Online Course:

How to Apply and Operate Special Assistance Provision 2/3 Base Year

Professional Standards Learning Code 3110
Length: 1 hour

***Released** April 2018*

"Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year" 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.

Online Course:
How to Apply and Operate Special Assistance Provision 2/3 Base Year

Intended Audience and Content

- This Online Course is intended for Local Education Agencies (LEAs) operating the National School Lunch Program (NSLP) who are going to be applying for Special Assistance Provision 2/3.
- This Online Course will provide an overview of Provision 2/3 Base Year and will cover how to apply for a base year, how to prepare for operation of a base year, and counting and claiming procedures.

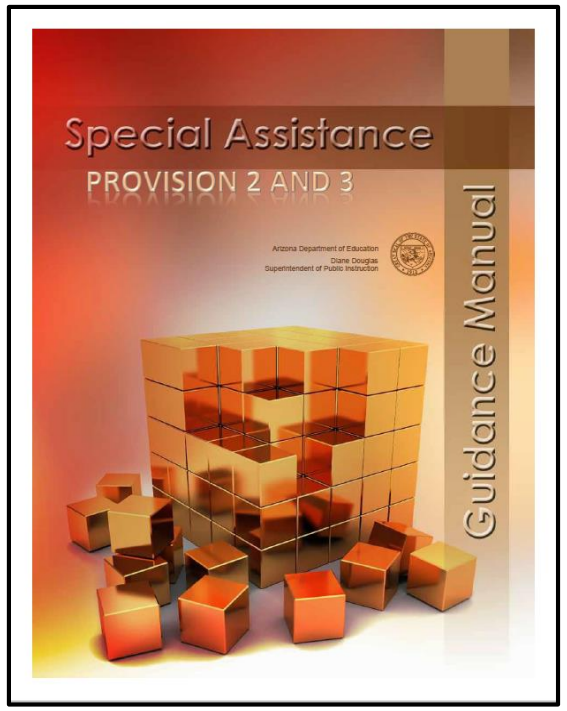
Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year

Objectives

At the end of this training, attendees should be able to:

- understand both Special Assistance Provisions 2 and 3 and their timelines;
- know how to properly conduct counting and claiming procedures while operating a base year;
- understand how to apply for Provision 2/3 including where to find the application documentation;
- understand what is required of the LEA prior to the first operating day of the base year;
- identify and conduct all base year operating procedures by the required due dates; and
- know where to locate other training materials and all additional guidance.

Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year

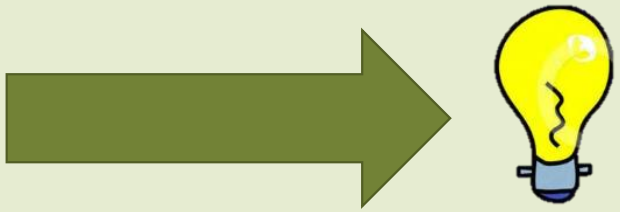


The instruction within this Online Course is based on directive from ADE's Special Assistance Guidance Manual.

It is recommended to review the Special Assistance Guidance Manual in addition to reviewing this course for complete guidance on special provisions. Click here to access the Special Assistance Guidance Manual.

Electronic Survey

- In order to receive credit for this training, School Food Authorities (SFAs) are required to submit the *Base Year Provision 2 and 3 Electronic Survey* to the Arizona Department of Education (ADE).
- All questions on this Electronic Survey must be completed before submitting to ADE and no more than *two* questions can be answered *incorrectly* for each LEA applying to operate a base year.
- Please locate the Electronic Survey *here* and feel free to answer these questions while going through this online training.
- The light bulb icon will be an indicator that the content on the slide is an Electronic Survey question.



Online Course: How to Apply & Operate Special Assistance Provision 2/3 Base Year

Definitions

Special Assistance Provision 2: A four year cycle that provides free meals to all students regardless of household income while reducing administrative duties and cost to participating LEAs.

Special Assistance Provision 3: A five year cycle that can provide free meals to all students regardless of household income while reducing administrative duties and cost to participating LEAs.

Non-Pricing: When an LEA provides meals to students at no cost to the household regardless of their eligibility status.

Base Year: The first year of operating Provision 2 or 3 that establishes the LEA's claiming percentages to support the subsequent years' federal reimbursements.

Non-Base Year: The years of operating a provision following the base year where the school makes no new eligibility determinations and counts only the total number of reimbursable meals served each day.

Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year

The Online Course will review:

Provision 2/3 Base Year Overview	Slides 8-16
Applying for a Base Year	Slides 17-22
What to Do Before the First Operating Day of a Base Year	Slides 23-33
Base Year Counting and Claiming Procedures	Slides 34-43
Additional Provision 2/3 Base Year Considerations	Slides 44-52
Additional Guidance Information	Slides 53-54
Professional Standards & Certificate	Slides 55
Civil Rights	Slides 56

Provision 2/3 Base Year Overview

Provision 2/3 Base Year Overview

Special Assistance Provision

Special Assistance is a provision of the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

This provision allows schools located in low income areas to be able to serve meals at *no charge to all students*.

When operating under Special Assistance Provision 2/3, the administrative responsibilities for those SFAs will *greatly reduce.*

Provision 2/3 Base Year Overview

Operating a Base Year

The first year of operating Provision 2/3 is called a *base year*.

The base year is important because it will establish the LEA's claiming percentages to support the next three years' reimbursements.

