who are not directly certified.</li> <li>Start to certify household applications returned to the school and send Notification Letters to households.</li> <li>Send out <a href="#">Direct Certification</a></li> </ul> <p><b>BEST PRACTICES PRIOR TO SCHOOL STARTING</b></p> <ul style="list-style-type: none"> <li><a href="#">Outreach to households for School Breakfast Program (SBP)</a> at the beginning of school and once again during the school year (required only if operating SBP)</li> <li>Be sure that all School Nutrition Program Staff have received <a href="#">Child Rights Training</a></li> <li><a href="#">Post point of service (POS) meal signage</a></li> </ul> <p><b>AFTER FIRST DAY OF SCHOOL</b></p> <ul style="list-style-type: none"> <li>Complete <a href="#">Daily Production Records</a> (keep on file)</li> <li>Count meals at point of service (POS) and complete <a href="#">Daily Self-Checks</a> (keep on file)</li> <li>ON 30TH OPERATING DAY discontinue prior year's benefits for households that have not responsively certified.</li> <li>AUGUST 1-10 Submit July reimbursement <a href="#">claims</a> if operated in July through CNPWeb.</li> </ul>	<ul style="list-style-type: none"> <li>SEPTEMBER 1-10 Submit August reimbursement <a href="#">claims</a></li> <li>SEPTEMBER 30 Best practice: Conduct CNP Direct Certification</li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> <li>Start preparing for <a href="#">Verification</a>! Make sure to print off the <a href="#">Verification Best Practice Checklist</a>!</li> <li>Don't forget, each operating site will need <a href="#">Last Food Safety Inspection</a> during the program year!</li> </ul> <p><b>TRAINING OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li><b>FOOD SAFETY</b> Attend this train-the-trainer interactive course to learn how to <a href="#">keep your staff</a> food safe!</li> <li><b>STUDENT ELIGIBILITY</b> Waiting to know if you are on the right track? Attend <a href="#">ADE's Annual Update</a> to review <a href="#">BD</a> applications and <a href="#">Direct Certification</a> <a href="https://www.azed.gov/home/StateAffairs/Support/Supporting-Staying-on-Track-Webinar-Series">https://www.azed.gov/home/StateAffairs/Support/Supporting-Staying-on-Track-Webinar-Series</a></li> </ul>	
OCTOBER	NOVEMBER	DECEMBER	JANUARY
<p><b>VERIFICATION</b></p> <p>OCTOBER 1 - NOVEMBER 15 <a href="#">VERIFICATION ACTIVITIES</a></p> <ul style="list-style-type: none"> <li>OCTOBER 1-10 Submit September reimbursement <a href="#">claims</a></li> <li>OCTOBER 1 <a href="#">Annual Financial Report</a> for private schools, SB and PCSI</li> <li>OCTOBER 15 <a href="#">Annual Financial Report</a> for public schools</li> <li>OCTOBER 31 Best Practice: Conduct CNP Direct Certification</li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> </ul>	<ul style="list-style-type: none"> <li>NOVEMBER 1-10 Submit October reimbursement <a href="#">claims</a></li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> </ul>	<ul style="list-style-type: none"> <li>DECEMBER 1-10 Submit November reimbursement <a href="#">claims</a></li> <li>DECEMBER 15 Last day to complete <a href="#">Daily Production Records</a></li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> </ul> <p><b>TRAINING OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>Sign up for <a href="#">Verification Workshops</a> and work one on one with ADE Specialists on completing the Verification Report!</li> </ul>	<ul style="list-style-type: none"> <li>JANUARY 1-10 Submit December reimbursement <a href="#">claims</a></li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> </ul>
FEBRUARY	MARCH	APRIL	MAY
<ul style="list-style-type: none"> <li>FEBRUARY 1 Last day to submit <a href="#">Verification Summary Report</a> to ADE through CNP Verification</li> <li>FEBRUARY 1 Last day to complete <a href="#">Annual Financial Report</a> (required if more than one site)</li> <li>FEBRUARY 1-10 Submit January reimbursement <a href="#">claims</a></li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> </ul>	<ul style="list-style-type: none"> <li>MARCH 1-10 Submit February reimbursement <a href="#">claims</a></li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> </ul>	<ul style="list-style-type: none"> <li>APRIL 1 Conduct CNP Direct Certification for purposes of <a href="#">Annual Enrollment Student and Enrollment Data</a> (required)</li> <li>APRIL 1-10 Submit to <a href="#">ADE Annual Enrollment Student and Enrollment Data</a></li> <li>APRIL 1-10 Submit March reimbursement <a href="#">claims</a></li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> </ul>	<ul style="list-style-type: none"> <li>MAY 1-10 Submit April reimbursement <a href="#">claims</a></li> <li>MAY 1 Application for <a href="#">Fiscal Agreement Provision 2</a> on Provision 1 due today (only to K-12)</li> <li>Complete <a href="#">Daily Production Records</a></li> <li>Count meals at POS and complete <a href="#">Daily Self-Checks</a></li> <li>Outreach to households of <a href="#">eligible Summer Food Service Program (SFP)</a> feeding sites in your area (required even if you are not operating SFP)</li> </ul>

