

The Monthly Checklist: Special Provision Options

FOR SCHOOL FOOD AUTHORITIES

National School Lunch and School Breakfast Programs
Program Year 2021



JUNE 2020

PREPARE FOR THE UPCOMING PROGRAM YEAR



| | UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--|--------------------|---|---|
| ONLINE TRAININGS | | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
| LIVE WEBINARS | | <u>Boost Your Eligibility Ability:</u> June 30 | <u>USDA Foods PY 21 Welcome Back Webinar:</u> July 2 <u>Staying on Track Webinar Series:</u> July 7 <u>USDA Foods myFOODS Refresh Training:</u> July 9 <u>School Garden Webinar Series: Soil Structure & Building Robust Soil Systems:</u> July 15 <u>Farm Fresh Challenge to NSLP:</u> July 29 |
| REGIONAL TRAININGS (E-LEARNING) | | <u>USDA Foods myFOODS System Training:</u> June 4, 18 & 23 | <u>Director's Track: Orientation to NSLP:</u> Offered online this year <u>Director's Track: Updates for the School Year:</u> July 16 <u>USDA Foods myFOODS System Training:</u> July 28 |
| PROFESSIONAL DEVELOPMENT | | None at this time | None at this time |

| TASK/DEADLINE | UPDATES | RESOURCES |
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| <input type="checkbox"/> (if applicable) Receive letter from ADE or check ADE Administrative Review (AR) webpage notifying LEAs that they are up for an AR this school year <input type="checkbox"/> If you are up for an AR this school year, you will also receive a Procurement Review that is separate from your AR (<i>Procurement Review schedule announced in August</i>) | | <ul style="list-style-type: none"> • NSLP Administrative Review webpage • NSLP Procurement webpage |
| <input type="checkbox"/> Review training schedule and register staff for appropriate trainings | | ADE Training and Professional Standards webpage <ul style="list-style-type: none"> • Program Year 2021 Training Curriculum & Brochure |
| <input type="checkbox"/> Create job specific training plans for you and your employees to be compliant with Professional Standards requirements <input type="checkbox"/> Determine a process for how training hours will be tracked <input type="checkbox"/> Ensure each employee has the minimum required number of training hours planned for their job category <input type="checkbox"/> (optional) ADE Training Tracking Forms can help you track your employees' training hours <input type="checkbox"/> Use ADE's Training Curriculum to help you with creating your training plans! | Per ADE, trainings completed in June 2020 can count for PY 21 training hours | ADE Training and Professional Standards webpage <ul style="list-style-type: none"> • Program Year 2021 Training Curriculum & Brochure • Online Course: Designing Your Employee Training Plan • Designing Your Employee Training Plan Workbook |

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|--|---|---|
| <input type="checkbox"/> (if applicable) New School Nutrition Program Directors hired after July 1, 2015 must meet the Professional Standards Hiring Standards and the food safety training requirement <input type="checkbox"/> New directors must obtain 8 hours of food safety training within 5 years prior to hire date or within 30 days of hire date <input type="checkbox"/> (optional) ADE Hiring Tracking Forms can assist you with ensuring the director has met the Hiring Standards | | ADE Training and Professional Standards webpage <ul style="list-style-type: none"> Online Course: Designing Your Employee Training Plan Designing Your Employee Training Plan Workbook |
| <input type="checkbox"/> (if applicable) If authorized signers have changed, update the Food Program Permanent Service Agreement (FPPSA) <input type="checkbox"/> Only submit a new FPPSA when there are changes! | The FPPSA is now available to sign electronically! | NSLP Program Forms webpage <ul style="list-style-type: none"> Manual FPPSA Electronic FPPSA HNS #11-2020: Revised Instructions for FPPSA for School Food Authorities (SFAs) |
| <input type="checkbox"/> Connect with your Entity Administrator to ensure staff members have access to the necessary applications in ADEConnect. These applications may include: <input type="checkbox"/> CNPWeb <input type="checkbox"/> CNP Direct Certification/Direct Verification <input type="checkbox"/> CNP Verification Reporting <input type="checkbox"/> Event Management System (EMS) | | <ul style="list-style-type: none"> Transition from Common Logon Access Child Nutrition Programs (CNP) to ADEConnect |
| <input type="checkbox"/> Log into CNPWeb via ADEConnect <input type="checkbox"/> Verify your School Nutrition Programs Specialist <input type="checkbox"/> Confirm all sites are correctly listed for SY 20-21; if there are changes, complete the Add/Change/Delete Form | The Add/Change/Delete Form is now available to sign electronically! | NSLP Program Forms webpage <ul style="list-style-type: none"> Health and Nutrition Services Entity Data Form <ul style="list-style-type: none"> Manual Add/Change/Delete Form Electronic Add/Change/Delete Form |
| <input type="checkbox"/> Confirm all program materials that reference any Child Nutrition Programs (NSLP, SBP, ASCSP, CACFP) have been updated with the current Nondiscrimination Statement <i>Not limited to:</i> <input type="checkbox"/> Menus <input type="checkbox"/> Websites <input type="checkbox"/> Parent Letters <input type="checkbox"/> Press/Media Release | USDA Non-discrimination statement was last updated in 2015 | <ul style="list-style-type: none"> ADE Civil Rights webpage <p><i>*The long statement must be included on outreach material when notifying potentially-eligible participants of how to apply for benefits or when informing clients about their right to file a complaint.</i></p> |
| <input type="checkbox"/> Finalize Parent Letter for SY 20-21 (cannot distribute prior to July 1) <input type="checkbox"/> Determine if forms need to be customized for Limited English Proficient households <input type="checkbox"/> (if applicable) Submit custom Parent Letter to ADE for approval | | NSLP Program Forms webpage <ul style="list-style-type: none"> Special provision parent letter templates SP 37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs: Guidance and Q&As |

