



Orientation to the National School Lunch Program

ONLINE COURSE

Revised June 2022



Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: Online Course: Orientation to the National School Lunch Program

Key Area: 1000-Nutrition, 3000-Administration

Learning Codes: 1110, 3110, 3310

Length: 1 hour

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Section One

Child
Nutrition
Programs

Child Nutrition Programs

National School Lunch Program

The Food and Nutrition Service (FNS), a division within the United States Department of Agriculture (USDA), administers the National School Lunch Program (NSLP) at the federal level, and communicates regulations with each state agency. In Arizona, the state agency of administration is the Health and Nutrition Services (HNS) Division at the Arizona Department of Education (ADE). ADE then operates the program through legal agreements with Local Educational Agencies (LEAs).

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. This also includes residential child care institutions, Bureau of Indian Affairs, and education service agencies and a consortia of those agencies.
SCHOOL FOOD AUTHORITY (SFA)	The governing body responsible for the administration of one or more schools, and has the legal authority to operate the program therein or be otherwise approved by FNS to operate the program.
SCHOOL NUTRITION PROGRAM DIRECTOR	The individual directly responsible for the management of the day-to-day operations of school food service of a participating school under the jurisdiction of the SFA.

School Nutrition Programs

NATIONAL SCHOOL LUNCH PROGRAM	Lunches that meet specific meal pattern requirements made available to all children in eligible LEAs participating in the program. Meals are reimbursed according to the income eligibility of the students participating in the program.
SCHOOL BREAKFAST PROGRAM	Breakfasts that meet specific meal pattern requirements made available to all children near or at the beginning of the school day. LEAs are reimbursed for each meal served. Those students eligible for free or reduced-price lunch are also eligible for free or reduced-price breakfast.
SPECIAL MILK PROGRAM	The consumption of milk by children is encouraged. This program makes milk available to children instead of providing access to the regular meal service.
AFTERSCHOOL 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.
FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)	Competitive grant that provides funding for the purchase of a variety of fresh fruits and vegetables. It is an effective way of introducing fresh fruits and vegetables as a snack option.

SECTION ONE: CHILD NUTRITION PROGRAMS

USDA FOODS

USDA provides entitlement dollars to ADE who then provide these dollars to participating 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 LEAs to use their USDA Foods entitlement dollars to buy fresh produce to use in meals.

FARM TO SCHOOL PROGRAM AND SCHOOL GARDEN PROGRAM

Helps schools connect with local producers and educates students by bridging the gap from field to plate. School Garden Program enhances the learning environment by implementing active and memorable lessons that develop critical thinking and problem solving skills.

Community Nutrition Programs

**SUMMER
FOOD
SERVICE
PROGRAM
(SFSP)**

SFSP provides meals to children during the summer months and during periods when area schools are closed for school breaks.

**AT-RISK
AFTERSCHOOL
MEALS**

Program that provides snacks and supper to children in at-risk areas after school, on the weekends, and during school breaks. (Note: You may operate the At-Risk Meal Program at your school provided your school meets the eligibility requirements.)

**CHILD AND
ADULT CARE
FOOD
PROGRAM**

Program that provides meals and snacks to Pre-K, Headstart, and Adult Care centers. (Note: If a site has Pre-K and head start as well as School-Age students (K-12), that site may operate the NSLP.)



Section Two

NSLP
Sponsors

NSLP Sponsors

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, residential child care institutions (RCCIs), and juvenile detention centers.

CTD/CTDS Number

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, visit the [ADE School Finance webpage](#) to find a list of fundable and active LEAs. If you are an RCCI, contact HNS at (602) 542-8700 or email ContactHNS@azed.gov for more information.

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)

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. Common types of schools include;

- Accommodation School - A school that provides services to homeless children, military reservation, or alternative education programs.
- Charter School - Public school established by contract with the state board of education, or state board for charter schools, to provide learning that will improve pupil achievement.
- Private School - Non-public institution where instruction is imparted.

Residential Child Care Institutions (RCCIs)

RCCIs are institutions that maintain children in residence, which operate primarily for the care of children. 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.

Ineligible Sponsors

The following listed programs are not eligible to apply as their own Sponsor within School Nutrition Programs. They may participate in the program if sponsored by, and physically located in an eligible school, meeting the definition above ARS 15-101. Should these programs want to participate independently from a participating school, they are advised to contact the Child and Adult Care Food Program (CACFP).

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

Sponsor and Site 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 Education Agency or Sponsor. While operating the program, there are required reporting and program duties at the Sponsor level and the Site level.

Example: Desert Pines School District sponsors three sites that serve program meals: Dry Desert Elementary, Desert Malcolm Middle School and Pine Grove Middle School. ADE will hold the Sponsor accountable for NSLP requirements at all Sites during the program year.



Desert Pines
School District



Dry Desert
Elementary



Desert Malcom
Middle School



Pine Grove Middle
School

Interested Sponsors

Prospective entities of the National School Lunch Program may contact (602) 542-8700 or email ContactHNS@azed.gov to start the application process. SFAs must complete a series of steps when applying to be a Sponsor for a Child Nutrition Program. Locate the “Apply to Operate the National School Lunch Program” accordion on the ADE Health and Nutrition Services NSLP webpage for additional information.



Section Three

Operating
Your Program

Operating Your Program

School Lunch Nutritional Requirements & Meal Pattern

School lunches must meet meal pattern and nutrition standards based on the latest Dietary Guidelines for Americans. The meal pattern dietary specifications set specific calorie limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12. Please note, there is a specific meal pattern for the School Breakfast Program as well as for Pre-K students. USDA will only provide reimbursement for meals that meet their meal pattern. ADE provides lunch and breakfast meal pattern charts on the [NSLP webpage](#), under the "Meal Pattern" accordion.