**MONTHLY CHECKLIST**

**AUGUST 2016**  
first month of operation

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		<ul style="list-style-type: none"> <li><a href="#">Student Eligibility: Am I Doing It Right</a></li> <li><a href="#">How to Train Food Safety</a></li> </ul>
ONLINE	<a href="#">Always available</a>	<a href="#">Always available</a>
WEBINARS	<a href="#">Staying on Track August 2</a>	<a href="#">Staying on Track September 6</a>
PROFESSIONAL DEVELOPMENT		<ul style="list-style-type: none"> <li>School Nutrition Association of Arizona State Conference: September 23-24 <a href="http://www.snabz.org/">http://www.snabz.org/</a></li> </ul>

	Updates	Resources
<ul style="list-style-type: none"> <li>August 31 Last day to submit Community Eligibility (CEI) applications to operate CEP for the program year</li> </ul>		<ul style="list-style-type: none"> <li><a href="http://www.azed.gov/health-nutrition/special-assistance/pe/pe.html">http://www.azed.gov/health-nutrition/special-assistance/pe/pe.html</a> <ul style="list-style-type: none"> <li>Application for Community Eligibility Provision</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>If receiving SFP Outreach to households SBP at the beginning of school and multiple times during the school year</li> </ul>		<ul style="list-style-type: none"> <li><a href="http://www.azed.gov/health-nutrition/food-service/food-service.html">http://www.azed.gov/health-nutrition/food-service/food-service.html</a> <ul style="list-style-type: none"> <li>Outreach to households on the availability of the School Breakfast Program</li> </ul> </li> <li>Memo ON 04-2012: Child Nutrition Reauthorization 2010 Outreach to households on the availability of the School Breakfast Program</li> </ul>
<ul style="list-style-type: none"> <li>Continue to certify household applications returned to school and notify household of meal benefits               <ul style="list-style-type: none"> <li>Update BD</li> <li>Health households</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="http://www.azed.gov/health-nutrition/hsbp/training/">http://www.azed.gov/health-nutrition/hsbp/training/</a> <ul style="list-style-type: none"> <li>Online Training: How to Process Household Applications</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>(Daily) Count meals at point of service</li> </ul>		
<ul style="list-style-type: none"> <li>Perform daily self checks for lunch               <ul style="list-style-type: none"> <li>Update attendance factor for each site, should match attendance factor provided by ADE found in meal site claim</li> <li>If operating SFP complete daily self check for breakfast</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="http://www.azed.gov/health-nutrition/hsbp/program-forms/">http://www.azed.gov/health-nutrition/hsbp/program-forms/</a> <ul style="list-style-type: none"> <li>Active First Daily Self Check Worksheet</li> <li>Daily SFP Check Worksheet</li> </ul> </li> <li>"Tools will not have access to the data during the month of operation. Recommended to contact ADE to determine alternative factor"</li> </ul>
<ul style="list-style-type: none"> <li>Complete and review daily production records for lunch               <ul style="list-style-type: none"> <li>If receiving SFP complete daily production record for breakfast</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="http://www.azed.gov/health-nutrition/meal-gateway/">http://www.azed.gov/health-nutrition/meal-gateway/</a> <ul style="list-style-type: none"> <li>Production Record Template</li> </ul> </li> </ul>

Stay on track with resources and checklists for each month of operation!