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| <input type="checkbox"/> (if applicable) Submit all contract documents to the Contracts Management Officer for review and approval (final approval for all contract types is required before food service can begin) Contract types: <ul style="list-style-type: none"> <input type="checkbox"/> Food Service Management Company (FSMC): RFP and Renewals <input type="checkbox"/> Formal Catering: RFP and Renewals <input type="checkbox"/> Informal Catering <input type="checkbox"/> Inter-Agency Agreement (IAA) <input type="checkbox"/> Inter-Agency Catering Agreement (IAA Catering) | | <ul style="list-style-type: none"> • NSLP webpage under Financial Management |
| <input type="checkbox"/> Submit online Site and Sponsor applications for the upcoming school year in CNPWeb beginning June 1st <ul style="list-style-type: none"> <input type="checkbox"/> Confirm SFA and Program Contact information is current and emails are valid in Sponsor application <input type="checkbox"/> (if applicable) Send your Specialist the required checklist items when submitting Site and Sponsor applications | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb <p><i>*LEAs will have the Food Program Permanent Service Agreement as a checklist item. If the form has already been received and approved, the LEA will see green boxes in Checklist Items, indicating that ADE already has the agreement on file and you DO NOT need to resubmit.</i></p> |
| <input type="checkbox"/> Review your Hazard Analysis Critical Control Point (HACCP) Food Safety Plan and schedule time to make revisions if needed <ul style="list-style-type: none"> <input type="checkbox"/> The plan must be site-specific and include procedures for all meal service locations | | <ul style="list-style-type: none"> • CN 42-2006: Implementation of a School Food Safety Program (HACCP) • CN 09-2007: Monitoring Implementation of HACCP Based Food Safety Program <p><i>*HACCP Plan must include any facility where food is stored, prepared or served.</i></p> |
| <input type="checkbox"/> (if your LEA does not have a Local Wellness Policy) Develop a Local Wellness Policy (LWP) that meets all requirements, and establish a wellness committee to participate in the development and review of the LWP | | NSLP Local Wellness Policy Webpage <ul style="list-style-type: none"> • USDA Local Wellness Policy Final Rule Summary • Local Wellness Policy Fillable Template • ADE's Activity and Assessment Tool <p><i>*As of July 1, 2017 LWPs must include (1) goals for nutrition education, physical activity, nutrition promotion, and other school-based activities to promote student wellness, (2) nutrition guidelines for all foods available on campus, (3) a plan for measuring implementation, and (4) designation of one or more officials in charge of school compliance oversight.</i></p> |
| <input type="checkbox"/> (If your LEA has an existing LWP) Review your LWP and schedule time to make revisions if needed | USDA has waived the triennial assessment requirement for SY 20-21 | NSLP Local Wellness Policy Webpage <ul style="list-style-type: none"> • ADE's Activity and Assessment Tool • Recorded Webinar: Local Wellness Policy Assessment: Making it Meaningful |
| <input type="checkbox"/> Notify ADE of participation in the USDA Foods Program <ul style="list-style-type: none"> <input type="checkbox"/> If participating in USDA Foods in SY 20-21, indicate "Yes" in section 5 of the Sponsor application in CNPWeb | | |

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|--|---------|---|
| <input type="checkbox"/> Notify ADE of interest in Farm to School Programs (this may consist of sourcing local food for meal service, nutrition- and/or agriculture-focused education opportunities for students or student engagement in the school garden) <input type="checkbox"/> If you would like ADE to assist with your efforts in Farm to School programming, indicate "Yes" in section 5 of the Sponsor application in CNPWeb | | <ul style="list-style-type: none"> • Arizona Farm to School webpage |
| <input type="checkbox"/> To comply with Accountability's requirements for individual student data, communicate with your school officials to utilize alternate income forms to collect Income Eligibility I and II indicators <input type="checkbox"/> (recommended) Use ADE's <i>Simplified Income Applications</i> to meet this requirement | | <ul style="list-style-type: none"> • HNS 01-2020: Reporting Income Eligibility I and II Indicators in AzEDS While Operating a Special Provision Option of the National School Lunch Program <p>ADE Title I webpage: Resources A-Z</p> <ul style="list-style-type: none"> • Simplified Income Applications <ul style="list-style-type: none"> ◦ 2020-2021 Guidelines to Determine Eligibility (English and Spanish) <p><i>*Funds from the nonprofit school food service account cannot be used to process alternate income applications. If food service staff will be processing these forms, the labor must be paid for by the general fund.</i></p> |
| <input type="checkbox"/> Prepare a roster to record incoming student information <input type="checkbox"/> (optional, but recommended) Utilize your student roster to track students' <i>Income Eligibility I and II indicators</i> identified through the Simplified Income Applications | | <p>ADE Title I webpage: Resources A-Z</p> <ul style="list-style-type: none"> • Simplified Income Applications <ul style="list-style-type: none"> ◦ 2020-2021 Guidelines to Determine Eligibility (English and Spanish) |
| <input type="checkbox"/> Prepare for any capital expenditures you may have in the upcoming year <input type="checkbox"/> Review the ADE memo on the approval process for capital expenditures <input type="checkbox"/> Review the capital equipment pre-approval list <input type="checkbox"/> Submit the Capital Expenditure Pre-Approval Request Form for any purchases not on the pre-approved list | | <p>NSLP Resource Management webpage</p> <ul style="list-style-type: none"> • Maintenance of the Non-Profit School Food Service Account <p><i>*Capital expenditures are items having a useful life of one year or longer and a per-unit acquisition cost at or above \$5,000. Capital expenditures that are not on the pre-approved list must be pre-approved by your assigned Specialist.</i></p> |

| (OPTIONAL) ADDITIONAL TASKS | | |
|-----------------------------|--|--|
| <input type="checkbox"/> | | |

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| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
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| | | |
|--|---|--|
| ONLINE TRAININGS | <p><u>Always available in the ADE Online Training Library.</u></p> <p>USDA Foods PY 21 Welcome Back Webinar: July 2</p> <p>Staying on Track Webinar Series: July 7</p> <p>USDA Foods myFOODS Refresh Training: July 9</p> <p>School Garden Webinar Series: Soil Structure & Building Robust Soil Systems: July 15</p> <p>Farm Fresh Challenge to NSLP: July 29</p> | <p><u>Always available in the ADE Online Training Library.</u></p> <p>Staying on Track Webinar Series: August 4</p> <p>USDA Foods myFOODS Refresh Training: August 6</p> <p>upLIFT Webinar Series: Stories from the Field: August 18</p> <p>School Garden Webinar Series: Aligning School Garden Seasonality with the Academic Calendar: August 19</p> <p>Meal Counting Do's and Don'ts: August 20</p> <p>USDA Foods Processing for Beginners: August 26</p> |
| LIVE WEBINARS | <p>Director's Track: Orientation to NSLP: Offered online this year</p> <p>Director's Track: Updates for the School Year: July 16</p> <p>USDA Foods myFOODS System Training: July 28</p> | <p>None at this time</p> |
| REGIONAL TRAININGS (E-LEARNING) | <p>None at this time</p> | <p>None at this time</p> |
| PROFESSIONAL DEVELOPMENT | <p>None at this time</p> | <p>None at this time</p> |

| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> Read the HNS Memo Welcome Back to School Nutrition Programs for Program Year 2021 | | <ul style="list-style-type: none"> • Health & Nutrition Memos webpage |
| <input type="checkbox"/> July 1 First day LEAs are able to distribute Parent Letters to households for PY 21 | | <ul style="list-style-type: none"> • NSLP Program Forms webpage • Special provision Parent Letter templates |
| <input type="checkbox"/> Determine your Homeless/Migrant/Runaway Liaison | | <ul style="list-style-type: none"> • ADE Office of Homeless Education webpage • ADE Migrant Education Program webpage |
| PREPARE FOR CIVIL RIGHTS REQUIREMENTS | | |
| <input type="checkbox"/> Confirm all program materials that reference any Child Nutrition Programs (NSLP, SBP, ASCSP, CACFP) have been updated with the current Nondiscrimination Statement <i>Not limited to:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Menus <input type="checkbox"/> Websites <input type="checkbox"/> Parent Letters <input type="checkbox"/> Press/Media Release | | <ul style="list-style-type: none"> • ADE Civil Rights webpage <p><i>*The long statement must be included on outreach material when notifying potentially-eligible participants of how to apply for benefits or when informing clients about their right to file a complaint.</i></p> |