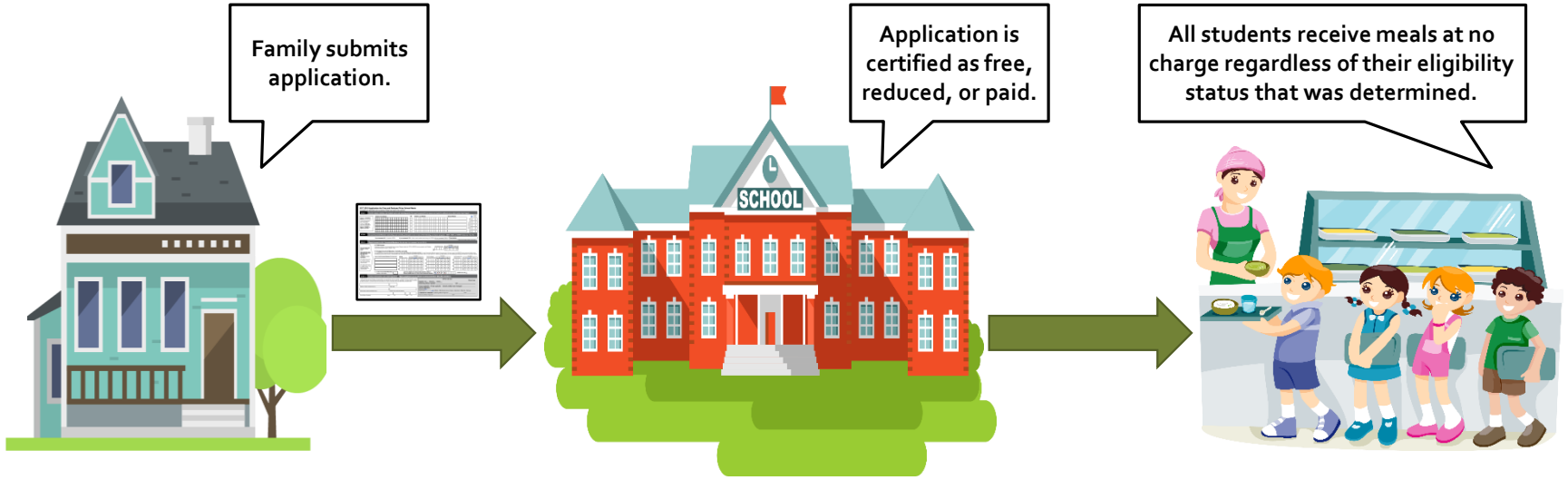
LEAs will get reimbursed for the remainder of the provision cycle based on the free, reduced, and paid eligibility determinations made during the base year.

Provision 2/3 Base Year Overview

Operating a Base Year

During the base year *only*, schools will accept household applications, make eligibility determinations, and count meals by category of free, reduced, and paid at the point of service.

The base year of Provision 2/3 will operate like regular NSLP, *except* that the school will be non-pricing.



Provision 2/3 Base Year Overview

What is Non-Pricing?

Non-pricing is when a school provides meals to students at no cost to the household regardless of eligibility status.

The LEA will still get reimbursed for the meal when serving non-priced meals.

- The reimbursement will be based off of the free, reduced price, and paid meal counts. These reimbursement percentages will carry forward through the rest of the provision cycle.

Non-Pricing	Regular NSLP
All students receive free meals.	Only students that qualify for free meal benefits will receive free meals.
Students are claimed by category of free, reduced, and paid however, the students will receive their meals at no charge to the household.	Students that qualify for free meals are claimed as free.

Provision 2/3 Base Year Overview

Base Year Requirements

During a base year, LEAs are required to follow the *same* administrative responsibilities as when operating regular NSLP. This includes:

- distribute, collect and certify household applications;
- notify households of their eligibility status;
- conduct Direct Certification at a minimum of three times per year;
- conduct Verification activities; and
- count and claim meals at the POS by eligibility category.

Once the base year has been successfully completed and the first non-base year begins, SFAs will then receive administrative relief from these responsibilities.

Provision 2/3 Base Year Overview

Passing a Base Year

In order to operate Provision 2/3, the LEA must *pass* a base year.

During the base year, ADE will conduct an Administrative Review that looks at certification, counting and claiming, and point of service (POS) procedures.

ADE will also check that the due dates indicated in the *Base Year Operation Checklist* at the end of this training were met, and that Direct Certification and Verification were completed correctly.

Once ADE has ensured that all base year procedures have been compliant, the LEA will receive a letter from the Special Assistance Coordinator certifying that the base year was passed.

If the LEA was not compliant with base year procedures, an unsatisfactory base year letter will be sent; with the option to redo the base year or return to regular NSLP operation.

Provision 2/3 Base Year Overview

Provision 2 Timeline

Provision 2 operates in a *four* year cycle that includes the base year.

Please note that at the end of a provision cycle, Provision 2 and Provision 3 extensions can be applied for at that time.

Provision 2 Example:

Year 1	Year 2	Year 3	Year 4	Cycle End
2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Base Year	Non-Base Year	Non-Base Year	Non-Base Year	Normal NSLP

- Here is further training on *How to Apply for an Extension in Provision 2 or Provision 3.*

Provision 3

Provision 2/3 Base Year Overview

Provision 3 Timeline

Provision 3 operates in a *five* year cycle including the base year.

Additional differences between Provision 2 and Provision 3 will be further explained later in this online training.

Provision 3 Example:

Year 1	Year 2	Year 3	Year 4	Year 5	Cycle End
2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Base Year	Non-Base Year	Non-Base Year	Non-Base Year	Non-Base Year	Normal NSLP

Applying for a Base Year

Applying for a Base Year

Provision 2/3 Application Process

SFAs need to apply in advance to operate a base year.

The application and supporting documentation will be due to ADE by *June 1st* of the *current* program year and, if granted, the LEA would operate a base year the *following* program year.

- For example, if the LEA submits the applications and supporting documentation on June 1st of 2018, they would be applying to operate a base year during the school year of 2018-2019.

Applying for a Base Year

How to Apply

LEAs applying for Provision 2/3 Base Year must submit the following documentation to ADE no later than June 1st:

- Special Assistance Application;
- Revised Free and Reduced Price Policy Statement;
- Addendum- Provision 2 or Provision 3; and
- Base Year Provision 2 and 3 Electronic Survey Results

If approved, the LEA will receive a notification from ADE by the end of June and will be granted permission to operate a base year during the following school year.

