

# Director's Track: Updates for the School Year

## WEBINAR

July 16, 2020

Professional Standards Learning Codes: 2230, 2240, 3220, 3260, 3320





## 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.

This training is being recorded and will be posted on the ADE website for future use.

# About this Training

---

- This training is designed to provide directors with Program updates to prepare for the upcoming school year
- Regional In-Person --> e-Learning webinar format
- Participation in activities is encouraged
- For questions specific to NSLP operations or USDA waivers during the pandemic, please visit the [School Nutrition Programs COVID-19 Resource Page](#)
- There will be designated time for questions throughout and at the conclusion of the training



# Agenda

---

- Brief summary of COVID-19 operations guidance
- Navigating the "How"
- USDA Updates
- ADE Updates
- Keeping on Track





# **ARIZONA RESPONSE TO SCHOOL CLOSURES**



# 847%

The percent increase in SFSP meals served from 2019 to 2020 (so far).



# 73.6%

The percent increase in SFSP sites from 2019 to 2020 (so far).

Section 1

# Summary of COVID-19 Guidance



# Operating during COVID-19

## Current waivers for SY 20-21

1. Meal times
2. Non-congregate feeding
3. Meal pattern flexibility
4. Parent/guardian pickup
5. OVS for high school

The remaining waivers have already expired, or expire August 31.

Other than these five waivers, there are no changes to NSLP/SBP for SY 20-21.

# Operating during COVID-19

## How do I opt into use of these waivers?

### No action required

1. Meal times
2. Non-congregate feeding
5. OVS for high school

### Submit waiver for each instance

3. Meal pattern flexibility

### Submit one-time waiver

4. Parent/guardian pickup

### NOT a waiver, but must opt-in

Multiple Days Meal Distribution Plan

# Operating during COVID-19



## COVID-19 Communications - Get Informed.

ARIZONA DEPARTMENT OF EDUCATION  
HEALTH AND NUTRITION SERVICES



- 1** Website
- 2** E-blast
- 3** Webinars

## Section 2

# Navigating the "How"

NSLP Operations During a Pandemic

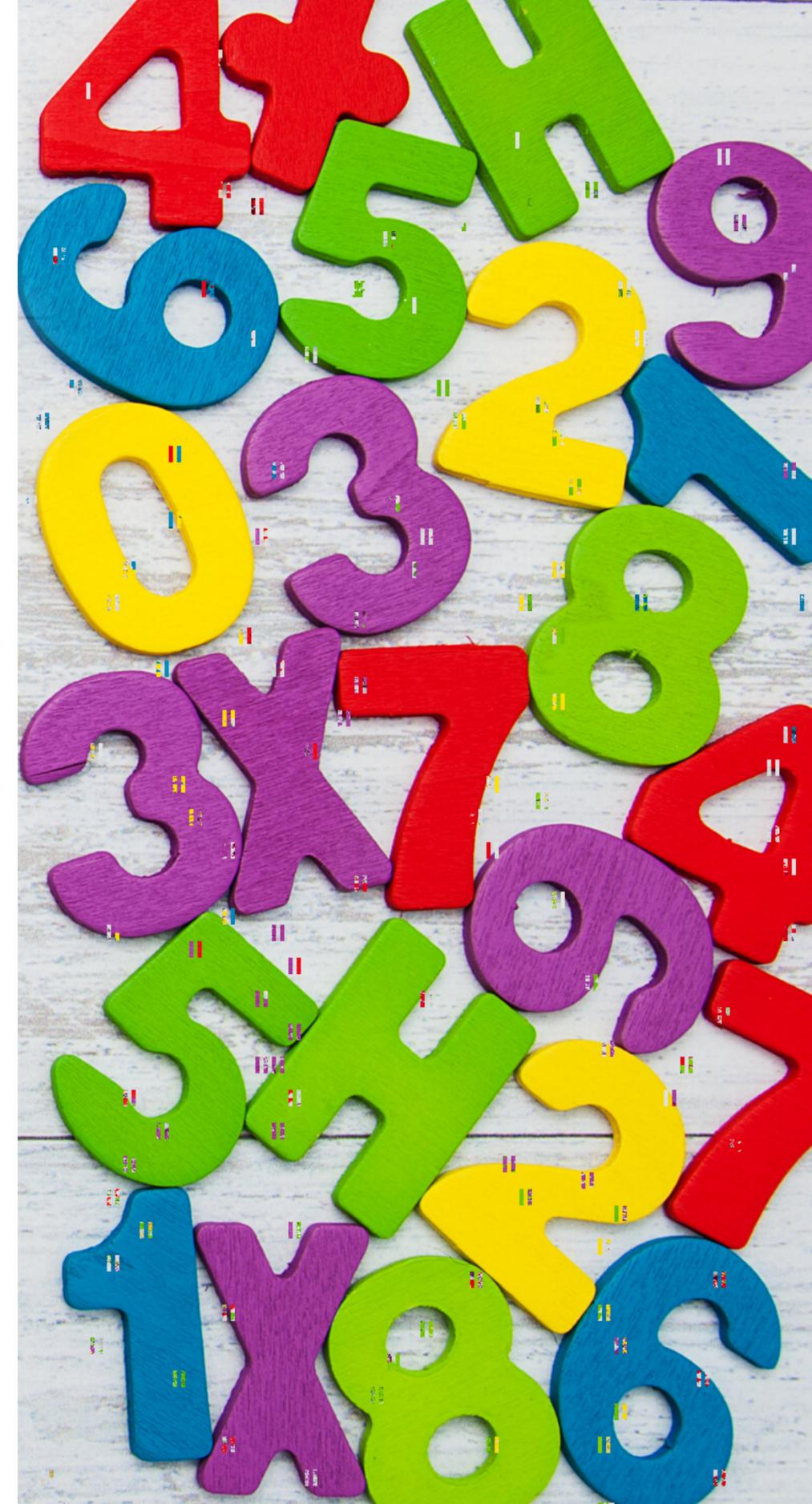
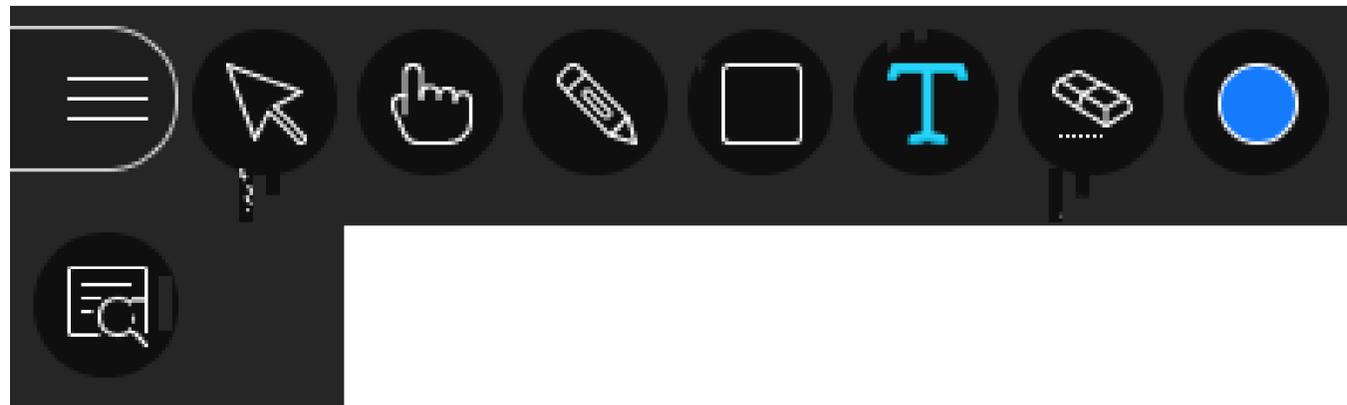


# Activity

---

Pick any combination of numbers between 1 and 9 that add up to the number 10.