# Weekly E-Blasts

- ADE sends a weekly e-blast from [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov)
- Highlights updates and new resources that have been posted on the website.
- Sent to SFA Contacts on Sponsor Applications.

Please take a moment to check out the following new or updated resources which are available on the School Nutrition Programs website. The icons and titles below provide links to the web locations containing the new or updated information.

**HEALTH & NUTRITION SERVICES**

# HNS 07-2016 Preparation for Program Year 2017 (School Year 2016-2017)

# HNS 07-2016

## Preparations for Program Year 2017

- **Community Eligibility Provision (CEP)**
  - Third year of operation
  - Applications are due by August 31, 2016 if you plan to operate CEP.
  - Visit the Special Assistance Webpage and contact your NSLP Specialist if you have questions about the application process.



### Special Assistance Provisions

Resources and information on how to apply for the Community Eligibility Provision and other Special Assistance Provisions



# HNS 07-2016

## Preparations for Program Year 2017

- Administrative Review Schedule
  - All LEAs who are receiving an Administrative Review should have received notification by June 1, 2016.
  - How to Prepare for your Administrative Review online training and off-site assessment tool are available on the website.



### The Administrative Review

Information and resources on the process which assesses compliance with school nutrition program requirements.

# HNS 07-2016

## Preparations for Program Year 2017

- Procurement

- HNS is providing guidance and resources to assist in ensuring proper procurement procedures are being followed.
- Guidance can be found on the HNS Website.

You are here: [Home](#) / National School Lunch & School Breakfast Program

### National School Lunch & School Breakfast Program



**Mission:**  
To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.

How LEAs Apply for the National School Lunch & School Breakfast Programs

Operating the National School Lunch & School Breakfast Programs

**Manuals, Guides, and Memos**

Available with detailed information on requirements regarding verification, eligibility, special dietary needs and all aspects of operating child nutrition programs.

**Training:** In-person classes, Web-based training



### Operating the National School Lunch and School Breakfast Programs

#### Sponsor Types

- Special Assistance Provisions
- Residential Child Care Institutions

#### Operating the Program

- Program Forms
- Outreach for School Breakfast Program & Summer Food Service Program
- NSLP Equipment Grant 2016
- Resource Management - **New**
- **CNP Procurement - New!**
- Food Safety
- The Administrative Review
- USDA Professional Standards For School Nutrition Professionals
- Contracting for Meal Service
- Program Guidance and Web-Based Instruction
- Meal Pattern
- Verification
- Second Review of Applications
- Local Wellness Policy
- Arizona Nutrition Standards & Competitive Foods
- Frequently Asked Questions



### CNP Procurement

This web page contains information pertaining to procurement requirements for all Sponsors of the Child Nutrition Programs (CNP) including National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSFP), Special Milk Program (SMP) and Food Distribution, Health and Nutrition Services (HNS) is providing guidance and resources to assist in ensuring proper procurement procedures are being followed.

#### HNS Procurement Memo



- This HNS 05-2016, Local Agency Procurement Updates memo serves as a resource for Food and Nutrition Service (FNS) and State agency guidance regarding local agency procurement updates.

#### Procurement Procedures Template for CNP

# HNS 07-2016

## Preparations for Program Year 2017

- Equipment Grant Round 3
  - Funds are available for capital kitchen equipment with a value greater than \$5,000.
  - ADE will competitively award the grant giving priority to high-need schools.
  - Applications available **August 29**
  - Applications due by **October 14**

You are here: [Home](#) / National School Lunch & School Breakfast Program

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**Training:** [In person classes](#), [Web based training](#)



### Operating the National School Lunch and School Breakfast Programs

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- Local Wellness Policy
- Arizona Nutrition Standards & Competitive Foods
- Frequently Asked Questions

# HNS 07-2016

## Preparations for Program Year 2017

- Annual Notice of Application (Site and Sponsor applications in CNPWeb)
  - LEAs are required to submit new site and sponsor applications each year.
  - The School Food Authority contact and Program Contact did not automatically transfer from previous years.
    - Its crucial that this information is updated and accurate.
    - The School Food Authority contact should be the person who is fulfilling the duties of School Nutrition Program Director.