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|--|---|---|
| <input type="checkbox"/> Send out Press/Media Release to local news media and major employers contemplating layoffs | | NSLP Program Forms webpage <ul style="list-style-type: none"> Press/Media Release Template (<i>Income Eligibility Guidelines may be removed for LEAs in a Provision 2/3 Non-Base Year or that operate CEP</i>) |
| <input type="checkbox"/> Create procedures for receiving and processing complaints alleging Civil Rights discrimination | | ADE Civil Rights webpage <ul style="list-style-type: none"> FNS 113 Instructions (PDF format) <p>Online Training</p> <ul style="list-style-type: none"> Step by Step Instruction: How to File a Civil Rights Complaint <p><i>*Procedures must include in some form (1) whether the allegation is made verbally or in person, (2) who writes down the complaint, (3) procedures cannot prevent a complaint from being accepted, (4) procedures must identify outside agency the complaint is forwarded to, and (5) procedures must not indicate that they attempt to resolve the complaint themselves.</i></p> |
| <input type="checkbox"/> Hang <i>And Justice for All</i> posters in a prominent location visible to all students in each school <input type="checkbox"/> Posters must be 11" x 17" <input type="checkbox"/> Contact ADESchoolNutrition@azed.gov if you need additional posters | USDA updated the poster in 2019  | <ul style="list-style-type: none"> HNS 08-2019: USDA Nondiscrimination "And Justice for All" Poster Clarification |
| <input type="checkbox"/> Create reminder to complete Civil Rights Compliance Form by December 15 | | NSLP Program Forms webpage <ul style="list-style-type: none"> Civil Rights Compliance Form <p>Online Training</p> <ul style="list-style-type: none"> Step by Step Instruction: How to Complete the Civil Rights Compliance Form |
| <input type="checkbox"/> Conduct/plan a Civil Rights Training for all staff who interact with program applicants/participants <input type="checkbox"/> Determine how you will document the content of the training (agenda is recommended) <input type="checkbox"/> Track training date, length and USDA Learning Code in each employee's Professional Standards training plan | | ADE Civil Rights webpage <ul style="list-style-type: none"> Example of Civil Rights Training (PowerPoint) <p><i>*Training must cover the following subjects: (1) Collection and Use of Data, (2) Effective Public Notification Systems, (3) Complaint Procedures, (4) Compliance Review Techniques, (5) Resolution of Noncompliance, (6) Requirements for Reasonable Accommodations of Persons with Disabilities, (7) Requirements for Language Assistance, (8) Conflict Resolution, and (9) Customer Service.</i></p> |
| <h3>PREPARE FOR FOOD SERVICE</h3> | | |
| <input type="checkbox"/> Finalize your menus <input type="checkbox"/> Refer to meal pattern charts specific to the number of operating days <input type="checkbox"/> (if applicable) Review preschool meal pattern <input type="checkbox"/> Sign ADE's Whole Grain Pledge if you are serving 100% whole grain-rich! <input type="checkbox"/> Review the Harvest Calendar and consider ways to use local and seasonal foods in your menus <input type="checkbox"/> Plan for the <i>Farm Fresh Challenge</i> to NSLP in October and what local foods you want to source for the challenge |  | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Meal Pattern Charts Whole Grain Pledge <p>Online Training</p> <ul style="list-style-type: none"> Step by Step Instruction: How to Plan a Lunch Menu Step by Step Instruction: How to Plan a Breakfast Menu Recorded Webinar: Preschool Meal Pattern for SFAs |

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|---|--|--|
| <input type="checkbox"/> If you haven't already, consider serving breakfast in an alternative model, such as Breakfast in the Classroom, Grab 'N' Go Breakfast, Second Chance Breakfast and Breakfast on the Bus <input type="checkbox"/> Use the Arizona School Breakfast Toolkit and other resources on the School Breakfast Program webpage to help with implementation <input type="checkbox"/> Register for the August live webinar <i>Meal Counting Do's and Don'ts</i> to learn tips on proper meal counting procedures when breakfast is served outside of the cafeteria | | ADE School Breakfast Program webpage <ul style="list-style-type: none"> Arizona School Breakfast Toolkit Online Training <ul style="list-style-type: none"> Recorded Webinar: Equipment for Your School Breakfast Program Recorded Webinar: Implementing Alternative Service Models in Your School Breakfast Program |
| <input type="checkbox"/> Prepare for procurement <input type="checkbox"/> Review proper procedures for all procurement methods (micro, small and formal) before beginning to make purchases <input type="checkbox"/> Verify all purchases are made using one of the procurement methods | | <ul style="list-style-type: none"> NSLP Procurement webpage |
| <input type="checkbox"/> Review Buy American requirements <input type="checkbox"/> View the recorded webinar <i>Buy American</i> and review the FAQ document | | NSLP webpage under Financial Management <ul style="list-style-type: none"> SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program Buy American Exception Form Recorded Webinar: Buy American USDA Buy American Fact Sheet |
| <input type="checkbox"/> Be sure all food items on menus have sufficient documentation to support meeting meal pattern requirements <i>Not limited to:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Standardized Recipes <input type="checkbox"/> Nutrition Facts Labels <input type="checkbox"/> CN Labels and/or Product Formulation Statements for processed products <input type="checkbox"/> (if applicable) USDA Foods in Schools Product Information Sheets <input type="checkbox"/> View the recorded webinar <i>CN Labels and Product Formulation Statements</i> | USDA Foods in Schools Product Information Sheets were updated in 2020. The new sheets are in portrait and are purple.  | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Crediting Guidance section Standardized Recipes section Online Training <ul style="list-style-type: none"> Recorded Webinar: CN Labels and Product Formulation Statements |
| <input type="checkbox"/> Create a system that accommodates students with special dietary needs <input type="checkbox"/> (optional) Use ADE's form: Medical Statement for Students with Special Dietary Accommodations | | NSLP Manuals, Guides and Memos webpage <ul style="list-style-type: none"> 2017 Edition: Accommodating Children with Disabilities in the School Meal Programs Medical Statement for Students with Special Dietary Accommodations |
| <input type="checkbox"/> Ensure potable water is available at meal service | | <ul style="list-style-type: none"> NSLP Water Availability webpage |
| <input type="checkbox"/> Hang point of service meal signage for NSLP and SBP | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> NSLP and SBP poster ideas for Offer vs. Serve (OVS) and Serve Only |