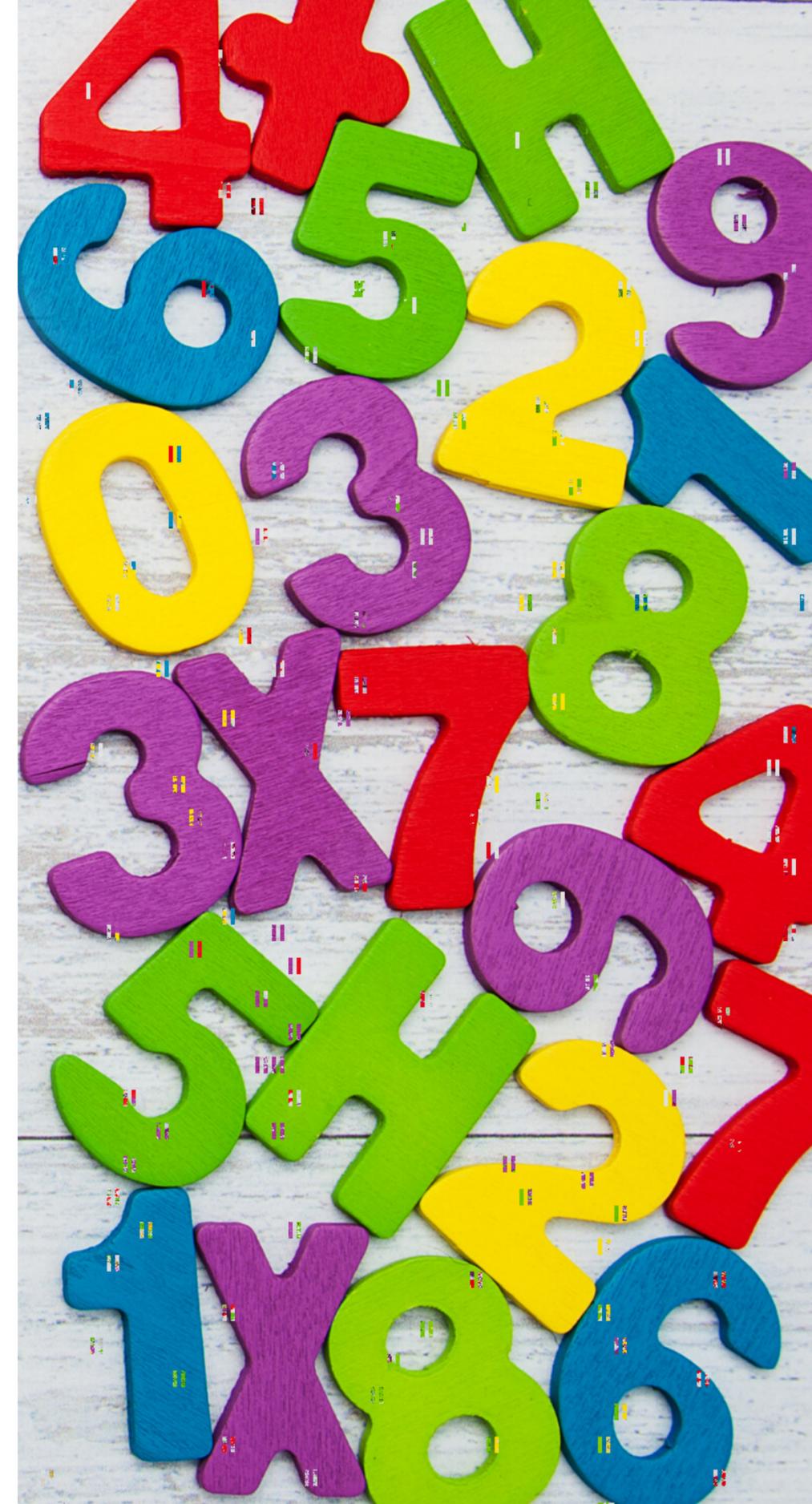
Use the whiteboard tools to write your numbers here.



# Activity

---

Many different combinations, but you all got the same sum of 10.



# The destination is the same, but the journey is going to look different for everyone.

ADE is responsible for telling you **what** the regulations are and monitoring compliance within the regulations.

SFAs have the freedom to decide **how** to implement the program as they see fit within those regulations.





Section 3

# USDA Updates



# Local Wellness Policy (LWP) Assessment Waiver

## LWP Assessment Waiver for SY 20-21

Based on the July 1, 2017 implementation of the LWP regulations, the first triennial assessments of the LWP were due June 30, 2020.

However, USDA has established, and ADE elected to implement, a nationwide waiver that supports schools unable to complete a triennial assessment of the LWP by June 30, 2020 due to school closures as a result of COVID-19. **The revised deadline for the first triennial assessment of the LWP is June 30, 2021.**

HNS has a [LWP webpage](#) dedicated to assisting SFAs with the development, implementation and assessment of their LWP.

# **Paid Lunch Equity (PLE)**

The HHFKA of 2010 requires SFAs to establish prices for paid lunches that are, on average, equal to the difference between the free meal reimbursement and the paid meal reimbursement.

Schools that charge less for meal prices than the required amount must either:

- gradually increase paid lunch prices over time until they meet the requirement with a maximum of 10 cents per year, or;
- supplement their food service operating funds with non-federal funds, or;
- a combination of both.

## **Note:**

- **PLE does not apply to any SFAs who do not charge for paid lunches.**
- **If your paid lunch price is at or above the USDA minimum (\$3.09 for SY 20-21), you have met the PLE requirements.**

# **Paid Lunch Equity (PLE)**

## **PLE guidance for SY 20-21**

[SP 07-2020: Paid Lunch Equity: Guidance for SY 20-21](#)

Only SFAs that had a negative balance in the nonprofit school food service account as of December 31, 2019 are required to follow PLE guidance for SY 20-21.

SFAs that had a zero or positive balance as of December 31, 2019 are exempt from PLE requirements for SY 20-21 only.