# HNS 07-2016

## Preparations for Program Year 2017

- Annual Notice of Application (Site and Sponsor applications in CNPWeb)
  - Requires access to Common Logon
  - Always submit all SITE applications first, then submit the SPONSOR application.
  - Review checklist and submit required documents.

# HNS 07-2016

## Preparations for Program Year 2017

- Annual Notice of Application (Site and Sponsor applications in CNPWeb)
  - Refer to the guide, ***How to Submit the Site and Sponsor Applications*** for step by step instruction.

**National School Lunch & School Breakfast Program**

**Mission:**  
To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.

**How LEAs Apply for the National School Lunch & School Breakfast Programs**

**Operating the National School Lunch & School Breakfast Programs**

**Manuals, Guides, and Memos**  
Available with detailed information on requirements regarding verification, eligibility, special dietary needs and all aspects of operating child nutrition programs.

**TRAINING**  
Visit this section to see the variety of NSLP/SBP training options offered, including ways to meet the new Professional Standards training requirements.

**The Meal Pattern**  
Charts, activities, production records, memos, and other guidance are available to help you navigate through the New Meal Pattern requirements.

Training and Professional Development

**TRAINING for SCHOOL NUTRITION PROFESSIONALS**  
regional trainings • professional development • webinars • online trainings

Welcome! Click [here](#) to download a copy of the SY 2016-2017 Training Brochure.

**REGIONAL TRAININGS**

JUNE - JULY	AUG. - SEPT.	OCT. - JAN.	FEB. - MAY
Director's Track: Learning the NSLP	How to Train Food Sa Mityo your Staff	Drop-in Workshop: Preparing for Verification	Professional Development Sessions
Director's Track: Updates for the School Year	Student Eligibility: Am I Doing it Right?	Drop-in Workshop: Submitting for Verification	

Working with your Food Safety Plan  
Student Eligibility ABCs

Click here to view all NSLP trainings

**STAYING ON TRACK WEBINAR SERIES**

**New webinar series!**  
Each webinar will review the activities that should be happening each month and provide directors and program staff time to ask program related questions to help stay on track with program requirements.

August 2, 2016 (1:00 to 2:30 PM): Welcome Back! Staying on Track Webinar

**ADE ONLINE TRAINING LIBRARY**  
No registration required. Click [here](#) to download a complete list of online trainings.

**Step by Step Instruction:**  
How to Submit Site and Sponsor Applications in CNP Web

Professional Standards Learning Code 3310  
Length: 30 minutes

Arizona Department of Education

# Student Eligibility Updates and Reminders

# Program Forms on ADE Webpage

- Updated program forms are on the ADE Webpage
  - Media Release
  - Parent Letter
  - Household Application
  - Income Eligibility Guidelines
  - Notification Letters

You are here: [Home](#) / National School Lunch & School Breakfast Program

## National School Lunch & School Breakfast Program



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**How LEAs Apply for the National School Lunch & School Breakfast Programs**

**Operating the National School Lunch & School Breakfast Programs**

### Operating the National School Lunch and School Breakfast Programs



[NSLP at a Glance Calendar](#)

[Monthly Checklist](#)

**Sponsor Types**

- Special Assistance Provisions
- Residential Child Care Institutions

**Operating the Program**

- **Program Forms**
- Outreach for School Breakfast Program & Summer Food Service Program
- NSLP Equipment Grant 2016
- Resource Management - **New**
- CNP Procurement - **New!**
- Food Safety

ALL FORMS UPDATED FOR SY 2016-2017

**Application Packet: Free and Reduced-Price Meals**  
*Distribute forms to households no sooner than July 1*

Parent Letter for School Meals	English	Spanish
Instructions for Household Application for Free and Reduced-Price Meals	English	Spanish
Household Application for Free and Reduced-Price Meals	English	Spanish
Parent/Guardian Consent for Sharing Information	English	Spanish
Foster Outreach Letter - U.S.D.A. Sample Template	PDF	Word