5-Day Meal Pattern for SBP

School Breakfast Program

Serve Only	Offer vs. Serve (OVS)
<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 Students must have all items on tray at POS 	<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/meat alternate) Students must have at least 3 items on tray at POS, 1 item must be a ½ cup Fruit/Juice/Vegetable

Required	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12	Grades K-12
Fluid milk Must offer two varieties in fat content and/or flavor. Fat-free flavored, fat-free plain, 1% plain.	1 cup daily				
Fruit/Juice/Vegetable Juice must be 100% full-strength. No more than half weekly offering may be juice.	1 cup daily				
Whole Grain-Rich Grains Daily and weekly minimums must be met. Not required to meet weekly maximum. All grains offered must be whole grain-rich.	1 oz eq (daily)				
Optional Meat/Meat Alternate No daily or weekly requirement. Item counts toward weekly grain requirement when at least 1 oz eq grain is served.	0				

Calories Weekly Average	350-500
Sodium (mg) Weekly Average	≤485
Saturated Fat (% of total calories) Weekly Average	
Trans Fat Daily	

5-Day Meal Pattern for NSLP

National School Lunch Program

Serve Only:	Offer versus Serve (OVS):
<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 	<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
Fruit (cups)	Weekly (daily)		2½ (½)		5 (1)	Only 100% fruit juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS		½		1	
	OVS: minimum amount to count at POS		½		½	
Total Vegetable (cups)	Weekly (daily)		3¾ (¾)		5 (1)	Only 100% vegetable juice is allowed and no more than half the weekly offering for the vegetable component may be 100% juice.
	Serve Only: minimum amount required at POS		¾		1	
	OVS: minimum amount to count at POS		½		½	
Vegetable Subgroups (cups)		Minimum weekly amounts				
Dark green			½		½	No maximum for any subgroup. *Must offer more than minimum weekly values in order to meet weekly total.
Red/Orange			¾		1¼	
Beans/Peas (legumes)			½		½	
Starchy			½		½	Minimum creditable amount to count towards a subgroup is 1/8 cup.
Other			½		¾	
To meet weekly requirement, vegetables from ANY subgroup			1		1½	

Serve Only and Offer vs. Serve

- Serve Only requires students to take all food items in a reimbursable meal for lunch or breakfast.
- Offer vs. Serve (OVS), allows students to decline a component of the food offered in a reimbursable lunch or breakfast.
 - The goal of OVS is to reduce food waste by allowing students to choose the foods they want to eat. Only reimbursable meals under OVS are to be counted and claimed.
 - OVS is required for grades 9-12 at lunch only.

Determine your Meal Counting Method and Point of Service (POS)

MEAL COUNTING

During lunch and breakfast service, you must count the number of reimbursable 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.

POINT OF SERVICE

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 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.)

Meal Preparation Methods

Regardless of a organization's meal preparation method, you must confirm that your menu has correct portion sizes and nutrient requirements for the grade group you are serving.

SELF-PREP	Food is prepared and served to children at the site.
SATELLITE	The site receives food already prepared via a central kitchen.
CATERED	The site and caterer are in a contract. The caterer provides food to the site.
FOOD SERVICE MANAGEMENT COMPANY (FSMC)	At the sponsor level, the LEA and the Food Service Management company are in a contract. The FSMC provides food to all the sites. Email HNSContracts@azed.gov for additional information on utilizing a caterer for FSMC.

Food Safety Inspections

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. To request a food safety inspection, visit the [AZ Department of Health Services webpage](#) for a listing of county health departments' contact information.

Food Safety Resources

The Institute of Child Nutrition has resources for creating your HACCP Plan and resources under Financial Management to help calculate meal cost. Access their resources [here](#).

PLE Requirement

SFAs that had a negative balance in the nonprofit school food service account as of Dec. 31, 2019, are required to establish prices for paid lunches according to the Paid Lunch Equity (PLE) provisions implemented in National School Lunch Program regulations. Any SFA with a positive or zero balance in its nonprofit school food service account is exempt from PLE pricing requirements.

Charging for Meals

In order to determine how much you should charge for a meal, you must determine the meal production cost. Meal cost should include food costs, labor costs, and program operating costs. NOTE: You may never charge a child for a meal or snack through At-Risk Afterschool Meals, and you may only charge for snacks through the ASCSP if the site is neither site or area eligible.

Free

Meals must be free of charge

Reduced

The maximum you may charge is \$.30 for Breakfast and \$.40 for lunch

Paid

Minimum lunch meal price that you must charge to ensure total paid funds are equal total free funds

Eligibility for Free or Reduced Price Meals

All schools participating in the NSLP or SBP must make free and reduced-price meals available to eligible children. Additionally, SFAs 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 annually released.

Determining Student Eligibility

SFAs must ensure that all households receive either a **Direct Certification Notification** or an **application for free and reduced-price school meals**. SFAs are not required to distribute application materials to households in which all children were determined eligible through the direct certification process. SFAs 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. SFAs must use Income Eligibility Guidelines when processing meal benefit income eligibility forms using reported income. Find these guidelines on the [NSLP Program Forms and Resources webpage](#).

Benefit Issuance Document (BID)

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 benefits. The BID should contain:

- First and last name of the student
- Method used to determine their benefits (application, direct certification etc.)
- Meal benefit status and the date it was determined.