# **Paid Lunch Equity (PLE)**

## **PLE guidance for SY 20-21**

If you had a negative balance as of December 31, 2019:

- Fill out the SY 20-21 PLE Tool.
- Raise paid lunch prices accordingly or contribute non-federal funds.

If you had a zero or positive balance as of December 31, 2019:

- Fill out the PLE Tool and raise paid lunch prices accordingly.

**OR**

- Request an exemption from PLE requirements for SY 20-21.

# Paid Lunch Equity (PLE)

## PLE guidance for SY 20-21

To request an exemption:

- Fill out the top portion of the Net Cash Resources Worksheet (NCRW) with data as of December 31, 2019.
- Send the NCRW to your assigned specialist requesting the exemption.
- If the worksheet demonstrates a positive balance, the specialist will send an approval letter for your records.

### NET CASH RESOURCES WORKSHEET

School Food Authority (SFA): \_\_\_\_\_

CTD#: \_\_\_\_\_

Date: \_\_\_\_\_

Net Cash Resources = Current Assets\* – Current Liabilities\*

Current Assets* (Total Nonprofit Food Service Revenues)	
Current Liabilities* (Total Nonprofit Food Service Expenses)	
<b>Net Cash Resources</b>	<b>\$ 0.00</b>

Since the exemption is only valid for SY 20-21, ADE recommends filling out the PLE Tool to monitor your program.

# **Paid Lunch Equity (PLE)**

## **PLE guidance for SY 20-21**

Your site applications help to tell ADE if you have met the PLE requirements. Your specialist will ask:

- Is the paid lunch price at or above the USDA minimum of \$3.09?
- If no, is the lunch price in the site application higher than last year's prices?
- If no, did they request a PLE exemption?
- If no, the specialist will request your completed PLE tool that indicates you have met the PLE requirements.

Visit the [Resource Management webpage](#) for the PLE Tool and NCRW.

# Community Eligibility Provision (CEP) Application Extension

## CEP Deadline Waivers

USDA has waived the June 30th deadline for LEAs to apply for CEP for the upcoming school year. **The deadline to apply is August 31st.**

Sites, or groups of sites, qualify for CEP if they have an identified student percentage (ISP) of at least 40%.

Check the [CEP Annual Notification of LEA Level Eligibility for SY 20-21](#) to see if your sites qualify based on the data you reported to ADE.

Given the current public health emergency and the challenges operators may experience while implementing the various meal service models, this deadline extension may give operators a unique opportunity to reconsider electing to operate CEP for the upcoming school year.

# Comparison of CNPs

---

## SFSP/SSO

No charge

All meals claimed at  
free rate

Tally

Any child 18 and under

## CEP

No charge

Claiming based on ISP:  
free/paid

Tally

Enrolled students

## NSLP

Charge

Claiming based on  
F/R/P

By student

Enrolled students

# Comparison of CNPs

---

## SFSP/SSO

No charge

All meals claimed at  
free rate

Tally

Any child 18 and under

## CEP

No charge

Claiming based on ISP:  
free/paid

Tally

Enrolled students

## NSLP

Charge

Claiming based on  
F/R/P

By student

Enrolled students

**Collecting applications**

**Unpaid meal charges**

**Participation influenced  
and revenue affected by  
all of the above**

# Comparison of CNPs

---

## SFSP/SSO

No charge

All meals claimed at  
free rate

Tally

Any child 18 and under

## CEP

No charge

Claiming based on ISP:  
free/paid

Tally

Enrolled students

If your site has at least 40%  
ISP, entertain the idea of  
electing CEP for next year.

## NSLP

Charge

Claiming based on  
F/R/P

By student

Enrolled students

**Collecting applications**

**Unpaid meal charges**

**Participation influenced  
and revenue affected by  
all of the above**



# Q&A ON USDA UPDATES

Section 4

# ADE Updates



# Meal Service Models in CNPWeb Applications

## What do I do?!?!

ADE expects LEAs to operate multiple serving models throughout the year that may change frequently. At this time, LEAs should report participation in meal service models you plan to operate, as well as all known meal counting methods and points of service. The applications can be updated at any time, if necessary, to reflect current operations.

Utilize **Section 6 of the Sponsor application** to describe how meals counts will be obtained and the location of all points of service (POS).

# Meal Service Models in CNPWeb Applications

## Section 6: Meal Counting and Points of Service

**Method of Meal Counting:** Four options to select the way meal counts are collected. Choose "In Use" if a method is used at any of the sites.

**Method of Meal Counting Description:** Describe how the option(s) selected above will provide an accurate and reliable count of the number of meals, by eligibility type, served each day to eligible children.

- If students are picking up meals at different sites, include how meal counts will be recorded and claimed at the site the student is enrolled.
- If breakfast and lunch is being served at the same time, and/or meals are being provided for multiple days, describe how separate meal counts will be recorded for each meal service.

# Meal Service Models in CNPWeb Applications

## Section 6: Meal Counting and Points of Service

### Explanation for Multiple Methods of Meal Counting:

Only to be completed if the LEA selects more than one method of meal counting. Describe the need for more than one method of meal counting. For example, a checklist is used in the classroom since the computer system is not an option.

**Point of Service Description:** Describe the location of all POS that will be used during the school year. Includes, but not limited to, curbside grab 'n' go, in the cafeteria, in the classroom, at the students' homes during home delivery, bus stops on bus routes.

**IMPORTANT:** These fields auto-populate from the previous year. Please take extra time to update this section to reflect this year's serving models.

# Meal Service Models in CNPWeb Applications

## Site application: Section 8-Breakfast

Section 8 of the site application allows LEAs to report to ADE if any of the USDA promoted alternative breakfast models are used. ADE uses this data to record implementation of these models and to understand where the breakfast point of service is located.

- **Breakfast in the Cafeteria:** Select if the meal is counted at the POS in the cafeteria.
- **Breakfast in the Classroom:** Select if the meal is counted at the POS in the classroom.
- **Grab 'N' Go Breakfast Carts:** Select if the meal is counted at the POS on a cart.
- **Breakfast on the School Bus:** Select if the meal is counted at the point of service on the bus.
- **Second Chance Breakfast:** Select if a meal is provided after first period. In the description, provide where the POS is located.
- **Other:** Select if the POS is in another location not identified above, such as the students' homes.

# Food Program Permanent Service Agreement (FPPSA)

## The FPPSA has gone electronic!

You can now complete the FPPSA and gather all signatures electronically.

1. Submit the Initiation Form
2. ADE will populate the FPPSA using the information provided on the form
3. The agreement will be emailed to the addresses on the form *\*The email will come from Adobe Sign, not ADE.*
4. Once all of the signers have signed the agreement it will be sent to ADE for approval and signature

[HNS 11-2020: Revised Instructions for FPPSA for SFAs](#)

Note: The paper-based FPPSA is still available.

