

Orientation to:

Operating the National School Lunch Program in Arizona



How does the National School Lunch Program (NSLP) work?

Public schools, private nonprofit schools, residential childcare institutions, juvenile correctional institutions and boarding schools get reimbursement from the USDA for each lunch they serve. In return, such organizations must serve lunches that meet federal requirements.

Contact Information

Health and Nutrition Division

Physical Address:
3300 North Central Ave, 19th Floor
Phoenix, AZ 85012

Mailing Address:
1535 West Jefferson Street, Bin #7
Phoenix, AZ 85007

Telephone: (602) 542-8700
Fax: (602) 542-1531



Revised July 2016

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Use of this Manual

This manual contains information about the application and operation of the National School Lunch Program specific to the state of Arizona. The following sections provide a snap shot of program requirements and are not exhaustive of all program requirements.

Local Educational Agencies (LEAs) and institutions should confer with the School Nutrition Programs at the Arizona Department of Education to determine additional procedures and regulations required.

LEAs on the National School Lunch Program are encouraged to reference this manual while operating the National School Lunch Program.

Orientation Assessment for New Sponsors

The assessment is found online at: <http://www.azed.gov/health-nutrition/files/2015/08/orientationmanualassessmentjuly20157.28.15.pdf>.

During the initial application to the Arizona Department of Education (ADE), all prospective Sponsors must complete the Orientation Assessment for New Sponsors pertaining to the information found in this manual. The online assessment will test for NSLP understanding and ask specific questions about your organization. ADE will review the information submitted and provide technical assistance during the application process to becoming a new Sponsor to ensure your organization is ready and able to operate the NSLP.

The Orientation Assessment for New Sponsors may be completed while reviewing this NSLP Orientation Manual. All questions must be answered in order to receive credit for completing this training.

Please note, by sending ADE an Orientation Assessment for New Sponsors, ADE is assuming your organization wishes to apply to the NSLP.

Orientation Assessment for Existing Sponsors

The Orientation Assessment for Existing Sponsors is found online at: http://www.azed.gov/health-nutrition/files/2016/04/orientationmanualassessment_exisitng-sponsors.pdf.

The 20-question assessment will test for understanding on the material found within this manual. An answer key is provided at the end of the online assessment.

The Orientation Assessment for Existing Sponsors may be completed while reviewing this NSLP Orientation Manual. All questions must be answered in order to receive credit towards Professional Standards.



July 2016



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Section 1: School Nutrition Programs

- Primary School Nutrition Programs
- Accompanying Child Nutrition Programs



Primary School Nutrition Programs

- **National School Lunch Program (NSLP):** Lunches that meet specific meal pattern requirements are made available to all children in eligible Local Educational Agencies (LEAs) participating in the program. Meals are reimbursed according to the income eligibility of the students participating in the program.
- **Special Milk Program (SMP):** The SMP is designed to encourage the consumption of milk by children. This program makes milk available to children instead of providing access to the regular meal service.

Minimum Participation

Local Education Agencies (LEAs) can choose to participate in either the NSLP or SMP.

Additionally, LEAs cannot participate in both SMP and NSLP for the same group of children.

Accompanying Child Nutrition Programs

- **School Breakfast Program (SBP):** Breakfasts that meet specific meal pattern requirements are made available to all children near or at the beginning of the school day. Local Education Agencies (LEAs) are reimbursed for each meal served. Those students eligible for free or reduced-priced lunch are also eligible for free or reduced-price breakfast.
- **After School Care Snack Program (ASCSP):** Reimbursable snacks that meet specific meal pattern requirements are provided to eligible children after the school day. Programs must provide children with regularly scheduled educational or enrichment activities in a structured and supervised environment that is open to all students.
- **USDA Foods, Food Distribution:** USDA provides entitlement dollars to the Arizona Department of Education who then provide these dollars to participating Local Education Agencies (LEAs). LEAs use the entitlement dollars to purchase USDA Foods to use in the meals for SBP, NSLP, ASCSP and SFSP.
- **Department of Defense (DoD) Fresh Fruit and Vegetable Program:** The DoD program allows Local Education Agencies (LEAs) to use their USDA Foods entitlement dollars to buy fresh produce to use in the meals for SBP, NSLP, ASCSP and SFSP.
- **At-Risk After School Meals:** At-Risk After School Meals provides supper to children in at-risk areas.
- **Summer Food Service Program (SFSP):** SFSP provides meals to children during the summer months and during periods when area schools are closed for vacation.

LEAs must at least participate in NSLP*.



National School Lunch Program

At the start or at any point during the program year, LEAs can choose to participate in SBP and ASCSP for any of their sites.



School Breakfast Program



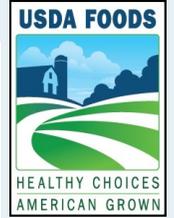
After School Care Snack Program

Meeting the eligibility requirements, LEAs may apply to implement the At-Risk After School Meals. Note: LEAs cannot operate both After School Care Snack Program and At-Risk After School Meals for the same population.



At-Risk After School Meals

Additionally, at any point during the program year, LEAs can apply for USDA Foods and DoD Fresh Fruit and Vegetable Program and utilize these foods in their SBP, NSLP and ASCSP menus!



School's Out! LEAs may apply to participate in the Summer Food Service Program.



Summer Food Service Program

*If wishing to operate the Special Milk Program, please contact School Nutrition Programs directly.

It is optional to participate in the SBP, ASCSP, SFSP, At-Risk After School Meals, USDA Foods, and DoD Fresh Fruit and Vegetable Program.

To participate in programs administered by ADE units other than the School Nutrition Programs, please contact the responsible division directly. Processes/requirements may differ and additional paperwork and/or training may be required prior to participation.

ADE HNS Unit	USDA Programs	Contact Information
School Nutrition Programs	<ul style="list-style-type: none"> ➤ National School Lunch Program (NSLP) ➤ School Breakfast Program (SBP) ➤ After School Care Snack Program (ASCSP) ➤ Special Milk Program (SMP) 	<p>Main: (602) 542-8700 ADESchoolNutrition@azed.gov</p>
Child and Adult Care Food Programs	<ul style="list-style-type: none"> ➤ At-Risk After School Meals ➤ Summer Food Service Program (SFSP) 	<p>Main: (602) 542-8700</p>
School Foods Program	<ul style="list-style-type: none"> ➤ USDA Foods Food Distribution ➤ Department of Defense Fresh Fruit and Vegetable Program 	<p>Main: (602) 542-8700 FDP@azed.gov</p>

Section 2: Becoming an NSLP Sponsor

- Sponsoring Entities
- Sponsor and Site Organization
- Joining the Program



Sponsoring Entities

Only public or nonprofit private entities may apply to be a *Sponsor* of the National School Lunch Program. This may include but is not limited to: public schools, boarding schools, charter schools, Bureau of Indian Affairs (BIA) schools or under a BIA contract, residential child care institutions (RCCIs), and juvenile detention centers.

Schools

Schools are defined per ARS 15-101 as, any public institution established for the purposes of offering instruction to pupils in programs for preschool children with disabilities; kindergarten programs or any combination of grades one through twelve.

In Arizona, an entity recognized as part of the educational system is identified by a nine (9) digit CTD number. If you are unsure of your CTD, contact ADE School Finance directly at (602) 542-5695. Charter Schools should contact their Charter Board. If you are an RCCI, contact School Nutrition Programs directly at (602) 542-8700 for more information.

Certain programs are not eligible to apply as their own Sponsor within School Nutrition Programs, but they can participate in the program if sponsored by an eligible *school, meeting the definition above ARS 15-101*. Should those programs want to participate independently from a participating school and/or are not on a participating school campus those programs will be ineligible to participate in NSLP, but are advised to contact the Child and Adult Care Food Program (CACFP).

- Preprimary (Pre-K) classes
- GED programs or regular high school completion programs
- Head Start and Early Head Start programs

Nonprofit: an organization that has been approved and sent a tax-exemption 501(c)(3) approval letter from the IRS.

CTD: ADE identifies each LEA, district or charter holder by a (nine) 9 digit number. Each site is identified by the CTDS; the 9 digit number plus 3 digits unique to that site.