SAMPLE BID				
Last Name	First Name	Benefit Status	Method/ Documentation	Certification Date
Coyote	Wiley	Free	Income Application	8/7/20
DeVil	Dusty	Reduced	Income Application	9/17/20
Granger	Hermione	Paid	No Documentation	
Lee	Brock	Free	DC TANF	7/15/20
Potter	Harry	Free	Foster Application	9/3/20
Weasley	Ron	Free	DC SNAP	9/25/20

Conducting 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). Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e. SNAP, TANF, FDPIR) Migrant Education Program, and Foster care agencies.

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.

Identifying Homeless, Migrant, and Runaway Children

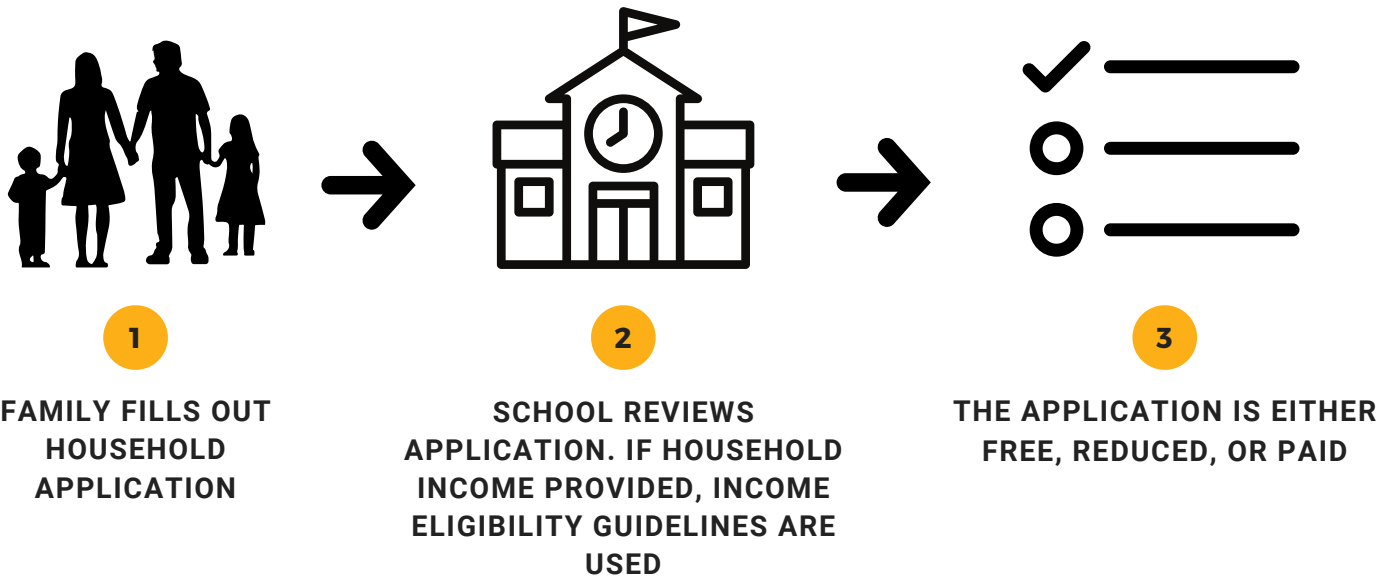
Children who are Homeless, Migrant or Runaway are eligible for free meal benefits.

- 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)

Distributing and Collecting Household Applications

Households will complete the application for free and reduced-price meals provided by the SFA 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.

If any of your households speak another language other than English, SFAs must provide translated applications. USDA provides translated materials in 49 different languages. Access these translated applications [here](#).



Find provided templates and the Income Eligibility Guidelines on the [NSLP Program Forms and Resources webpage](#).

Meal Benefit Eligibility

FREE	REDUCED	PAID
<ul style="list-style-type: none">• A household application provides income and household size within the 'free' guidelines• A student in a household participating in assistance programs such as SNAP, TANF, or FDPIR• A student identified as foster• A student identified as homeless, migrant, or runaway• A student enrolled in Head Start	<ul style="list-style-type: none">• A household application provides income and household size within the 'reduced-price' guidelines	<ul style="list-style-type: none">• A household application provides income and household size within the 'paid' guidelines• There is no documentation or household application on file for the household• A household application does not provide all the required information

Verifying Student Eligibility

Each SFA 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 in which school officials confirm if the information on a household application is accurate. The LEA must submit an annual Verification Summary Report (VSR) to ADE online using the application CNP Verification Reporting in ADEConnect to report the results of Verification.

Afterschool Care Snack Program (ASCSP)

All SFAs participating in the NSLP have the option to participate in the ASCSP. SFAs should consider participating in the ASCSP if they wish to serve snacks to their students during their extended school day activities. SFAs may apply to participate in the ASCSP at anytime during the school year. In order to qualify to operate the ASCSP, sites must have a Free or Reduced percentage of at least 40%.