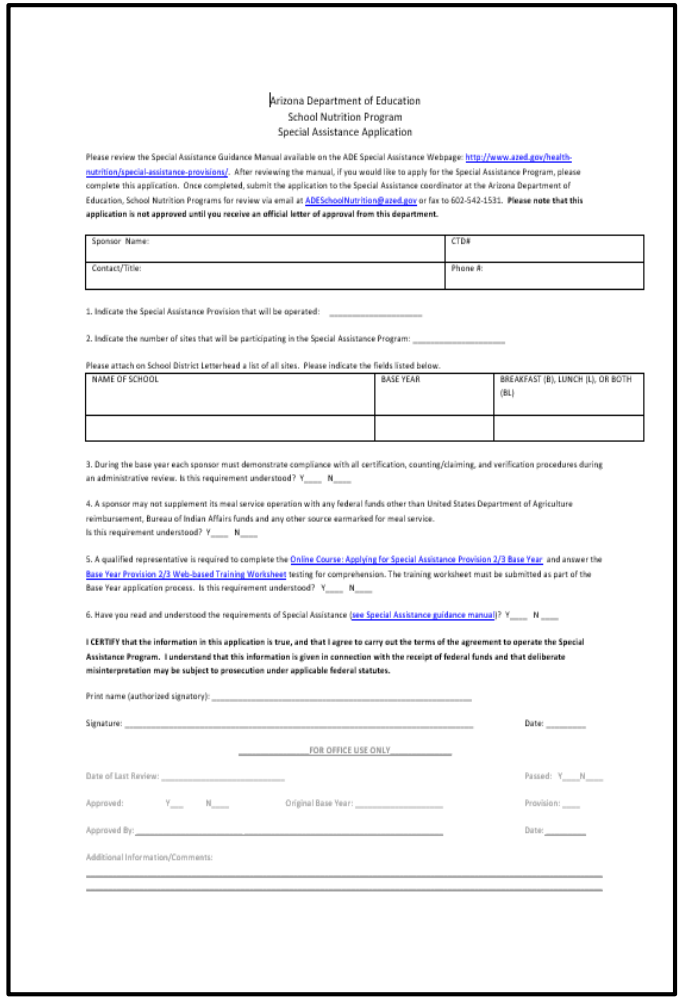
Applying for a Base Year

Special Assistance Application

In order for LEAs to obtain approval to operate a base year, the *Special Assistance Application* must be submitted to ADE.

On this application the LEA will:

- Indicate if they are opting to operate Provision 2 or Provision 3.
- List all sites that wish to apply for the base year.
- Indicate which meal services would be operating a base year (breakfast, lunch, or both).
- Answer all application questions.
- Have an authorized signer sign on behalf of the LEA.



Arizona Department of Education
School Nutrition Program
Special Assistance Application

Please review the Special Assistance Guidance Manual available on the ADE Special Assistance Webpage: http://www.azed.gov/health-nutrition/special-assistance-provisions/. After reviewing the manual, if you would like to apply for the Special Assistance Program, please complete this application. Once completed, submit the application to the Special Assistance coordinator at the Arizona Department of Education, School Nutrition Programs for review via email at ADESchoolNutrition@azed.gov or fax to 602-542-1531. **Please note that this application is not approved until you receive an official letter of approval from this department.**

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance Provision that will be operated: _____

2. Indicate the number of sites that will be participating in the Special Assistance Program: _____

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. During the base year each sponsor must demonstrate compliance with all certification, counting/claiming, and verification procedures during an administrative review. Is this requirement understood? Y____ N____

4. A sponsor may not supplement its meal service operation with any federal funds other than United States Department of Agriculture reimbursement, Bureau of Indian Affairs funds and any other source earmarked for meal service.
Is this requirement understood? Y____ N____

5. A qualified representative is required to complete the Online Course: Applying for Special Assistance Provision 2/3 Base Year and answer the Base Year Provision 2/3 Web-based Training Worksheet testing for comprehension. The training worksheet must be submitted as part of the Base Year application process. Is this requirement understood? Y____ N____

6. Have you read and understood the requirements of Special Assistance (see Special Assistance guidance manual)? Y____ N____

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes.

Print name (authorized signatory): _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date of Last Review: _____ Passed: Y___N___

Approved: Y___ N___ Original Base Year: _____ Provision: ___

Approved By: _____ Date: _____

Additional Information/Comments:

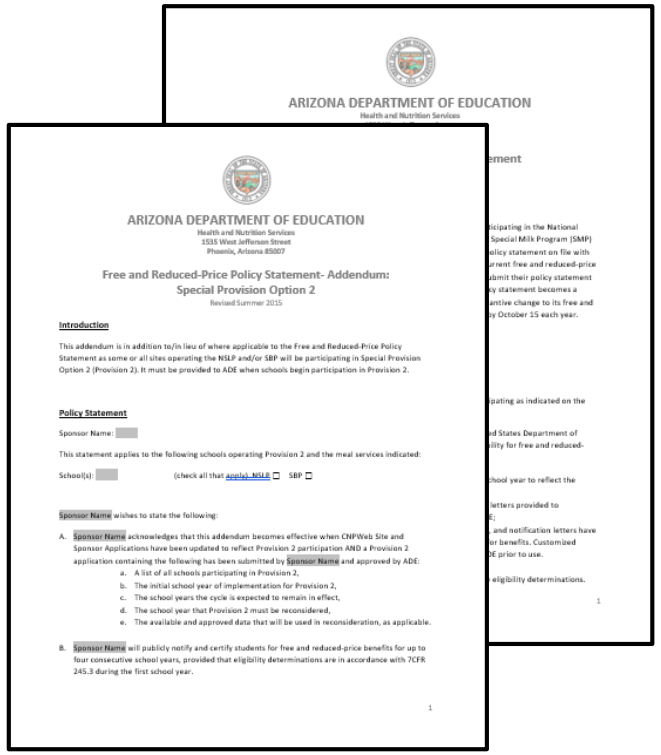
Applying for a Base Year

Free and Reduced Price Policy Statement and Addendum

LEAs who wish to obtain approval must submit an updated *Free and Reduced Price Policy Statement* to ADE.

