



**State of Arizona
Department of Education**

Health and Nutrition Services Division

HNS 23-2019

MEMORANDUM

To: USDA Foods in Schools Participating Recipient Agencies (RAs)

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Tonya Keyes-Christianson, MA, RDN, Director, School Food Programs
Arizona Department of Education, Health and Nutrition Services Division

Date: September 18, 2019

Subject: Entitlement Usage Guidelines for School Year 2019-2020

Original Signed

A primary goal of the USDA Foods in Schools Program at the Arizona Department of Education (ADE) is to ensure 100% of all federal entitlement dollars during the School Year (SY) for Child Nutrition Programs (CNPs) is spent by Recipient Agencies (RAs). This goal reflects efforts to increase nutrition integrity within Arizona schools. The purpose of this memorandum is to provide field updates to participating RAs on the strategies developed by the USDA Foods in Schools Program in support of this goal.

These strategies and monitoring techniques enable the USDA Foods in Schools Programs to thoroughly monitor and evaluate entitlement balances of RAs during the SY to ensure nutritious foods are getting to the schools through the various options offered by the ADE. These options include Direct Delivery (previously referred to as Brown Box commodities), offering approved USDA dry, refrigerated, and frozen materials; the Department of Defense Fresh Produce Program, (DoD Fresh), offering local and American grown produce; and processed foods including nutritious end products from raw and bulk material that is diverted to manufactures.

The USDA Foods in Schools Program will be monitoring entitlement and diverted pound balances throughout the SY and have developed strategies for ensuring entitlement is being utilized. For the DoD Program, recommendations for balances should reflect no greater than 25% of total set aside entitlement at the end of October; 50% of total set aside entitlement at the end of January; and no greater than 75% of remaining set aside entitlement for the end of April.

Kathy Hoffman, Superintendent of Public Instruction

1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

This institution is an equal opportunity provider.

For processing diversions, pound balances will be thoroughly reviewed in October, January, and May. The USDA Foods in Schools Programs encourages 80% of all balances, including carryover pounds, are used by May 29 2020.

Unused entitlements and stagnate or excessive diverted pound inventories will be addressed for each RA during the SY. The USDA Foods in Schools Program reserves the right to reallocate funds should excessive funds remain in an RAs entitlement balance.

If an RA has a plan implemented that requires the conservation of funds so entitlements can be strategically used for other times of the SY, please send an email to the USDA Foods in Schools Programs Specialist of that program listed below. Usage guidelines can be found in the Monthly Checklist on the National School Lunch Program website here: <http://www.azed.gov/hns/nslp/>. Additional questions may be directed to the USDA Foods in Schools mailbox at USDAFoods@azed.gov, or by phone at 602-542-8700, option 3.

USDA Foods in Schools Programs Contact Information

Tonya Keyes-Christianson MA, RDN, LDN

Director, USDA School Food Programs
(602) 542-6208
Tonya.KeyesChristianson@azed.gov

Dawn Irvine BA

USDA Foods Processing Specialist, USDA
School Foods Program
(602) 364-0714
Dawn.Irvine@azed.gov

Regan Garner MS

USDA Foods/DoD Fresh Program Specialist,
USDA School Foods Program
(602) 364-1973
Regan.Garner@azed.gov

USDA Foods in Schools General Inquiries

USDAFoods@azed.gov
(602) 542-8700, option 3