ASCSP Snack Menu/Meal Pattern

In order to be counted as a reimbursable snack, the snack must contain at least two of the following four components in the required amounts based on the age of participants:

- Fluid milk
- Meat or meat alternate
- Vegetables or fruits; 100% vegetable or fruit juice
- Whole or enriched grain product

WEEK 1

MON	TUE	WED	THU	FRI
<ul style="list-style-type: none"> • Grapes • Cashews 	<ul style="list-style-type: none"> • Cucumber Slices • Hummus 	<ul style="list-style-type: none"> • Cheese Stick • Whole Grain Crackers 	<ul style="list-style-type: none"> • Vanilla Yogurt • Fresh Berries 	<ul style="list-style-type: none"> • 100% Fruit Juice • Carrots

WEEK 2

MON	TUE	WED	THU	FRI
<ul style="list-style-type: none"> • Strawberries • Cheese Cubes 	<ul style="list-style-type: none"> • Celery Sticks • Peanut Butter Dip 	<ul style="list-style-type: none"> • Sunflower Seeds • Fat Free Milk 	<ul style="list-style-type: none"> • Grapes • Almonds 	<ul style="list-style-type: none"> • Pinto Bean Dip • Tortilla Chips

The Afterschool Care Snack Meal Pattern and additional information on the ASCSP can be found [here](#).

At-Risk Afterschool Meals

At-Risk Afterschool Meals is a component of the CACFP that offers Federal reimbursement to assist Afterschool Programs serve meals and snacks to children in low-income areas. Although this is a component of the CACFP, School Nutrition Programs administers “At-Risk” for SFA operators to streamline participation. Eligible SFAs can serve meals and snacks through At-Risk Afterschool Meals. In order to qualify to operate At-Risk Afterschool Meals, sites must have a Free or Reduced percentage of at least 50%. SFAs should consider participating in “At-Risk” if they feed children located in a low-income area. Eligibility to operate “At-Risk” is determined by income of the population served, therefore not all SFAs will be eligible to participate. SFAs who are not eligible to operate “At-Risk” may consider providing snacks through the ASCSP.

“At-Risk” is also a great option for eligible SFAs who wish to serve meals and snacks during weekends and breaks throughout the regular school year.

At-Risk Afterschool Meals Meal Pattern

In order to be claimed for reimbursement, the meals and snacks served under At-Risk Afterschool Meals must follow a meal pattern set by USDA. SFAs have the option to choose from the following meal patterns when serving meals and snacks through At-Risk Afterschool Meals:

- Meal Pattern for Snacks (ASCSP)
- Meal Pattern for the National School Lunch Program
- Meal Pattern for the School Breakfast Program
- Breakfast, lunch, snack, or supper meal pattern under the CACFP

Additional information on At-Risk Afterschool Meals can be found [here](#).

General Program Areas

In addition to meal pattern and eligibility requirements, SFAs 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.

GENERAL PROGRAM AREA	KEY TERMS/RESPONSIBILITIES
Verification	<ul style="list-style-type: none"> • Verification Report
Civil Rights	<ul style="list-style-type: none"> • Nondiscrimination Statement • Public Media Release • Limited English Proficient Households • Procedures for Civil Rights Complaints • "And Justice for All" Poster visible at all Points of Service • Annual Internal Staff Trainings • Medical Statement for Students with Special Dietary Accommodations
Resource Management	<ul style="list-style-type: none"> • Maintain a nonprofit food service account • Paid Lunch Equity • Revenue for non-program foods • Manage unpaid meal charge policy
Monitoring Responsibilities	<ul style="list-style-type: none"> • On-site monitoring form
Local Wellness Policy	<ul style="list-style-type: none"> • 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.
Competitive Foods	<ul style="list-style-type: none"> • Smart Snacks
Water Availability	<ul style="list-style-type: none"> • Free potable water is made available during all meal services
Food Safety and Storage	<ul style="list-style-type: none"> • Hazard Analysis Critical Control Point (HACCP) Food Safety Plan • Food Safety Inspections • Temperature logs • Storage
Professional Standards	<ul style="list-style-type: none"> • Hiring and annual trainings standards for all School Nutrition Program Staff
School Breakfast and Summer Food Outreach	<ul style="list-style-type: none"> • Outreach at the beginning and throughout the program year if operating SBP • All sponsors announce availability of SFSP sites, even if not operating SFSP

Professional Standards Training Hours

Effective July 1, 2015, SFAs must ensure that all new and current school nutrition program staff meet the minimum annual training requirements per USDA's Professional Standards regulations. 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, visit the [NSLP Training webpage](#), under the "Build Your Employee Training Plans" accordion.

All Directors	12 hours minimum of annual continuing education/training <i>Please note, this is in addition to the food safety trainings required in the first year of employment</i>
All Managers	10 hours minimum of annual continuing education/training
Other Full-Time Staff	6 hours minimum of annual continuing education/training
Other 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

Hiring Standards for Directors

SFAs must ensure that all school nutrition program directors hired on or after July 1, 2015, meet the Professional Standards hiring requirements. In order to be compliant, SFAs must retain documentation for their newly hired Directors that support their education and work experience (i.e. transcripts, resumes, etc.), and food safety training. SFAs with fewer than 500 students may request a hiring waiver from HNS for a director-level candidate who meets the educational standards, but has less than three years of relevant food service experience.



Section Four

Monitoring
and Reporting

Monitoring and Reporting

Reporting and Records Management

SFAs will need to complete a series of program forms and reports during the school year. Please note, SFAs 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.

- Annual Reports
- Monthly Reports
- Daily Reports

For a complete list of recordkeeping requirements, visit the [NSLP Program Forms and Resources Webpage](#).

Site Level Monitoring

When operating the National School Lunch Program, SFAs must complete a series of checks and balances to verify student eligibility and ensure accurate counting and claiming. These records used to support claims must be retained for 5 years. (For example, Daily Edit Checks, Internal on-site monitoring.)

Menu Documentation

USDA requires SFAs to maintain menu and meal service documentation including production records, ingredient and CN labels, and edit checks for each of its schools that participate in the National School Lunch Program.