"C" = County number (2-digits long)

"T" = Type number (2-digits long)

"D" = District/Charter Holder ID number (2-digits long)

"S" = School site ID (3– digits long)

ADE School Finance:
(602) 542-5695

ADE School Nutrition Programs:
(602) 542-8700



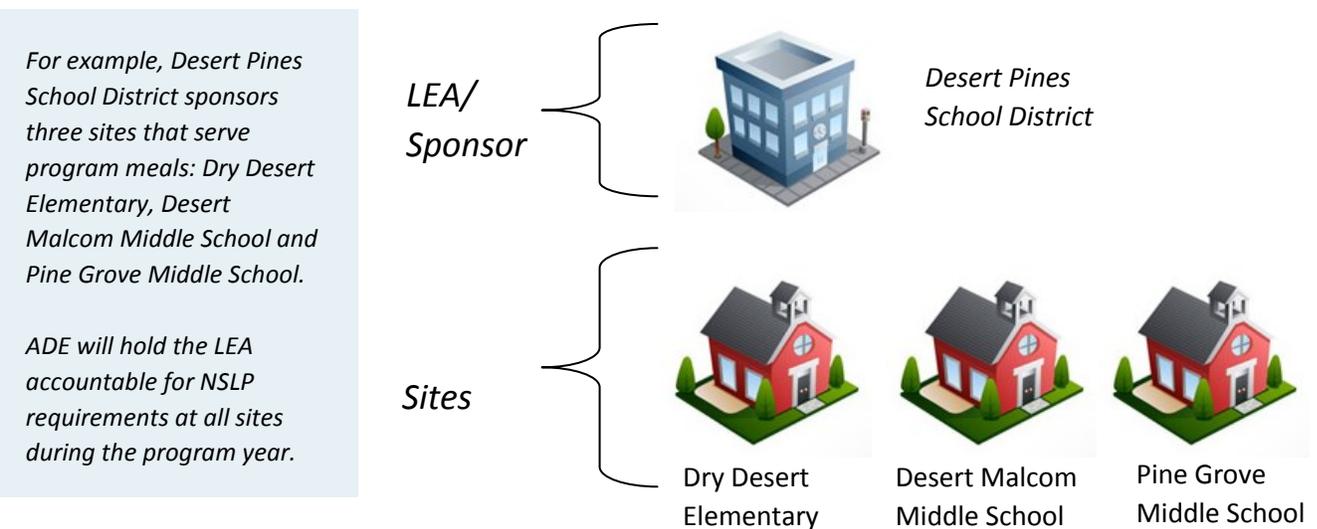
Residential Child Care Institutions (RCCIs)

RCCIs are institutions that maintain children in residence, which operate primarily for the care of children. If private, the RCCI must be licensed by the state or local government to provide residential childcare services under the appropriate licensing code. In Arizona, non-health facilities are licensed by Department of Economic Security (DES); healthcare facilities are licensed by Department of Health Services.

- This includes but is not limited to: homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities; and juvenile detention centers.
- Institutions with temporary clientele, such as runaway shelters, are eligible to participate as long as the institution operates on a continuous basis.

Site and Sponsor Organization

In Arizona, locations where program meals are served are referred to as *sites*. Sites must have a shared governing body that has the legal authority to operate the School Nutrition Programs, referred to as a Local Educational Agency (LEA) or Sponsor. The LEA assumes responsibility for the sites. While operating the program, there will be required reporting and program duties at the Sponsor level and the site level.



Local Educational Agency (LEA): a public board of education or other public or private nonprofit authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties that is recognized in a state as an administrative agency for its public or private nonprofit elementary schools or secondary schools. This also includes residential child care institutions, Bureau of Indian Affairs, and education service agencies and consortia of those agencies.

School Food Authority (SFA): the governing body which is responsible for the administration of one or more schools and either has the legal authority to operate the Child Nutrition Programs in these schools or is otherwise approved by the Food and Nutrition Service to operate the Child Nutrition Programs.

Sponsor: ADE's term for the agency that is responsible for the operation of the Child Nutrition Programs.

Site: ADE's term for the individual locations where meal service takes place.

Joining the Program

Who administers the Child Nutrition Programs?

The Food and Nutrition Service (FNS), a division within the United States Department of Agriculture (USDA), administers the program at the federal level. FNS communicates regulations with each state agency. In Arizona, the Child Nutrition Programs are administered by the Health and Nutrition Services (HNS) Division at the Arizona Department of Education (ADE). ADE then operates the program through legal agreements with LEAs. The LEAs are to then ensure their sites are properly operating the program.



Application Process

LEAs must complete a series of steps when applying to be a Sponsor for a Child Nutrition Program. ADE's *How To Apply Website* has all the information needed to successfully apply to the NSLP.

Signing into Contract

When first applying as a new Sponsor, the LEA must complete a series of forms and enter into a legal agreement with ADE.

Food Program Permanent Service Agreement: A legal contract between ADE and the LEA participating in Child Nutrition Programs. Within the contract, the LEA agrees to follow all federal regulations of the Child Nutrition Programs and ADE will provide meal reimbursement. The contract must be signed and submitted by a designated official (authorized signer) elected by the LEA.

Additional forms required as part of the application: ADE has made available a separate guide, *Step by Step: How to Complete the National School Lunch Program Application Forms for New Sponsors*, found on the *How to Apply Website*. It is recommended to review this guide (available in PowerPoint format) to help complete all of the necessary forms.

Online Training with Assessment

LEAs must take an online assessment referred to as Orientation Assessment for New Sponsors after reviewing this manual to ensure responsibilities are understood prior to starting NSLP.

Menu Certification

LEAs must provide meals that meet the specific daily and weekly requirements per USDA's meal pattern. ADE must approve one-week menus for lunch and breakfast (if applicable) prior to joining NSLP.

Common Logon Permissions

LEAs that are approved Sponsors of NSLP will need to request access permissions for ADE's common logon in order to fulfill program reporting requirements.

Applying Contact Information

Health and Nutrition Division

Telephone: (602) 542-8700

Email: ADESchoolNutrition@azed.gov



ADE's *How to Apply Website*

<http://www.azed.gov/health-nutrition/nslp/operate-nslp/how-to-apply/>

Additional forms, not limited to:

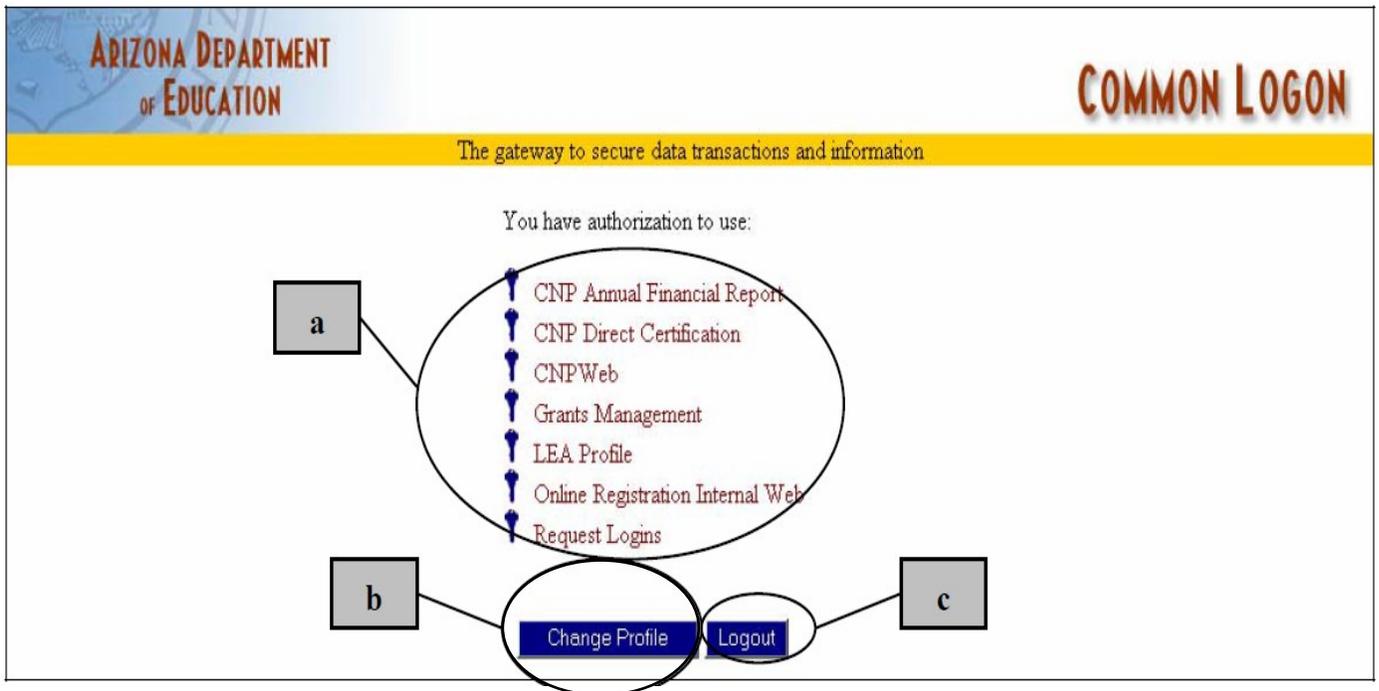
- New Sponsor Application Process Statement
- Free/Reduced Priced Policy Statement
- ADD/CHANGE/DELETE (Health and Nutrition Services Entity Data Form)
- Common Logon Permissions Request
- State of Arizona Substitute W-9 Form
- DUNS Number Form
- Certification Regarding Debarment
- Certification Regarding Lobbying

Section 3: Common Logon

- Obtaining Common Logon Access
- CNPWeb
- Site and Sponsor Application Index
- Site Claims Index
- Other School Nutrition Common Logon Applications

Common logon is designed to encompass all web applications at ADE for the purpose of allowing uniform access into all ADE-related systems. Once granted a username and password, the user will have all requested *web applications* from different ADE units listed on their common logon home page.