**Customized Parent Letters**

- Parent Letter for Provision 203 Base Year  
*\*Use the instructions and the household application for free and reduced-price meals posted above.* English Spanish
- Parent Letter for Provision 203 Non-Base Year English Spanish
- Parent Letter for Community Eligibility (CEP) English Spanish
- Parent Letter, non-pricing, collect applications  
*\*Use the instructions and the household application for free and reduced-price meals posted above.* English Spanish
- Parent Letter for Special Milk, applications, charge  
*\*Use the instructions and the household application for free and reduced-price meals posted above.* English Spanish

# Student Eligibility

- Media/Press Release
  - Template on Program Forms page
  - Must be sent out to relevant local media
  - Does not need to be printed in local media; that decision is up to the media agency. However, you do need documentation that it was sent, as well as where it was sent.

# Student Eligibility

- Direct Certification
  - Must be conducted for all students at least 3 times per year.
  - The first search must be within the first 45 school days.
  - Requires Common Logon access to reach CNP Direct Certification/Direct Verification
  - Updated fields in the results

Record Number ^	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload
1	John	Smith	04/03/2004	No Match									
2	Susie	Jones	10/01/1998	No Match									

# Student Eligibility

- Direct Certification
  - Refer to the guides How to Conduct Direct Certification for step by step instruction.

*Step by Step Instruction:*  
How to Directly Certify Students Using Other Documentation

Professional Standards Learning Code 3120  
Length: 30 minutes



Revised March 2018  
"How to Directly Certify Students Using Other Documentation" is intended for the School Board Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

*Step by Step Instruction:*  
How to Conduct Direct Certification using File Upload: Standard Format

Professional Standards Learning Code 3120  
Length: 1 hour



Revised March 2018  
"How to Conduct Direct Certification using File Upload: Standard Format" is intended for the School Board Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

*Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification*

Professional Standards Learning Code 3120  
Length: 30 minutes



Revised May 2018  
"Introduction to Conducting CNP Direct Certification" is intended for the School Board Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

*Step by Step Instruction:*  
How to Conduct Direct Certification using File Upload: SAIS IDs

Professional Standards Learning Code 3120  
Length: 1 hour



Revised March 2018  
"How to Conduct Direct Certification using File Upload: SAIS IDs" is intended for the School Board Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

*Step by Step Instruction:*  
How to Conduct Direct Certification using the State Match Method

Professional Standards Learning Code 3120  
Length: 30 minutes



Revised March 2018  
"How to Conduct Direct Certification using the State Match Method" is intended for the School Board Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

*Step by Step Instruction:*  
How to Conduct Direct Certification using File Upload: SSN

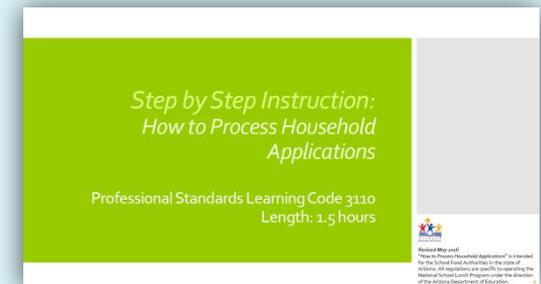
Professional Standards Learning Code 3120  
Length: 1 hour



Revised March 2018  
"How to Conduct Direct Certification using File Upload: SSN" is intended for the School Board Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

# Student Eligibility

- Household Applications
  - Must be processed within 10 days of being received.
  - Be sure to use correct income guidelines and check for error-prone applications at time of approval.
  - No applications are needed from students who are directly certified.
  - Refer to the guide ***How to Process Household Applications*** for details on reviewing and approving applications.



# Student Eligibility

- 30-Day Rollover
  - Students can maintain the same meal benefits from last school year for up to the first 30 operating days of the new school year.
  - This only applies until new documentation is received. Once a new application is received, it must be reviewed within 10 days and the new benefits must be instituted immediately.