# School Nutrition Programs Advisory Council (SNPAC)

## SNPAC

The SNPAC will continue in SY 20-21 and will meet monthly to discuss current issues and relevant topics facing LEAs in Arizona.

The SNPAC was designed to represent YOU. You are encouraged to contact your council members so they are aware of what to bring to the table.

More info to come!





## What to expect from upLIFT in SY 20-21

upLIFT was created for YOU, the school nutrition professional, to learn and get inspired in how and what you feed your students.

The content includes our webinar series and a number of additional resources released monthly in our **"What's up with upLIFT"** e-blast.

This year, we hope to continue to inspire you with stories from your peers across the state who are "staying upLIFTed" during these unprecedented times. Our hope is to provide a platform where Arizona school nutrition professionals can connect to share tips, knowledge gained and lessons learned as we all navigate through the new school year.

Visit the [upLIFT webpage](#) and register for the [monthly upLIFT webinars!](#)

# Grants

## USDA Farm to School Grant

HNS was awarded \$99,972.00 to expand the agency's capacity to build farm to school programs in Arizona via the Arizona Farm to School Network.

SFAs are encouraged to apply for one of the Network's Chair positions, join one of the four workgroups, or join as a member to stay up-to-date on AzF2S programs.

HNS will hire a Project Director who will directly oversee the Network's development and the targeted projects directly supported by the grant:

1. Building a proof of concept in a local purchasing incentive program
2. Building an Arizona-specific agriculture education database
3. Expanding membership through annual gatherings and annual reporting

# Grants

## NSLP Equipment Grant

Provides funding for SFAs to purchase capital equipment items (>\$5,000 per item) that support the improvement in meal quality and increased participation.

HNS awarded \$679,531.00 in funding to 20 LEAs for the FY 2019 grant this spring!

Examples of equipment purchases funded through this grant:

- Dishwashers
- Freezers
- Walk-in refrigerators
- POS systems
- Steam kettles
- Salad bars
- Ice makers
- Tilt skillets
- Milk coolers

# Grants

## NSLP Equipment Grant

HNS was awarded \$651,249.00 for the FY 2020 NSLP Equipment Grant!

ADE anticipates the following timeline:

- February 1, 2021: Request for Applications (RFA) opens in GME
- March 1, 2021: Applications due
- April 1, 2021: Announcement of grant recipients
- June 30, 2021: Grant funds must be expended

Visit the [NSLP Equipment Grant webpage](#) for more information!

# Grants

## Team Nutrition Training Grant

HNS has applied for the FY 2021 Team Nutrition Training Grant for School Meal Recipe Development!

The purpose of the grant is to build state capacity and sustainable infrastructure to develop, standardize, prepare, test and menu recipes that include local agricultural products for the School Meal Programs.

Our application has passed the initial application screen! If awarded the grant, HNS will work with LEAs to develop four recipes for school meal service that each use a different traditional Native American food as the featured local agricultural product.

Anticipated Award Date: October 2020

# USDA Foods in Schools

## Entitlement usage goals

A primary goal of the USDA Foods in Schools Program in Arizona is to ensure 100% of all federal entitlement dollars during the school year is spent by Recipient Agencies (RAs).

USDA Foods team will be monitoring entitlement and diverted pound balances throughout the school year.

Usage expectations for DoD and processing:

- 25% by the end of October
- 50% by the end of January
- 75% by the end of April

If you have a plan that requires the conservation of funds so entitlements can be strategically used for other times of the school year, please contact [USDAFoods@azed.gov](mailto:USDAFoods@azed.gov) to notify the team of your plans.

# USDA Foods in Schools

## USDA Waiver for SY 20-21 Entitlement Calculations

Entitlement for USDA Foods is based on the number of lunches served in the two previous school years. The lunches served in SY 19-20 may be decreased due to impacts of COVID-19, therefore, decreasing the USDA Foods entitlement available to states for SY 20-21.

"Prior to electing into this waiver, [states] should, to the maximum extent practicable, closely monitor and assess the number of NSLP lunches served in SY 19-20 and base their decision on this data."

States have until September 15, 2020 to notify their FNS regional office of their intent to use this waiver. ADE will likely elect this waiver if the data supports that it will benefit Arizona LEAs.

# USDA Foods in Schools

## **HNS Reorganization**

School Food Programs unit has been incorporated into the School Nutrition Programs unit and Business Operations unit!

The team members and their respective program areas have not changed. Customers should not see any difference but want you to be aware of the change.

### **School Nutrition Programs:**

USDA Foods in Schools

Farm to Child Nutrition Programs

### **Business Operations:**

Procurement

Contracts Management

# **SY 20-21 Customer Satisfaction Survey**

## **The results are in!**

204 respondents

Overall satisfaction (scale of 1-5): 4.45

87% of respondents said their overall satisfaction is above average or outstanding.

Items identified to increase satisfaction:

- More timely response/easier communication with assigned specialist
- More trainings; more webinars

# Administrative Review (AR)

## AR Schedule for SY 20-21

By June 1, 2020, all LEAs scheduled to receive an AR in SY 20-21 were notified by memorandum.

ADE will release online trainings and the SY 20-21 Off-site Assessment Tool as soon as the 2020-2021 USDA AR guidance is distributed.

LEAs will be contacted directly by their assigned reviewer in the coming weeks to schedule the review.

The USDA Nationwide Waiver of Onsite Monitoring Requirements in the School Meals Programs is set to expire on August 31, 2020. ADE is prepared to conduct onsite reviews for the AR in SY 20-21, unless the waiver is extended or USDA releases alternate guidance.



# **PROGRAM REMINDERS FOR SY 20-21 DURING COVID OPERATIONS**

Areas to review prior to your Administrative Review

# Working with Caterers

## Relationship with your caterer

SFA is ultimately responsible for all NSLP/SBP requirements being met.

Some common findings in administrative reviews are:

- Recordkeeping
  - CN labels/product formulation statements
  - accuracy in production record meal counts
  - overall disconnect between SFA and caterer

Ensure you have frequent communication with your caterer and that they are aware of the guidance.

# Meal Counting Records

## Meal counting records

It is important to remember that meal counting record requirements have not changed despite the changes in meal service models.

Meals are to be counted and claimed on the day the meal is intended to be consumed.

### **Example:**

You provide meals on Mondays and give the students five days worth of breakfast and lunch meals. You will still have five days of meal counting records for breakfast and five days of meal counting records for lunch. Your claim will reflect the number of days you provided meals intended for consumption.

**Remember:** You must maintain accurate counting and claiming procedures, ensuring eligible children are receiving meals and that they are claimed at the site at which the student is enrolled.

# **HACCP Food Safety Plans**

## **Standard Operating Procedures (SOP)**

The HACCP Food Safety Plan must include SOPs for all serving locations outside of the cafeteria.

Visit the [Food Safety webpage](#) for SOP templates.

# Unpaid Meal Charge Policies

## Unpaid Meal Charge Policies

LEAs must have an unpaid meal charge policy that is clearly communicated to families.