There are multiple Child Nutrition Programs web applications. The following section will review how to obtain access to the Child Nutrition Programs web applications and discuss the most frequently used CNP application *CNPWeb*.



Application Access Menu– Common Logon

- A customized list of all of the ADE applications you were given permission to access.
- Change Profile button lets you change your password at any time.
- Logout button returns to the ADE common logon page.

Obtaining Common Logon Access

Deciding Who Needs Access

It is recommended that only those individuals who will be completing specific tasks request access to the different common logon Child Nutrition Program (CNP) Applications. Please note, all CNP Applications will be needed at some point in the program year for required reporting to ADE. Additionally, a “back-up” user is recommended for sensitive deadlines.

Changing Personnel

Anytime there is a change in personnel, the LEA is responsible for notifying ADE of common logon accounts that are no longer being used. It is not an acceptable policy to have a new hire or any current employees use the common logon account of a former employee.

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 and caterers, are not authorized to complete the CNPWeb online applications, direct certification, verification or claiming and will not be provided with common logon rights to enter such data.

Requesting a New User Account

Follow these steps to establish accounts for new CNPWeb users.

1. If your organization is new to NSLP or a new employee needs to be added as an authorized user, complete the Common Logon Permissions For NSLP located at <http://www.azed.gov/health-nutrition/nslp/operate-nlsp/how-to-apply/>.
2. Once the Common Logon Permissions for NSLP is completed by the employee/user and signed by the designated official or authorized signer (found on the Food Program Permanent Service Agreement) the form should be faxed/mailed to the contact information listed on the top of the form.
3. ADE will process the request within 7-10 days.
4. When approved, a new user account is created and the LEA is notified via email or phone. Once notified, the user can begin using the CNP applications. The username is active until the LEA requests it to be deleted.

Common Logon Permissions for NSLP
Please scan & e-mail the completed form to
ADESchoolNutrition@azed.gov

<input type="text"/>		<input type="text"/>
<small>Sponsor Name (this is the name of your District, your Non-Profit, your Church, etc.)</small>		<small>CTDS #</small>
<input type="text"/>	<input type="text"/>	
<small>First Name (of person having permissions added/deleted)</small>	<small>Last Name</small>	
<input type="text"/>	<input type="text"/>	
<small>Username (enter if you already have a username that you use to login to the ADE Common Logon. Example: Smith1983)</small>	<small>Work E-Mail Address</small>	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Title</small>	<small>Work Phone Number</small>	<small>Ext.</small>

Permissions Section

Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here if the user should be DELETED

<input type="text"/>	
<small>Authorized Representative</small>	
<input type="text"/>	<input type="text"/>
<small>Signature</small>	<small>Date</small>
<input type="text"/>	<input type="text"/>
<small>Work E-Mail Address</small>	<small>Work Phone Number</small>
	<small>Ext.</small>

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract, or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy, is an employee with this organization, and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

ADE USE ONLY

Approved By: _____ Date: _____
ADE Child Nutrition Programs Representative Revised 5/18/2016

Arizona Department of Education, Health and Nutrition Services
1535 West Jefferson Street, Bus #7, Phoenix, Arizona 85007 * (602) 542-8700 * www.azed.gov



CNPWeb

The most commonly used application in common logon is CNPWeb. CNPWeb houses the online Site and Sponsor applications and claiming system. Annually, LEAs must agree to sponsor sites by submitting online applications for each site participating in NSLP as well as a Sponsor application. Annual submission and approval of the Site and Sponsor applications is required in order for LEAs to claim 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).

How CNPWeb Works

At the end of each school year, ADE prepares CNPWeb for the upcoming program year. Starting June 1st, common logon is ready to accept Site and Sponsor applications to participate in NSLP in the upcoming program year.



1. Users will log into CNPWeb and submit their Site(s) and Sponsor applications. CNPWeb produces a checklist of paper documentation that LEAs need to provide to ADE; this is referred to as *checklist items*. (Please note: not all LEAs will have pending checklist items)

2. Users review the checklist items to see if any new hardcopy documents need to be submitted to ADE for the upcoming program year.

3. ADE processes the online applications. Once all applications have been approved, the LEA has been approved for participation in NSLP and other Child Nutrition Programs indicated on the applications for the upcoming program

4. During the program year, the approved LEA uses CNPWeb to enter monthly reimbursement claims for meals served within NSLP and other Child Nutrition Programs.

It is important that the SFA Contact and Program Contact information submitted in CNPWeb Sponsor application be accurate and up to date. As a reminder, the application may be edited at any time during the program year and must be updated when staff or program changes occur. All SFA contacts listed on the application will be the point of contact to receive pertinent program information via email that may require immediate attention.

CNPWeb Homepage

The screenshot shows the NSLP Home Screen. At the top is a blue header with the Arizona Department of Education logo and the text "Arizona Department of Education Child Nutrition Program". Below the header is a navigation bar with three tabs: "Applications", "Claims", and "CNP Overview". A callout box labeled 'a' points to this navigation bar. Below the navigation bar, the page says "NSLP Home" and "You are in NSLP Home". A red text prompt says "Check the following links frequently for new announcements and important program information regarding NSLP:". Below this is a link: "Click Here for a list of NSLP Memos" with a star icon. A callout box labeled 'b' points to this link. Below the link, it says "Your NSLP Program Specialist is:" followed by the name "Jessica Gibbs", email "jessica.gibbs@azed.gov", and telephone "(602) 542-4815". A callout box labeled 'c' points to this section. Below that, it says "Sponsor Status:" followed by a green checkmark and the text "No actions required in applications -- your most recent sponsor application was APPROVED on 05/01/2013." A callout box labeled 'd' points to this section. Below that, it says "Claims Status:" followed by three blue information icons and their respective messages: "You may now submit your claims for the month of May. You currently have no claims created or submitted for the month of May.", "Your most recent payment was mailed or transferred on 05-20-2013. If your payment is an ACH, please verify deposit through your banking institution.", and "Your most recent reimbursement was sent for processing on 05-13-2013. Please allow 10-15 days for processing, and 3-5 days for U.S. mail delivery." The background of the page features a faint illustration of a schoolhouse and a child.

NSLP Home Screen

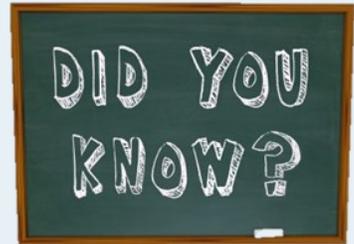
a. Menu Bar

Applications – Click here to go to the Application Index in order to view, create, revise and submit Sponsor and Site applications for the NSLP.

Claims – Click here to go to the Claims Index in order to add, revise and submit site level reimbursement claims for NSLP.

CNP Overview—Used as a help function.

- b. **Your NSLP Program Specialist is:** Every LEA has an assigned School Nutrition Programs Specialist who is available to answer questions and is dedicated to assist you in running a successful program. Specialists can be reached by phone or email. Specialists will update their voicemail and email when they are out of the office.
- c. **Sponsor Status:** Status for Sponsor and Site applications that are worked on in the Application Index.
- d. **Claim Status:** Provides updates for claim submission, payment and reimbursement processing that is worked on in the Claims Index.



If your Specialist is out of the office, you may always speak with the *Specialist of the Day* by dialing the Health and Nutrition Front Desk at (602) 542-8700.

Site and Sponsor Application Index

The Application Index contains all of the Sponsor and Site applications for the selected program year. At the beginning of each program year, the SFA must submit an application for all sites wishing to participate as well as the Sponsor application.

During the application process for becoming a Sponsor on NSLP, ADE entered your Sponsor entity and sites into the Application Index in common logon. When a user signs into common logon, the user will have the ability to see and search for their Sponsor and sites that they have access to. *(The Sponsor and sites listed in the Application Index are dependent on security rights that have been created for your logon.)*



NSLP
Applications Index
You are in NSLP Home > Applications Index

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year:

Search For:

Search by Name:

Search by CTDS: (Enter as a number with no punctuation)

a Willcox Unified District (02-02-13)
Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	July 2016	View Checklist

[Create New Application](#)

b Associated Sites (3)

Willcox Elementary School (02-02-13-101)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

[Create New Application](#)

Willcox High School (02-02-13-201)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

[Create New Application](#)

Willcox Middle School (02-02-13-102)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

[Create New Application](#)

c

Application Index

- a. **Local Educational Agency:** "Sponsor Name".
- b. **Sponsor Application:** Each LEA will be provided a Sponsor application to complete. Users will be able to edit the application, view the application, and view a checklist.
- c. **Associated Site:** Each site listed will be provided a Site application to complete. Users will be able to edit the application and view the application.