Also, LEAs must complete the *addendum* for the provision they wish to operate, indicating either Provision 2 or Provision 3.

- Click *here* to locate the ADE *Free and Reduced Price Policy Statement* along with the *Addendum- Provision 2* or *Addendum- Provision 3* templates.



ARIZONA DEPARTMENT OF EDUCATION
Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Free and Reduced-Price Policy Statement- Addendum:
Special Provision Option 2
Revised Summer 2015

Introduction

This addendum is in addition to/in lieu of where applicable to the Free and Reduced-Price Policy Statement as some or all sites operating the NSLP and/or SBP will be participating in Special Provision Option 2 (Provision 2). It must be provided to ADE when schools begin participation in Provision 2.

Policy Statement

Sponsor Name:

This statement applies to the following schools operating Provision 2 and the meal services indicated:

School(s): (check all that apply) NSLP ☐ SBP ☐

Sponsor Name wishes to state the following:

A. Sponsor Name acknowledges that this addendum becomes effective when CNPWeb Site and Sponsor Applications have been updated to reflect Provision 2 participation AND a Provision 2 application containing the following has been submitted by Sponsor Name and approved by ADE:
   a. A list of all schools participating in Provision 2,
   b. The initial school year of implementation for Provision 2,
   c. The school years the cycle is expected to remain in effect,
   d. The school year that Provision 2 must be reconsidered,
   e. The available and approved data that will be used in reconsideration, as applicable.

B. Sponsor Name will publicly notify and certify students for free and reduced-price benefits for up to four consecutive school years, provided that eligibility determinations are in accordance with 7CFR 245.3 during the first school year.

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Applying for a Base Year

Base Year Provision 2 and 3 Electronic Survey

Please submit all application documentation to the Arizona Department of Education including the *Base Year Provision 2 and 3 Electronic Survey* that is encouraged to be completed while SFAs are taking this Online Course.

- In order to submit this Electronic Survey, SFAs will simply need to click *submit* once *all* survey questions have been completed.

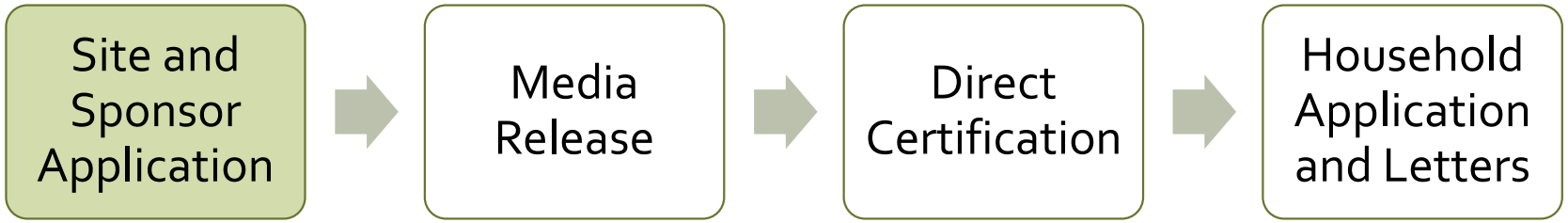
No more than two questions can be answered incorrectly by each LEA applying to operate a base year and all questions should be easily answered throughout this training.

- If more than two questions are answered incorrectly by a LEA, they have the option to retake the survey in order to obtain a passing score.
- Remember, the answers to these survey questions are imbedded into this training and are noted by the *lightbulb icon* at the bottom right of the slide.

What to Do Before the First Operating Day of a Base Year

What to Do Before the First Operating Day of a Base Year

Site and Sponsor Application



Just like operating regular NSLP, when on a base year SFAs must submit a site and sponsor application in CNPWeb.

On the *site* and *sponsor application*, the SFA must indicate that they are participating in a base year.

- This can be done anytime after June 1st and should be completed before the first operating day of the school year.

What to Do Before the First Operating Day of a Base Year

Site Application

In order for the LEA to indicate that they are operating a base year on their *site* application in CNPWeb, the SFA must accurately fill in *Section 8. School Breakfast Program*.

8. School Breakfast Program	
Participation:	
Severe Need Breakfast Program Eligibility:	Eligible *
Offer versus Serve Implemented During Breakfast :	No
Amount Charged to Students for Reduced-Price Breakfast:	0.00
Amount Charged to Students for Paid Breakfast:	0.00
Meal Service Type(s) (check all that apply):	☑ Breakfast in the cafeteria/main dining area ☐ Breakfast in the classroom ☐ Grab and go breakfast carts ☐ Breakfast on the school bus ☐ Other, please describe:
Meal Service Type 'Other' Description:	

In the *Participation* drop down the SFA will select Base Year for Special Assistance Provision 2 or Provision 3.

Please click *here* for further instruction on how to submit site and sponsor applications in CNPWeb.

What to Do Before the First Operating Day of a Base Year

Site Application

Also, the SFA must accurately fill in *Section 9. National School Lunch Program* on the *site* application in CNPWeb.

9. National School Lunch Program	
Participation:	
Offer versus Serve Implemented During Lunch:	No
Amount Charged to Students for Reduced-Price Lunch:	0.00
Amount Charged to Students for Paid Lunch:	0.00

In the *Participation* drop down the SFA will select Base Year for Special Assistance Provision 2 or Provision 3.

What to Do Before the First Operating Day of a Base Year

Sponsor Application

In order for the LEA to indicate that they are operating a base year on their *sponsor* application in CNPWeb, the SFA must accurately fill in *Section 5. General Information*.

5. General Information	
Type of Sponsoring Authority	Public - Educational Institution
Participate in the USDA Foods Program:	Yes
High-Rate Lunch Reimbursement Eligibility:	Eligible *
Menu Certification Reimbursement Eligibility:	Yes *
Do you have a Local Wellness Policy?	Yes, implemented
Do you have a School Food Safety Plan (in accordance with the Process Approach to HACCP)?	Yes, implemented
Special Assistance Provision 2/3 Participation Status:	
How many sites do you wish to enroll in the Special Assistance Provision 2/3 Program?	