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| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|--|
| <input type="checkbox"/> Post the most recent food safety inspection report (even if it is from last program year) in a location visible to customers | | <ul style="list-style-type: none"> • NSLP Food Safety webpage |
| <input type="checkbox"/> Contact your County Health Department to request two Food Safety Inspections at each site | | <ul style="list-style-type: none"> • CN 11-2008: Food Safety Inspections in Non-Traditional School Settings • CN 11-2012: Food Safety Inspections in Service-Only Sites Participating in the School Meals Programs • Arizona Department of Health Services Food Safety and Environmental Services |
| <input type="checkbox"/> Ensure a copy of the Hazard Analysis Critical Control Point (HACCP) Food Safety Plan is available and easily accessible to staff at each site | | <ul style="list-style-type: none"> • NSLP Food Safety webpage |
| <input type="checkbox"/> Print templates for temperature logs for all applicable equipment <i>Not limited to:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Refrigerators <input type="checkbox"/> Freezers <input type="checkbox"/> Milk Coolers <input type="checkbox"/> Dry Storage <input type="checkbox"/> (Optional) Use ADE's temperature log templates | | <ul style="list-style-type: none"> • NSLP Food Safety webpage under Monitoring Forms |
| <input type="checkbox"/> Identify competitive foods that will be sold to students during the school day <ul style="list-style-type: none"> <input type="checkbox"/> Obtain documentation to support compliance with Smart Snacks (<i>recommend Alliance for a Healthier Generation Smart Snacks Product Calculator</i>) <input type="checkbox"/> Read ADE's policy memo on specially exempted fundraisers <ul style="list-style-type: none"> <input type="checkbox"/> Determine if your LEA has a policy on specially exempted fundraisers; if yes, ensure it is aligned with ADE's policy and update the Local Wellness Policy, if necessary | | <p>NSLP Smart Snacks and Fundraisers webpage</p> <ul style="list-style-type: none"> • Smart Snacks Product Calculator • HNS 20-2019: Revision to Arizona Department of Education Policy on Specially Exempted Fundraisers <p>Online Training</p> <ul style="list-style-type: none"> • Online Course: Smart Snacks and Competitive Food Standards in Arizona • Recorded Webinar: Smart Snacks • Recorded Webinar: The What, Why and How of Smart Snacks <p><i>*Competitive foods are all foods and beverages, other than reimbursable meals, available for sale to students on campus during the school day</i></p> |
| <input type="checkbox"/> Identify nonprogram foods (not limited to adult meals, milk sales, second entrees, a la carte, etc.) sold on campus during the school day <ul style="list-style-type: none"> <input type="checkbox"/> Determine process for recording the sale of nonprogram foods <input type="checkbox"/> Become familiar with the USDA Nonprogram Food Revenue Tool to calculate nonprogram food costs and non-program food revenues <input type="checkbox"/> Ensure adult meals are priced appropriately | | <p>NSLP Resource Management webpage</p> <ul style="list-style-type: none"> • Revenue from Non-Program Foods section <p>Online Training</p> <ul style="list-style-type: none"> • Step by Step Instruction: How to Complete the Nonprogram Food Revenue Tool • Step by Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool <p><i>*Nonprogram foods are any non-reimbursable foods or beverages purchased using funds from the Nonprofit School Food Service Account</i></p> |

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|--|---------|---|
| PREPARE FOR USDA FOODS IN SCHOOLS/DOD FRESH PROGRAM PARTICIPATION | | |
| <input type="checkbox"/> If new to the USDA Foods in Schools Program, submit Delivery Information Form to USDAFoods@azed.gov | | NSLP Program Forms webpage <ul style="list-style-type: none"> Food Distribution Program Delivery Information Form |
| <input type="checkbox"/> If returning to the USDA Foods in Schools Program: <ul style="list-style-type: none"> <input type="checkbox"/> Update contact and delivery site information in myFOODS <input type="checkbox"/> Create PO or Letter of Responsibility and submit to 4i-DL-USDA@usfoods.com <input type="checkbox"/> If adding a new site, submit Delivery Information Form to USDAFoods@azed.gov | | NSLP Program Forms webpage <ul style="list-style-type: none"> Food Distribution Program Delivery Information Form |
| <input type="checkbox"/> If new to the Department of Defense (DoD) Fresh Produce Program, submit the Request to Participate Form | | ADE DoD Fresh webpage <ul style="list-style-type: none"> DoD Fresh Produce Program Request to Participate Form |
| <input type="checkbox"/> If ordering DoD Fresh Produce in July: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and or pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |
| PREPARE FOR MEAL COUNTING | | |
| <input type="checkbox"/> Ensure your meal counting system can: <ul style="list-style-type: none"> <input type="checkbox"/> Obtain an accurate count of reimbursable meals served <input type="checkbox"/> Ensure that only one reimbursable meal is claimed per student | | |
| <input type="checkbox"/> (if applicable) Determine a backup system if electronic system fails/does not operate | | |
| <input type="checkbox"/> Ensure that staff who are responsible for counting meals at the point of service are properly trained <ul style="list-style-type: none"> <input type="checkbox"/> Attend ADE's live webinar <i>Meal Counting Do's and Don'ts</i> in August | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> USDA Offer vs. Serve Manual Online Training <ul style="list-style-type: none"> Meal or No Meal Meal or No Meal- Breakfast Edition Recorded Webinar: Recognizing a Reimbursable Meal at the Point of Service Recorded Webinar: Recognizing a Reimbursable Breakfast Meal at the Point of Service |

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PREPARE FOR THE PROGRAM YEAR



(OPTIONAL) ADDITIONAL TASKS

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | | |

AUGUST 2020

PREPARE FOR YOUR ADMINISTRATIVE REVIEW



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
|---------------------------------|--|---|
| LIVE WEBINARS | Staying on Track Webinar Series: August 4 USDA Foods myFOODS Refresh Training: August 6 upLIFT Webinar Series: Stories from the Field: August 18 School Garden Webinar Series: Aligning School Garden Seasonality with the Academic Calendar: August 19 Meal Counting Do's and Don'ts: August 20 USDA Foods Processing for Beginners: August 26 | To be announced in August |
| REGIONAL TRAININGS (E-LEARNING) | None at this time | To be announced in August |
| PROFESSIONAL DEVELOPMENT | None at this time | To be announced in August |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|--|---|
| <input type="checkbox"/> Outreach to households on the availability of the Schol Breakfast Program at the beginning of school and multiple times during the school year | | <ul style="list-style-type: none"> • SBP and SFSP Outreach webpage |
| <input type="checkbox"/> (if receiving an Administrative Review in SY 20-21) Begin preparing for your Administrative Review and Procurement Review <ul style="list-style-type: none"> <input type="checkbox"/> Review the <i>What to Expect Series</i> online trainings <ul style="list-style-type: none"> <input type="checkbox"/> <i>Administrative Review</i> <input type="checkbox"/> <i>Entrance/Exit Conference (coming soon)</i> <input type="checkbox"/> <i>Resource Management Administrative Review (coming soon)</i> <input type="checkbox"/> Download the Off-Site Assessment Tool <input type="checkbox"/> Receive Procurement Review Announcement Memo from ADE <input type="checkbox"/> Update CNP Procurement Procedures (<i>new template available online</i>) <input type="checkbox"/> Update CNP Code of Conduct (<i>new template available online</i>) <input type="checkbox"/> Request the 19-20 Vendor Paid List from the business office | <ul style="list-style-type: none"> • NSLP Administrative Review webpage • NSLP Procurement webpage | |

AUGUST 2020

PREPARE FOR YOUR ADMINISTRATIVE REVIEW



| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|--|
| <input type="checkbox"/> Prepare for National School Lunch Week (NSLW) during October 12-16! This year's theme: <i>Now Playing: School Lunch!</i> <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm celebration ideas with your staff <input type="checkbox"/> Develop a special menu to serve during NSLW <input type="checkbox"/> Plan to involve the school community (principals, administrators, news media, etc.) | | <ul style="list-style-type: none"> • School Nutrition Association NSLW webpage |
| <input type="checkbox"/> Prepare for National Farm to School Month in October <ul style="list-style-type: none"> <input type="checkbox"/> Register for the 2020 Farm Fresh Challenge to NSLP! <input type="checkbox"/> Use the toolkit and recorded webinar to help with planning | | <ul style="list-style-type: none"> • Arizona Farm to School webpage • National Farm to School Network webpage |
| <input type="checkbox"/> Make sure your most recent Local Wellness Policy (LWP) is available to the public (for example, post the LWP on the school/district webpage) | | <ul style="list-style-type: none"> • NSLP Local Wellness Policy webpage |
| <input type="checkbox"/> (Daily) Count meals at the point of service <ul style="list-style-type: none"> <input type="checkbox"/> Attend the live webinar <i>Meal Counting Do's and Don'ts</i> later this month! | | |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch <ul style="list-style-type: none"> <input type="checkbox"/> Update attendance factor for each site--should match attendance factor provided by ADE found in each site claim | | NSLP Program Forms webpage <ul style="list-style-type: none"> • Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Complete Daily Edit Checks <p><small>*LEAs will not have access to the site claim during first month of operation. Contact ADE to determine attendance factor.</small></p> |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> • Production Record Template Online Training <ul style="list-style-type: none"> • Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

