Special Assistance Extension Application Packet

Prior to applying for a Special Assistance Extension, School Food Authorities must read The United States Department of Agriculture's Provision 2 Guidance Manual. After reading the manual, if the SFA would like to apply for an extension for Special Assistance Provision 2 or 3, they must submit a complete Special Assistance Application packet to the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) by **March 1** of the last non-base year.

Components of a Complete Special Assistance Packet:

- **Request for an Extension on Special Assistance**
- **Extension Calculation Worksheet(s)** - Form with socioeconomic data calculations. *Please note, if more than one site is applying for an extension, a separate calculation worksheet and supporting data is required for each site.*
- **Supporting Documentation: Socioeconomic Data** - Direct Certification <u>or</u> Unemployment Data, whichever data source is used for socioeconomic data calculations, for each site applying for an extension must be submitted to support the calculations on the Extension Calculation Worksheet.
- **Training Certificate** - The training certificate proving completion of the How to Apply for an Extension in Provision 2 or 3 training must be submitted.

For more information, please review the How to Apply for an Extension in Provision 2 or 3 training and the United States Department of Agriculture's Provision 2 Guidance Manual.

Request for an Extension on Special Assistance
Due March 1st of the Last Non-Base Year of the Current Cycle

Please review the United States Department of Agriculture's Provision 2 Guidance Manual. After reviewing the manual, if you would like to apply for an extension on Special Assistance Program, please complete this application. Once completed, submit the application to HNS for review. **Please note that this application is not approved until you receive an official letter of approval from this department.**

Local Educational Agency:	CTDS #;
Contact/Title:	Phone #:

1. Indicate the Special Assistance Provision (2 or 3) that is currently being operated: _____

2. Indicate the number of special assistance sites that are being operated: _____

Name of School(s) Applying for an Extension	**Base Year**	**BREAKFAST (B), LUNCH (L), OR BOTH (BL)**

ADDITIONAL ATTACHMENTS:

☐ **Training Certificate:** Please complete and attach the training certificate proving completion of the How to Apply for an Extension in Provision 2 or 3 training.

☐ **Extension Calculation Worksheet(s):** Please complete and submit an Extension Calculation Worksheet based on only one data source - unemployment data or Direct Certification Percentages, for each site applying for an extension.

☐ **Supporting Documentation: Socioeconomic Data:** Please attach the Direct Certification or Unemployment Data, whichever data source is used for socioeconomic data calculations, for each site applying for an extension to support the calculations on the Extension Calculation Worksheet.

☐ **List of All Sites:** If more sites are applying for an extension than fit in the chart above, please attach a list of all sites on School District Letterhead. Similar to the chart above, the name of the school, base year, and meals served - Breakfast (B), Lunch (L), or both (BL) must be indicated.

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. I ensure that the socioeconomic data indicated above will be submitted to ADE no later than March 1st of the last non base year of the cycle.

Print Name (Authorized Representative): _____

Signature: _____ **Date:** _____

Extension Calculation Worksheet

Due March 1st of the Last Non-Base Year of the Current Cycle

A separate calculation worksheet and supporting data is required for each site applying for an extension.

Local Educational Agency:	CTDS #;
Site Name:	Site CTDS#:
Contact/Title:	Phone #:

Please indicate the approved socioeconomic data that you are submitting to HNS. Data submitted must be from the base year and the last non-base year. All data must be submitted by **March 1st** of the last non-base year.

SOCIOECONOMIC DATA SOURCE (select one):
Unemployment Data   <u>or</u> Direct Certification Percentages

CALCULATION FOR SOCIOECONOMIC DATA USING UNEMPLOYMENT DATA*

Insert the month/year and numbers from unemployment map for base year and last non-base year.			
BASE YEAR		**NON-BASE YEAR**	
Month/Year	Unemployment Data (%)	Month/Year	Unemployment Data (%)
CALCULATIONS: *Note, if the Non-Base Year Unemployment Data % is greater than the Base Year Unemployment Data % above, the following calculations are **not** needed, however, unemployment data must still be submitted.*			
Calculate the change in percent in unemployment from the base year and the last non-base year by subtracting: **Non-Base Year Unemployment Data % - Base Year Unemployment Data %** *For the purposes of these calculations, use the absolute value (positive number) of the difference.*			
Calculate the percent change in unemployment from the base year to the last non-base year by dividing the difference found in the prior calculation by the Base Year Unemployment Data % and multiplying by 100. $$\frac{(Non\text{-}Base\ Year\ \% - Base\ Year\ \%)}{Base\ Year\ \%} \times 100$$			
Yes or No. Has the income level improved by more than 5%? *Improved = Lower Unemployment Rate* **Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.*			

Extension Calculation Worksheet
Due March 1st of the Last Non-Base Year of the Current Cycle
A separate calculation worksheet and supporting data is required for each site applying for an extension.

CALCULATION FOR SOCIOECONOMIC DATA USING DIRECT CERTIFICATION PERCENTAGES*

Insert the year and number of directly certified (DC) and enrolled students for the base year and non-base year.							
BASE YEAR				**NON-BASE YEAR**			
Year	Number of Students DC	Total Enrolled	Percentage (Students DC/Enrolled)	Year	Number of Students DC	Total Enrolled	Percentage (Students DC/Enrolled)

CALCULATIONS:
*Note, if the Non-Base Year % is greater than the Base Year % above, the following calculations are **not** needed, however, DC data must still be submitted.*

Calculate the change in percent in students DC from the base year and the last non-base year by subtracting: **Non-Base Year DC % - Base Year DC %** *For the purposes of these calculations, use the absolute value (positive number) of the difference.*	
Calculate the percent change from the base year to the last non-base year by dividing the difference found in the prior calculation by the Base Year DC% and multiplying by 100. $$\frac{(\textbf{Non-Base Year \% - Base Year \%})}{\textbf{Base Year \%}} \ \textbf{X} \ \ \textbf{100}$$	
Yes or No. Has the income level improved by more than 5%? *Improved = Less children matching in Direct Certification* *Example: If the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.*	

* *Please note, when completing this form digitally, calculations will be processed automatically. ADE HNS highly encourages operators to confirm accuracy by completing the calculations manually in the opportunity an error is present.*