Visit the [Resource Management webpage](#) for guidance and resources on creating your unpaid meal charge policies.

# Civil Rights

## And Justice for All Posters

[HNS 08-2019: USDA Non-Discrimination "And Justice for All" Posters Clarification](#)

The "And Justice for All" posters are to be displayed in prominent visible locations.

For School Meal Programs, displaying the poster in the cafeteria and/or other areas visible to participants such as the school office or bulletin board at the school entrance is acceptable.

If students will not have access to these locations, the poster must be visible in the alternative serving locations.

# Training Updates

---

## Increase in online/e-learning options

- School Nutrition Programs has over 45 online trainings readily available!
  - Online courses
  - Step-by-step instruction
  - Recorded webinars
- More to come this fall
- Increase in online presence through online trainings and live webinars as a result of regional in-person training cancellations
- HNS is dedicated to the safety of our SFAs when determining the need for in-person trainings and will reevaluate these training methods in the future.

# Training Updates

---

## Learning and Feeding Plans Survey

- SNP is seeking information related to planned learning and food service operation models for your sites in SY 20-21
- This information will help direct our efforts as we develop new resources and trainings
- Emailed **only** to the **SFA Contact** in the CNPWeb Sponsor application on July 15th
  - Sent to one person to avoid multiple responses per LEA
  - If you are the SFA Contact for more than one LEA you are able to take the survey more than once; please respond once for each LEA

# Training Updates

---

## PY 2021 Training Curriculum & Brochure

- Current training schedule through August
- Specialized curricula for eight different job roles, including training from ADE and ICN

Visit the [Training and Professional Standards webpage!](#)

## e-TRAINING CURRICULUM & BROCHURE

For Arizona School Nutrition Professionals  
Program Year 2021 June-August





# **Q&A ON ADE UPDATES**

Section 5

# Keeping on Track



# Keeping on Track

**1**

## Staying on Track

Webinar Series for Directors

**2**

## Monthly Checklist & At a Glance Calendar

**3**

## School Nutrition Programs Newsletter

**4**

## ADE Website

# Staying on Track

---

## Webinar Series for Directors

- First Tuesday of every month
- One hour-long webinar to review tasks and best practices to stay on track with program requirements
- Review the Monthly Checklist and allow time for Q&A



**Regular NSLP (collects household applications):** 1:30pm

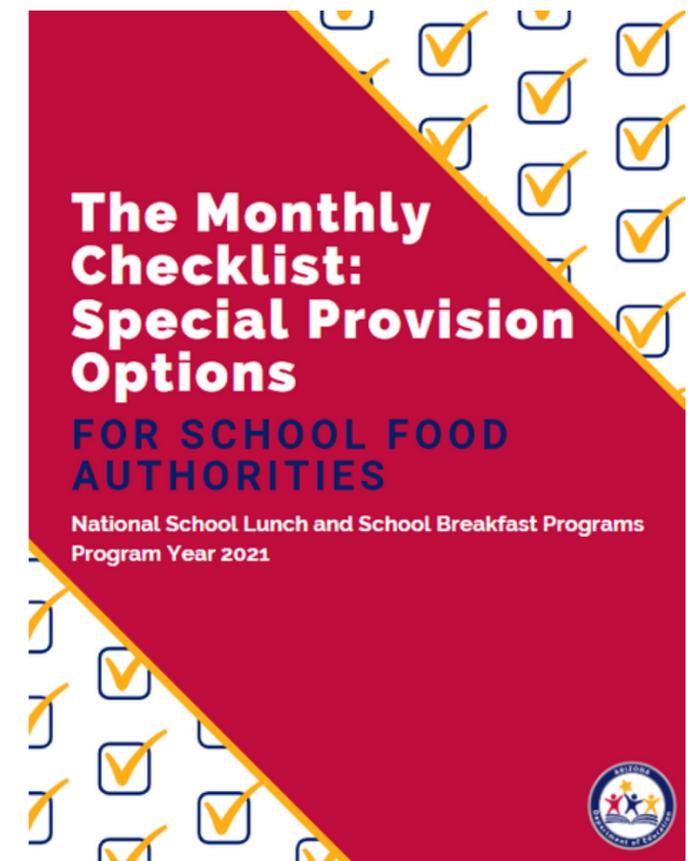
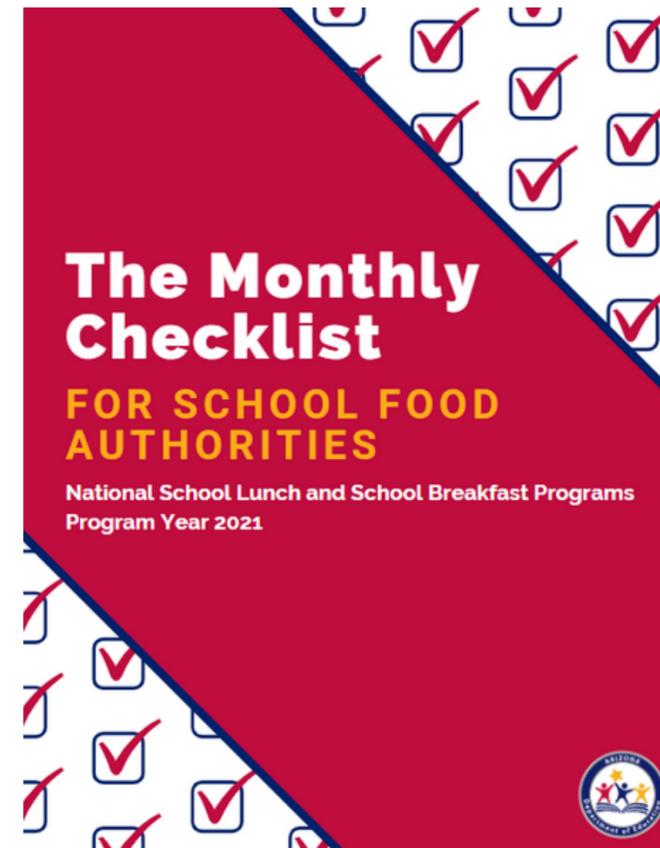


**Special Provision Options (does not collect household applications):** 2:30pm

# Monthly Checklist

---

- Upcoming trainings
- Tasks to complete
- Best practices
- Ways to maximize your programs
- Links to resources and guidance