Daily Edit Checks

The purpose of the Daily Edit Check is to identify any possible errors in the schools’ meal counting and claiming procedures. Daily edit checks should be completed prior to submission of the daily lunch counts for the monthly reimbursement claim. Possible errors could include claiming more meals served than eligible children in the free, reduced-price, and paid categories.

If a school uses a computerized meal counting system or is in the process of purchasing one, it may be possible to receive a computerized edit check feature. Ask your vendor if this is an option.

DAILY EDIT CHECK WORKSHEET

National School Lunch
 School Breakfast

School: _____ Enrollment (Membership): _____ Attendance Factor (AF): _____ month: _____

Day of Month:	National School Lunch				School Breakfast				TOTAL COUNTS:				
	A Free Eligible	B AF	C Free Eligible X AF:	D Free Meals Served:	A Reduced Eligible	B AF	C Reduced Eligible X AF:	D Reduced Meals Served:	A Paid Eligible:	B AF	C Paid Eligible X AF:	D Paid Meals Served:	
1													
2													
3													
4													
5													
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Meals Served should not exceed Eligible X Attendance Factor (AF). (Column D should not exceed column C).
 Monthly Totals

Daily Edit Check Worksheets can be found [here](#).

Supporting Documentation

SFAs will keep additional documentation that supports their operation. This includes; supporting documentation for student eligibility (i.e. Household applications, Direct Certification, Benefit Issuance Document), meal count records, and other documentation to support reimbursement claims. All records must be kept on file for 5 years.

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 SFA as well as observe on-site operations (i.e. meal service, point of service, counting and claiming). A Procurement Review is also a part of this process and will be in conducted the same year.



Section Five

Training and
Technical
Assistance

Training and Technical Assistance

ADE Trainings

ADE offers additional opportunities through trainings to learn and practice the fundamentals of NSLP and SBP. ADE has made available web-based trainings that can be found on [NSLP Training webpage](#), under the "Online Training Library" accordion.

Health and Nutrition Services Webpage

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 [NSLP webpage](#) to your favorites.

USDA and ADE Memorandums

All USDA and ADE memorandums are readily available on the Health and Nutrition Services webpage. USDA communicates with ADE about updated program operations through memorandums. ADE will post all USDA memorandums along with any additional memorandums released directly from ADE to relay their own messages for state-level regulations. It is important that School Food Authorities (SFAs) read all memos to keep up with Federal and State regulations. Memorandums can be found on the [HNS/USDA Memos webpage](#).

Contact HNS

Each SFA participating in NSLP has an assigned Health and Nutrition Services Specialist. This person is the Point of Contact for the SFA for program/regulatory questions about all federal meal programs (NSLP/SBO, CACFP, SFSP), and ongoing support. The assigned specialist is responsible for approving the SFA's annual Site and Sponsor applications in CNPWeb, including any modifications made throughout the school year. If an SFA's specialist is unavailable, or have general program inquiries, SFAs may also call the main HNS line where the Specialist of the Day will be available Monday through Friday from 8 am until 5 pm at (602) 542-8700. SFAs may also email ContactHNS@azed.gov.

HNS Communications

HNS Communications is ADE's primary method to communication to all SFAs. HNS Communications emails are sent regularly will ant and all program regulation updates, announcements, deadline alerts, upcoming ADE and partner events, funding opportunities, and more!

SFAs must keep their CNPWeb applications updated with the most recent contact information to ensure that all HNS Communications are received and no important updates are missed. Those not listed on the CNPWeb application may subscribe to receive all HNS Communication updates here.



USDA FOODS ANNUAL PLANNING SURVEY



USDA Survey
This is a rer Annual Plan



Announcements and Resources



PY 2022 SFSP ANNOUNCEMENT

What action is needed?

School Food Authorities (SFAs) the USDA Foods in Schools program h will be available for the upcoming s Planning Survey.

Not sure how to complete the US

1. Click the survey link <https://>
2. Complete the survey for you
3. Submit the survey by Januar

We are here to help!

If you have any questions, please c 8700, option 2, or email ContactHN

Health and Nutrition Se Availability of the 2022

The Arizona Department of Educator announce the availability of the Summ 2022. The primary purpose of the Prc and under from needy areas during p HNS invites all eligible entities to part requirements will be announced in the



Event Reminder



As of this date, the United States Dep Service (FNS) has not released SFSP eligibility requirements for schools or waived by USDA, eligible entities are poor economic conditions exist.

- (a) The attendance area of a scr children have been determined e the National School Lunch Progr
- (b) A geographic area where, ba information provided from a dep: 50 percent of the children residir school meals under the National Program.



Stay u from ti
Februar
1:30-2:0



Event Follow-up



FEBRUARY STAYING ON TRACK WEBINAR

Target Audience: School Food Ai Program or Seamless Summer O
Join us next week to hear from Joh Ministries. As an organization prim to serve as many scratch-made rec recently awarded an NSLP Equipm quality pieces of equipment, which i serving scratch-made recipes that e pre-made. Join us to hear how they improved their program—you may i have or be inspired to apply for the

Facilitator: Kim Ruiz

Thank you to all who were able to join the Arizona Department of Education Health and Nutrition Services (HNS) yesterday for the February Staying on Track Webinar. We missed those of you who could not make it!

The webinar slides and recording are both available below for your reference. If you did not attend the live webinar, but instead watched the recording, please fill out the survey at the end of the slides so HNS has a record of your completion of this training.