Resources

Contact ADE
SNP Assigned Specialist
(602) 542-8700

Guidance Manuals

Step by Step: How to Submit the Site and Sponsor Applications

Submitting the Site/Sponsor Applications

Each year, SFAs must submit their Site/Sponsor applications to notify ADE of their NSLP participation. Applications for the upcoming program year will be available June 1st.

1. Create and submit **all** Site applications. The status for each site will show “Waiting for Sponsor Application”. Site applications are only accepted by CNPWeb once the Sponsor application is submitted.
2. Create and submit the Sponsor application. Click Submit to send the Sponsor application and all associated Site applications to ADE for review and approval. The status of all Sites will change to *Not Reviewed* and the Sponsor application will be *Submitted to ADE*.
3. Once ADE approves all the Sites and the Sponsor application, the status will change to *Approved*.

Claim forms are built from the approved application in effect during the claim month. If you submit an application, you will only be able to submit a claim for the meals once the application has been approved.

For example: If you apply for the After School Care Snack Program in November, you cannot claim After School Care Snack for October. You must wait until the revised application is approved and After School Care Snack appears on the claim form.

CNPWeb Application FAQ

Q1. My start date is July 15th. If the Site and Sponsor applications were never submitted to ADE for approval, can the site claim for reimbursement?

A. No, the month you can start claiming is the month the service has started and only after the application has been approved. In CNPWeb, a claim is only generated for months that have an approved Site and Sponsor application.

Q2. If the Food Program Permanent Service Agreement is approved during the application process, why is it necessary to submit additional Site and Sponsor applications through CNPWeb?

A. The Food Program Permanent Service Agreement is a legal binding contract between the LEA and ADE stating if the LEA participates in NSLP, the LEA will abide by all regulations set forth by the program. The CNPWeb applications are annual applications of participation that once approved, allow the LEA to submit claims for reimbursement. The application also houses relevant contact and program operation information that should be updated regularly.

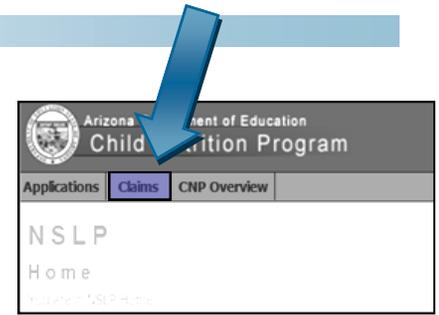


Site Claims Index

Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students by category, (i.e., paid, reduced-price, or free) at the point of service. The number of meals claimed for reimbursement must have adequate documentation on file to support the claim.

The Claims Index in CNPWeb enables LEAS and authorized ADE personnel to add, view, update, revise, and delete site level claims for reimbursement. All reimbursement claims are submitted at the site level; reimbursement payments are made at the LEA level.

The LEA cannot submit claims if the application for the Sponsor or for the particular Site is not in *Approved* status.



Claims Index

- a. Search for claims that have already been submitted or need to be created for any month of operation. The Sponsor and sites listed in the Claims Index are dependent on security rights that have been created for your logon.
- b. **Local Educational Agency:** "Sponsor Name".
- c. **View Meal Service Summary:** View your site or Sponsor reimbursement claims and the rates used to calculate reimbursement.
- d. **View Payment Summary:** reflects the amount of each check issued during the program year.
- e. All approved sites under CNPWeb will be listed along with the status of the claim.



Resources

Contact ADE

Finance and Operations:
Claim's Specialist
(602) 542-8700

Guidance Manuals

*Step by Step: How to Submit
a Claim on CNPWeb*

Forms

- State of Arizona Direct Deposit Form
- Request for One Time Exemption Form

Submitting Site Claim

In CNPWeb, all reimbursement claims are submitted at the site level; reimbursement payments go directly to the LEA.

The LEA cannot submit claims if the application for the Sponsor or for the particular Site is not in *Approved* status.

1. Click the *Claims* tab on the menu bar.
2. Select a site from the display list or enter search criteria.
3. Click on *Create New Claim*.
4. Fill out the total meals for the participating programs.
5. Click *Save*.
6. Repeat steps 1-5 above for each site. In CNPWeb, claims are submitted as a group. After each of your site claims are entered and saved, click *Submit All Site Claims* on the Claims Index Page.

The status of the claim is displayed: *Pending*, *Submitted*, or *Paid*. Claims remain in pending status until submitted by the user.

The claim status changes to *Submitted* when you submit all pending claims to the ADE.

CNPWeb Claiming FAQ

Q1. When can I submit my claim?

A. In Arizona, the LEA will submit monthly site-based claims. Claims for the current month can be submitted starting the 1st day of the month following the claim month. Claims submitted between the 1st- 10th of each month will be paid during the month of submission.

For example:

November 1-10th <i>Submit claim for operating month of October and receive payment in November.</i>	December 1-10th <i>Submit claim for operating month of November and receive payment in December.</i>	January 1-10th <i>Submit claim for operating month of December and receive payment in January.</i>
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Q2 Can I submit my claims late?

A. Claims can be submitted for previous months within the 60 day deadline. First time claims or revisions of claims 60 days past the claim month, can only be submitted as a One Time Exception, which can only be used once every 36 months. To check your eligibility, contact HNS Finance and Operations.

Q3. Am I able to revise my claim?

A. Yes. Claims, even in submitted status, can be revised up until the 10th of the month and all reimbursement will come together in that month. Claims in the paid status may be revised and submitted after the original claim has been paid and the additional amount will be added or deducted to the next claim. The revision must be submitted within 60 days of the last day of the month.



Other Child Nutrition Programs

Common Logon Applications

CNP Direct Certification/Direct Verification

Search the Department of Economic Security (DES) database to “match” enrolled students who also participate in Assistance Programs or are identified as foster children, homeless children, or part of the Migrant Education Program. These children will have free meal benefits. LEAs are required to conduct CNP Direct Certification at least three times a year.

LEAs will have the ability to conduct CNP Direct Verification in this application only during the Verification period.

CNP Verification

Annually, LEAs are required to verify a small sample of their eligibility documentation and report their results to ADE. LEAs will use CNP Verification to electronically complete the required fields and submit their Verification Report to ADE.



Common Logon		Giving Access to CNP	What can you do in this
NSLP	→	CNPWeb	<ul style="list-style-type: none"> ▶ Site and Sponsor Applications ▶ Submit monthly site claims
CNP Direct Certification	→	CNP Direct Certification/Direct Verification	<ul style="list-style-type: none"> ▶ Find students who participate in SNAP, TANF, FDPIR, MEP, or are identified as Foster, or Homeless to provide free school meal benefits.
CNP Verification	→	CNP Verification	<ul style="list-style-type: none"> ▶ Report and submit the annual CNP Verification Summary Report

Common Logon Permissions for NSLP
 Please visit & e-mail the completed form to ADESchoolNutrition@azed.gov

Sponsor Name (this is the name of your district, your State, Prof, your County, etc.) CDP#

First Name (if person having permission added/delisted) Last Name

Username (enter if you already have an account that you use to login to the ADE Common Logon Example: jsmith100) Work E-Mail Address

Title Work Phone Number Ext.

Permissions Section

Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

Check here if the user should be DELETED

Authorized Representative

Signature Date

Work E-Mail Address Work Phone Number Ext.

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract, or a Designated Official Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy, is an employee with this organization, and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. I hereby understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

ADE USE ONLY

Approved By: Date: Revised 11/18/2016

Arizona Department of Education, Health and Nutrition Services
 1331 West McDowell Street, Box 471, Phoenix, Arizona 85001 • (602) 741-9700 • www.azed.gov

*Common Logon Permissions Section

Located in the middle of the Common Logon Permission Form is a series of check boxes. Each box represents a different CNP Application. If the user wishes to have access to all the CNP Applications, the user must check off each box. Please note, if any employee resigns or is terminated, it is the LEA’s responsibility to request ADE to disable this user’s common logon account. This can be done by filling out this form and checking the last box titled *Check here if the user should be DELETED*.



Section 4: Determine What Your Program Will Look Like

- Food Service
- Determining and Verifying Student Eligibility
- General Program Areas



Food Service

What are the nutritional requirements for school lunches?

School lunches must meet meal pattern and nutrition standards based on the latest *Dietary Guidelines for Americans*. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu. The meal pattern's dietary specifications set specific calorie limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12. Other meal enhancements include gradual reductions in the sodium content of the meals (SY 2014-15, SY 2017-18 and SY 2022-23). While school lunches must meet federal meal requirements, decisions about what specific foods to serve and how they are prepared are made by the LEA. Please note, there is a specific meal pattern for the School Breakfast Program.