SEPTEMBER 2020

LEARN ABOUT DAILY EDIT CHECKS



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS LIVE WEBINARS REGIONAL TRAININGS (E-LEARNING) PROFESSIONAL DEVELOPMENT | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
|--|---|---|
| | To be announced in August | To be announced in August |
| | To be announced in August | To be announced in August |
| | To be announced in August | To be announced in August |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|---|
| <input type="checkbox"/> September 1 - September 10 <i>(best practice)</i> Submit August claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> Keep an eye out for the release of the USDA Farm to School Grant to receive funding to support your initiatives | | <ul style="list-style-type: none"> • USDA Farm to School Grant webpage |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> • Recorded Webinar: Meal Counting Do's and Don'ts |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> • Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> • Production Record Template Online Training <ul style="list-style-type: none"> • Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> If you have a fall break, schedule shipments for before or after the break | | |

SEPTEMBER 2020

LEARN ABOUT DAILY EDIT CHECKS



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|-----------|
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

| (OPTIONAL) ADDITIONAL TASKS | | |
|-----------------------------|--|--|
| <input type="checkbox"/> | | |

OCTOBER 2020

APPLY FOR AT-RISK AFTERSCHOOL MEALS



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS | THIS MONTH | NEXT MONTH |
|---------------------------------|---|---|
| LIVE WEBINARS | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
| REGIONAL TRAININGS (E-LEARNING) | To be announced in August | To be announced in August |
| PROFESSIONAL DEVELOPMENT | To be announced in August | To be announced in August |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|---|
| <input type="checkbox"/> October is National Farm to School Month! Even if you are not registered for the Farm Fresh Challenge, use the Farm to School toolkits and resources to plan a celebration! | | <ul style="list-style-type: none"> • Arizona Farm to School webpage • National Farm to School Network webpage |
| <input type="checkbox"/> Celebrate National School Lunch Week (NSLW) during October 12-16! This year's theme: <i>Now Playing: School Lunch!</i> <input type="checkbox"/> Send photos of how you are celebrating to ADESchoolNutrition@azed.gov ! | | <ul style="list-style-type: none"> • School Nutrition Association NSLW webpage |
| <input type="checkbox"/> October 1 - October 10 <i>(best practice)</i> Submit September claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> Annual Financial Report (AFR) Due: <ul style="list-style-type: none"> • October 1: private schools, BIA schools, RCCIs • October 15: public districts and charters | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Complete the Food Service Annual Financial Report |
| <input type="checkbox"/> October 15 LEAs with private/Bureau of Indian Education (BIE)/Tribally Controlled BIE schools must submit an enrollment file containing first name, last name and date of birth for all students (<i>do not email the file; you will receive an email with a secure link to upload the data</i>) | | |
| <input type="checkbox"/> October 31 Document each site's student enrollment count for purposes of the Verification Summary Report due by February 1 | | |

OCTOBER 2020

APPLY FOR AT-RISK AFTERSCHOOL MEALS



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|--|
| <input type="checkbox"/> Interested in serving meals during fall break? Consider applying for At-Risk Afterschool Meals | | At-Risk Afterschool Meals for SFAs webpage <ul style="list-style-type: none"> Step by Step Instruction: How to Apply for At-Risk Afterschool Meals for SFAs Online Course: How to Operate At-Risk Afterschool Meals for SFAs |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> Recorded Webinar: Meal Counting Do's and Don'ts |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> If you process raw/bulk USDA Foods, ensure pound usage is at 25% | | |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> If you have a fall break, schedule shipments for before or after the break | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure usage of entitlement is at 25% <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

| (OPTIONAL) ADDITIONAL TASKS | | |
|-----------------------------|--|--|
| <input type="checkbox"/> | | |

NOVEMBER 2020

EXPAND YOUR REACH WITH SCHOOL BREAKFAST



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS | THIS MONTH | NEXT MONTH |
|---------------------------------|---|---|
| LIVE WEBINARS | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
| REGIONAL TRAININGS (E-LEARNING) | To be announced in August | To be announced in August |
| PROFESSIONAL DEVELOPMENT | To be announced in August | To be announced in August |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|--|
| <input type="checkbox"/> November 1 - November 10 <i>(best practice)</i> Submit October claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> November 16 Verification Summary Report is available in ADEConnect <ul style="list-style-type: none"> <input type="checkbox"/> Ensure your Entity Administrator has given permissions to the CNP Verification Reporting application in ADEConnect to the individual submitting the report <input type="checkbox"/> <i>(recommended)</i> Attend the December <i>Staying on Track Webinar</i> to get virtual assistance with submitting your report <input type="checkbox"/> <i>(optional)</i> Attend a <i>Drop in Workshop: Submitting the Verification Report</i> in December to get in-person assistance with submitting your report | | <ul style="list-style-type: none"> • NSLP Verification webpage |
| <input type="checkbox"/> Consider switching to an alternative service model for breakfast in the new year, such as Breakfast in the Classroom, Grab 'N' Go Breakfast, Second Chance Breakfast and Breakfast on the Bus <ul style="list-style-type: none"> <input type="checkbox"/> Use the Arizona School Breakfast Toolkit and other resources on the School Breakfast Program webpage to help with implementation | | ADE School Breakfast Program webpage <ul style="list-style-type: none"> • Arizona School Breakfast Toolkit Online Training <ul style="list-style-type: none"> • Recorded Webinar: Equipment for Your School Breakfast Program • Recorded Webinar: Implementing Alternative Service Models in Your School Breakfast Program • Recorded Webinar: Meal Counting Do's and Don'ts |

NOVEMBER 2020

EXPAND YOUR REACH WITH SCHOOL BREAKFAST



| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|--|
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> Recorded Webinar: Meal Counting Do's and Don'ts |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure usage of entitlement is at or above 25% (Notify USDAFoods@azed.gov if your plans do not fit within these spending parameters) <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

| (OPTIONAL) ADDITIONAL TASKS | | |
|-----------------------------|--|--|
| <input type="checkbox"/> | | |