[Register](#) *Unable to atte recording.*

[Webinar Slides](#)

[Webinar Recording](#)

To assist directors in "staying on track", a consolidated list of the HNS Communications released in January 2022 have been provided below by category:

- Announcements**
- [US Foods Deliveries to Resume](#)
 - [Updated Summer Food Service Program Reimbursement Rates](#)
 - [Reporting Temporary Campus Closures](#)
 - [Program Year 2022 Summer Food Service Program Announcement](#)



Section Six

ADEConnect

ADEConnect

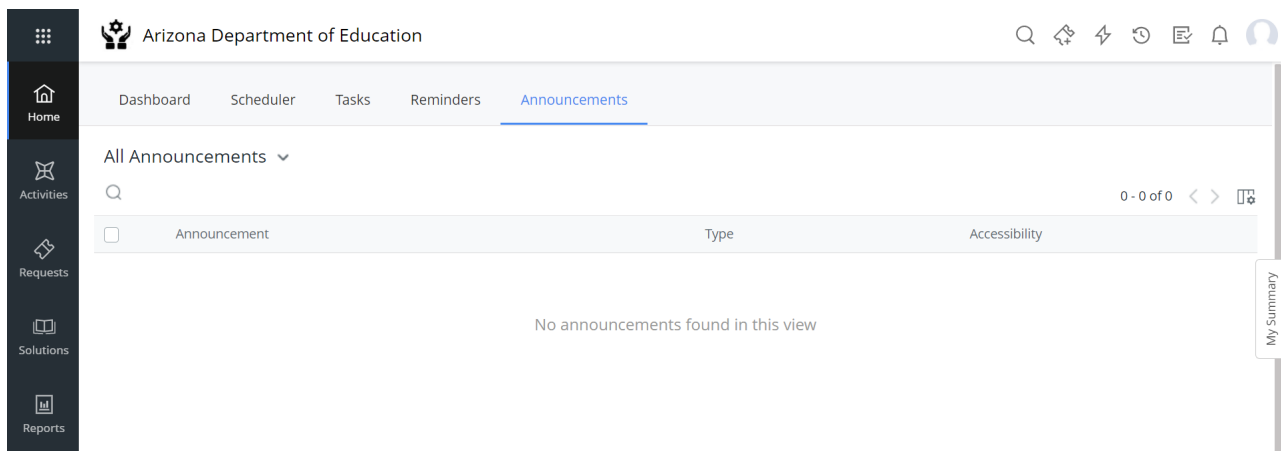
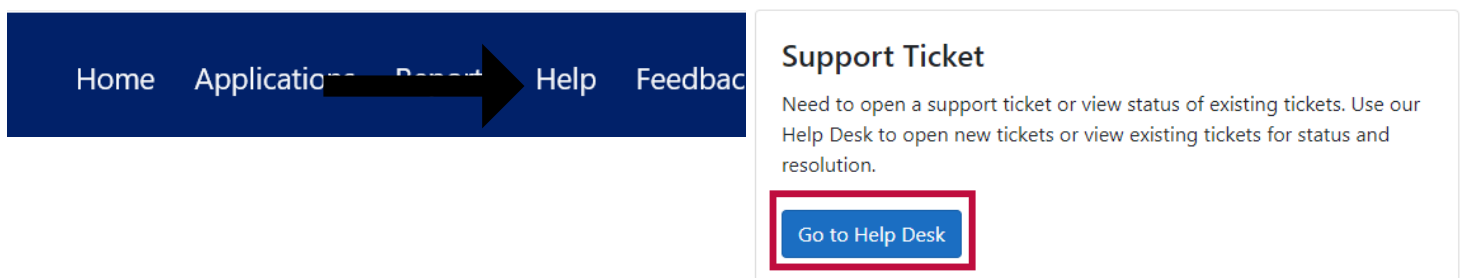
What is ADEConnect?

ADEConnect is a portal designed to encompass most web applications at ADE for the purposes of allowing uniform access into related systems for Child Nutrition Programs. Once granted a username and password, the user will have all requested web applications from different ADE units listed on their home page.

ADE Help Desk

The Help Desk portal can be accessed through the ADE homepage. ADEConnect users may submit tickets through the help desk for assistance and solutions to technical difficulties with ADEConnect or any of its applications. To access the help desk:

1. Locate the "Help" text on the upper right hand side corner of the ADEConnect Homepage.
2. Click on this button and locate the "Support Ticket" section. Click on "Go to Help Desk"

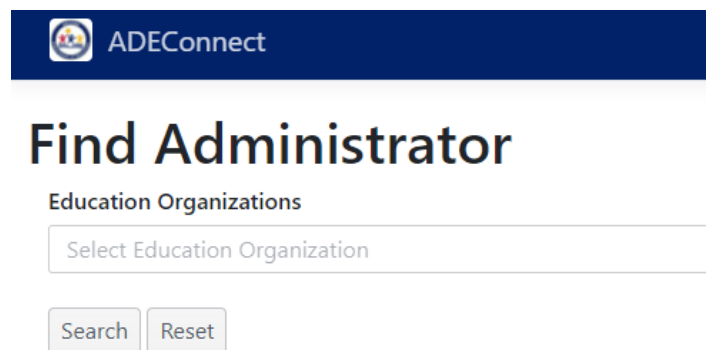
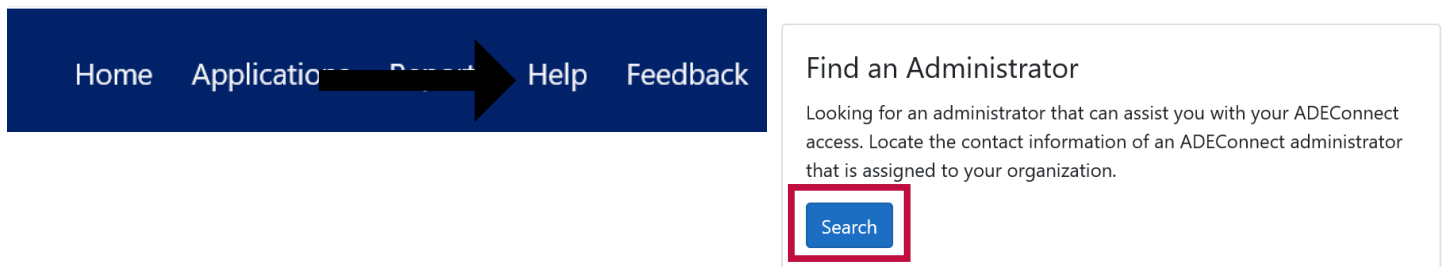