How will the food be prepared?

Sites can choose how food will be prepared. **Self-Prep:** At the site, food is prepared and served to the children. **Satellite:** The site receives already prepared food via a central kitchen. **Catered:** The site and a caterer are in contract. The caterer provides the food to the site. **Food Service Management Company:** At the Sponsor level, the LEA and the Food Service Management Company are in contract. The FSMC provides the food to all the sites.

How will the food be documented?

Production records are documents that must be filled out daily recording what foods in what quantities were produced. These records are used to support all food items in their minimum required amounts were available to all students.

ADE provides production worksheets on the website: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

What's for lunch (and breakfast)?

Regardless if your organization is self-prep, satellite, catered, or managed by a food service management company, the LEA must confirm the menu has correct portion sizes and nutrient requirements for the grade group you are serving. USDA will only provide reimbursement for meals that meet their meal pattern. ADE provides lunch and breakfast meal pattern charts on the website: <http://www.azed.gov/health-nutrition/meal-pattern/>.

(5-Day) Meal Pattern for National School Lunch Program					
Serve Only: <ul style="list-style-type: none"> • Must PREPARE all 5 components in required amounts • AT POS: Must SERVE all 5 components in minimum required amount 			Offer Versus Serve (OVS): <ul style="list-style-type: none"> • Must PREPARE all 5 components in required amounts • AT POS: Must TAKE at least 3 components in minimum required amount, one must be fruit or vegetable 		
Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week					
Grades	K-5	6-8	K-8	9-12	Additional Information

(5-Day) Meal Pattern for School Breakfast Program																													
Serve Only <ul style="list-style-type: none"> • Minimum 3 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/vegetable, Grain 			Offer vs. Serve (OVS) <ul style="list-style-type: none"> • Minimum 4 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/vegetable, Grain and 1 additional item (may be grain, fruit/vegetable, or meat/alternate) • Students must have at least 3 items on tray at POS, 1 item must be a 1/2 cup Fruit/Juice/vegetable 																										
Required	Grade K-5	Grade 6-8	Grade K-8	Grade 9-12	Grade K-12																								
Fluid milk Must offer two varieties in fat content and/or flavor. Fat-free favored. Fat-free plain, 1% plain	1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily																								
Fruits/Juice/Vegetables Juice must be 100% full strength. No more than half weekly offering may be juice. In order to count starchy vegetables, must serve 2 cup of vegetables from other, dark green, red/orange and/or bean/peas subgroup in same week.	1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily																								
Grains/Breads Daily and weekly minimums must be met. Flexibility for grain maximums. All of grains offered must be whole grain-rich	1 oz/eq (daily) 7-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)																								
Optional																													
1 item of Meat/Meat Alternate No daily or weekly requirement. 1 item (1 oz/eq) Item counts towards grain weekly requirement.	0	0	0	0	0																								
<table border="1"> <tr> <td>Calories Weekly Average</td> <td>350-500</td> <td>400-550</td> <td>400-500</td> <td>450-600</td> <td>450-500</td> </tr> <tr> <td>Sodium (mg) Weekly Average</td> <td>≤540</td> <td>≤600</td> <td>≤540</td> <td>≤640</td> <td>≤540</td> </tr> <tr> <td>Saturated Fat (% of total calories) Weekly Average</td> <td colspan="5">≤10</td> </tr> <tr> <td>Trans Fat Daily</td> <td colspan="5">0g/erving</td> </tr> </table>						Calories Weekly Average	350-500	400-550	400-500	450-600	450-500	Sodium (mg) Weekly Average	≤540	≤600	≤540	≤640	≤540	Saturated Fat (% of total calories) Weekly Average	≤10					Trans Fat Daily	0g/erving				
Calories Weekly Average	350-500	400-550	400-500	450-600	450-500																								
Sodium (mg) Weekly Average	≤540	≤600	≤540	≤640	≤540																								
Saturated Fat (% of total calories) Weekly Average	≤10																												
Trans Fat Daily	0g/erving																												
Fluid milk (cups)	Weekly (daily)		5 (1)																										
Only 100% Fruit juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice. Only 100% Vegetable juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice. No maximum for any subgroup. Must offer more than minimum weekly values in order to meet weekly total. Minimum creditable amount to count as a subgroup is 1/8 cup. All grains offered must be whole grain rich. Weekly, no more than 2 oz/eq, grain based dessert.																													
Offer two varieties daily, (variety, fat content or flavor)																													



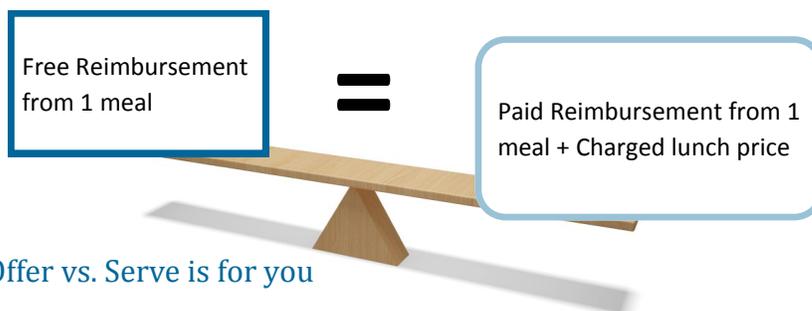
How will you keep food safe?

All sites are required to have two food safety inspections each program year. Additionally, each site must have a Food Safety Plan based on the Hazard Analysis Critical Control Point (HACCP) principles.

What will you charge?

In order to determine how much you should charge for a meal, determine how much it costs to create the meal. Meal cost should include food cost, labor to make the food, and operating costs to administer the program.

- *Free*– Cannot charge.
- *Reduced*– The maximum you may charge for breakfast is 30 cents and the maximum you may charge for lunch is 40 cents.
- *Paid*– USDA annually sets a *minimum* lunch meal price that LEAs must charge to ensure total funds received for paid meals is equal to federal funds received for free meals. This is referred to as **Paid Lunch Equity**. Ask your School Nutrition Specialist for this program year's Paid Lunch Equity meal price memorandum.



Decide if Offer vs. Serve is for you

Serve Only requires students to take all food items in a reimbursable meal for lunch or breakfast. In Offer vs. Serve (OVS), students may decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat. Because students may choose fewer selections under OVS, guidance is provided on what constitutes as a reimbursable meal at lunch and breakfast in the USDA Offer vs Serve Manual. Only reimbursable (complete) meals under OVS are to be counted and claimed. OVS is required for grades 9-12 at lunch only.

Determine your meal counting method

During lunch and breakfast service, you must count the number of reimbursable (complete) meals that are served to students. Each meal will be tallied based on the eligibility of the student. At the end of meal service, there should be three totals: free, reduced-price and paid meals.

Determine your Point of Service (POS)

Create a policy that describes specifically who will check each tray for all required items to make up a reimbursable meal as well as when/where during the meal service this occurs. (For example, a food service worker is at the end of the service line and checks each tray for all components of a reimbursable meal.)

Not sure how to request a Food Safety Inspection? Contact your county health department. Visit this website for a listing of county health departments' contact information: <http://www.azdhs.gov/phs/oeht/fses/resources.htm>.

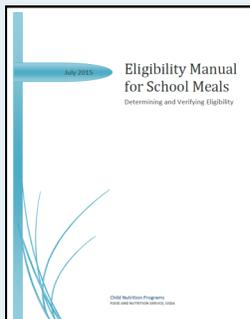
The Institute of Child Nutrition (formerly NFSMI) has online resources for creating your HACCP Plan and resources under Financial Management to help calculate meal cost: www.nfsmi.org.



Additionally, you may refer to ADE's Food Safety Webpage for a prototype Food Safety Plan as well as many other resources. <http://www.azed.gov/health-nutrition/nslp/operate-nslp/food-safety/>



Determining and Verifying Student Eligibility



For more information on Student Eligibility, refer to the Eligibility Manual for School Meals: Determining and Verifying Eligibility on the ADE webpage at: <http://www.azed.gov/health-nutrition/nslp/programguidance/>

All schools participating in NSLP or SBP must make free and reduced-price meals available to eligible children. Additionally, LEAs must ensure sufficient documentation is kept on file to support a child's free or reduced-price eligibility when claiming. Served meals are reimbursed according to the eligibility of the students participating in the program: free, reduced-price or paid. The reimbursement rates change with inflation rates and are released annually.