# At a Glance Calendar

- Snapshot of monthly tasks and deadlines

NSLP AT A GLANCE SY 2020-2021				WANT MORE? REGISTER FOR THE STAYING ON TRACK WEBINAR SERIES! Visit our Training and Professional Standards webpage to learn more: <a href="https://www.aed.gov/hs/hs/training/">https://www.aed.gov/hs/hs/training/</a>					
<b>JUNE</b>	<b>JULY / AUGUST</b>		<b>SEPTEMBER</b>						
<ul style="list-style-type: none"> <li>JUNE 1-10 (best practice) Submit May reimbursement claim.</li> <li>JUNE 1 BEFORE OPERATION Submit Site/Sponsor applications through CNPWeb.</li> <li>Be sure program forms are current for new school year. Go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a> <ul style="list-style-type: none"> <li>SY 20-21 Household Application</li> <li>SY 20-21 Income Eligibility Guidelines</li> <li>Confirm Non-discrimination Statement is up-to-date.</li> <li>Double check that your food safety/HACCP plan is up-to-date.</li> <li>Verify signers on the Food Program Permanent Service Agreement. If the signers have changed, submit a new agreement. Go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> <li>Review and update your Local Wellness Policy. Go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> <li>Update your Unpaid Meal Charge Policy. Go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> <li>Subscribe to receive automated matching emails in CNP Direct Certification.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Read Memo: Welcome Back to School Nutrition Programs: School Year 2020-2021.</li> <li>NO SOONER THAN JULY 1</li> <li>Conduct first direct certification through CNP Direct Certification, send notification letters and update BID.</li> <li>Distribute household applications with parent letter to only those students who are not directly certified.</li> <li>Begin processing household applications with SY 20-21 income guidelines, create BID and send notification letters.</li> <li>Send out Press/Media Release.</li> <li>Validate delivery site, contact information, food service director, program contact and billing contact in myFOODS.</li> <li>BEST PRACTICES PRIOR TO SCHOOL STARTING</li> <li>Provide outreach to households for School Breakfast Program (SBP) at the beginning of school and at least once again during the school year (required only if operating SBP).</li> <li>Print SY 20-21 Training Curriculum &amp; Brochure. Go to: <a href="http://www.aed.gov/hs/hs/training/">http://www.aed.gov/hs/hs/training/</a></li> <li>Create Professional Standards plans for all School Nutrition Program Staff, including Civil Rights training.</li> <li>Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable.</li> <li>Review proper procedures for all procurement methods (prices, small and formal) before beginning to make purchases.</li> <li>Review proper procedures for all procurement methods (prices, small and formal) before beginning to make purchases.</li> <li>AFTER FIRST DAY OF SCHOOL</li> <li>Complete Production Records daily.</li> <li>Count meals at point of service (POS) and complete Daily Edit Checks.</li> <li>ON 30TH OPERATING DAY (discontinue prior year's benefits for households without eligibility documentation for SY 20-21).</li> <li>AUGUST 1-10 (best practice) Submit July reimbursement claim (if operated in July).</li> </ul>		<ul style="list-style-type: none"> <li>SEPTEMBER 1-10 (best practice) Submit August reimbursement claim.</li> <li>SEPTEMBER 30 (best practice) Conduct direct certification.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Start preparing for Verification! To print off the Verification Best Practices Calendar, go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> <li>Register for "Preparing for Verification" Workshop: <a href="http://www.aed.gov/hs/hs/training/">http://www.aed.gov/hs/hs/training/</a></li> </ul>  <p>Want to get inspired by your peers across the state? Our up:IT page provides a platform where school nutrition professionals can connect to share tips, knowledge gained and lessons learned while navigating the upcoming school year. Visit <a href="http://www.aed.gov/hs/hs/upit/">www.aed.gov/hs/hs/upit/</a> to get involved!</p>						
<b>OCTOBER</b>				<b>NOVEMBER</b>		<b>DECEMBER</b>		<b>JANUARY</b>	
OCTOBER 1 - NOVEMBER 15 VERIFICATION ACTIVITIES <a href="http://www.aed.gov/hs/hs/verification/">http://www.aed.gov/hs/hs/verification/</a>				NOVEMBER 15 - FEBRUARY 1 VERIFICATION REPORT AVAILABLE TO SUBMIT TO ADE Submit Verification Report through ADEconnect CNP Verification Reporting					
<ul style="list-style-type: none"> <li>OCTOBER 1-10 (best practice) Submit September reimbursement claim.</li> <li>OCTOBER 1 Annual Financial Report due for private schools, BIA schools and RCDS.</li> <li>OCTOBER 15 Annual Financial Report due for public schools.</li> <li>OCTOBER 31 (best practice) Conduct direct certification.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Celebrate National Farm to School Month and National School Lunch Week (October 12-16).</li> </ul>	<ul style="list-style-type: none"> <li>NOVEMBER 1-10 (best practice) Submit October reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Register for "Submitting for Verification" Workshop: <a href="http://www.aed.gov/hs/hs/training/">http://www.aed.gov/hs/hs/training/</a></li> <li>Don't forget, each operating site will need two food safety inspections during the program year!</li> </ul>		<ul style="list-style-type: none"> <li>DECEMBER 1-10 (best practice) Submit November reimbursement claim.</li> <li>DECEMBER 15 Last day to complete Civil Rights Compliance Form.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Apply to serve At Risk Afterschool Meals during winter break (programs eligible to apply must be at a site or in the attendance area of a site with at least 50% of enrolled students eligible for free or reduced-price meals). <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> </ul>		<ul style="list-style-type: none"> <li>JANUARY 1-10 (best practice) Submit December reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Review all Professional Standards training requirements, register for training: <a href="http://www.aed.gov/hs/hs/training/">http://www.aed.gov/hs/hs/training/</a></li> <li>Check your entitlement for Direct Delivery, processing, and DoD to ensure 50% usage.</li> <li>Review Site/Sponsor applications in CNPWeb and make updates if anything has changed.</li> </ul>				
<b>FEBRUARY</b>	<b>MARCH</b>		<b>APRIL</b>		<b>MAY</b>				
<ul style="list-style-type: none"> <li>FEBRUARY 1 Last day to submit Verification Summary Report to ADE through CNP Verification Reporting.</li> <li>FEBRUARY 1 Last day to complete Internal On-site Monitoring Form (required if more than one site).</li> <li>FEBRUARY 1 NSLP Equipment Grant application opens in CAE.</li> <li>FEBRUARY 1-10 (best practice) Submit January reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Submit catalog requirements for upcoming school year in myFOODS.</li> </ul>	<ul style="list-style-type: none"> <li>MARCH 1-10 (best practice) Submit February reimbursement claim.</li> <li>MARCH 8-12 Celebrate National School Breakfast Week!</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> </ul>		<ul style="list-style-type: none"> <li>APRIL 1 Conduct direct certification for purposes of Annual Identified Student and Enrollment Data.</li> <li>APRIL 1-APRIL 15 Submit to ADE Annual Identified Student and Enrollment Data.</li> <li>APRIL 1-10 (best practice) Submit March reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Submit Summer Food Service Program (SFP) application, if applicable, and prepare to participate in the Farm to Summer Challenge in June.</li> </ul>		<ul style="list-style-type: none"> <li>If applicable, apply for Special Assistance Provision 2/3 (application due June 1) or CEP (application due June 30).</li> <li>MAY 1-10 (best practice) Submit April reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Provide outreach to households for availability of Summer Food Service Program (SFP) feeding sites in your area.</li> <li>Plan all end-of-year orders for Direct Delivery, processing, and DoD.</li> </ul>				