In the *Special Assistance Provision 2/3 Participation Status* drop down the SFA will select Base Year for Special Assistance Provision 2 or Provision 3.

The number of sites in the highlighted box to the left needs to reflect the number of sites that received approval to operate under a base year.

What to Do Before the First Operating Day of a Base Year

Sponsor Application

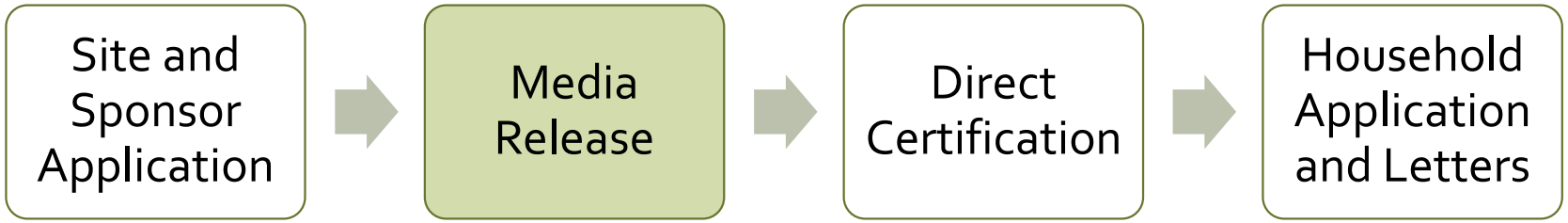
Also, the SFA must accurately fill in *Section 9. Forms for Free and Reduced-Price Meals* on the *Sponsor* application in CNPWeb.

Household Applications: (check all that apply)	☑ Household application provided by ADE ☐ Electronic/online household application ☐ Scanable household application ☐ Custom paper-based household application ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center
Parent Letter (instructions) to accompany household applications: (check all that apply)	☑ Parent letter provided by ADE ☐ Parent letter to accompany electronic/online household application ☐ Parent letter to accompany scanable household application ☐ Parent letter to accompany custom paper-based household application ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center
Notification Letter: (check all that apply)	☑ Notification letter provided by ADE ☐ Notification letter to accompany electronic/online household application ☐ Notification letter to accompany scanable housel ☐ Notification letter to accompany custom paper-b ☐ Form not required: Operating Special Assistance RCCI without day students, or Juvenile Detentic

Please note that during a base year, household applications are collected and families must be notified.

What to Do Before the First Operating Day of a Base Year

Media Release



Just like regular NSLP, when operating a base year SFAs will continue to provide a notification that nutritious meals are available at school.

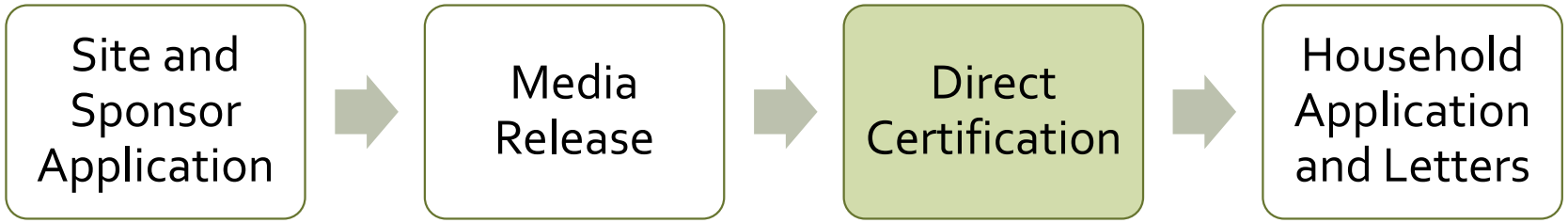
SFAs must ensure that this media release states that meals are served at no cost to all students regardless of their eligibility determination on their household application.

- Click *here* to locate ADE's Media Release template.

Media releases should be announced in the months of July and August.

What to Do Before the First Operating Day of a Base Year

Direct Certification

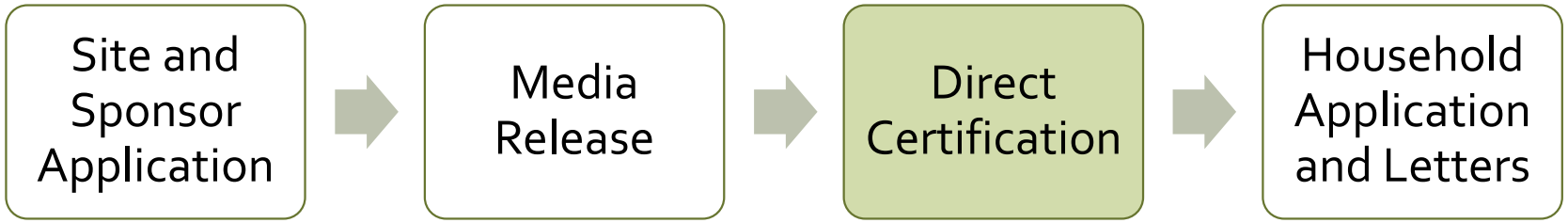


Just like regular NSLP, when operating a base year SFAs will continue to conduct Direct Certification in ADEConnect CNP Direct Certification / Direct Verification at a minimum of *three* times per school year.

- by the 45th operating day of the school year;
- three months after the initial effort; and
- six months after the initial effort.

What to Do Before the First Operating Day of a Base Year

Direct Certification



Click *here* for further guidance on how to conduct Direct Certification.

Regardless of the LEA operating non-pricing, all families must be notified of their eligibility benefits if a household member was a match.

- Remember that a match for one student in SNAP, TANF and FDPIR extends to all household members for the entire school year.