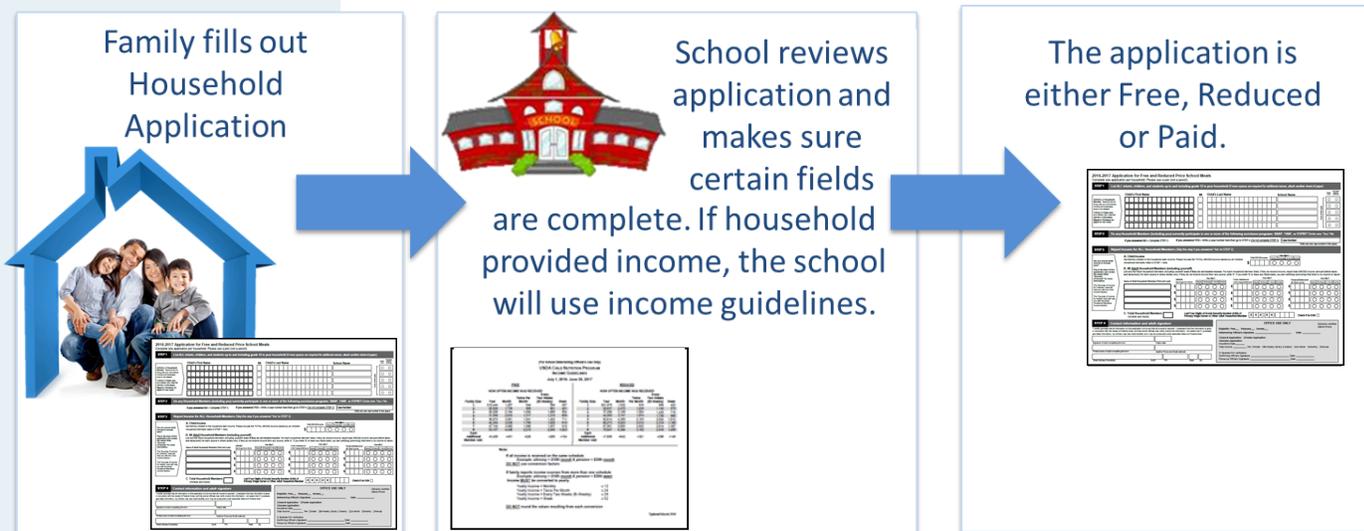
All eligibility determinations should be recorded on a Benefit Issuance Document (BID). A BID is a list of all students at your site that you determined have either free or reduced-price meal benefits. The BID must contain at minimum, the first and last name of the student, the method used to determine their benefits (application, direct certification etc.), the meal benefit status and the date it was determined.

Determining Student Eligibility

LEAs must ensure that all households receive either a Direct Certification Notification or an Application for Free and Reduced-price School Meals. LEAs are not required to distribute application materials to households in which all children were determined eligible through the direct certification process. LEAs that distribute the application materials through the mail, individual student packets, or other methods, must ensure it is in a way that prevents the overt identification of children who were already determined eligible through direct certification.

Distribute and Collect Household Applications

Households will complete the Application for Free and Reduced-price School Meals provided by the LEA to record household and income information. Using the Income Eligibility Guidelines (IEGs) provided by ADE, schools will determine if the household can receive free or reduced-price benefits. *Do any of your households speak a primary language other than English? If so, LEAs must provide translated applications. USDA provides translated materials in 33 different languages: <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.*



ADE provides templates and releases the Income Eligibility Guidelines on the Program Forms section of the website: <http://www.azed.gov/health-nutrition/nslp/program-forms/>.

Conduct CNP Direct Certification

CNP Direct Certification is an automated State Matching system created by the Arizona Department of Education (ADE) that communicates directly with the Department of Economic Security (DES). Enrolled students who participate in Assistance Programs such as SNAP, TANF, FDPIR, or are identified as foster children, homeless children, or are part of the Migrant Education Program will show up as a “match” and will automatically receive free meal benefits. CNP Direct Certification must be conducted at a minimum of three times per program year. This should be done at different intervals to ensure all households who have not yet matched in CNP Direct Certification and who are participating in Assistance Programs receive free meal benefits.

Identify Homeless, Migrant and Runaway Children

Children who are Homeless, Migrant or Runaway are eligible for free meal benefits.

- *Homeless*– state of not having a consistent place to sleep, determined by the homeless liaison
- *Migrant*– confirmed status through the Migrant Education Program (MEP)
- *Runaway*– confirmed status through the Runaway Youth Homeless Act (RYHA)



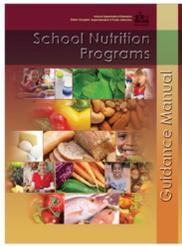
For more information on Migrant Education Program and help identifying migrant children, contact Mary Haluska, MEP Coordinator at ADE: (602) 542-5169, or visit <http://www.azed.gov/populations-projects/migrant-program/>.

Eligible for Meal Benefits		
FREE	REDUCED-PRICE	PAID
➤ A household application provides income and household size within the free guidelines.	➤ A household application provides income and household size within the reduced-price guidelines.	➤ A household application provides too high of income.
➤ A student in a household participating in Assistance Programs such as SNAP, TANF or		➤ There is no documentation on file for the household.
➤ A student identified as foster.		➤ A household application does not provide all the required information.
➤ A student identified as homeless, migrant or runaway.		
➤ A student enrolled in Head Start.		

Verifying Student Eligibility

Each LEA must annually verify eligibility of children from a sample of household applications approved for free and reduced-price meal benefits for that school year. Verification is the process where school officials will confirm if the information on a household application is accurate. For example, LEAs must confirm household income or confirm that the child is included in a household that is certified to receive SNAP, TANF or FDPIR benefits. The LEA must submit a Verification Report to ADE online using the application CNP Verification through common logon to report the results of Verification (how many applications were selected for Verification and once verified, how accurate was the information on the household application).

General Program Areas



In addition to food service and eligibility requirements, LEAs must also ensure all requirements of the General Program Areas are met. The chart below highlights General Program Areas. The Key Terms/Responsibilities list is not exhaustive. Please refer to the School Nutrition Programs Manual for complete program requirements. This manual can be found in ADE’s Manuals, Guides, and Memos Webpage: <http://www.azed.gov/health-nutrition/nlsp/operate-nlsp/food-safety/>

General Program Area	Key Terms/Responsibilities
Verification	<ul style="list-style-type: none"> ➤ <i>Verification Report</i>
Civil Rights	<p><i>Administer program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery.</i></p> <ul style="list-style-type: none"> ➤ <i>Nondiscrimination Statement</i> ➤ <i>Public release</i> ➤ <i>Limited English Proficient Households</i> ➤ <i>Procedures for Civil Rights Complaints</i> ➤ <i>And Justice for All Poster</i> ➤ <i>Internal Staff Training</i> ➤ <i>Special Diets</i>
Resource Management	<ul style="list-style-type: none"> ➤ <i>Maintain a nonprofit food service account</i> ➤ <i>Paid Lunch Equity</i> ➤ <i>Revenue for non-program foods</i>
Monitoring Responsibilities	<ul style="list-style-type: none"> ➤ <i>On-site Monitoring Form</i> ➤ <i>Daily Edit Checks</i>
Local Wellness Policy	<p><i>Schools play a critical role in promoting children’s health, preventing childhood obesity, and preventing diet-related chronic diseases. To help foster a healthy school environment, the Healthy, Hunger Free-Kids Act requires each LEA to establish a comprehensive Local School Wellness Policy.</i></p> <ul style="list-style-type: none"> ➤ <i>Active document containing goals for nutrition education, physical activity, other school-based activities to promote wellness and nutrition guidelines for all foods available on campus as well as plans for measuring implementation.</i>
Competitive Foods	<ul style="list-style-type: none"> ➤ <i>Smart Snacks</i> ➤ <i>Arizona Nutrition Standards</i>
Water Availability	<ul style="list-style-type: none"> ➤ <i>Free potable water is made available during all meal services</i>
Food Safety and Storage	<ul style="list-style-type: none"> ➤ <i>Hazard Analysis Critical Control Point (HACCP Food Safety Plan)</i> ➤ <i>Food Safety Inspections</i> ➤ <i>Temperature Logs</i> ➤ <i>Storage</i>
Professional Standards	<ul style="list-style-type: none"> ➤ <i>Hiring and annual training standards for all School Nutrition Program Directors</i> ➤ <i>Annual training standards for all School Nutrition Personnel</i>
School Breakfast Program and Summer Food Service Program Outreach	<ul style="list-style-type: none"> ➤ <i>Breakfast outreach at the beginning of the program and throughout the program year if organization is operating SBP.</i> ➤ <i>All LEAs announce available surrounding SFSP sites, even if organization is not operating SFSP.</i>

Professional Standards Training Hours

Effective July 1, 2015, all LEAs must ensure that all new and current school nutrition program staff meet the minimum annual training requirements per USDA's Professional Standards regulation. These requirements were set forth with the intent of helping employees enhance their knowledge, skills, and abilities specific to their position in NSLP.