Obtaining ADEConnect Access

User management is LEA controlled by the designated Entity Administrator (EA). New users must contact their local EA for access. ADEConnect provides a search feature for those who need to locate their local EA. It is recommended that only those individuals who will be completing specific tasks request access to 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.

Requesting a New User Account

1. Go to <https://adeconnect.azed.gov>
2. Locate the "Help" text on the upper right hand side corner of the ADEConnect Homepage
3. Click on this button and locate “Find an Administrator” section. Click on Search
4. Find your Education entity in the drop down and click "Search"
5. Contact your Entity Administrator to request access to an ADEConnect account



CNPWeb

The most used application in ADEConnect is CNPWeb. CNPWeb houses the online Site and Sponsor applications and claiming system. Annually, sponsors 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 SFAs to claim reimbursements for meals served under the School Nutrition Programs

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

1. SFAs fill out Site and Sponsor applications and submit them electronically to ADE for review. The CNPWeb system will then produce a checklist of paper documentation that SFAs must submit to ADE before application approval. (Please note: not all SFAs will have checklist items)
2. ADE processes the applications. Applications may be rejected, requiring the SFA to make edits.
3. Once all Site and Sponsor applications have been approved, the SFA's sites may participate in NSLP in the upcoming program year. The application may be edited at any time during the program year and must be updated when staff or program changes occur.
4. Throughout the program year, the SFA will use the CNPWeb system to enter reimbursement claims for meals served within the NSLP, SMP, SBP and ASCSP and At-Risk (if applicable). Each month, ADE processes reimbursement claims for each Site.

It is important that the School Food Authority Contact and Program Contact information submitted on the CNPWeb Sponsor application be accurate and up to date.

Applications

[Hide All]

Arizona Department of Education (79275)	[-]
CNP Direct Certification / Direct Verification	☆ ↗
CNP Management Plans and Budgets	☆ ↗
CNP Verification Reporting	☆ ↗
CNPWeb	☆ ↗
Education Organization System	☆ ↗



CNPWeb NSLP Home Page

Arizona Department of Education
Child Nutrition Program

Applications Claims Reviews CNP Overview **A**

NSLP

Home

You are in NSLP Home

Your NSLP Program Specialist is: **B**

Jessica Krug
Email: Jessica.Krug@azed.gov
Telephone: (602) 542-8745

Sponsor Status: **C**

No actions required in applications -- your most recent sponsor application was APPROVED on 02/11/2020.

Claims Status: **D**

Your most recent payment was mailed or transferred on 04-21-2020. If your payment is an ACH, please verify deposit through your banking institution.

Your most recent reimbursement was sent for processing on 04-16-2020. Please allow 10-15 days for processing, and 3-5 days for U.S. mail delivery.

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 the NSLP.

B. Your Health and Nutrition Services Specialist: Every sponsor has an assigned Health and Nutrition Services Specialist who is available to answer questions and is dedicated to assist you in running a successful program.

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.

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 CNPWeb. Take the online training: [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb](#) for more detailed guidance on submitting site and sponsor applications.



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 [Expand All](#) [Collapse All](#)

- A New Leaf (07-21-22) (EntityID: 7320)
- Sponsor Applications

A

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

Action	Revision	Type	Status	Effective Date	Checklist
View	Original	Regular Application	Approved	July 2019	View Checklist

B

- Associated Sites (3)
 - Alice Peterson Residence (07-21-22-007) (EntityID: 80290)
 - D Mitchell RES (07-21-22-002) (EntityID: 7322)
 - Larry Simmons Residence (07-21-22-006) (EntityID: 80289)

C

A. Sponsor Name: The school district or sponsoring organization.

B. Sponsor Application: Each Sponsor 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 Sites: Each Site listed will be provided a Site application to complete. Users will be able to edit the application and view the application.

Submitting 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 become available June 1st.

1. Create and submit all Site applications. The status for each Site application will show "Waiting for Sponsor Application". Site applications are only accepted by the CNPWeb system 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 Site applications will change to "Not Reviewed."
3. Once ADE approves all Site and Sponsor application, the status will change to "Approved."

CNPWeb Application Frequently Asked Questions (FAQ)

My start date is August 15th. If the Site and Sponsor applications were never submitted to ADE for approval, will the Site be able to claim for reimbursement in CNPWeb?

Since the applications were not submitted, a claim would not be generated for the site to claim. Once the application has been submitted and approved the SFA will be able to submit the claim in CNPWeb.

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?

The Food Program Permanent Service Agreement is a legal binding contract between the SFA and ADE stating if the SFA participates in the NSLP, the SFA will abide by all regulations set forth by the program. The CNPWeb applications are annual applications of participation that once approved, allow the SFA 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. The Claims Index in CNPWeb enables sponsors 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.