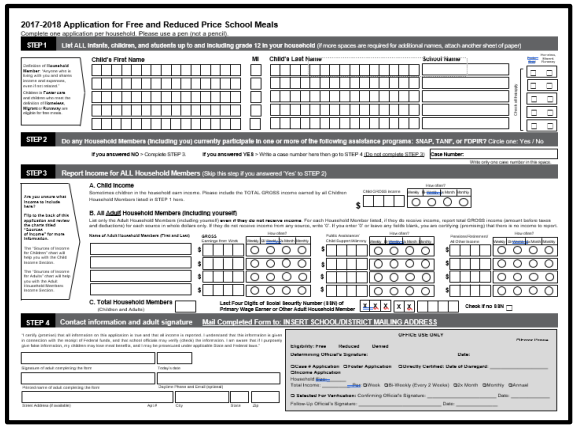
What to Do Before the First Operating Day of a Base Year

Household Applications and Letters

Site and Sponsor Application → Media Release → Direct Certification → Household Application and Letters

Just like regular NSLP, when operating a base year SFAs will continue to distribute household applications and parent letters.

- To locate ADE's templates for household applications and parent letters click *here.*


2017-2018 Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL infants, children, and students up to and including grade 12 in your household (If more spaces are required for additional names, attach another sheet of paper)

Child's First Name | MI | Child's Last Name | School Name

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3). Case Number:

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

A. Child Income

B. All Adult Household Members (Including yourself)

Name of Adult Household Member (First and Last) | GROSS Income from Work | Public Assistance/ Child Support/Alimony | Pensions/Unemployment/ All Other Income

C. Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member X X X X Check if no SSN ☐

STEP 4 Contact information and adult signature Mail Completed Form to: INSERT SCHOOL/DISTRICT MAILING ADDRESS

OFFICE USE ONLY

Eligibility: Free Reduced Denied

Determining Official's Signature: Date:

☐Case # Application ☐Roster Application ☐Directly Certified: Date of Change#: ____

Household Size: ____

Total Income: ____ ☐Week ☐Bi-Weekly (Every 2 Weeks) ☐Bi-Month ☐Monthly ☐Annual

☐ Selected For Verification: Confirming Official's Signature: ____ Date: ____

Follow-Up Official's Signature: ____ Date: ____

2017-2018 Application for Free and Reduced Price School Meals

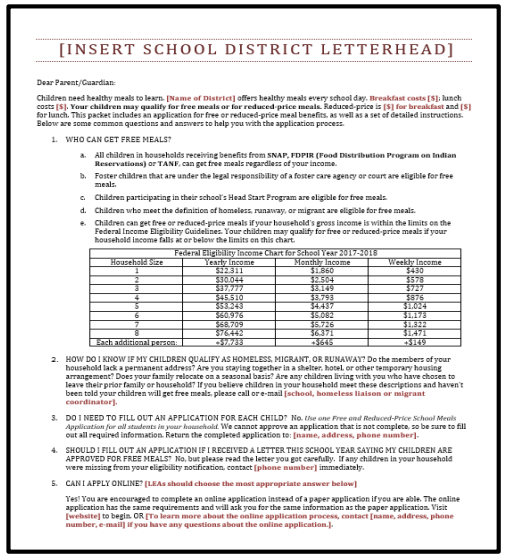
What to Do Before the First Operating Day of a Base Year

Household Applications and Letters

Site and Sponsor Application → Media Release → Direct Certification → Household Application and Letters

SFAs must certify submitted household applications within ten days of receiving the application and update the Benefit Issuance Document (BID).

Once the application is complete and processed, the SFA must notify the household of their determined eligibility status by mailing the *Parent Letter for School Meals*.



[INSERT SCHOOL DISTRICT LETTERHEAD]

Dear Parent/Guardian:

Children need healthy meals to learn. **[Name of District]** offers healthy meals every school day. **Breakfast costs [$]**; lunch costs **[$]**. **Your children may qualify for free meals or for reduced-price meals.** Reduced-price is **[$] for breakfast** and **[$]** for lunch. This packet includes an application for free or reduced-price meal benefits, as well as a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE MEALS?
   a. All children in households receiving benefits from **SNAP, FDPIR (Food Distribution Program on Indian Reservations)** or **TANF**, can get free meals regardless of your income.
   b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   c. Children participating in their school's Head Start Program are eligible for free meals.
   d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   e. Children can get free or reduced-price meals if your household's gross income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

Federal Eligibility Income Chart for School Year 2017-2018

Household Size	Yearly Income	Monthly Income	Weekly Income
1	$22,311	$1,860	$430
2	$30,044	$2,504	$578
3	$37,777	$3,149	$727
4	$45,510	$3,793	$876
5	$53,243	$4,437	$1,024
6	$60,976	$5,082	$1,173
7	$68,709	$5,726	$1,322
8	$76,442	$6,371	$1,471
Each additional person:	+$7,733	+$645	+$149

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **[school, homeless liaison or migrant coordinator].**
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced-Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number].**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? No, but please read the letter you got carefully. If any children in your household were missing from your eligibility notification, contact **[phone number]** immediately.
5. CAN I APPLY ONLINE? **[LEAs should choose the most appropriate answer below]**

   Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **[website]** to begin. OR **[To learn more about the online application process, contact [name, address, phone number, e-mail] if you have any questions about the online application.].**

2017-2018 Parent Letter for School Meals

Base Year Counting and Claiming Procedures

Base Year Counting and Claiming Procedures

Counting and Claiming

During a base year, meals will be counted at the point of service (POS) in category of free, reduced, and paid as they would be when operating regular NSLP.

Claims will be submitted in CNPWeb for every operating month during the base year.

- Claiming percentages during *non-base years* will be determined off of the claims that were submitted throughout the *base year*.