For more information on Professional Standards, refer to ADE's Professional Standards Webpage at: <http://www.azed.gov/health-nutrition/usda-professional-standards-new/>

All Directors	12 hours minimum of annual continuing education/training. Please note, this required education/training is in addition to the food safety training required in the first year of employment.
All Managers	10 hours minimum of annual continuing education/training.
Other Program Full-Time Staff	6 hours minimum of annual continuing education/training.
Other Program Part-Time Staff	4 hours minimum of annual continuing education/training.
Non-Program Staff	4 hours minimum of annual continuing education/training required only for those non-program staff members that provide support to school nutrition programs THROUGHOUT the school year.

- **Director:** The individual responsible for the operation of School Nutrition Programs for all schools under the LEA. This is the individual who plans, administers, implements, monitors, and evaluates all aspects of the School Nutrition Program. Duties generally include: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, record keeping, program accountability, marketing, customer service, nutrition education, general management, personnel management and computer technology.
- **Manager:** Managers have direct responsibility for managing day-to-day service operations at one or more sites at the LEA.
- **Other Staff:** A staff person (full-time and part-time) involved in the operation of food service (i.e. prepare and serve meals, process transactions at point of service, and review the free/reduced-price applications, along with other routine work). Typically, staff do not have management responsibilities.
- **Non-Program Staff:** A person who provides support to, but is not specifically involved in, the operation of the school nutrition program.
- **Full-Time Employee:** An employee that works 20 hours or more per week in NSLP related job duties.
- **Part-Time Employee:** An employee that works less than 20 hours per week in NSLP related job duties.

Section 5: Monitoring, Reporting and Record Keeping

- Monitoring
- Reporting and Record Keeping
- Supporting Documentation



Monitoring

Site Level Monitoring

When operating the National School Lunch Program, LEAs must complete a series of checks and balances to verify student eligibility and ensure accurate counting and claiming. (For example, Daily Edit Checks, Internal on-site monitoring.)

ADE Administrative Reviews

ADE will conduct an Administrative Review of an LEA at a minimum of every three years. During the Administrative Review, ADE will review eligibility determinations, counting and claiming, and ensure the menu is meeting the meal pattern. In order to successfully demonstrate you are meeting all program requirements, ADE will review supporting documentation provided by the LEA as well as observe on-site operations (i.e. meal service, point of service, counting and claiming).

Reporting and Record Keeping

LEAs will need to complete a series of program forms and reports during the school year. Please note, LEAs will be required to submit some of the annual reports to ADE by a given deadline. All reports and forms, regardless if submitted to ADE, must be kept on file at the site or Sponsor level.

For a complete list of recordkeeping requirements, visit the *ADE Program Forms Webpage*: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

- Annual Reports
- Monthly Reports
- Daily Reports

Supporting Documentation

LEAs will need to keep additional documentation that supports their operation. For example, schools cannot require all households to submit their Free and Reduced-price Applications; however, if the household submits an application, the LEA must keep the application on file to support the child's eligibility determination. **All records must be kept on file for 5 years.**

Section 6: Training and Technical Assistance

- ADE Trainings
- Assigned ADE Specialist
- Guidance Manuals
- ADE Website
- Memos



ADE Trainings

ADE offers additional opportunities to learn and practice the fundamentals of NSLP and SBP through trainings. Because trainings are offered at different intervals throughout the year, ADE has made available web-based resources. If an LEA is *required* to complete a training, ADE will provide written notification to the LEA of which training(s) they are required to attend, otherwise trainings are not required.

ADE trainings encompass different methods of training:

1. **Skill-Building Workshops:** Meant to provide an opportunity for those within specific job duties to practice and review their day-to-day NSLP tasks.
2. **Web-based Courses:** Trainings that require the attendee to complete an assessment based on the information covered in the training. Following submission of the assessment, attendees will receive a certificate of completion for the course.
3. **Online How-To-Guides:** Online training that provides step by step instruction on a specific task for NSLP.
4. **Professional Development:** An opportunity to broaden your perspective and grow within your NSLP operation.
5. **Monthly Webinar:** A webinar series that will review the activities that should be happening each month to help directors and program staff stay on track with program requirements. Also a great opportunity to ask program related questions.

Assigned ADE Specialist

Each LEA participating in NSLP has an assigned School Nutrition Programs specialist. This is the person the LEA should contact for program/regulatory questions, special requests, and ongoing support. The assigned specialist is responsible for approving the LEA's annual Site and Sponsor applications in CNPWeb, including any modifications made throughout the program year. To locate the email and phone number of your assigned specialist, please see the top of your Sponsor application.

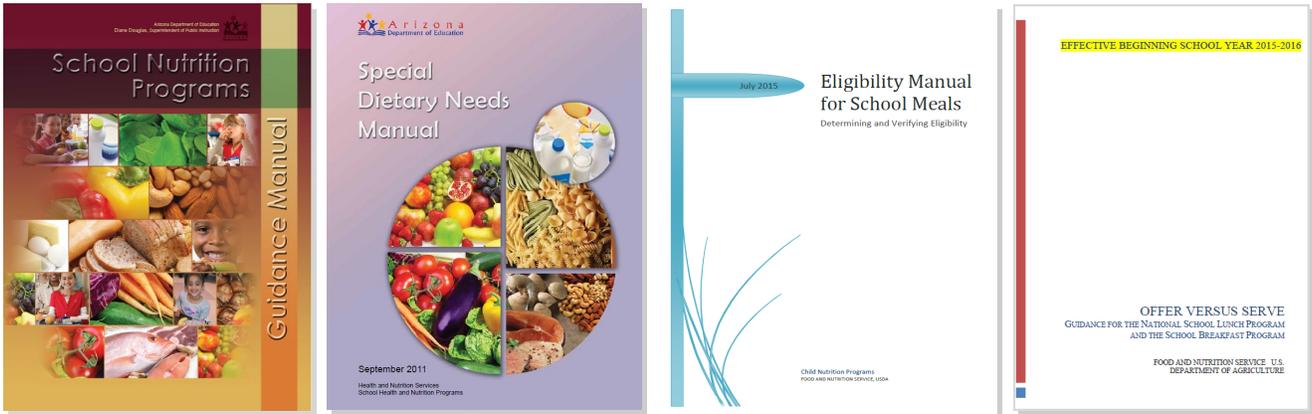
For normal business communication, it is best to work with your assigned specialist as they are the most up to date on the status of your program. Because specialists spend time away from the office conducting state-wide trainings and site visits, ADE offers additional services by scheduling a "Specialist of the Day" (SOD). The Specialist of the Day is available Monday through Friday from 8 am until 5 pm with the intention of providing assistance to LEAs with urgent matters that cannot wait for the assigned specialist to return.



Guidance Manuals

Program Manuals

LEAs have access to ADE and USDA Guidance manuals that provide program regulations. Manuals are to be reviewed by LEAs to ensure all program requirements are fully understood. All manuals can be accessed on the *ADE Manuals, Guides, and, Memos Webpage*: <http://www.azed.gov/health-nutrition/nslp/programguidance/>.



Left to Right:

ADE School Nutrition Program Guidance Manual, Special Dietary Needs Manual, USDA Eligibility Manual for School Meals, USDA Offer versus Serve Manual

Online: How-To-Guides

How-To-Guides are a quick way to learn NSLP requirements by following step by step visuals from the convenience of your desk.

Below is a list of commonly used How-To Guides:

- *Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification*
- *How to Process Household Applications*
- *How to Plan a Lunch Menu*
- *How to Submit a Claim on CNPWeb*
- *How to Submit a Site and Sponsor Application in CNPWeb*
- *How to Submit the Verification Report in CNP Verification*

Please refer to the *ADE Training Webpage* <http://www.azed.gov/health-nutrition/nslp/training/> for an exhaustive list.

The image shows a screenshot of a 'Step by Step Instruction' guide for submitting a claim using CNP Web. The top part shows a blue header with the title. Below it is a screenshot of a web form for 'Phoenix Elementary District (07-04-01)'. The form includes fields for Program Year (2011), Month (August), and Search By (District). A red box highlights the 'Click Submit All Claims' button. Below the form, a blue box displays an 'Out of Range' error message. To the right of the error message, a list of instructions explains the error: 'Check the ADE established attendance factor. An error will occur if actual attendance is higher.' and 'If the established attendance factor is incorrect, fill out the Attendance Factors Calculation Sheet and fax it to the Health & Nutrition Services Unit, Financial Services.' Other instructions mention public schools using attendance factors based on 4th Day Report, and state schools using a 99% attendance factor.

Above: Step by Step Instruction: How to Submit a Claim using CNPWeb

ADE Website

ADE's webpage houses all program information, guidance manuals, program forms, meal pattern charts, access to online training registration, and much more! You are encouraged to familiarize yourself with the website and it is also recommended that you add the School Nutrition Programs homepage to your favorites.

Weekly Website Update E-blasts

Webpages and materials are constantly updated on the ADE webpage. To inform LEAs about the updates for current memos from the USDA and ADE, a weekly e-blast is sent to all SFA contacts from the School Nutrition Programs email address, ADESchoolNutrition@azed.gov.