Visit the [HNS NSLP Online Training Library](#) and locate the “Counting and Claiming” section for guidance on submitting claims.

Program Year: Month: **A**
 Search for: where contains

- ▶ [View Meal Service Summary](#)
- ▶ [View Payment Summary](#)
- ▶ [View Accounts Payable/Receivable](#)
- ▶ [View Advance Summary](#)

B & C

Alhambra College Preparatory High School (07-85-54-001)
 ▶ [Create New Claim](#) **D** To begin the process of submitting claims.

Alhambra Traditional School (07-04-68-101)
 ▶ [Create New Claim](#)

Andalusia Middle School (07-04-68-102)
 ▶ [Create New Claim](#)

Barcelona Middle School (07-04-68-104)
 ▶ [Create New Claim](#)

Carol G. Peck Elementary School (07-04-68-105)

- 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 access.
- B. View Meal Service Summary:** view your Site or Sponsor reimbursement claims and the rates used to calculate reimbursement.
- C. View Payment Summary:** reflects the amount of each check issued during the program year.
- D. All approved Sites** in the CNPWeb sponsor application will be listed along with the status of the claim.

Submitting Site Claim

In CNPWeb, all reimbursement claims are submitted at the Site level; reimbursement payments still go directly to the Sponsor. The Sponsor 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 electronically submit all pending claims to the ADE.

CNPWeb Claiming Frequently Asked Questions (FAQ)

When can I submit my claim?

The SFA will submit monthly Site-based claims. Claims for the current month can be submitted starting the 1st day of the month following that claim month. You may submit any day of the month; however, submitting claims submitted by the 10th of each month is a recommended best practice to ensure payment within the same month.

Is there a deadline to submit my claims?

Claims can be submitted for previous months within the 60 day deadline. First time claims, or revisions of claims submitted past the 60 day deadline can only be submitted as a One Time Exception. The One Time Exception can only be used once every 36 months. To check your eligibility, email ContactHNS@azed.gov.

Am I able to revise my claim?

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.

1ST-10TH OF EACH MONTH

- **SUBMIT CLAIM FOR OPERATING MONTH BETWEEN 1ST AND 10TH OF THE MONTH AS A RECOMMENDED BEST PRACTICE.**

AFTER 10TH OF THE MONTH

- **CLAIMS DO NOT HAVE TO BE SUBMITTED BY THE 10TH OF THE MONTH IN ORDER TO BE PROCESSED AND RECEIVED IN THAT SAME MONTH. (NOTE: GRANTS MANAGEMENT CLAIM PROCESSING TIME MAY VARY AND PAYMENT WITHIN THE SAME MONTH IS NOT GUARANTEED)**

AFTER 60 DAY DEADLINE

- **SUBMIT ONE-TIME EXEMPTION REQUEST OR IF ALREADY USED WITHIN 36 MONTH PERIOD, PAYMENT WILL NOT BE RECEIVED.**

CNP Direct Certification / Direct Verification

Direct Certification allows SFAs to search a student database to “match” enrolled students who also participate in the Supplemental Nutrition Assistance Program (SNAP), are identified as foster children or are part of the Migrant Education Program. These children will automatically have free meal benefits. Sponsors are required to conduct Direct Certification at least three times a year. Sponsors will have the ability to conduct Direct Verification within ADEConnect only during Verification.

Event Management System (EMS)

The application where the Child Nutrition Programs in-person and webinar trainings will be posted and available for registration to School Food Authorities (SFAs) and support staff.

Overview of ADEConnect Applications

CNP OPERATION	RELATED APPLICATION	WHAT CAN BE DONE IN APPLICATION?
NSLP/SBP OPERATIONS	CNPWEB	<ul style="list-style-type: none"> • SITE AND SPONSOR APPLICATIONS • SUBMIT MONTHLY SITE CLAIMS
DIRECT CERTIFICATION/ VERIFICATION	CNP DIRECT CERTIFICATION/ DIRECT VERIFICATION	IDENTIFY STUDENTS WHO PARTICIPATE IN SNAP, TANF, MEP OR FOSTER CARE TO PROVIDE FREE MEAL BENEFITS
TRAINING	EVENT MANAGEMENT SYSTEM	REGISTER FOR ADE CNP IN-PERSON AND WEBINAR TRAININGS
VERIFICATON REPORTING	CNP VERIFICATION REPORTING	REPORT RESULTS OF VERIFICATION ANNUALLY

COMMON 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 Program
DC	Direct Certification
DES	Department of Economic Security
DoD	Department of Defense
FDPIR	Food Distribution Program on Indian Reservations
FSMC	Food Service Management Company
FNS	Food and Nutrition Services
HACCP	Hazard Analysis Critical Control Point
IEG	Income Eligibility Guidelines
LEA	Local Educational Agency

COMMON ACRONYMS

LWP	Local Wellness Policy
MEP	Migrant Education Program
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
PY	Program Year
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
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture



State of Arizona
Department of Education
Office of Kathy Hoffman

HEALTH AND NUTRITION SERVICES DIRECTORY

Melissa Conner, Associate Superintendent
Cara Alexander, Deputy Associate Superintendent

PHOENIX MAILING ADDRESS
Arizona Department of Education
1535 West Jefferson St. Bin 7
Phoenix, AZ 85007
Fax: 602-542-1531

**HNS Main Line: All
Program Inquiries**

Phone: (602) 542-8700

Email: ContactHNS@azed.gov

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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