DECEMBER 2020

SUBMIT THE VERIFICATION REPORT



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS | THIS MONTH | NEXT MONTH |
|---------------------------------|---|---|
| LIVE WEBINARS | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
| REGIONAL TRAININGS (E-LEARNING) | To be announced in August | To be announced in August |
| PROFESSIONAL DEVELOPMENT | To be announced in August | To be announced in August |

| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> December 1 - December 10 <i>(best practice)</i> Submit November claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> Due December 15 Civil Rights Compliance Form <i>(do not submit to ADE, keep on file)</i> | | NSLP Program Forms webpage <ul style="list-style-type: none"> • Civil Rights Compliance Form Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Complete the Civil Rights Compliance Form |
| <input type="checkbox"/> Submit Verification Summary Report <i>(due by February 1)</i> <input type="checkbox"/> Ensure your Entity Administrator has given permissions to the CNP Verification Reporting application in ADEConnect to the individual submitting the report | | <ul style="list-style-type: none"> • NSLP Verification webpage |
| <input type="checkbox"/> Complete USDA Foods Available electronic survey sent to you via email | | |
| <input type="checkbox"/> Interested in serving meals during winter break? Consider applying for At-Risk Afterschool Meals | | At-Risk Afterschool Meals for SFAs webpage <ul style="list-style-type: none"> • Step by Step Instruction: How to Apply for At-Risk Afterschool Meals for SFAs • Online Course: How to Operate At-Risk Afterschool Meals for SFAs |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> • Recorded Webinar: Meal Counting Do's and Don'ts |

DECEMBER 2020

SUBMIT THE VERIFICATION REPORT



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---|--|
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> Schedule shipments for before or after winter break | New to USDA Foods? Be sure to attend a myFOODS training! | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Be sure you are utilizing your funds—usage should be at 50% by the end of January <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

| (OPTIONAL) ADDITIONAL TASKS | | |
|-----------------------------|--|--|
| <input type="checkbox"/> | | |

JANUARY 2021

MID-YEAR TRAINING CHECK-IN



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
|---------------------------------|---|---|
| LIVE WEBINARS | To be announced in August | To be announced in December |
| REGIONAL TRAININGS (E-LEARNING) | To be announced in August | To be announced in December |
| PROFESSIONAL DEVELOPMENT | To be announced in August | To be announced in December |

| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> January 1 - January 10 <i>(best practice)</i> Submit December claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> <i>(if operating more than one site)</i> Complete Internal On-Site Monitoring Form for lunch by February 1 <i>(do not submit to ADE, keep on file)</i> <input type="checkbox"/> Complete Internal On-Site Monitoring Form for breakfast for at least 50% of sites by February 1 | | NSLP Program Forms webpage <ul style="list-style-type: none"> • Internal On-Site Monitoring Form - Lunch • Internal On-Site Monitoring Form - Breakfast |
| <input type="checkbox"/> Submit Verification Summary Report by February 1 <input type="checkbox"/> Ensure your Entity Administrator has given permissions to the CNP Verification Reporting application in ADEConnect to the individual submitting the report | | <ul style="list-style-type: none"> • NSLP Verification webpage |
| <input type="checkbox"/> Review the Site and Sponsor applications in CNPWeb and update with any changes that have taken place this year <input type="checkbox"/> SFA/Program/Site Contacts <input type="checkbox"/> Breakfast service method <input type="checkbox"/> Salad bar use <input type="checkbox"/> Afterschool Care Snack Program participation <input type="checkbox"/> At-Risk Afterschool Meals participation <input type="checkbox"/> Review Authorized Signers the Food Program Permanent Service Agreement and submit a new form if the signers have changed | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb NSLP Program Forms webpage <ul style="list-style-type: none"> • Manual FPPSA • Electronic FPPSA • HNS #11-2020: Revised Instructions for FPPSA for School Food Authorities (SFAs) |

JANUARY 2021

MID-YEAR TRAINING CHECK-IN



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> Prepare for National School Breakfast Week (NSBW) during March 8-12! This year's theme: <i>Score Big with School Breakfast!</i> <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm celebration ideas with your staff <input type="checkbox"/> Develop a special menu to serve during NSBW <input type="checkbox"/> Plan to involve the school community (principals, administrators, news media, etc.) | | <ul style="list-style-type: none"> • School Nutrition Association NSW webpage |
| <input type="checkbox"/> January 1 Any mid-year hires (January 1 or later) need to complete half of the training hours for their job category <ul style="list-style-type: none"> <input type="checkbox"/> <i>Reminder!</i> New hires need Civil Rights training | | ADE Training and Professional Standards webpage <ul style="list-style-type: none"> • SP 38-2016: Q&As on the Final Rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010" |
| <input type="checkbox"/> Continue tracking annual training hours for each school nutrition employee | | ADE Training and Professional Standards webpage <ul style="list-style-type: none"> • ADE Training Tracker Forms (fillable) • Professional Standards Learning Objectives • Online Course: Designing Your Employee Training Plan • Designing Your Employee Training Plan Workbook |
| <input type="checkbox"/> Prepare for USDA Foods participation in SY 21-22 <ul style="list-style-type: none"> <input type="checkbox"/> Review catalog requisition process (Quick Guide and/or YouTube video available in myFOODS) <input type="checkbox"/> Look for your entitlement award for the next school year <input type="checkbox"/> Plan to attend a Catalog Requisition Training in February | | |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> • Recorded Webinar: Meal Counting Do's and Don'ts |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> • Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> • Production Record Template Online Training <ul style="list-style-type: none"> • Recorded Webinar: Production Record Overview |

JANUARY 2021

MID-YEAR TRAINING CHECK-IN



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|-----------|
| <input type="checkbox"/> If you process raw/bulk USDA Foods, ensure pound usage is at 50% | | |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure usage of entitlement is at or above 50% (<i>Notify USDAFoods@azed.gov if your plans do not fit within these spending parameters</i>) <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

| (OPTIONAL) ADDITIONAL TASKS | | |
|-----------------------------|--|--|
| <input type="checkbox"/> | | |

FEBRUARY 2021

MAKE TIME TO WORK ON YOUR LOCAL WELLNESS POLICY



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

- ONLINE TRAININGS**
- LIVE WEBINARS**
- REGIONAL TRAININGS (E-LEARNING)**
- PROFESSIONAL DEVELOPMENT**

| | |
|---|---|
| <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
| To be announced in December | To be announced in December |
| To be announced in December | To be announced in December |
| To be announced in December | To be announced in December |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|---|
| <input type="checkbox"/> Due by February 1 Submit Verification Summary Report! | | |
| <input type="checkbox"/> Due by February 1 (if operating more than one site) Complete Internal On-Site Monitoring Form for lunch by February 1 (do not submit to ADE, keep on file) <input type="checkbox"/> Complete Internal On-Site Monitoring Form for breakfast for at least 50% of sites by February 1 | | NSLP Program Forms webpage <ul style="list-style-type: none"> Internal On-Site Monitoring Form - Lunch Internal On-Site Monitoring Form - Breakfast |
| <input type="checkbox"/> February 1 - February 10 (best practice) Submit January claims for reimbursement | | Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> February 1 NSLP Equipment Grant - Round 7 application opens in GME | | <ul style="list-style-type: none"> NSLP Equipment Grant webpage |
| <input type="checkbox"/> (if applying for a Provision 2 or 3 extension) Collect socioeconomic data to support your extension request due by March 1 | | <ul style="list-style-type: none"> Special Assistance Extension Application Packet Online Training <ul style="list-style-type: none"> Step by Step Instruction for Special Assistance: How to Apply for an Extension in Provision 2 or Provision 3 |