August
ADE Elementary School

Breakfast - Severe Need	
Number of Days Served:	19
Free Meals Served:	10821
Reduced-Price Meals Served:	1144
Paid Meals Served:	1399
Total Meals Served:	13364
Participants Enrolled:	839
Lunch - High Rate	
Number of Days Served:	19
Free Meals Served:	12028
Reduced-Price Meals Served:	842
Paid Meals Served:	798
Total Meals Served:	13668
Participants Approved for Free Meals:	718
Participants Approved for Reduced-Price Meals:	53
Participants Approved for Paid Meals:	70
Participants Enrolled:	839
Afternoon Snack - High Rate	
Number of Days Served:	9
Free Meals Served:	598
Participants Enrolled:	839
Attendance Factor	
Attendance Factor:	

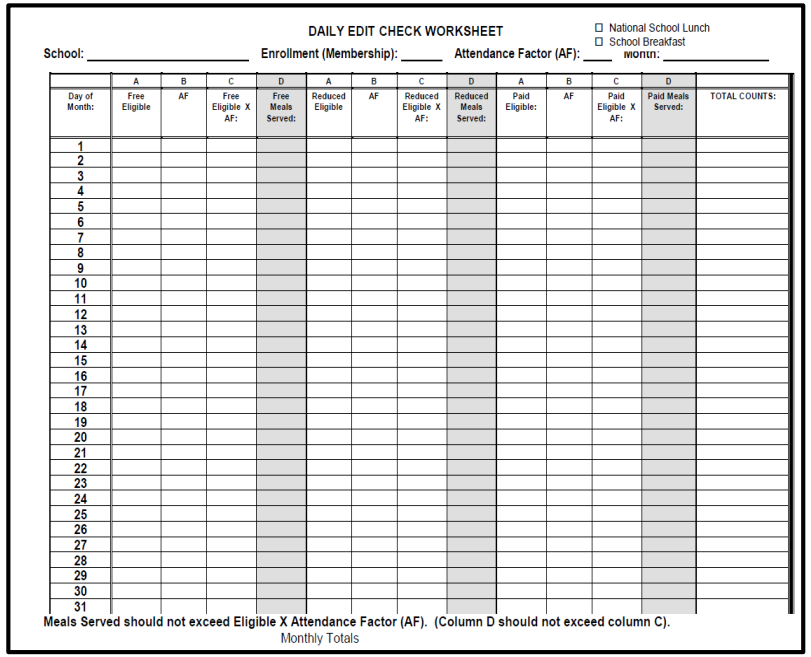
CNPWeb example claim

Base Year Counting and Claiming Procedures

Daily Edit Checks

Along with submitting claims, Daily Edit Checks will still be required when operating a base year.

- Daily Edit Checks are conducted to ensure that LEAs are not claiming more meals than eligible students in each category of free, reduced, and paid.
- The ADE *Daily Edit Check Worksheet* can be found *here*.



DAILY EDIT CHECK WORKSHEET

☐ National School Lunch
☐ School Breakfast

School: _____ Enrollment (Membership): _____ Attendance Factor (AF): ____ Month: _____

	A	B	C	D	A	B	C	D	A	B	C	D	
Day of Month:	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:	TOTAL COUNTS:
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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Meals Served should not exceed Eligible X Attendance Factor (AF). (Column D should not exceed column C).

Monthly Totals

Base Year Counting and Claiming Procedures

Base Year Claiming for Provision 2/3

Official claiming percentages are programmed into CNPWeb by ADE and will be automatically applied to future *non-base year claims.*

- Here is further instruction on *How to Submit a Claim in CNPWeb*.

Please note that there are differences in both Provision 2 and Provision 3 that need to be recognized by SFAs.

Let's begin with the counting and claiming procedures for Provision 2.

Provision 2

Base Year Counting and Claiming Procedures

Provision 2 Claiming Percentages

Reimbursements for Provision 2 during the *non-base* years are determined by applying the percentages of free, reduced, and paid meals served during the corresponding month of the *base* year.

For example:

- The free, reduced and paid claiming percentages in August of the base year are the same claiming percentages that will be used in August of the following non-base years.

Percentages in the claim data from the base year are used to assume that the free, reduced and paid eligibility of the site will be consistent each month of each year of the provision cycle.

Detailed example

Base Year Counting and Claiming Procedures

Provision 2 Claiming Example

In this example, follow along with the claiming percentages and math conducted for the *free* reimbursements.

- However, please note that the reduced and paid reimbursements will be calculated in this same format and the same practices will be used.

The base year had 72.60% of their meals claimed as *free* in the month of August and Provision 2 will assume that in August during each non-base year, 72.60% of the total meals are *free*.

	Base Year Claim for August	Percentage		Non-Base Year Total Meals in August		Non-Base Year Claim for August
Free	1045	**72.60%**	Multiply		Equals	**1198**
Reduced	212	14.70%	x	1650	=	243
Paid	182	12.70%				209
Total Meals	1439	100%				1650

Base Year Counting and Claiming Procedures

Provision 3 Claiming Percentages

Just like Provision 2, Provision 3 also uses an alternate claiming method during non-base years by using base year monthly claiming formula.

The difference for Provision 3 is that the claiming formula will be adjusted throughout the months during non-base years depending on the number of days served in the particular month and how many students are enrolled in the school.

Detailed example

Base Year Counting and Claiming Procedures

Provision 3 Claiming Example

In this example, follow along with the claiming formula and math conducted for the *free* reimbursements.

- However, please note that the reduced and paid reimbursements will be calculated in this same format and the same practices will be used.

Provision 3 Claiming Adjustment for the Month of August Example			
	Step 1	Step 2	Step 3
Action	Percent Change Enrollment	Enrollment Adjusted Meals	Serving Day Adjusted Meals
Steps	August non-base year enrollment ÷ August base year enrollment	August base year free meals x percent change enrollment	(August base year serving days ÷ August non-base year serving days) x enrollment adjusted meals
Example	210 (NBY) ÷ 200 (BY) = 1.05	1045 x 1.05 = 1097.25	(16 ÷ 18 = 0.89) x 1097.25 = 1232.87

Base Year Counting and Claiming Procedures

Provision 3 Claiming Example

Since there were *ten* extra students and *two* extra days in the non-base year for August, 1232 meals were reimbursed at the free rate compared to the 1045 meals that were reimbursed during the base year.