# Student Eligibility

- The Benefit Issuance Document (BID)
  - The document that tracks the eligibility status of each student, as well as how and when they were certified.
  - Must be kept up to date
  - If done electronically, be sure that student data is entered or uploaded accurately.
  - If visible at the point of service, it must be coded to protect student identity.
  - Refer to the guide ***How to Create A Benefit Issuance Document*** for further instruction related to the BID.



# Student Eligibility

## National School Lunch & School Breakfast Program



### Mission:

To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.



### Manuals, Guides, and Memos

Available with detailed information on requirements regarding verification, eligibility, special dietary needs and all aspects of operating child nutrition programs.



### Training: In-person classes, Web-based training, and How-To guides

Visit this section to see the variety of NSLP/SBP training options offered, including ways to meet the new Professional Standards training requirements.



### The Meal Pattern

Charts, activities, production records, memos, and other guidance are available to help you navigate through the New Meal Pattern requirements.

## TRAINING for SCHOOL NUTRITION PROFESSIONALS

regional trainings • professional development • webinars • online trainings

Welcome! [Click here](#) to download a copy of the SY 2016-2017 Training Brochure.

### REGIONAL TRAININGS

JUNE - JULY	AUG. - SEPT.	OCT. - JAN.	FEB. - MAY
Director's Track: Learning the NSLP	How to Train Food Safer to your Staff	Drop-in Workshop: Preparing for Verification	Professional Development Sessions
Director's Track: Updates for the School Year	Student Eligibility: Am I Doing it Right?	Drop-in Workshop: Submitting for Verification	
Working with your Food Safety Plan	Student Eligibility: ABCs		Click here to view all NSLP trainings

### STAYING ON TRACK WEBINAR SERIES

New webinar series!

Each webinar will review the activities that should be happening each month and provide directors and program staff time to ask program related questions to help stay on track with program requirements.

August 2, 2016 (1:30 to 2:30 PM): Welcome Back! Staying on Track Webinar

### ADE ONLINE TRAINING LIBRARY

No registration required. [Click here](#) to download a complete list of online trainings.

COURSE TITLE	ONLINE COURSE DESCRIPTION	PROFESSIONAL STANDARDS LEARNING OBJECTIVE
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 Hours 1100
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 Hours 1100
Meal or No Meal	In game format attendees will be provided 9 different trays in which they must identify if the trays reimbursable for lunch or offer vs. Serve. Training can be completed by using the user or used by a facilitator in a group training.	15 Min. 2310
Orientation to: National School Lunch Program in Arizona Assessment	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 Hours 3120, 3310, 2120, 2210
How to Prepare for Your Administrative Review (SY15-17)	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 Hour 3280
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 Hour 3420

*Step by Step Instruction:*  
How to Create a Benefit Issuance Document (BID)

Professional Standards Learning Codes  
3110, 3120  
Length: 1 hour

*Step by Step Instruction:*  
How to Process Household Applications

Professional Standards Learning Code 3130  
Length: 1.5 hours

*Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification*

Professional Standards Learning Code 3120  
Length: 30 minutes

*Step by Step Instruction:*  
How to Conduct Direct Certification using File Upload- Standard Format

Professional Standards Learning Code 3120  
Length: 1 hour

# Student Eligibility

- Daily Edit Checks
  - This form helps ensure daily meal counts do not exceed the number of students eligible for free, reduced-price and paid meals.
  - A template in word, pdf and excel is available on the Program Forms page of the website.
  - These should be completed daily and reviewed regularly to ensure meal counts appear accurate.

You are here: [Home](#) / [National School Lunch & School Breakfast Program](#)

## National School Lunch & School Breakfast Program



**Mission:**  
To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.

How LEAs Apply for the National School Lunch & School Breakfast Programs

Operating the National School Lunch & School Breakfast Programs

**Manuals, Guides, and Memos**

Available with detailed information on requirements regarding verification, eligibility, special dietary needs and all aspects of operating child nutrition programs.