FEBRUARY 2021

MAKE TIME TO WORK ON YOUR LOCAL WELLNESS POLICY



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> Begin USDA Foods catalog requisitions for SY 20-21 (brown box catalog, processing catalog, and DoD set-aside) in myFOODS | | Online Training: <ul style="list-style-type: none"> myFOODS video tutorial: Placing Brown Box and Processing Requisitions Step by Step Instruction: How to Create a Brown Box Catalog Requisition Step by Step Instruction: How to Create a Processing Catalog Requisition |
| <input type="checkbox"/> Prepare for Summer Food Service Program (SFSP) participation and review application requirements | | <ul style="list-style-type: none"> ADE SFSP webpage |
| <input type="checkbox"/> Make time to work on your Local Wellness Policy <ul style="list-style-type: none"> <input type="checkbox"/> Ensure you have a Wellness Committee in place (may include the food service director, nutritionist, principals, teachers, students, parents, school nurses, etc.) and the committee is meeting at least once per year <input type="checkbox"/> (recommended) Use ADE's Activity and Assessment Tool to create your goals and policies and track your progress <input type="checkbox"/> Compare your policy to a model policy to identify strengths of your policy and where it can be improved | | NSLP Local Wellness Policy webpage <ul style="list-style-type: none"> Activity and Assessment Tool Model Policy Comparison Tool Wellness Policy Reporting Templates Recorded Webinar: Local Wellness Policy Assessment: Making it Meaningful |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> Recorded Webinar: Meal Counting Do's and Don'ts |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <ul style="list-style-type: none"> <input type="checkbox"/> <i>Reminder!</i> If you have a spring break, schedule shipments for before or after the break | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

MARCH 2021

ANNUAL IDENTIFIED STUDENT DATA COLLECTION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| | | |
|--|---|---|
| ONLINE TRAININGS LIVE WEBINARS REGIONAL TRAININGS (E-LEARNING) PROFESSIONAL DEVELOPMENT | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
| | To be announced in December | To be announced in December |
| | To be announced in December | To be announced in December |
| | To be announced in December | To be announced in December |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|---|
| <input type="checkbox"/> Celebrate National School Breakfast Week (NSBW) during March 8-12! This year's theme: <i>Score Big with School Breakfast!</i> <input type="checkbox"/> Send photos of how you are celebrating to ADESchoolNutrition@azed.gov ! | | <ul style="list-style-type: none"> • School Nutrition Association NSBW webpage |
| <input type="checkbox"/> <i>Reminder!</i> LEAs must provide outreach to households for SBP at the beginning of school and multiple times during the school year | | <ul style="list-style-type: none"> • SBP and SFSP Outreach webpage |
| <input type="checkbox"/> March 1 - March 10 (best practice) Submit February claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> March 1 (if applying for a Provision 2 or 3 extension) Socioeconomic data to support your extension request is due | | <ul style="list-style-type: none"> • Special Assistance Extension Application Packet Online Training <ul style="list-style-type: none"> • Step by Step Instruction for Special Assistance: How to Apply for an Extension in Provision 2 or Provision 3 |
| <input type="checkbox"/> Prepare for the Farm to Summer Challenge June 14-25! <input type="checkbox"/> Attend the Farm to Summer Challenge webinar <input type="checkbox"/> Plan for the challenge using ADE's summer resources <input type="checkbox"/> Register for the challenge! | | Arizona Farm to School webpage <ul style="list-style-type: none"> • Farm to Summer Challenge Toolkit |

MARCH 2021

ANNUAL IDENTIFIED STUDENT DATA COLLECTION



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> Complete USDA Foods catalog requisitions for SY 20-21 in myFOODS | | Online Training: <ul style="list-style-type: none"> myFOODS video tutorial: Placing Brown Box and Processing Requisitions Step by Step Instruction: How to Create a Brown Box Catalog Requisition Step by Step Instruction: How to Create a Processing Catalog Requisition |
| <input type="checkbox"/> Complete Summer Food Service Program application (if participating in USDA Foods for SFSP, applications must be submitted and approved by the end of April) | | <ul style="list-style-type: none"> ADE SFSP webpage Register for USDA Foods myFOODS Summer Training |
| <input type="checkbox"/> Interested in serving meals during spring break? Consider applying for At-Risk Afterschool Meals | | At-Risk Afterschool Meals for SFAs webpage <ul style="list-style-type: none"> Step by Step Instruction: How to Apply for At-Risk Afterschool Meals for SFAs Online Course: How to Operate At-Risk Afterschool Meals for SFAs |
| <input type="checkbox"/> Prepare for Annual Public Notification and Data Submission for all LEAs <input type="checkbox"/> April 1 Conduct Direct Certification for purposes of submitting Identified Student Data reflective of April 1, due to ADE by April 15 | | <ul style="list-style-type: none"> Watch for HNS memo regarding Annual Public Notification and Data Submission for All LEAs |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> Recorded Webinar: Meal Counting Do's and Don'ts |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> If you have a spring break, schedule shipments for before or after the break | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

APRIL 2021

PREPARE FOR SUMMER FOOD SERVICE PROGRAM PARTICIPATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS | THIS MONTH | NEXT MONTH |
|---------------------------------|---|---|
| LIVE WEBINARS | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
| REGIONAL TRAININGS (E-LEARNING) | To be announced in December | To be announced in December |
| PROFESSIONAL DEVELOPMENT | To be announced in December | To be announced in December |

| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> April 1 - April 10 <i>(best practice)</i> Submit March claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> April 1 Conduct Direct Certification for purposes of submitting Identified Student Data reflective of April 1, due to ADE by April 15 <input type="checkbox"/> Use your Identified Student Data to determine your CEP options for next school year | | Special Assistance Provisions webpage <ul style="list-style-type: none"> • Annual ISP Form |
| <input type="checkbox"/> April 15 Submit Annual Identified Student/Enrollment Data to ADE in CNP Direct Certification/Direct Verification | | <ul style="list-style-type: none"> • Review HNS memo regarding Annual Public Notification and Data Submission for all LEAs |
| <input type="checkbox"/> <i>(if operating Provision 2 or 3)</i> If requesting an extension, application is due no later than May 1 | | Special Assistance Provisions webpage <ul style="list-style-type: none"> • Special Assistance Extension Application Packet • Online Training: How to Apply for an Extension |
| <input type="checkbox"/> Continue to work on Summer Food Service Program application (if participating in USDA Foods for SFSP, applications must be submitted and approved by the end of April) | | <ul style="list-style-type: none"> • ADE SFSP webpage |
| <input type="checkbox"/> Even if you do not operate the Summer Food Service Program (SFSP), LEAs are required to notify all households of the availability and location of free summer meals | | SBP and SFSP Outreach webpage <ul style="list-style-type: none"> • Arizona SFSP Site Locator • Summer Food, Summer Moves Resource Kit • USDA Summer Meal Promotional Materials |

APRIL 2021

PREPARE FOR SUMMER FOOD SERVICE PROGRAM PARTICIPATION



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|--|
| <input type="checkbox"/> Review DoD Fresh remaining balance in FFAVORS <input type="checkbox"/> Prepare for possible statewide release of remaining funds in mid-May | | |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> Recorded Webinar: Meal Counting Do's and Don'ts |
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> If you process raw/bulk USDA Foods, ensure pound usage is at 75% | | |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure usage of entitlement is at or above 75% (<i>Notify USDAFoods@azed.gov if your plans do not fit within these spending parameters</i>) <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