Example	210 (NBY) ÷ 200 (BY) = 1.05	1045 x 1.05 = 1097.25	(16 ÷ 18 = 0.89) x 1097.25 = 1232.87

The CNPWeb claiming system calculates the data automatically for each individual month on behalf of the LEA.

- Please note that the same formula is used for calculating reduced and paid meals.

Base Year Counting and Claiming Procedures

Provision 2/3 Counting and Claiming

It is up to the LEA to decide whether they wish to operate Provision 2 or Provision 3, and it is their responsibility to fulfill all base year duties when operating.

- If base year procedures are not followed, the LEA will not pass their base year and must either resume regular NSLP operating procedures or redo another base year.
- Please note that the differences in Provision 2 and Provision 3 *non-base year* claiming, do *not* indicate a difference in counting and claiming procedures during a *base year* as explained in the previous slides.

Additional Provision 2/3 Base Year Considerations

Additional Provision 2/3 Base Year Considerations

The Right Provision

It is important to reflect on the LEA's particular site when deciding on which Provision to operate.

Provision 2	Provision 3
Most schools that operate a Provision have enough turnover to where keeping the claiming percentages that were established during the base year will be beneficial. This option would be most beneficial for sites that have fluctuating populations and participation, such as regularly operating schools.	In some LEAs, such as boarding schools, the population of the school may be stable enough to where Provision 3 would be the most beneficial.

If further assistance is needed when choosing which Provision to operate, contact your School Nutrition Programs Specialist.

Additional Provision 2/3 Base Year Considerations

To Stop a Provision

On occasion, Provision 2 or Provision 3 may not be the best suitable option for a particular site and it may be best to make a change.

At any time the LEA can stop their Provision 2/3 and return to operating regular NSLP by:

- Notifying ADE and establishing a date for a change in the reimbursement claiming process.
- Notifying the households and distributing household applications.
- Giving a minimum of 30 additional days of non-pricing to accommodate the transition.
- Resuming normal counting and claiming procedures.

Additional Provision 2/3 Base Year Considerations

To Switch a Provision

The LEA can switch from *Provision 2 to Provision 3* by:

- Formally requesting approval via documentation on school letterhead.
- Ensuring all sites only participate in a cycle of four years, combined.
- Submitting an updated Free and Reduced Price Policy Statement and addendum with the required information.

The LEA can switch from *Provision 3 to Provision 2* by:

- Doing all the same tasks as listed above, and additionally ensuring that during the base year they were non-pricing.

Provision 3 pricing

Additional Provision 2/3 Base Year Considerations

Pricing During Provision 3

Sites operating a Provision 3 Base Year can *choose* to operate a *non-pricing program* or a *pricing program*.

However, LEAs are *encouraged* to offer meals at no charge to all students in order to maintain optimal participation along with developing a level of reimbursement that may be more reflective of participation during the base year.

- Please note that the amount of reimbursement that the school receives during the base year is the amount that they will receive throughout the following four non-base years which is the reason why reaching optimal student participation is key.
- For additional guidance, click *here.*

Additional Provision 2/3 Base Year Considerations

Switching To Community Eligibility Provision (CEP)

At the end of a base year, LEAs can decide to operate CEP instead of operating the non-base year. In order to do this LEAs must:

- Submit the CEP Application to ADE by the required due date of June 30th.
- Collect Direct Certification and identified student data on or around April 1st of that program year.

For more information regarding CEP click *here.*

Additional Provision 2/3 Base Year Considerations

Record Retention

It is important to keep all records throughout the entire period that the site is operating under Provision 2/3, plus *five* years including all provision extensions.

- LEAs must keep records for longer than five years if they receive any type of review findings, and must keep these records until the finding is resolved per your administrative reviewer.
- If base year records are not retained, the site will *not* be able to apply for any provision *extensions*.

Additional Provision 2/3 Base Year Considerations

Record Retention

Base year records include:

- All collected household applications
- Direct Certification data
- Changes in eligibility status as result of verification or other circumstances
- Daily meal counts by eligibility category
- Daily Edit Checks
- On-Site Review Documentation
- Verification records
- Claims for reimbursements

Additional Provision 2/3 Base Year Considerations

Base Year Checklist

Base Year Task	Due Date
Create Benefit Issuance Document (BID)	By first operating day
Run first Direct Certification check	Within the first 45 operating days
Count and claim students by eligibly category	During each meal service daily
Perform Daily Edit Checks	After each meal service daily
Submit claims in CNPWeb	1st – 10th of each month
Discontinue prior year's benefits for households that have not reapplied and move their eligibility to paid status	On the 30th operating day
Submit the Annual Financial Report (AFR)	October 1st for private/BIA/RCCI's October 15th for public schools
Conduct Verification activities	October 1st – November 15th
Submit Verification Summary Report (VSR)	February 1st
Run second Direct Certification check	Three months after the initial attempt
Run third Direct Certification check	Six months after the initial attempt
Report April 1st identified student data to ADE	April 15th

Technical Assistance

If you have any questions about Special Assistance Provisions, use:

- The Special Assistance Provisions webpage at: http://www.azed.gov/hns/nslp/provisions/.

For other questions about Special Assistance Provisions, please contact your School Nutrition Program Specialist.

End of Training

ADE Online Training Library

Online trainings are easy to use and available year-round. Directors and staff are encouraged to complete these trainings as a way to review previously learned subjects, or as an introduction to a regulation. Most guides are also available in Spanish.

Please take some time to browse through the *ADE Online Training Library* to review additional resources.

End of Training

Congratulations!

You have completed the ***Online Course: How to Apply and Operate Special Assistance Provision 2/3.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
  - Training Title: ***Online Course: How to Apply and Operate Special Assistance Provision 2/3.***
  - Learning Code: 3100
  - Key Area: 3000- Administration
  - Length: 1 hour
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

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