[Training: In-person classes, Web-based training](#)

### Operating the National School Lunch and School Breakfast Programs

**Sponsor Types**

- Special Assistance Provisions
- Residential Child Care Institutions

**Operating the Program**

[Program Forms](#)

- Screening for School Breakfast Program & Summer Food Service Program
- NSLP Equipment Grant 2016
- Resource Management - **New**
- CNP Procurement - **New!**
- Food Safety
- The Administrative Review
- USDA Professional Standards For School Nutrition Professionals
- Contracting for Meal Service
- Program Guidance and Web-Based Instruction
- Meal Pattern
- Verification
- Second Review of Applications
- Local Wellness Policy
- Arizona Nutrition Standards & Competitive Foods
- Frequently Asked Questions

National School Lunch  
 School Breakfast  
 month: \_\_\_\_\_

School: \_\_\_\_\_

DAILY EDIT CHECK WORKSHEET

Enrollment (Membership): \_\_\_\_\_ Attendance Factor (AF): \_\_\_\_\_

Day of Month	Enrollment (Membership)				Attendance Factor (AF)				TOTAL COUNTS:			
	A	B	C	D	A	B	C	D				
	Free Eligible	AF	Free Eligible X AF	Free Meals Served	Reduced Eligible	AF	Reduced Eligible X AF	Reduced Meals Served	Paid Eligible	AF	Paid Eligible X AF	Paid Meals Served
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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28												
29												
30												
31												
Monthly Totals												

Meals Served should not exceed Eligible X Attendance Factor (AF). (Column D should not exceed column C).

Exhibit E

# Meal Pattern Updates and Reminders

# Meal Pattern and Meal Service

- Meal Pattern Menu Planning
  - All NSLP and SBP menus must meet the meal pattern requirements.
  - Refer to the guides How to Plan a Lunch Menu and How to Plan a Breakfast Menu for more details on the meal pattern.



**Training: In-person classes, Web-based training, and How-To guides**

Visit this section to see the variety of NSLP/SBP training options offered, including ways to meet the new Professional Standards training requirements.



# Meal Pattern and Meal Service

- School Breakfast Program Outreach
  - Schools who participate in the School Breakfast Program are required to provide outreach.
    - Once at the beginning of the year
    - Multiple times throughout the year
  - Examples include:
    - Notification of breakfast programs in back to school packets
    - Reminders over the speaker system at school
    - Sending flyers or reminders home via mail or handouts
    - Posting information on the school's website



# Meal Pattern and Meal Service

- Production Records
  - These should be completed every day, for each meal service.
  - They need to document how many servings are planned, prepared, and leftover.
  - They should be used to help with forecasting, and as documentation that enough food was prepared so that each student could receive a reimbursable meal.
  - Templates are available on the website.
    - Program Forms page
    - Meal Pattern page



#### The Meal Pattern

Charts, activities, production records, memos, and other guidance are available to help you navigate through the New Meal Pattern requirements.

# Meal Pattern and Meal Service

- Food Safety Inspections
  - All sites where food is served are required to request at least 2 food safety inspections.
  - This includes schools who work with a caterer.
  - Contact your county health department to request these inspections.
  - The results should be posted and visible in the location where meals are served.



# Meal Pattern and Meal Service

- Whole Grain Rich Exemption Request
  - Extended through this school year
    - If previously approved, SFA must submit a copy of the approval letter with a certified letter requesting further extension.
  - Details and request form available online.
    - HNS 08-2016
  - Remember... You should still be looking for items that are acceptable to students, as this exemption is not permanent.



#### The Meal Pattern

Charts, activities, production records, memos, and other guidance are available to help you navigate through the New Meal Pattern requirements.

# Meal Pattern and Meal Service

- USDA Foods
  - New system- MyFOODS
  - Schools who participated in SY 16:
    - Schools MUST update delivery site and contact information in myFOODS after July 1, 2016 (even if there are not updates they still must click the update button for each of their delivery sites and contacts listed).
    - Schools MUST have approved site and sponsor applications in CNP Web.
    - Schools MUST submit a PO or statement (on letterhead) stating their school does not require a PO to pay delivery fee invoices to US Foods directly (Pam Bowers and Rose Garcia are the two warehouse contacts).

# Meal Pattern and Meal Service

- USDA Foods
  - Schools who have never participated in USDA Foods but would like to learn more can contact Sandy Fitzner.

