**Orientation to the National School Lunch Program Assessment
for New and Existing Sponsors**

Name: _____ Date: _____

Instructions: Please complete the 20 questions below on your computer. Questions are in the form of drop-down, multiple choice, or fill-in. You may print this form once all questions have been answered.

*Note: If the form is printed before all questions are answered, the drop-down options will not show.

1. **What Child Nutrition Programs does ADE administer?**

   ☐ Summer Food Service Program

   ☐ National School Lunch Program

   ☐ USDA Foods/DoD Program

   ☐ School Breakfast Program

   ☐ Afterschool Care Snack Program

   ☐ At-Risk Afterschool Meals

   ☐ Fresh Fruits and Vegetable Program (FFVP)/DoD Program

   ☐ Farm to School/School Garden Program

   ☐ Child and Adult Care Food Program

   ☐ All of the above

2. **Describe the relationship between a site and a sponsor.**

3.What do the following acronyms stand for?

CNP _____

ADE _____

HNS _____

SBP _____

HACCP _____

BID _____

SFA _____

OVS _____

4.All CNP Operators have an assigned Health and Nutrition Services Specialist to assist them with program questions through the school year.

◯True   or   ◯False

5.What is ADEConnect?

◯ An online portal that houses CNP Direct Certification, CNP Direct Verification, & CNP Verification Reporting

◯ The name of the ADE website

◯ The online library of ADE trainings

6.Which application in ADEConnect would you use to search the Department of Economic Security Database to "match" enrolled students who participate in assistance programs?

◯ CNPWeb

◯ CNP Direct Certification/Direct Verification

◯ CNP Verification Reporting

7.Below are the steps for how CNPWeb works. The steps are out of order. Number the steps 1-5 with 1 being the first step. (The first step has been identified for you.)

	ADE approves the online site and sponsor applications.
	Each month ADE processes reimbursement claims for all sites of NSLP.
1	ADE prepares the CNPWeb system for the upcoming school year.
	Sponsor goes into the CNPWeb to submit the claim.
	Using the Internet, sponsors/districts fill out site and sponsor applications and electronically submit them to ADE for review. They also check to see if they need to submit any checklist items.

8. What How-to Guide is recommended to use when submitting the monthly claim for reimbursement?

◯ How-To Submit a Claim in CNPWeb

◯ How-To Get Reimbursements

◯ How-To Claim in CNP Verification

9. How often are claims submitted?

◯ Daily

◯ Weekly

◯ Monthly

10. ADE Health and Nutrition Services offers free online trainings.

◯ True   or   ◯ False

11. Your organization needs to submit a site and sponsor application each program year.

◯ True   or   ◯ False

12. What are the grade groups for the 5-Day Lunch meal pattern? (Hint, you will need to access the Meal Pattern Charts found on the NSLP webpage.)

    ◯ K-12 only

    ◯ K-5, K-8, 6-8, 9-12

    ◯ K-8 only

13. How many food safety inspections must be done at each site, each year?

    ◯ 1

    ◯ 2

    ◯ 3

    ◯ 5

14. Offer vs. Serve is only required for grades 9-12 at lunch meal service.

    ◯ **True**   or   ◯ **False**

15. A student is considered paid unless you have documentation to support their free or reduced-price meal eligibility status.

    ◯ **True**   or   ◯ **False**

16. How does ADE provide SFAs with the new school year household application templates and Income Eligibility Guidelines?

    ◯ ADE webpage under 'Program Forms and Resources'

    ◯ By email

    ◯ By mail

17. SFAs are reimbursed based on their students' eligibility status of Free, Reduced-Price, or Paid. Select all the ways a child can be eligible for <u>free</u> school meal benefits.

☐ 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 income that exceeds free/reduced-price income guidelines.

☐ A student matched in the CNP Direct Certification system through ADEConnect.

☐ A student identified as foster.

☐ A student identified as homeless, migrant or runaway.

☐ A student enrolled in Head Start.

☐ A household application provides a case number with a household participating in assistance programs such as SNAP, TANF or FDPIR.

18. How often will ADE conduct an Administrative Review to check compliance of your program?

○ Once every 3 years

○ Once every 6 years

○ Once every 3-5 years

19. Who should you email if you have any questions regarding the Child Nutrition Programs?

○ ADEInbox@azed.gov

○ SchoolFinance@azed.gov

○ ContactHNS@azed.gov

Congratulations! You have completed all 20 questions. Please print this assessment for your records. If you have any questions please contact your assigned Health and Nutrition Services Specialist.