NSLP AT A GLANCE SY 2020-2021				WANT MORE? REGISTER FOR THE STAYING ON TRACK WEBINAR SERIES FOR SPECIAL PROVISION OPTIONS! Visit our Training and Professional Standards webpage to learn more: <a href="https://www.aed.gov/hs/hs/training/">https://www.aed.gov/hs/hs/training/</a>					
<b>For Special Provision Options</b>									
<b>JUNE</b>	<b>JULY / AUGUST</b>		<b>SEPTEMBER</b>						
<ul style="list-style-type: none"> <li>JUNE 1-10 (best practice) Submit May reimbursement claim.</li> <li>JUNE 1 BEFORE OPERATION Submit Site/Sponsor applications through CNPWeb.</li> <li>Read Memo: Welcome Back to School Nutrition Programs: School Year 2020-2021.</li> <li>Be sure program forms are current for new school year. Go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a> <ul style="list-style-type: none"> <li>SY 20-21 Parent Letter</li> <li>Confirm Non-discrimination Statement is up-to-date.</li> <li>Verify signers on the Food Program Permanent Service Agreement. If the signers have changed, submit a new agreement. Go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> <li>Double check that your food safety/HACCP plan is up-to-date.</li> <li>Review and update your Local Wellness Policy. Go to: <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> <li>Ensure school officials will be distributing alternate income forms to collect individual student data for SY 20-21.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Read Memo: Welcome Back to School Nutrition Programs: School Year 2020-2021.</li> <li>NO SOONER THAN JULY 1</li> <li>Distribute SY 20-21 Parent Letters to all households.</li> <li>Send out Press/Media Release.</li> <li>Validate delivery site, contact information, food service director, program contact and billing contact in myFOODS.</li> <li>BEST PRACTICES PRIOR TO SCHOOL STARTING</li> <li>Provide outreach to households for School Breakfast Program (SBP) at the beginning of school and once again during the school year.</li> <li>Print SY 20-21 Training Curriculum &amp; Brochure. Visit: <a href="http://www.aed.gov/hs/hs/training/">http://www.aed.gov/hs/hs/training/</a></li> <li>Create Professional Standards plans for all School Nutrition Program Staff, including Civil Rights training.</li> <li>Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable.</li> <li>Review proper procedures for all procurement methods (prices, small and formal) before beginning to make purchases.</li> <li>Review proper procedures for all procurement methods (prices, small and formal) before beginning to make purchases.</li> <li>AFTER FIRST DAY OF SCHOOL</li> <li>Complete Production Records daily.</li> <li>Count meals at point of service (POS) and complete Daily Edit Checks.</li> <li>AUGUST 1-10 (best practice) Submit July reimbursement claim (if operated in July).</li> </ul>		<ul style="list-style-type: none"> <li>SEPTEMBER 1-10 (best practice) Submit August reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> </ul>  <p>Want to get inspired by your peers across the state? Our up:IT page provides a platform where school nutrition professionals can connect to share tips, knowledge gained and lessons learned while navigating the upcoming school year. Visit <a href="http://www.aed.gov/hs/hs/upit/">www.aed.gov/hs/hs/upit/</a> to get involved!</p>						
<b>OCTOBER</b>				<b>NOVEMBER</b>		<b>DECEMBER</b>		<b>JANUARY</b>	
OCTOBER 1-10 (best practice) Submit September reimbursement claim.				NOVEMBER 1-10 (best practice) Submit October reimbursement claim.		DECEMBER 1-10 (best practice) Submit November reimbursement claim.		JANUARY 1-10 (best practice) Submit December reimbursement claim.	
<ul style="list-style-type: none"> <li>OCTOBER 1 Annual Financial Report due for private schools, BIA schools and RCDS.</li> <li>OCTOBER 15 Annual Financial Report due for public schools.</li> <li>OCTOBER 15 LEAs with private/BIA/locally controlled BIA schools must submit enrollment file to ADE.</li> <li>OCTOBER 31 Document each site's student enrollment count (required for Verification Summary Report).</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Celebrate National Farm to School Month and National School Lunch Week (October 12-16).</li> </ul>	<ul style="list-style-type: none"> <li>NOVEMBER 1-10 (best practice) Submit October reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Register for "Submitting for Verification" Workshop: <a href="http://www.aed.gov/hs/hs/training/">http://www.aed.gov/hs/hs/training/</a></li> <li>Don't forget, each operating site will need two food safety inspections during the program year!</li> </ul>		<ul style="list-style-type: none"> <li>DECEMBER 1-10 (best practice) Submit November reimbursement claim.</li> <li>DECEMBER 15 Last day to complete Civil Rights Compliance Form.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Apply to serve At Risk Afterschool Meals during winter break (programs eligible to apply must be at a site or in the attendance area of a site with at least 50% of enrolled students eligible for free or reduced-price meals). <a href="http://www.aed.gov/hs/hs/forms/">http://www.aed.gov/hs/hs/forms/</a></li> </ul>		<ul style="list-style-type: none"> <li>JANUARY 1-10 (best practice) Submit December reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Review all Professional Standards training requirements, register for training: <a href="http://www.aed.gov/hs/hs/training/">http://www.aed.gov/hs/hs/training/</a></li> <li>Check your entitlement for Direct Delivery, processing, and DoD to ensure 50% usage.</li> <li>Review Site/Sponsor applications in CNPWeb and make updates if anything has changed.</li> </ul>				
<b>FEBRUARY</b>	<b>MARCH</b>		<b>APRIL</b>		<b>MAY / JUNE</b>				
<ul style="list-style-type: none"> <li>FEBRUARY 1 Last day to submit Verification Summary Report to ADE through CNP Verification Reporting.</li> <li>FEBRUARY 1 Last day to complete Internal On-site Monitoring Form (required if more than one site).</li> <li>FEBRUARY 1 NSLP Equipment Grant application opens in CAE.</li> <li>FEBRUARY 1-10 (best practice) Submit January reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Submit catalog requirements for upcoming school year in myFOODS.</li> </ul>	<ul style="list-style-type: none"> <li>MARCH 1 if applying for an extension of a Provision 2 or 3 cycle, socioeconomic data is due.</li> <li>MARCH 1-10 (best practice) Submit February reimbursement claim.</li> <li>MARCH 8-12 Celebrate National School Breakfast Week!</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> </ul>		<ul style="list-style-type: none"> <li>APRIL 1 Conduct direct certification for purposes of Annual Identified Student and Enrollment Data.</li> <li>APRIL 1-APRIL 15 Submit to ADE Annual Identified Student and Enrollment Data.</li> <li>APRIL 1-10 (best practice) Submit March reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Submit Summer Food Service Program (SFP) application, if applicable, and prepare to participate in the Farm to Summer Challenge in June.</li> </ul>		<ul style="list-style-type: none"> <li>MAY 1 if applying for an extension of a Provision 2 or 3 cycle, last day to submit application.</li> <li>MAY 1-10 (best practice) Submit April reimbursement claim.</li> <li>Complete Production Records daily.</li> <li>Count meals at POS and complete Daily Edit Checks.</li> <li>Provide outreach to households for availability of Summer Food Service Program (SFP) feeding sites in your area.</li> <li>Plan all end-of-year orders for Direct Delivery, processing, and DoD.</li> <li>JUNE 1 Special Assistance Provision 2/3 application due.</li> <li>JUNE 30 CEP application due, CEP Annual SP Forms due.</li> </ul>				

# School Nutrition Programs Newsletters

- Wednesday E-blast: updates and reminders from ADE, USDA and our Partners
- Webinar Forecast
- COVID-19 Communications
- Other communications as necessary
- Be sure to have the most current email address in CNPWeb or sign up for the newsletter on the NSLP homepage.