[Sandy.Fitzner@azed.gov](mailto:Sandy.Fitzner@azed.gov)

(602) 542-8741

# Additional Updates and Reminders



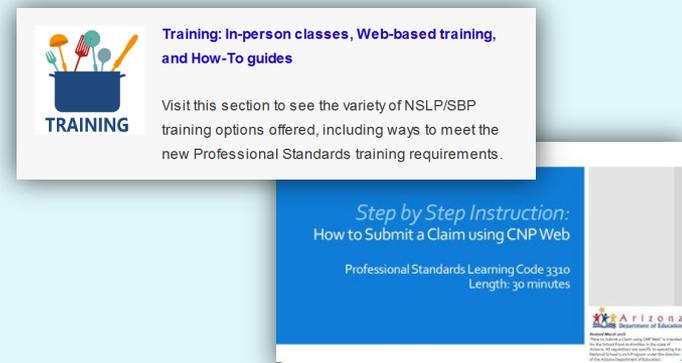
# Other Reminders and Updates

- Civil Rights- Non Discrimination Statement (NDS)
  - Long statement on all eligibility documents

<http://www.fns.usda.gov/fns-nondiscrimination-statement>.
- All documents, pamphlets, websites, etc. should be updated as follows:
  - Websites must be updated by December 31, 2015;
  - Documents, pamphlets, brochures, etc. using NDS language prior to 2013 must be updated by December 31, 2015;
  - Documents, pamphlets, brochures, etc. using 2013 NDS language should be updated when supplies are exhausted or by September 30, 2016; and
  - All new printing must use the 2015 NDS.

# Other Reminders and Updates

- Submitting Claims
  - Should be done by the 10<sup>th</sup> of each month in order to receive payment that same month.
  - Can be submitted and revised for 60 days after the end of the month.
  - Refer to the guide, ***How to Submit a Claim Using CNP Web*** for further instruction.



**TRAINING**

Training: In-person classes, Web-based training, and How-To guides

Visit this section to see the variety of NSLP/SBP training options offered, including ways to meet the new Professional Standards training requirements.

*Step by Step Instruction:*  
How to Submit a Claim using CNP Web

Professional Standards Learning Code 3310  
Length: 30 minutes

Arizona  
Department of Education

# Other Reminders and Updates

- Training Schedule and Resources
  - Remaining Trainings
    - Eligibility- Am I Doing It Right?
    - Food Safety- How to train your staff
    - Verification- Prepare for Verification workshops
  - Online Guides for day to day operations
  - Webinars
  - Email your requests for professional development topics for the spring to  
[ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov)



Training: In-person classes, Web-based training, and How-To guides

Visit this section to see the variety of NSLP/SBP training options offered, including ways to meet the new Professional Standards training requirements.

# Other Reminders and Updates

- Unpaid Meal Charges
- SP 46-2016
  - All LEAs must have a written policy for how they will address unpaid meal charges and uncollectable debt.
  - Policy must be communicated to families, students and staff in writing.
  - Must be done by July 1, 2017.

# Other Reminders and Updates

- Unpaid Meal Charges-
- SP 47-2016
  - Debt that is still being collected = delinquent debt = asset
  - Debt that is deemed uncollectable = bad debt = liability
  - Once debt is deemed uncollectable, it cannot be covered using food service account funds. It must be covered using non-federal sources.

# Other Reminders and Updates

- Final Rules recently released
  - Local Wellness Policy
  - Smart Snacks
    - Reminder, as of July 1, 2016, the 10% Daily Value of a nutrient of public health concern can no longer be used to qualify a food as a Smart Snack.
  - Community Eligibility
  - Administrative Review

# Question and Answer Session

# Question and Answer Session

- This time is reserved for a questions and answers.
- Questions can be about topics discussed during the webinar, or any other topics that have come up as you begin your operation.
- Type your questions into the conversation bubble at the bottom of the screen.



# Evaluation and Certificate

- You will receive a survey link within the next few days. After completing the survey you can print a certificate of completion.

This concludes today's webinar.  
Thank you for your participation.