The screenshot shows the ADE website interface. At the top, the header reads "HEALTH & NUTRITION SERVICES". Below it is a navigation bar with links: Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/Reduced. The "Memos" link is circled in red. The main content area is titled "National School Lunch & School Breakfast Program" and includes a mission statement, a "How LEAs Apply for the National School Lunch & School Breakfast Programs" button, and a "Operating the National School Lunch & School Breakfast Programs" button, which is also circled in red. Below these are sections for "Manuals, Guides, and Memos", "Training: In-person classes, Web-based training, and How-To guides", "The Meal Pattern", "Arizona Nutrition Standards and Competitive Foods", "Special Assistance Provisions", "School Breakfast Program", and "USDA Professional Standards For School Nutrition Professionals".

Memos

USDA communicates with ADE about updated program operations through memos. ADE posts all USDA memos to this part of the website. Additionally, ADE will also release their own memos for state-level regulations.



The purple tray houses program forms and guidance that you will need to refer to while operating the NSLP.

This screenshot shows the detailed page for "Operating the National School Lunch and School Breakfast Programs". It includes a breadcrumb trail: "You are here: Home / National School Lunch & School Breakfast Program / Operating the National School Lunch and School Breakfast Programs". The page is divided into two main sections: "Sponsor Types" and "Operating the Program".

- 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



ADE Website > Operating the National School Lunch Program > Program Forms

ADE's website houses all program forms under the Program Forms webpage. The webpage is updated for the appropriate program year.

The screenshot displays the Arizona Department of Education website's 'Program Forms' page. At the top, there is a navigation bar with links for HOME, ALL PROGRAMS, STAFF DIRECTORY, CONTACT ADE, FAQ, SCHOOL REPORT CARDS, COMMON LOGON, and ADECONNECT. Below this is a search bar and social media icons for Facebook and Twitter. The main header reads 'HEALTH & NUTRITION SERVICES'. A breadcrumb trail shows the user's location: Home / National School Lunch & School Breakfast Program / Program Forms.

The page is divided into several sections:

- HNS PROGRAMS:** A sidebar menu with links to Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced.
- Operational Forms:** A list of forms including Common Logon Permissions for NSLP/Direct Certification (PDF), Health and Nutrition Services Entity Data Form (ADD/CHANGE/DELETE) (PDF), Food Program Permanent Service Agreement (2 originals must be submitted for ADE approval) (PDF), Free and Reduced Price Policy Statement (Word), and Addendum forms for Provision 2, Provision 3, Community Eligibility Provision (CEP), and Non-Pricing (all Word).
- Certifying Income Eligible Children:** A list of forms including Income Eligibility Guidelines (IEGs) for SY 16-17 (PDF), Notification of Benefits Letter for School Meals (English/Spanish), Notification of Benefits Letter for Special Milk (English/Spanish), and Notification of Free School Meals Letter, Direct Certification (English/Spanish).
- Verifying Household Applications:** A list of forms including Error-Prone Worksheet for SY 16-17 (PDF), Verification Tracking Form (PDF), Verification for Cause Tracking Form (PDF), Notification of Verification Letter (English/Spanish), and Notice of Verification Results Letter (English/Spanish).
- Meal Pattern Related Forms:** A list of forms including Production Record (with menu contributions) (PDF/Word), Production Record (no menu contributions) (PDF/Word), Production Record for Multiple Grades (PDF/Word), Production Record for After School Care Snack Program (PDF/Word), Standardized Recipe Template (ADE) - Active PDF Version (PDF), and Weekly Meal Pattern Charts for NSLP and SBP.
- Application Packet: Free and Reduced-Price Meals:** A section with a warning: 'Distribute forms to households no sooner than July 1'. It includes 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), and Foster/Outreach Letter - USDA Sample Template (PDF/Word).
- Customized Parent Letters:** A link to view these letters.

A red banner in the center of the page states: 'ALL FORMS UPDATED FOR SY 2016-2017. Click here to view the SY 2015-2016 forms'. Another red banner at the top of the main content area reads: 'REMINDER: As per USDA, the Program Forms should be distributed on or about the beginning of the school year. *Forms cannot be distributed before July 1.'





Training and Professional Development July 2016– January 2017 Schedule

Arizona Department of Education · School Nutrition

The 3 Things you Need to Know Before Choosing a Training!

1. Look for the levels...

Trainings are offered in a variety of speeds and vary in content. Our goal is to create an environment where attendees can interact and learn from those with a similar understanding of the National School Lunch Program (NSLP).

Level 1: Recommended for brand new employees and staff with 1 or fewer years of experience in the school nutrition programs. Trainings will provide attendees a detailed introduction to the topic and provide multiple opportunities to practice the information.

Level 2: Recommended for staff with 2+ years of experience in the School Nutrition Programs. The advanced level trainings are fast paced and will build on prior knowledge.

2. Different trainings for different job duties:

School Food Authority Contacts/Directors

The “Director’s Track” is designed for School Food Authority Contacts/Directors who are responsible for the management and oversight of the school nutrition programs. Look for “Director’s Track” in the training’s title.

School Nutrition Employees

ADE has expanded training topics for school nutrition employees involved in the day-to-day operations of school nutrition programs at participating school(s)/site(s).

3. Look online for How-To-Guides!

How-To-To Guides are a quick way to learn NSLP requirements from the convenience of your desk. ADE has made available a variety of guides on the ADE Training Webpage at <http://www.azed.gov/health-nutrition/nslp/training/>. Browse online to find How-To-Guides that meet your needs before registering for training.

Schedule subject to change.

Register online at: <http://www.azed.gov/online/registration/>

Contact us at: ADESchoolNutrition@azed.gov

Common Child Nutrition Programs Acronyms

ADE	Arizona Department of Education
ADP	Average Daily Participation
AFR	Annual Financial Report
AR	Administrative Review
ASCSP	Afterschool Care Snack Program
BIC	Breakfast in the Classroom
BID	Benefit Issuance Document
CACFP	Child and Adult Care Food Program
CFR	Code of Federal Regulations
CNP	Child Nutrition Programs
DC	Direct Certification
DES	Department of Economic Security
DoD	Department of Defense
FDPIR	Food Distribution Program on Indian Reservations
FSMC	Food Management Company
FNS	Food and Nutrition Service (part of USDA)
HACCP	Hazard Analysis and Critical Control Points
IEG	Income Eligibility Guidelines
LEA	Local Education Agency
LWP	Local Wellness Policy
M/MA	Meat/Meat Alternate
NSLP	National School Lunch Program
OVS	Offer Versus Serve
Oz/Eq	Ounce Equivalent
PLE	Paid Lunch Equity
POS	Point of Service
RCCI	Residential Child Care Institution
SBP	School Breakfast Program
SFA	School Food Authority
SFSP	Summer Food Service Program
SMP	Special Milk Program
SNAP	Supplemental Nutrition Assistance Program
SY	School Year (July 1 to June 30)
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture



HEALTH AND NUTRITION SERVICES DIRECTORY

PHOENIX MAILING ADDRESS

Arizona Department of Education
1535 West Jefferson Street, Bin #7
Phoenix, AZ 85007

TUCSON MAILING ADDRESS

Arizona Department of Education
400 West Congress, Room 155
Tucson, AZ 85701

FAX #	Phoenix Office Tucson Office	602-542-1531 or 602-542-3818 520-628-6660
GENERAL INFO	Arizona Department of Education State Government	602-542-5395 602-542-4900

SNP

SCHOOL NUTRITION PROGRAMS

602-542-8700

Your Specialist's contact information is found on the CNPWeb NSLP Homepage

NSLP Specialist of the Day (SOD)	ADESchoolNutrition@azed.gov	602-542-8700
Application Assistance/ Training Registration	Ashley.Arnold@azed.gov	602-542-9871

OPS

FINANCE & OPERATIONS

602-542-8700

Payments Information Line		602-542-5300
Annual Financial Report	Andrea.Coffman@azed.gov	602-364-2358
Claims and Reimbursements	Mary.Nesteruck@azed.gov	602-364-2303

FDP

FOOD DISTRIBUTION PROGRAM / USDA FOODS

602-542-8700

FDP email	FDP@azed.gov	
Trainer, USDA Foods & DoD Fresh Produce	Sandy.Fitzner@azed.gov	602-542-8741
Contracts Specialist (Caterer and FSMC)	Veronica.Cramer@azed.gov	602-364-1965

SHP

SCHOOL HEALTH PROGRAM

602-542-8700

HealthierUS School Challenge		602-542-8700
Physical Education, Physical Activity	Keri.Schoeff@azed.gov	602-542-8713
Community and Family Engagement	Miranda.Graves@azed.gov	602-364-0461

CACFP

CHILD & ADULT CARE FOOD PROGRAM

602-542-8700

CACFP / Summer Food Service Program (SFSP)		602-542-8700
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