(OPTIONAL) ADDITIONAL TASKS

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | | |

MAY 2021

APPLY FOR SPECIAL ASSISTANCE PROVISIONS



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS LIVE WEBINARS REGIONAL TRAININGS (E-LEARNING) PROFESSIONAL DEVELOPMENT | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
|--|---|---|
| | To be announced in December | To be announced in April |
| | To be announced in December | To be announced in April |
| | To be announced in December | To be announced in April |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|---|
| <input type="checkbox"/> May 1 - May 10 <i>(best practice)</i> Submit April claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> <i>(if operating Provision 2 or 3)</i> If requesting an extension, application is due no later than May 1 | | Special Assistance Provisions webpage <ul style="list-style-type: none"> • Special Assistance Extension Application Packet • Online Training: How to Apply for an Extension |
| <input type="checkbox"/> <i>(if operating Provision 2 or 3)</i> If applying for a Base Year for next school year, application is due June 1 <i>Application requirements:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Special Assistance Application <input type="checkbox"/> Free and Reduced Price Policy Statement and Addendum <input type="checkbox"/> Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year <input type="checkbox"/> Online Course: How to Operate Special Assistance Provision 2/3 Non-Base Year <input type="checkbox"/> Special Assistance Guidance Manual | | <ul style="list-style-type: none"> • Special Assistance Provisions webpage |
| <input type="checkbox"/> Check the <i>CEP Annual Notification of LEA Eligibility for SY 21-22</i> to determine your site(s) eligibility for next school year | | <ul style="list-style-type: none"> • Special Assistance Provisions webpage |

MAY 2021

APPLY FOR SPECIAL ASSISTANCE PROVISIONS



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|---|
| <input type="checkbox"/> (if operating CEP) Submit the Annual Identified Student Percentage (ISP) Form by June 30 with one of the following options: <ul style="list-style-type: none"> <input type="checkbox"/> Option 1: Keep current ISP and remain on the current CEP cycle <input type="checkbox"/> Option 2: Update the ISP using student data from April 1, 2021 and remain on the current CEP cycle <input type="checkbox"/> Option 3: Update the ISP using student data from April 1, 2021 and begin a NEW four-year CEP cycle | | Special Assistance Provisions webpage <ul style="list-style-type: none"> • Annual ISP Form |
| <input type="checkbox"/> Schedule final USDA Foods shipments for NSLP <ul style="list-style-type: none"> <input type="checkbox"/> (if operating SFSP) Schedule USDA Foods shipment | | |
| <input type="checkbox"/> Schedule final DoD shipments <ul style="list-style-type: none"> <input type="checkbox"/> Submit requests for DoD transfers to USDAFoods@azed.gov <input type="checkbox"/> All receipts must be finalized before schools close | | |
| <input type="checkbox"/> USDA Foods have been ordered for SY 21-22. Review the following reports in myFOODS to confirm what was purchased on your behalf: <ul style="list-style-type: none"> <input type="checkbox"/> 209 Report <input type="checkbox"/> Processor/Material/RA Detail Report <input type="checkbox"/> View Entitlement | | <ul style="list-style-type: none"> • myFOODS website |
| <input type="checkbox"/> Even if you do not operate the Summer Food Service Program (SFSP), LEAs are required to notify all households of the availability and location of free summer meals | | SBP and SFSP Outreach webpage <ul style="list-style-type: none"> • Arizona SFSP Site Locator • Summer Food, Summer Moves Resource Kit • USDA Summer Meal Promotional Materials |
| <input type="checkbox"/> Take the School Nutrition Programs Customer Satisfaction Survey | | |
| <input type="checkbox"/> Plan for the NSLP Farm Fresh Challenge in October <ul style="list-style-type: none"> <input type="checkbox"/> Begin planning for what local foods you want to bring in for your menus or tasting events <input type="checkbox"/> View the Farm to Summer Challenge Webinar recording <input type="checkbox"/> Register for the challenge! | | Arizona Farm to School webpage <ul style="list-style-type: none"> • Farm to Summer Challenge Toolkit |
| <input type="checkbox"/> (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> • Recorded Webinar: Meal Counting Do's and Don'ts |

MAY 2021

APPLY FOR SPECIAL ASSISTANCE PROVISIONS



| TASK/DEADLINE | UPDATES | RESOURCES |
|--|---------|--|
| <input type="checkbox"/> Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |
| <input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" | | |
| <input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Ensure a 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order | | |

| (OPTIONAL) ADDITIONAL TASKS | | |
|-----------------------------|--|--|
| <input type="checkbox"/> | | |

JUNE 2021

END OF PROGRAM YEAR



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| ONLINE TRAININGS | <u>Always available in the ADE Online Training Library.</u> | <u>Always available in the ADE Online Training Library.</u> |
|---------------------------------|---|---|
| LIVE WEBINARS | To be announced in April | To be announced in April |
| REGIONAL TRAININGS (E-LEARNING) | To be announced in April | To be announced in April |
| PROFESSIONAL DEVELOPMENT | To be announced in April | To be announced in April |

| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|---|
| <input type="checkbox"/> June 1 Application for Special Assistance Provision 2 or Provision 3 Base Year due | | <ul style="list-style-type: none"> • Special Assistance Provisions webpage |
| <input type="checkbox"/> June 1 - June 10 (best practice) Submit May claims for reimbursement | | Online Training <ul style="list-style-type: none"> • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating CEP • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 2 • Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating Provision 3 |
| <input type="checkbox"/> June 14 - June 25 Participate in the Farm to Summer Challenge | | <ul style="list-style-type: none"> • Arizona Farm to School webpage |
| <input type="checkbox"/> June 30 (if operating CEP) Annual Identified Student Percentage (ISP) Form due | | Special Assistance Provisions webpage <ul style="list-style-type: none"> • Annual ISP Form |
| <input type="checkbox"/> If there are population changes in your LEA (e.g. adding or removing grades) or schools have moved locations, contact ADESchoolNutrition@azed.gov to determine if it affects your school data | | |
| <input type="checkbox"/> Verify final USDA Foods shipments | | |
| <input type="checkbox"/> Final DoD receipts must be finalized by June 26 | | |
| <input type="checkbox"/> (if still in operation) (Daily) Count meals at the point of service | | Online Training <ul style="list-style-type: none"> • Recorded Webinar: Meal Counting Do's and Don'ts |

JUNE 2021

END OF THE PROGRAM YEAR



| TASK/DEADLINE | UPDATES | RESOURCES |
|---|---------|--|
| <input type="checkbox"/> (if still in operation) Complete daily edit checks for breakfast and lunch | | NSLP Program Forms webpage <ul style="list-style-type: none"> Simplified Daily Edit Check Worksheet Online Training <ul style="list-style-type: none"> Step by Step Instruction: How to Complete Daily Edit Checks |
| <input type="checkbox"/> (if still in operation) Complete and review daily production records for breakfast and lunch | | NSLP Meal Pattern webpage <ul style="list-style-type: none"> Production Record Template Online Training <ul style="list-style-type: none"> Recorded Webinar: Production Record Overview |

(OPTIONAL) ADDITIONAL TASKS

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |