

COVID-19 Staying on Track

LIMITED WEBINAR SERIES

October 6, 2020

Professional Standards Learning Code: 3110, 3220, 3310



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) and Summer Food Service Program (SFSP)**. All regulations are specific to operating the programs under the direction of ADE.

The ***COVID-19 Staying on Track Limited Webinar Series*** is designed to make directors **aware** of program deadlines and current regulations to stay on track with requirements for any Child Nutrition Program you may be operating during this time.

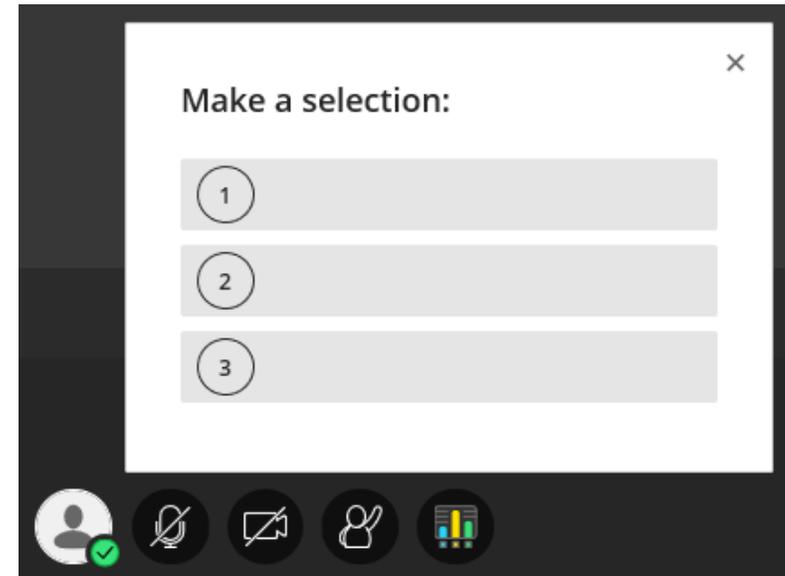
We will review **key tasks** and **best practices** for the month to ensure your program is operating within the regulations and meeting important deadlines.



Poll

Which program are you operating in the month of October?

1. NSLP/SBP (*Regular or Provision 2/3 Base Year*)
2. NSLP/SBP with Special Provision Option (*CEP, Provision 2/3 Non-Base Year*)
3. SFSP (*Simplified or Seamless Summer Option (SSO)*)



Regular NSLP/SBP

- CNPWeb applications
- Claims
- Waivers
- Recordkeeping and reports
- USDA Foods

NSLP/SBP with SPO

- CNPWeb applications
- Claims
- Waivers
- Recordkeeping and reports
- USDA Foods

SFSP/SSO

- CNPWeb applications
- Claims
- Waivers
- Recordkeeping and reports
- USDA Foods

Regular NSLP/SBP

- NSLP webpage
- COVID-19: Guidance to Child Nutrition Operators webpage
- Resources
 - Monthly Checklist
 - At a Glance Calendar
- E-Communications
 - Wednesday E-Blast
 - COVID-19 Communications E-Blasts

NSLP/SBP with SPO

- NSLP webpage
- COVID-19: Guidance to Child Nutrition Operators webpage
- Resources
 - Monthly Checklist for SPO
 - At a Glance Calendar for SPO
- E-Communications
 - Wednesday E-Blast
 - COVID-19 Communications E-Blasts

SFSP/SSO

- SFSP webpage
- COVID-19: Guidance to Child Nutrition Operators webpage
- E-Communications
 - Wednesday E-Blast
 - COVID-19 Communications E-Blasts

October 2020

Trainings/Professional Development
Due Dates/Reminders

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 NSLP: Verification Activities Begin AFR Due (Private, BIA, RCCIs)	2	3
				Submit September Claim (9/1 – 9/10) →		
4	5	6	7 Webinar: Farm Fresh Challenge: November Prep	8	9	10
← Submit September Claim (9/1 – 9/10)						
11	12	13	14	15 AFR Due (Public) Webinar: USDA Foods myFOODS New User Training	16	17
18	19	20 upLIFT Webinar Series: Stories from the Field	21 School Garden Webinar Series: Sustainable Funding Streams for School Gardens	22 Webinar: USDA Foods myFOODS Refresh Training	23	24
25	26	27	28	29	30 Last day to submit August claims	31 NSLP: Count number of students on file on 11/2

October 2020

Housekeeping

Tasks for all LEAs operating
NSLP/SBP/SFSP



CNPWeb Applications

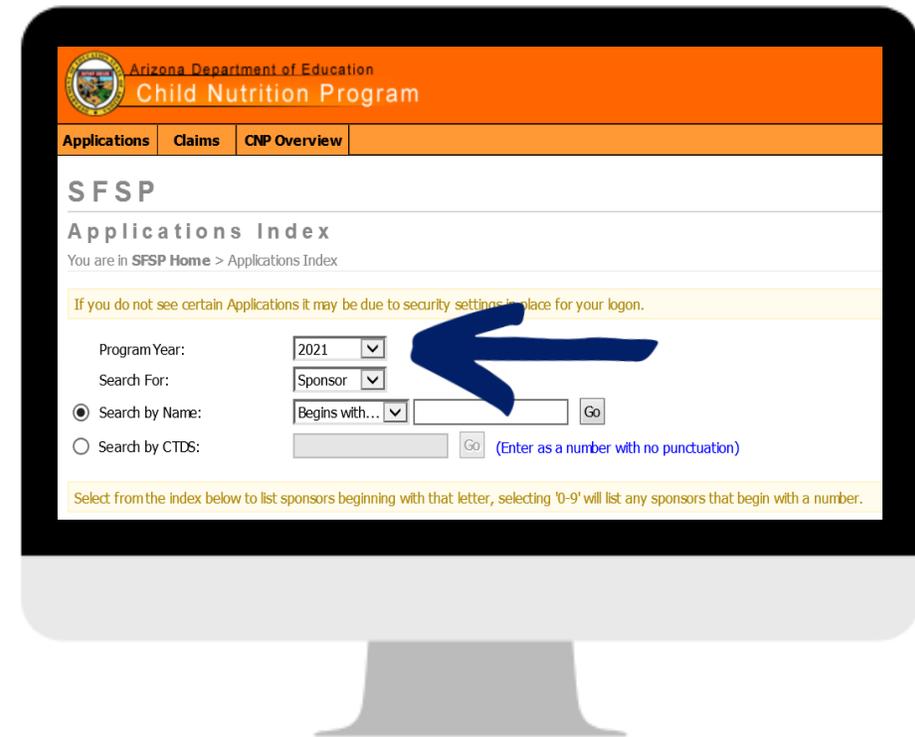
Ensure CNPWeb applications are submitted and approved

For SFSP/SSO, Fiscal Year 2021 began on October 1st. If you plan to operate SFSP/SSO in October, November or December, you must submit a FY21 application.

There is no deadline to apply for SFSP/SSO!

The only deadline is the 60-day claiming deadline.

Example: If you decide to start operating SFSP in November, you have until January 29, 2021 to submit the application, have it approved by your specialist, and submit the claim.



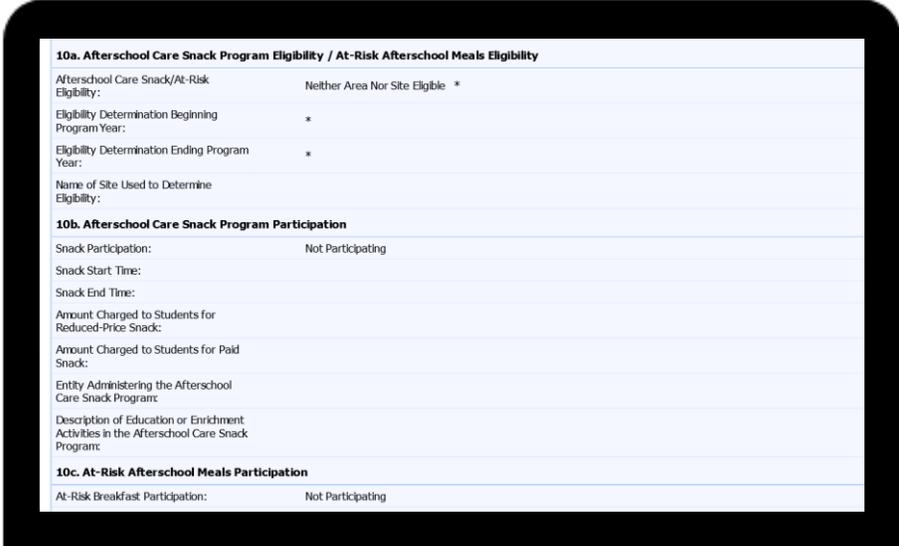
CNPWeb Applications

Afterschool Snack and At-Risk

ADE has asked USDA for clarification if the Afterschool Care Snack component of the NSLP and the At-Risk Afterschool Meals component of the CACFP can be operated simultaneously with SFSP.

In mid-September, USDA provided clarification that At-Risk and SFSP can be operated simultaneously in memorandum SP 25-2020.

This memo did not include clarification on Afterschool Care Snack. If you are operating SFSP, please update your CNPWeb NSLP applications to apply for At-Risk (Section 10).



The image shows a computer monitor displaying a web form. The form is titled "10a. Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility". It contains several sections with input fields and labels. The first section is "Afterschool Care Snack/At-Risk Eligibility:" with a value of "Neither Area Nor Site Eligible *". Below this are two rows for "Eligibility Determination Beginning Program Year:" and "Eligibility Determination Ending Program Year:", both with an asterisk in the input field. The next section is "Name of Site Used to Determine Eligibility:". This is followed by section "10b. Afterschool Care Snack Program Participation" with "Snack Participation:" set to "Not Participating". Below this are fields for "Snack Start Time:", "Snack End Time:", "Amount Charged to Students for Reduced-Price Snack:", and "Amount Charged to Students for Paid Snack:". The next section is "Entity Administering the Afterschool Care Snack Program:" followed by "Description of Education or Enrichment Activities in the Afterschool Care Snack Program:". The final section is "10c. At-Risk Afterschool Meals Participation" with "At-Risk Breakfast Participation:" set to "Not Participating".

10a. Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility	
Afterschool Care Snack/At-Risk Eligibility:	Neither Area Nor Site Eligible *
Eligibility Determination Beginning Program Year:	*
Eligibility Determination Ending Program Year:	*
Name of Site Used to Determine Eligibility:	
10b. Afterschool Care Snack Program Participation	
Snack Participation:	Not Participating
Snack Start Time:	
Snack End Time:	
Amount Charged to Students for Reduced-Price Snack:	
Amount Charged to Students for Paid Snack:	
Entity Administering the Afterschool Care Snack Program:	
Description of Education or Enrichment Activities in the Afterschool Care Snack Program:	
10c. At-Risk Afterschool Meals Participation	
At-Risk Breakfast Participation:	Not Participating

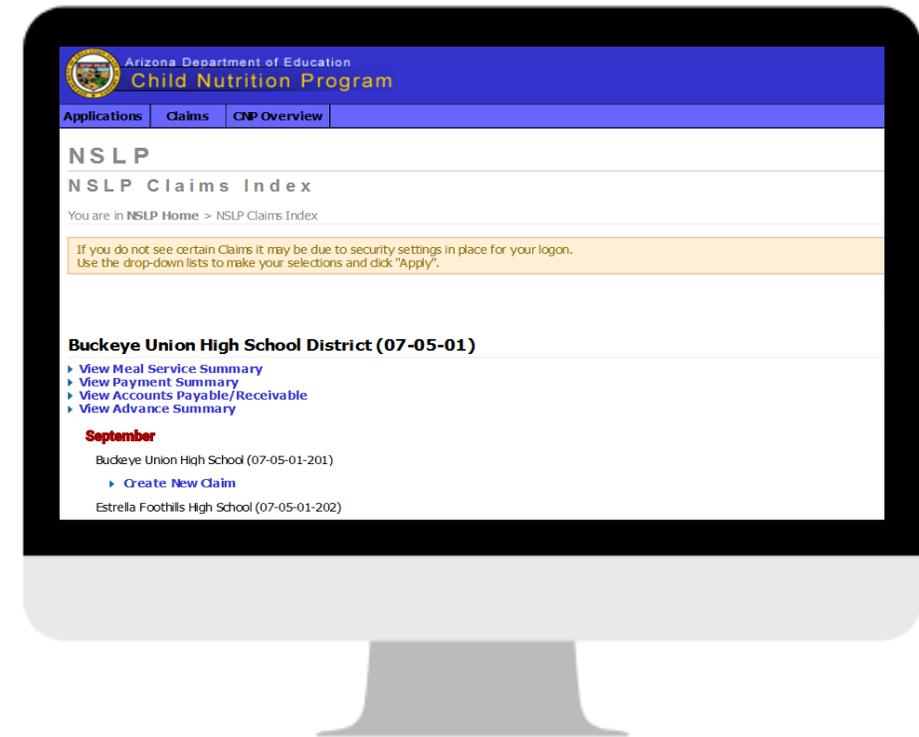
Submit Claim for Reimbursement

Submit September Claim for Reimbursement

Log into ADEConnect to submit site-based claims for lunch, breakfast, snack and supper (if applicable) reimbursement through CNPWeb.

If operating SFSP, claim breakfast and lunch under SFSP. If operating NSLP, claim breakfast and lunch under NSLP.

If operating Afterschool Care Snack or At-Risk, continue to claim the meals/snacks under NSLP.

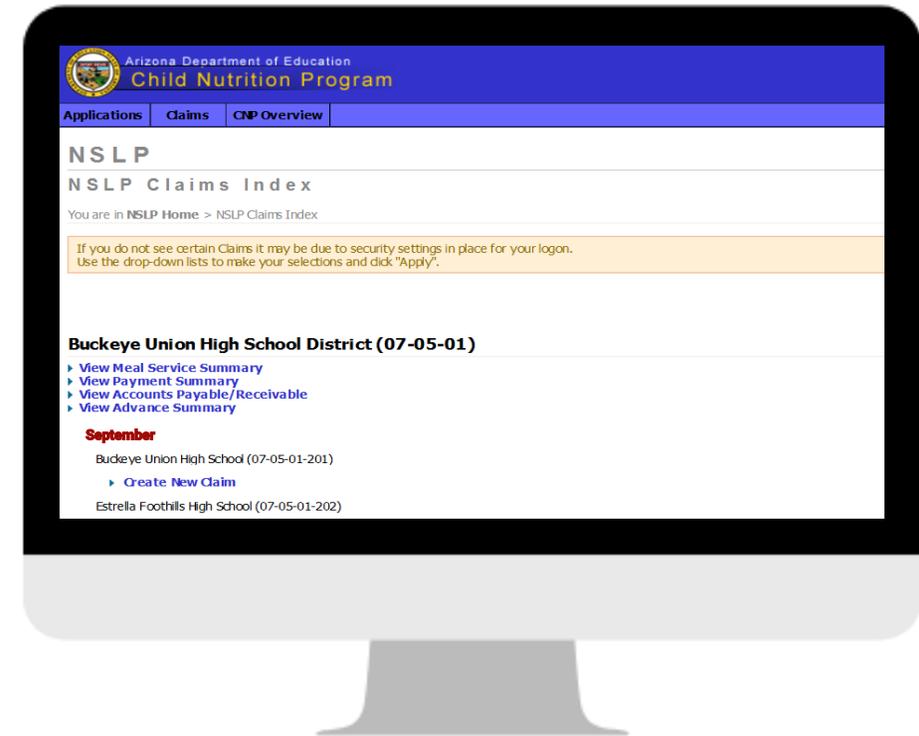


Submit Claim for Reimbursement

Submit September Claim for Reimbursement

Claiming deadlines for ALL programs:

- August: October 30
- September: November 29



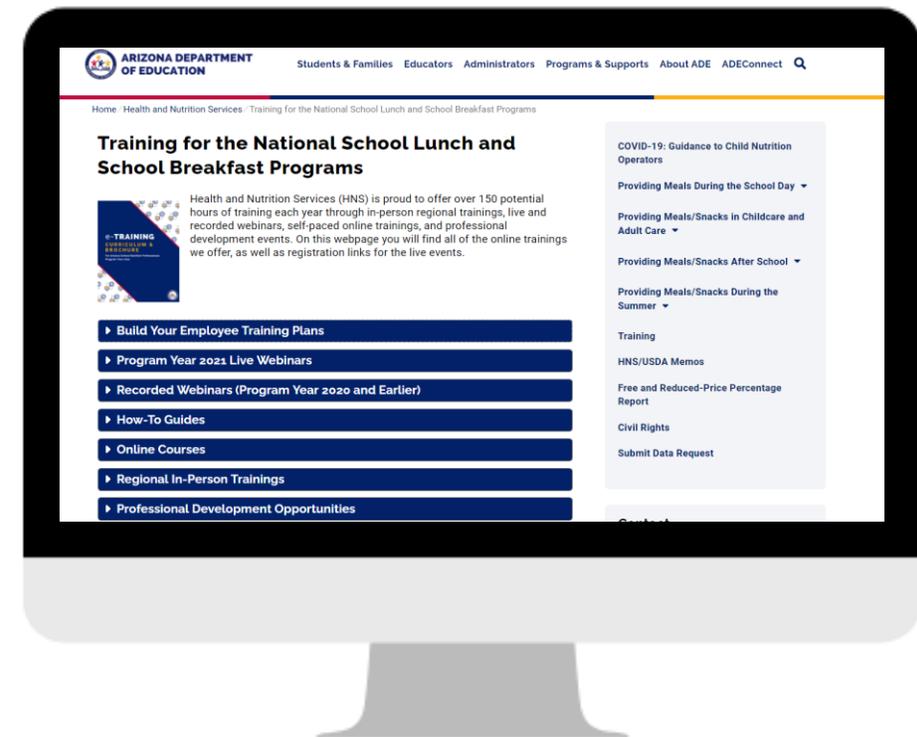
Submit Claim for Reimbursement

We have training for that!

Recommended training: *Step by Step Instruction: How to Submit a Claim in CNPWeb*

This training will walk the user through how to log into the system and submit a claim in CNPWeb.

<https://www.azed.gov/hns/nslp/training>
under the “How-To Guides” accordion.



July–September Claiming Guidance

Timeline:

You operated NSLP/SBP at the beginning of the school year.

August: USDA released waivers to extend SFSP through December 2020.

September: You began operating SFSP.

September: USDA released SP 25-2020, allowing retroactive claiming under SFSP.

PY20 for SFSP = July–September

PY21 for SFSP = October–December

<https://www.azed.gov/hns/covid19> under the “COVID-19 Communications Webinars” accordion.



Applications and Claiming Guidance

Additional resources:

<https://www.azed.gov/hns/covid19> under the “Application and Claiming for SFSP/SSO through December 31, 2020” accordion:

- Applications and Claiming FAQ
- SFA Application Reference Sheet

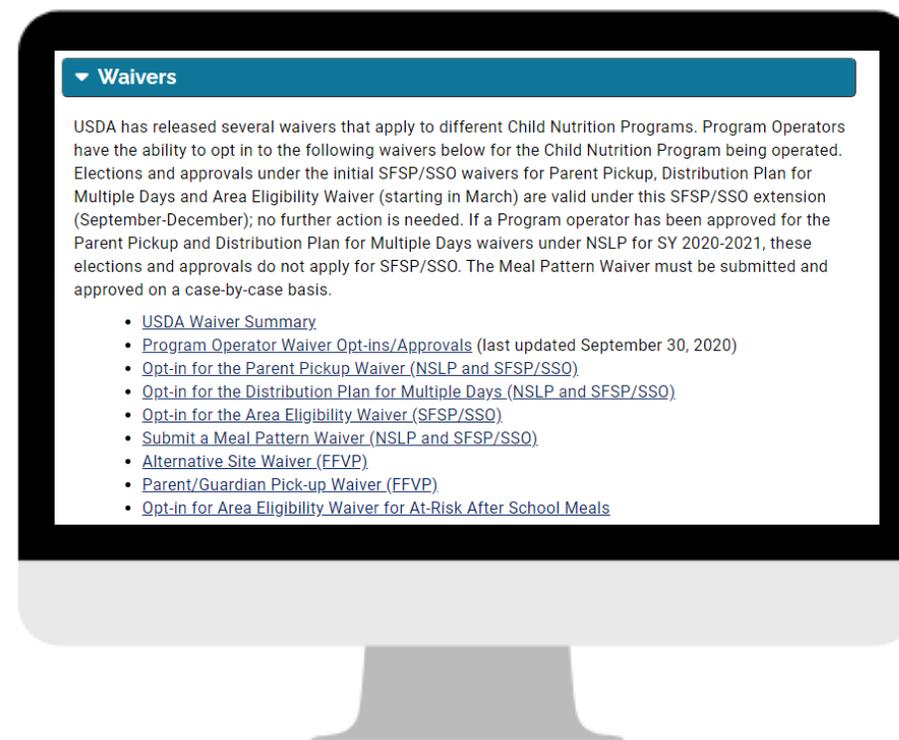


Waivers

Ensure you have submitted waiver requests for any waivers you wish to opt into for PY21 (NSLP) or through December 2020 (SFSP)

Waiver opt-in forms are located on the COVID-19: Guidance to Child Nutrition Operators webpage under the “Waivers” accordion.

Not sure if you have submitted a waiver or if it has been approved? The Program Operator Waiver Opt-Ins/Approvals document is published weekly with all waivers that have been submitted and the approval status.



Meal Counts

Count meals at the point of service

SFSP/SSO: ADE recommends using the SFSP Daily Meal Count Form.

When serving multiple meals and/or multiple days' worth of meals, it is imperative that separate meal counting records are kept for each meal service.



Arizona Department of Education
Summer Food Service Program

Daily Meal Count Form

Site Name		Date
Site Address		
Site Telephone		Meal Type <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> SN <input type="checkbox"/> SU
Supervisor's Name		Delivery Time

Meals received/prepared _____ + Meals available from previous day _____ = _____ **Total Meals Available** [1]

First Meals Served to Children (*cross off number as each child receives a meal*):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260

Total First Meals + [2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total Second Meals + [3]

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total Program Adult Meals + [4]

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total non-Program Adult Meals + [5]

Total Meals Served = [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

Total leftover meals + [8]

Total of Items: [6] + [7] + [8] = [9]

Item [9] should be equal to item [1]

Number of additional children requesting a meal after all available meals were served:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

By signing below, I certify that the above information is true and accurate:

Signature _____ Date _____

This institution is an equal opportunity provider.

Meal Counts

Count meals at the point of service

NSLP/SBP: Utilize any method that obtains an accurate count of the total number of free/reduced/paid meals served.

When serving multiple meals and/or multiple days' worth of meals, it is imperative that separate meal counting records are kept for each meal service.



Meal Counts

We have training for that!

Recommended training: *Recorded Webinar: Meal Counting Do's and Don'ts*

This webinar reviews common meal counting errors and recommended best practices, including SFSP and serving multiple days' worth of meals.

<https://www.azed.gov/hns/nslp/training>
under the "Program Year 2021 Live Webinars" accordion.



Production Records

Complete production records

Production records are proof that reimbursable meals were planned and served. All items on the menu must be on the production record.

Record what is planned, served, used and left over.

Need a template? Be sure to visit the ADE website: Program Forms.



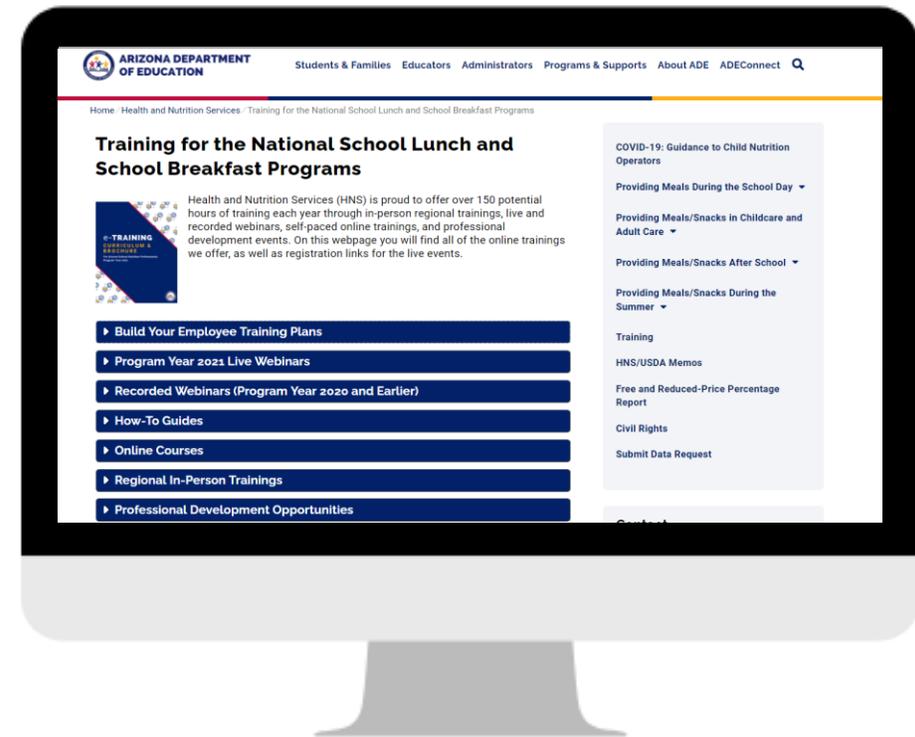
Production Records

We have training for that!

Recommended training: *Production Record Overview*

This webinar reviews the parts of a production record and how to accurately fill them out.

<https://www.azed.gov/hns/nslp/training>
under the “Recorded Webinars” accordion.



USDA Foods in Schools

Reminders:

- If you process raw/bulk USDA Foods, ensure pound usage is at 25%
- Ensure USDA Foods shipments are scheduled at least 1 week prior to “Must Ship By Date”
- If you have a fall break, schedule shipments for before or after the break



USDA Foods in Schools

If ordering DoD Fresh Produce:

- Ensure usage of entitlement is at 25%
- Place \$150 minimum orders per site in FFAVORS
- Ensure 2 week notice for special orders, including pre-packaged and pre-sliced
- Receipt order within 7 days of delivery before placing next order



Annual Financial Report (AFR)

Due dates for the AFR:

October 1: Private schools, BIA Schools, RCCIs (submit via the CNP Annual Financial Report Application in Common Logon)

October 15: Public districts or charter schools (submit via the School Finance Budget Application—forms on the ADE [School Finance](#) webpage)



Verification

Verification activities began on October 1

USDA has not yet released guidance on Verification for PY21.

What we do know:

If you are operating SFSP/SSO, do not conduct any Verification activities until guidance is released from USDA.

If you are operating NSLP, there is currently no waiver for Verification; therefore, you will be required to conduct and report Verification as required.



October 2020

Stay on Track with NSLP

Tasks specific to NSLP operations



Verification

Verification Best Practices Calendar

ADE has released the [Verification Best Practices Calendar for SY 20-21](#). This calendar walks you through each step of the Verification process and all necessary resources are linked.

VERIFICATION BEST PRACTICES CALENDAR SY 20-21	
1 PHASE 1: Prepare September – October 1	2 PHASE 2: Calculate and Select Applications Starts October 1
<p>Study up on Verification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the Online Course: Verification Review. <input type="checkbox"/> Review the USDA Student Eligibility Manual for School Meals (Section 6 begins Verification guidance). <p>PREPARE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete/Review the Student Eligibility Checklist and Why the BID is Important. <input type="checkbox"/> Conduct Direct Certification again (best to find all matches before Verification). <input type="checkbox"/> Use Verification Counting Cheat Sheet and count number of paper applications on file as of October 1: <ul style="list-style-type: none"> <input type="checkbox"/> Categorically free applications (Case number, Foster) <input type="checkbox"/> Free by income applications <input type="checkbox"/> Reduced by income applications <input type="checkbox"/> Did NOT count any applications for students that were Directly Certified <input type="checkbox"/> Did NOT count any applications that have been copied <input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.) <input type="checkbox"/> Count the number of error prone applications on file as of October 1. 	<p>CALCULATE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the Verification Non-Response Rate Report <ul style="list-style-type: none"> • If your LEA is highlighted in green, you can use any sampling method (Standard, Alternate 1, or Alternate 2). • If your LEA is not highlighted in green, (no highlight or yellow), <i>must</i> use Standard sampling method. <input type="checkbox"/> Does your LEA qualify for use of Alternative Sample Size (green)? _____ (yes or no) <input type="checkbox"/> Choose sampling method (Circle the method you plan to use): <ul style="list-style-type: none"> • Standard or Alternate 1 or Alternate 2 <input type="checkbox"/> Use the Verification Sample Size Calculator in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size). <p>SELECT APPLICATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Randomly select the correct number of applications provided by the ADE Verification Calculator. <input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2). <p style="text-align: center; border: 1px dashed gray; padding: 2px;"><i>*If you need assistance with calculating how many applications should be verified, training will be available remotely with an NSLP specialist.</i></p>
3 PHASE 3: Verify October – November 15	4 PHASE 4: Report November 16 – February 1
<p>VERIFICATION ACTIVITIES- October 1- November 15</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected. <ul style="list-style-type: none"> • Conduct Confirmation Review. • Run Direct Verification. • If household is not verified in Direct Verification, send a Notice of Verification (English/Spanish) to household, review documentation submitted by household and send a Letter of Verification Results (English/Spanish). • Utilize the Sources of Acceptable Income Documentation (English/Spanish) when reviewing documentation submitted by household. <input type="checkbox"/> Count the number of students on file as of October 31: <ul style="list-style-type: none"> <input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with SNAP <input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with TANF <input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with FDIPI <input type="checkbox"/> Students directly certified as homeless, migrant, runaway, Head Start, or Foster <input type="checkbox"/> Students free due to a case number or foster application <input type="checkbox"/> Students free by income applications <input type="checkbox"/> Students reduced by income applications 	<p>END OF VERIFICATION- November 15</p> <p>All Verification Activities must be completed.</p> <p>Verification is complete when:</p> <ul style="list-style-type: none"> • Household is verified in Direct Verification. • Household responded; LEA received documentation that confirmed eligibility. • The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent. • Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household. • Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household. <p>REPORT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account. <input type="checkbox"/> Begin Verification Summary Report in ADEConnect. <input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1. <p style="text-align: center; border: 1px dashed gray; padding: 2px;"><i>*If you need assistance submitting your Verification Summary Report, training will be available remotely with an NSLP specialist.</i></p>

Updated September 2020

Verification

Phase 1: Prepare

Ensure you have counted all free and reduced-price applications on file as of October 1st. The [Student Eligibility Checklist](#) and the [Verification Counting Cheat Sheet](#) can help you accurately count the applications that are subject to Verification.



PHASE 1: Prepare

September – October 1

Study up on Verification

- Review the [Online Course: Verification Review](#).
- Review the [USDA Student Eligibility Manual for School Meals](#) (Section 6 begins Verification guidance).

PREPARE

- Complete/Review the [Student Eligibility Checklist](#) and [Why the BID is Important](#).
- Conduct Direct Certification again (best to find all matches before Verification!).
- Use [Verification Counting Cheat Sheet](#) and count number of [paper applications](#) on file as of [October 1](#):
 - Categorically free applications (Case number, Foster)
 - Free by income applications
 - Reduced by income applications
 - Did NOT count any applications for students that were Directly Certified
 - Did NOT count any applications that have been copied
 - Did NOT count any applications that are incomplete (missing total household members, signature, etc.)
- Count the number of error prone applications on file as of [October 1](#).

Verification

Phase 2: Calculate and Select

Review the [Verification Non-Response Rate Report](#) to determine if you are eligible for an alternative sampling method.

Once you have determined your sampling method, log into ADEConnect and go to CNP Verification Reporting to open the Verification Sample Size Calculator. *(If you do not have permissions to this application, contact your Entity Administrator to grant access.)*

Randomly select the correct number of applications determined by the calculator.



PHASE 2: Calculate and Select Applications

Starts October 1

CALCULATE

- Review the **Verification Non-Response Rate Report**
 - If your LEA is highlighted in green, you can use *any* sampling method (Standard, Alternate 1, or Alternate 2).
 - If your LEA is not highlighted in green, (no highlight or yellow), *must* use Standard sampling method.
- Does your LEA qualify for use of Alternative Sample Size (green)? _____ (yes or no)
- Choose sampling method (Circle the method you plan to use):
 - Standard or Alternate 1 or Alternate 2
- Use the [Verification Sample Size Calculator](#) in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).

SELECT APPLICATIONS

- Randomly select the correct number of applications provided by the ADE Verification Calculator.
 - Applications selected are error prone (if Standard or Alternate 2).

Verification

Phase 3: Verify

Print a [Verification Tracking Form](#) for each application selected for Verification.

Conduct a Confirmation Review to ensure the original eligibility determination is correct.

Run Direct Verification **only** on the applications selected for Verification.

If household is not verified in Direct Verification, send a letter to the household to notify them their application is being verified.



PHASE 3: Verify

October – November 15

VERIFICATION ACTIVITIES- October 1- November 15

- Print and attach a **Verification Tracking Form** for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.
 - Conduct Confirmation Review.
 - Run **Direct Verification**.
 - If household is not verified in Direct Verification, send a **Notice of Verification (English/Spanish)** to household, review documentation submitted by household and send a **Letter of Verification Results (English/Spanish)**.
 - Utilize the **Sources of Acceptable Income Documentation (English/Spanish)** when reviewing documentation submitted by household.
- Count the number of **students** on file as of **October 31**:
 - Students and extended household members directly certified through CNP Direct Certification with SNAP
 - Students and extended household members directly certified through CNP Direct Certification with TANF
 - Students and extended household members directly certified through CNP Direct Certification with FDPIR
 - Students directly certified as homeless, migrant, runaway, Head Start, or Foster
 - Students free due to a case number or foster application
 - Students free by income applications
 - Students reduced by income applications

Verification

Phase 3: Verify

Mark your calendar to collect the October 31st data on November 2nd! Count the number of students on file. You will need these numbers for your Verification Summary Report, due February 1st.

Application count: October 1st

Student count: October 31st (November 2nd for PY21)



PHASE 3: Verify

October – November 15

VERIFICATION ACTIVITIES- October 1- November 15

- Print and attach a **Verification Tracking Form** for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.
 - Conduct Confirmation Review.
 - Run **Direct Verification**.
 - If household is not verified in Direct Verification, send a **Notice of Verification (English/Spanish)** to household, review documentation submitted by household and send a **Letter of Verification Results (English/Spanish)**.
 - Utilize the **Sources of Acceptable Income Documentation (English/Spanish)** when reviewing documentation submitted by household.
- Count the number of **students** on file as of **October 31**:
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 - Students and extended household members directly certified through CNP Direct Certification with FDPIR
 - Students directly certified as homeless, migrant, runaway, Head Start, or Foster
 - Students free due to a case number or foster application
 - Students free by income applications
 - Students reduced by income applications

Daily Edit Checks

If you do not have your own template, use ADE's Daily Edit Check Worksheet on the Program Forms webpage!

Complete daily edit checks

It is best to complete these checks *daily* so you can identify any potential errors in your counting and claiming processes.

Be sure your daily edit check uses the correct attendance factor that is listed at the bottom of the site claims in CNPWeb.

Day of Month	Free Eligible	AF	Free Eligible X AF	Free Meals Served	Reduced Eligible	AF	Reduced Eligible X AF	Reduced Meals Served	Paid Eligible	AF	Paid Eligible X AF	Paid Meals Served	TOTAL COUNTS
1		0.00%	0			0.00%	0			0.00%	0		0
2		0.00%	0			0.00%	0			0.00%	0		0
3		0.00%	0			0.00%	0			0.00%	0		0
4		0.00%	0			0.00%	0			0.00%	0		0
5		0.00%	0			0.00%	0			0.00%	0		0
6		0.00%	0			0.00%	0			0.00%	0		0
7		0.00%	0			0.00%	0			0.00%	0		0
8		0.00%	0			0.00%	0			0.00%	0		0
9		0.00%	0			0.00%	0			0.00%	0		0
10		0.00%	0			0.00%	0			0.00%	0		0
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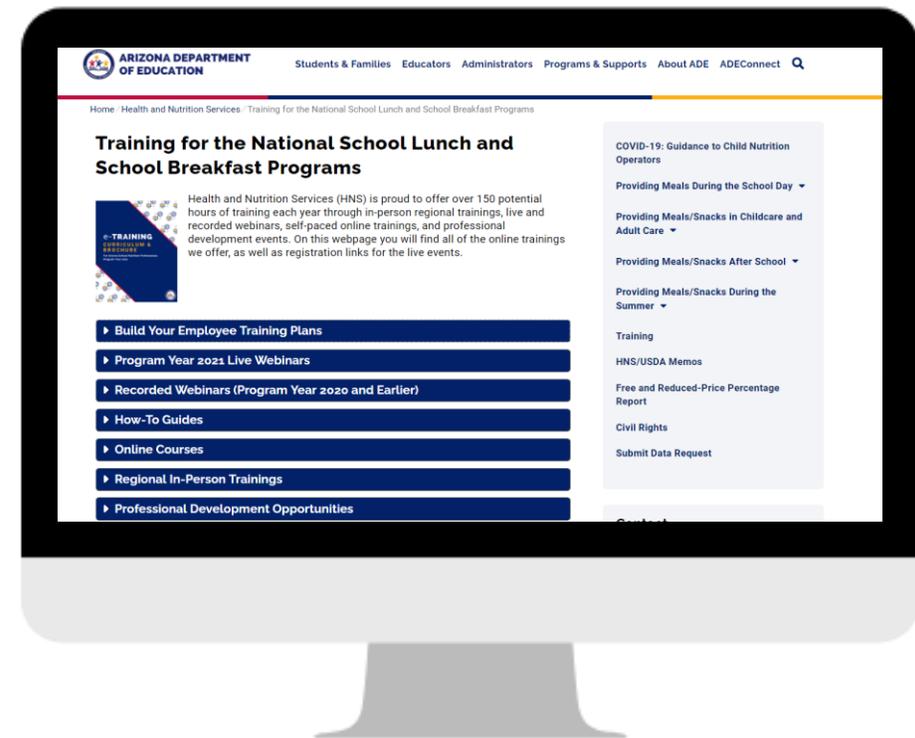
Daily Edit Checks

We have training for that!

Recommended training: *Step by Step Instruction: How to Complete Daily Edit Checks*

This training reviews the counting and claiming process and provides instructions on completing the Daily Edit Check Worksheet and the Simplified Daily Edit Check Worksheet (for sites operating a Special Provision Option).

<https://www.azed.gov/hns/nslp/training>
under the “How-To Guides” accordion.



October 2020

Beyond the Regulations

The show must go on.



National School Lunch Week

October 12 – October 16

It's not too late to plan celebrations for National School Lunch Week! 2020 theme is "Now Playing: School Lunch!" Put a spotlight on hit menu items that kids love!

Goals for NSLW:

- Promote healthy menus and increase participation
- Raise awareness in the school community about the importance of school meals and the role of school nutrition professionals
- Use social media and traditional marketing to reach your customers



National School Lunch Week

October 12 – October 16

The [School Nutrition Association \(SNA\)](https://www.schoolnutrition.org/) website has many resources to help you celebrate NSLW.

- Artwork and logos
- NSLW 2020 Toolkit
- Activity Sheets
- Images for Facebook and Instagram

Send photos of your celebrations to ADESchoolNutrition@azed.gov!



National Farm to School Month

October is National Farm to School Month!

Celebrate the connections happening across the state and country between children and local food.

- [Register](#) for the 2020 Farm Fresh Challenge
 - This year, the challenge has been expanded beyond the month of October to give SFAs more time to participate!
- Use the toolkit and webinars to help with planning your events



upLIFT is now Stay upLIFTed!

Stay upLIFTed was created for you, the school nutrition professional, to provide you with a source of inspiration for keeping your nutrition initiatives in mind as you operate your programs this year.

On our [upLIFT](#) webpage you can find all upLIFT materials, including ideas and resources from other Arizona school nutrition professionals in an effort to help you to Stay upLIFTed!

STAY upLIFTed **Director Spotlight!**

Showing the passion, talents and hard work of Arizona school nutrition professionals.



Paul Stanley
Director of Nutrition Services, Dysart Unified School District

Hometown: Clovis, California
Current City of Residence: Surprise, Arizona
Favorite Childhood School Meal: Scratch-Made
When I was a kid, I wanted to grow up to be a school nutrition professional.

What prompted you to start working in the field of school nutrition?
I worked at a restaurant in Flagstaff through college and fell in love with food and the opportunity presented itself to begin a career in child nutrition. I didn't hesitate. Assistant Director of Foodservice for Flagstaff Unified School District two days after college.

Tell us about a specific project or initiative you have championed that you are proud of.
Although we have implemented many new programs and initiatives over the years, I think our department handled operations since the school closures last year. Changing week's time was one of the most challenging times of my professional career. I couldn't let the team and how they responded.

Assuming time and money were not barriers, what would be your top changes you would like to see in your school nutrition program?
If time and money were not barriers, I would make all of our products including bread from scratch and purchase more food trucks!

What are the biggest challenges you face in your role?
A food service director.

What advice would you give to a new school nutrition professional?
Focus on what you can control.

Arizona Department of Education

School Meals in Arizona
How'd they do that?

Dysart Unified School District

Curbside Bone-in Breaded Chicken Meal
Served April 2020
Food Cost: \$0.95/meal



Bone-in Breaded Chicken Procurement

- USDA Foods Entitlement
- Available from Shaverock Foods

Equipment

- Oven
- Refrigerator
- Warmer (for curbside service)

Packaging

- Clamshells (pictured) or foil bags
- Disposable packets

Labor

- Requires only one employee to cook the chicken

Top Five Tips for...

Serving Limited Individually Wrapped Food in a Successful Curbside Service Model

- Expand your recipe database. The [USDA Food Buy Guide](#) is a great resource for crediting components.
- Know your community and student preferences. Students, sample the food.
- Work closely with your food vendors to forecast product needed at least 3 weeks in advance.
- Be flexible! Many products are available that will help SFAs meet the meal pattern.
- Don't become complacent. Always keep your program moving forward.

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Paul Stanley
Director of Nutrition Services, Dysart Unified School District

Research Rundown

Article:
Food Safety in Home Kitchens: A Synthesis of the Literature

Key Findings:

This article examined the food safety literature and found the following related to food safety in home kitchens:

1 Consumers' susceptibility to foodborne illness

- About 1 in 6 Americans experience foodborne illness each year.
- Contaminated poultry and leafy vegetables are the cause of one in five foodborne illness-outbreaks.
- The use of home kitchens for more than just cooking (i.e. laundry, homework station, pet care, etc.) introduces an array of pathogens.
- Many teens and adults lack the basic knowledge needed to keep themselves and their families safe from foodborne illness.

2 Barriers to handling food safely

People often give these reasons for why they mishandle food:

- "I don't know how to handle it."
- "I don't have the time."
- "It's just easier to buy it from the store."
- "I don't have the space."
- "I don't have the equipment."
- "I don't have the money."

3 Effective food safety interventions

- Boost Knowledge
- Highlight Responsibility
- Personalize the Risks
- Show, Don't Tell
- Build Confidence
- Offer Cues to Action

Put it into practice!

- Include storage and preparation instructions with all meals that are intended for the student to consume at home.
- Consider providing a home kitchen food safety self-assessment along with meals to help families pinpoint problems in their own kitchens.
- Try using brightly colored stickers with food safety prompts on high-risk foods as a way to offer a cue to action.
- Talk to your administrators about including food safety education as a part of the nutrition education curriculum at your school(s).

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Reference:
Int. J. Environ. Res. Public Health 2013, 10, 4050-4085. doi:10.3390/ijerph10094050



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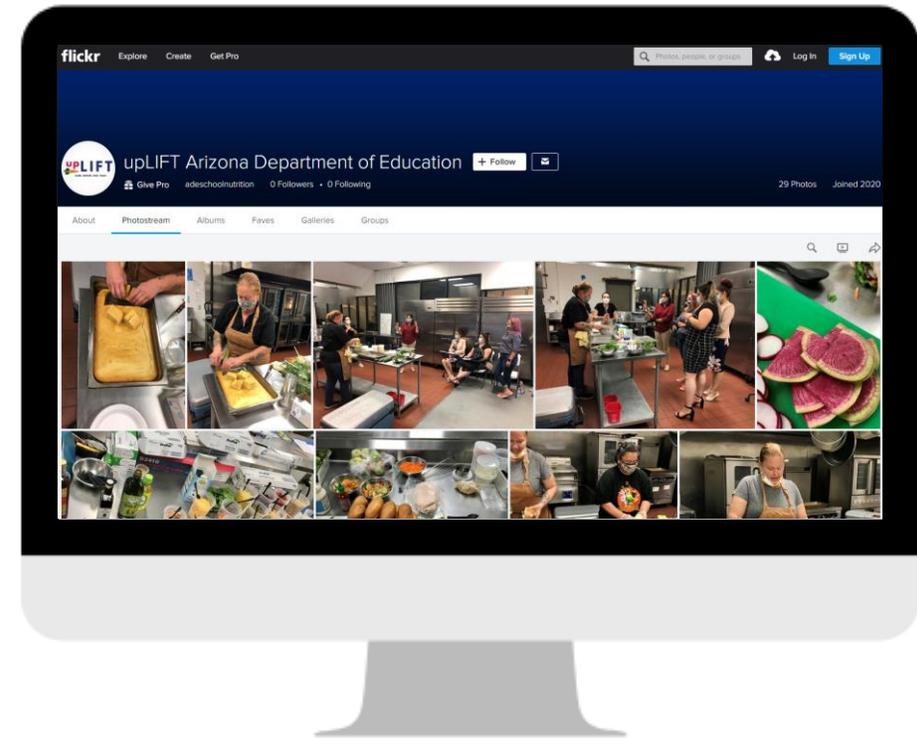
upLIFT

New! upLIFT Flickr Photostream

Health and Nutrition Services has created a Flickr account! This website allows us to share photos from schools across the state to showcase upLIFTing success stories, motivational moments, and inspiring meal solutions.

Explore our page to find photos of other Child Nutrition Programs in Arizona and help spark new ideas for your own operations!

Send potential photos for the photostream to your School Nutrition Programs Specialist or email us at ADESchoolNutrition@azed.gov!



October & November 2020 **Events!**

Training Opportunities





Farm Fresh Challenge to NSLP

Description:

This webinar is part of a monthly series designed to help operators plan and conduct a successful Farm Fresh Challenge event. This year, the challenge will be offered October-April to ensure all SFAs have an opportunity to join the challenge.

October 7	November Prep Webinar	3:00pm-3:30pm
November 4	December Prep Webinar	3:00pm-3:30pm

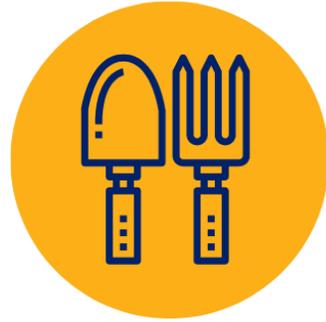


upLIFT Webinar Series

Description:

Our monthly Stay upLIFTed webinars feature an Arizona school nutrition director who will speak about their nutrition initiatives, current food service model, menu ideas, and tips and tricks to implement their initiatives in schools. These webinars are intended to provide you with real, applicable and helpful information that you can use to operate the best school food service program possible at your sites this year.

October 20	Stories from the Field: Osborn School District	1:30pm-2:00pm
November 17	Stories from the Field: TBD	1:30pm-2:00pm



School Garden Webinar Series

Description:

This new webinar series is designed to help educators and wellness coordinators learn to create and sustain school garden programs.

October 21	Sustainable Funding Streams for School Gardens	3:30pm-4:30pm
November 18	Success Stories: Joseph City USD	3:30pm-4:30pm



Webinar: USDA Foods myFOODS New User Training

Description:

This training covers all aspects of myFOODS, the ADE order management system. Trainers will provide an overview of the USDA Foods Program and all functions of the myFOODS ordering system. After completion of this training, eligible participants will be provided access to the myFOODS ordering system.

October 15	Live Webinar	1:30pm-3:30pm
November 12	Live Webinar	1:30pm-3:30pm



Webinar: USDA Foods myFOODS Refresh User Training

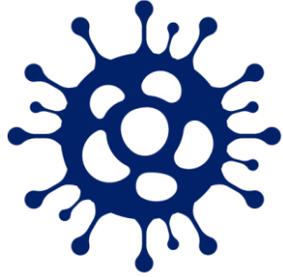
Description:

This training covers all aspects of myFOODS, the ADE order management system. Trainers will provide an overview of the USDA Foods Program and all functions of the myFOODS ordering system. After completion of this training, eligible participants will be provided access to the myFOODS ordering system.

October 22

Live Webinar

1:30pm-2:30pm



School Nutrition Programs COVID-19 Communications

Description:

ADE will plan to host webinars related to new or updated COVID-19 guidance or training needs identified by the School Nutrition Programs Advisory Council. Stay tuned to our COVID-19 Communications e-blasts and webpage for training announcements!

Regular NSLP/SBP

- CNPWeb applications
- Claims
- Waivers
- Recordkeeping and reports
 - AFR
 - Verification
 - Daily edit checks
- USDA Foods
- Beyond the regulations
- Training

NSLP/SBP with SPO

- CNPWeb applications
- Claims
- Waivers
- Recordkeeping and reports
 - AFR
 - Verification Report
 - Daily edit checks
- USDA Foods
- Beyond the regulations
- Training

SFSP/SSO

- CNPWeb applications
- Claims
- Waivers
- Recordkeeping and reports
 - AFR
- USDA Foods
- Beyond the regulations
- Training

Thank you!

**The next Staying on Track Webinar is
November 3rd!**

**Please type any questions you have into the
chat box.**

*If you are attending the live webinar, you will
receive a link to complete the survey in EMS.
After completing the survey you can print a
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.*



Congratulations!

You have completed the *Recorded Webinar: Staying on Track October 2020*.

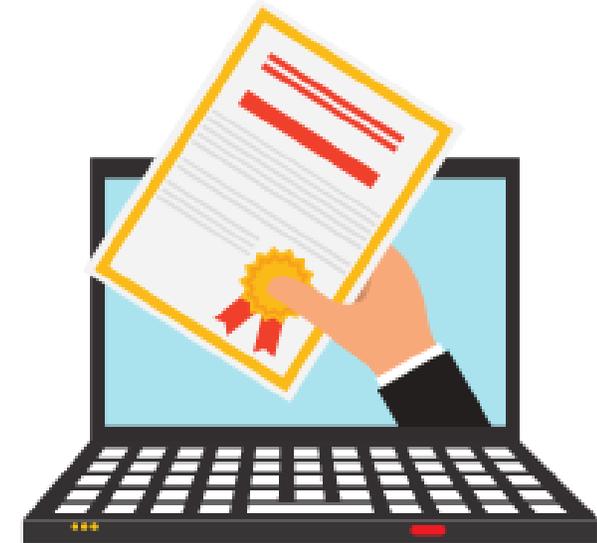
To request a certificate, please go to the next slide.

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: Staying on Track October 2020
- **Learning Codes:** 2310, 3310
- **Key Area:** 3000-Administration
- **Length:** 0.5 hour

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>

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

- **Training Title:** Recorded Webinar: Staying on Track October 2020
- **Professional Standards Learning Codes:** 2310, 3310