ARIZONA DEPARTMENT OF EDUCATION  
School Nutrition Programs Newsletter

A graphic for a webinar forecast. On the left, a person's hands are shown typing on a laptop. The laptop screen displays a webpage with the text "SUPPORTING YOUR SCHOOL NUTRITION PROGRAM". To the right of the laptop, the text "Webinar Forecast" is written in large, bold, blue letters. Below this, in smaller red text, it says "A look at upcoming ADE Webinars". A large, stylized yellow sun with rays is positioned to the right of the text.

**Webinar Forecast**  
A look at upcoming  
ADE Webinars

 **COVID-19 Communications - Get Informed**  
Arizona Department of Education  
Health and Nutrition Services



# ADE Website

<https://www.azed.gov/hns/>

HOME HNS A-Z QUICK SEARCH CIVIL RIGHTS MEMOS CONTACT US

## Health and Nutrition Services

### Welcome!

The Health and Nutrition Services Division is committed to enhancing the health and wellbeing of Arizona's children and adults by providing access to a variety of federally funded programs.

Tweet Share

- ▶ School Nutrition Programs
- ▶ Community Nutrition Programs
- ▶ USDA Foods and DoD Fresh
- ▶ Arizona Farm to Child Nutrition Programs

### Trending Now

- HNS 32-2020: SFSP/ SSO Waivers during Unanticipated School Closure and Waiver Expiration Dates – UPDATED
- New webpage! COVID-19 Communications – Get Informed
- HNS 27-2020: SFSP/ SSO Waivers during Unanticipated School Closure and Waiver Expiration Dates
- Free Meals for Kids with the 2020 Summer Food Service Program
- HNS 26-2020: Administrative Reviews for the Summer Food Service Program in Arizona During the Novel Coronavirus (COVID-19) Public Health Emergency



# **Q&A ON RESOURCES TO KEEP YOU ON TRACK**



**FINAL Q&A ON ANYTHING WE  
COVERED TODAY**



# THANK YOU FOR YOUR TIME!

If you are watching the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print your certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.

# Comprehension Check



The afterschool enrichment activity waiver has been extended for SY 20-21.

- a) True
- b) False

# Comprehension Check



The afterschool enrichment activity waiver has been extended for SY 20-21.

- a) True
- b) False**

At this time, the afterschool enrichment activity waiver is not one of the five waivers in effect for SY 20-21.

# Comprehension Check



The meal pattern flexibility waiver must be submitted for each instance the daily or weekly meal pattern is not met.

- a) True
- b) False

# Comprehension Check



The meal pattern flexibility waiver must be submitted for each instance the daily or weekly meal pattern is not met.

- a) True
- b) False

The meal pattern flexibility waiver can be used to address issues with food supply and product availability, and must be submitted for each instance the meal pattern is not met.

# Comprehension Check



**Under the Local Wellness Policy triennial assessment waiver, when must LEAs have completed their first triennial assessment of the Local Wellness Policy?**

- a) October 1, 2020
- b) December 31, 2020
- c) February 1, 2021
- d) June 30, 2021

# Comprehension Check



Under the Local Wellness Policy triennial assessment waiver, when must LEAs have completed their first triennial assessment of the Local Wellness Policy?

- a) October 1, 2020
- b) December 31, 2020
- c) February 1, 2021
- d) June 30, 2021**

If LEAs did not complete their first triennial assessment by June 30, 2020 and choose to utilize the triennial assessment waiver, the first assessment must be completed by June 30, 2021.

# Comprehension Check



What is the minimum identified student percentage (ISP) a site or group of sites must have in order to be eligible to apply for the Community Eligibility Provision (CEP)?

- a) 30%
- b) 40%
- c) 50%
- d) 60%

# Comprehension Check



What is the minimum identified student percentage (ISP) a site or group of sites must have in order to be eligible to apply for the Community Eligibility Provision (CEP)?

- a) 30%
- b) 40%**
- c) 50%
- d) 60%

Check the [CEP Annual Notification of LEA Level Eligibility for SY 20-21](#) to see if your sites qualify based on the data you reported to ADE. The deadline to apply for CEP for the 20-21 school year is August 31!

# Comprehension Check



How much of their USDA Foods entitlement dollars must RAs have used by the end of January 2021?

- a) 25%
- b) 50%
- c) 75%
- d) 100%

# Comprehension Check



How much of their USDA Foods entitlement dollars must RAs have used by the end of January 2021?

- a) 25%
- b) 50%**
- c) 75%
- d) 100%

RAs should plan to have used at least **50%** of their USDA Foods entitlement dollars by the end of January 2021. Contact the USDA Foods team if you have other plans.

# Comprehension Check



**An SFA is providing breakfast and lunch meals to students for three days at once. How many days of meal counts should the SFA have for these meals?**

- a) Only one, because meals were only served on one day.
- b) Three, because the meals served are intended to be consumed for three days.

# Comprehension Check



An SFA is providing breakfast and lunch meals to students for three days at once. How many days of meal counts should the SFA have for these meals?

- a) Only one, because meals were only served on one day.
- b) Three, because the meals served are intended to be consumed for three days.**

If SFAs are providing meals for multiple days, they must maintain separate meal counting records for each day and each meal service that meals are provided for. The SFA in this example would have six separate meal counts: three days for breakfast and three days for lunch.

# Congratulations!

---

You have completed the **Recorded Webinar: School Nutrition Programs COVID-19 Update.**

**To request a certificate, please go to the next slide.**

In order to count this training toward 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:** Recorded Webinar: Director's Track: Updates for the School Year
- **Learning Codes:** 2230, 2240, 3220, 3260, 3320
- **Key Area:** 2000-Operations; 3000-Administration
- **Length:** 2 hours

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.



# Congratulations!

---

## Requesting a training certificate:

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

\*This will not appear in your Event Management System (EMS) account.

[https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey\\_](https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey_)

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: Director's Track: Updates for the School Year
- Professional Standards Learning Codes: 2230, 2240, 3220, 3260, 3320

