



# Staying on Track

## WEBINAR SERIES

December 7, 2021

Professional Standards Learning Codes: 3110, 3360,  
3430



FOR SCHOOL FOOD AUTHORITIES



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 Seamless Summer Option (SSO). All regulations are specific to operating the programs under the direction of ADE.

The Staying on Track Webinar Series reviews key HNS communications sent to program directors over the past month.

The monthly recap will:

- Ensure vital emails were not overlooked
- Give HNS an opportunity to provide detailed training on important topics
- Provide program directors an opportunity to ask for clarifications

## You may have questions...

- Questions can be asked at any time during the webinar
- Questions that do not need an extensive explanation will be answered by another ADE trainer in the chat box
- Questions that do need an extensive explanation will be answered by the Staying on Track trainer at the end of the webinar
- Any questions that cannot be answered during the webinar should be directed to your Health and Nutrition Services Specialist



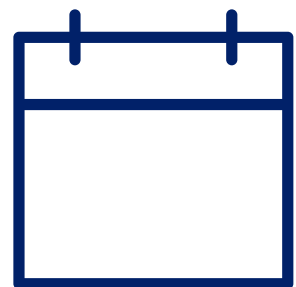
# How to Create Dialogue



## **Section 1: November HNS Communications Round-up**



## **Section 2: November Events**



## **Section 3: A Look Ahead to December Deadlines and Upcoming HNS Communications**

# Agenda

SECTION 1:

# November HNS Communications Round-up



# November Emails

**November  
3**

## **FY22 Farm to School Grant**

The Farm to School Grant is officially open for eligible entities who want help implementing farm to school programs that increase access to local foods. This opportunity closes January 10, 2022.

**November  
5**

## **Kitchen Creations Quarterly Newsletter**

This newsletter contained the progress on recipe taste testing and the celebration of Native American Heritage Month!

**November  
9**

## **Remember to Participate in the PY22 Farm Fresh Challenge!**

HNS sent a reminder to participate in the Farm Fresh Challenge!

**November  
10**

## **National Dairy Council Resource**

HNS shared the National Dairy Council's new resource that addresses potential solutions to the supply chain shortages.

# November Emails

**November  
10**

## **Tip #5 - Understanding myFOODS Color Codes**

The HNS FANS team released a tip for SFAs to better understand the color-coding system for US Foods.

**November  
16**

## **The SY 21-22 Verification Summary Report is live!**

The Verification Summary Report (VSR) is now live and must be submitted prior to February 1, 2022.

**November  
29**

## **Life Time Foundation "Get Kids Moving" Grant**

HNS shared the "Get Kids Moving" Grant for eligible schools. Applications must be submitted by December 22, 2021 to be considered.

**November  
29**

## **New USDA Memo: SP 02-2022, CACFP 03-2022, SFSP 01-2022**

USDA announced updated guidance to the federal micro-purchasing threshold.

# December Emails

**December  
2**

## **Civil Rights Compliance Form**

Each year SFAs are required to complete the Civil Rights Compliance Form by December 15th. Ensure this is completed and stays on file within your SFA.

**December  
3**

## **USDA Survey on Supply Chain Disruptions**

SFAs received an email from USDA requesting participation in a survey on supply chain disruptions. The deadline to complete the survey has been extended to December 9, 2021.



# Farm Fresh Challenge!

**The Program Year 2022 Farm Fresh Challenge has arrived and HNS is here to help you procure and serve fresh and locally sourced foods!**

HNS would like to gauge your interest in the challenge and provide technical assistance to those who may need it. Please participate in this brief [survey](#) to let us know if you are participating.

- Beginning date: October 1, 2021
- **NEW!** End date: April 29, 2022

The end date to the challenge has been extended to provide operators more time to procure local foods and to feel empowered to participate. The Farm Fresh Challenge is not required but is strongly encouraged! For questions related to the Farm Fresh Challenge or if you need help getting started, email [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov).

# New USDA Guidance!

## **SP 02-2022, CACFP 03-2022, SFSP 01-2022: Updates to the Federal Micro-Purchasing Threshold**

**The Office of Management and Budget (OMB) has made changes to the Federal informal procurement method, micro-purchases, and the micro-purchase threshold in governmentwide regulations at 2 CFR 200.320(a)(1)(i)-(v).**

- Small changes made to language related to micro-purchase distribution and award without competition.
- For those who follow Federal procurement regulations, Program operators are “responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures.”
  - If you are not sure if you follow Federal procurement regulations or if you follow more restrictive State, local, or tribal regulations, contact your business manager/accounting department.

Email Contact [HNS@azed.gov](mailto:HNS@azed.gov) if you have specific questions related to this guidance.

# Daily Edit Checks

## Daily Edit Check Requirement for Close Enrolled Sites

- If your SFA operates a closed enrolled site(s), it is a requirement to complete daily edit checks to ensure the site(s) are not claiming more meals than they have students eligible to receive school meals.
- This is for **closed enrolled sites** under the SSO only!
- Please note that SFAs operating SSO will follow instructions for completing the simplified daily edit check (slides 55-75) because all students are considered free and meals are being claimed at the free rate.
- If you do not know your attendance factor, look it up in the NSLP claim in CNPWeb.

Recommended online training: [Step-by-Step Instruction: How to Complete Daily Edit Checks](#)

# Civil Rights Compliance Form

## The Annual Civil Rights Compliance Form Requirement

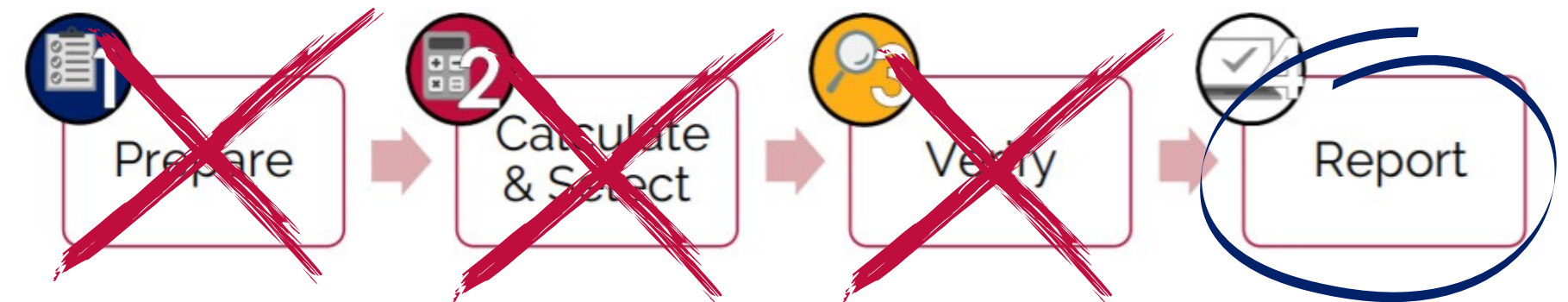
Each year, all SFAs are required to collect student racial and ethnic data. This requirement must be completed by December 15th each school year and the form must be kept on file for a minimum of five years. Do not submit this form to your Health and Nutrition Services Specialist!

- [Civil Rights Compliance Form](#)
- [Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form](#)

# Verification for SY 21-22

## Phase 4: Report

**Nov 16- Feb 1:** At this point, verification activities should be completed. The Verification Summary Report (VSR) became available in CNP Verification Reporting through ADEConnect on November 16.



All SFAs are required to submit a VSR!

- SSO operators
- NSLP operators
- Special Assistance Provision operators (Provision 2/3 and CEP)
- RCCIs

**If you are an SFA, you submit a VSR!**

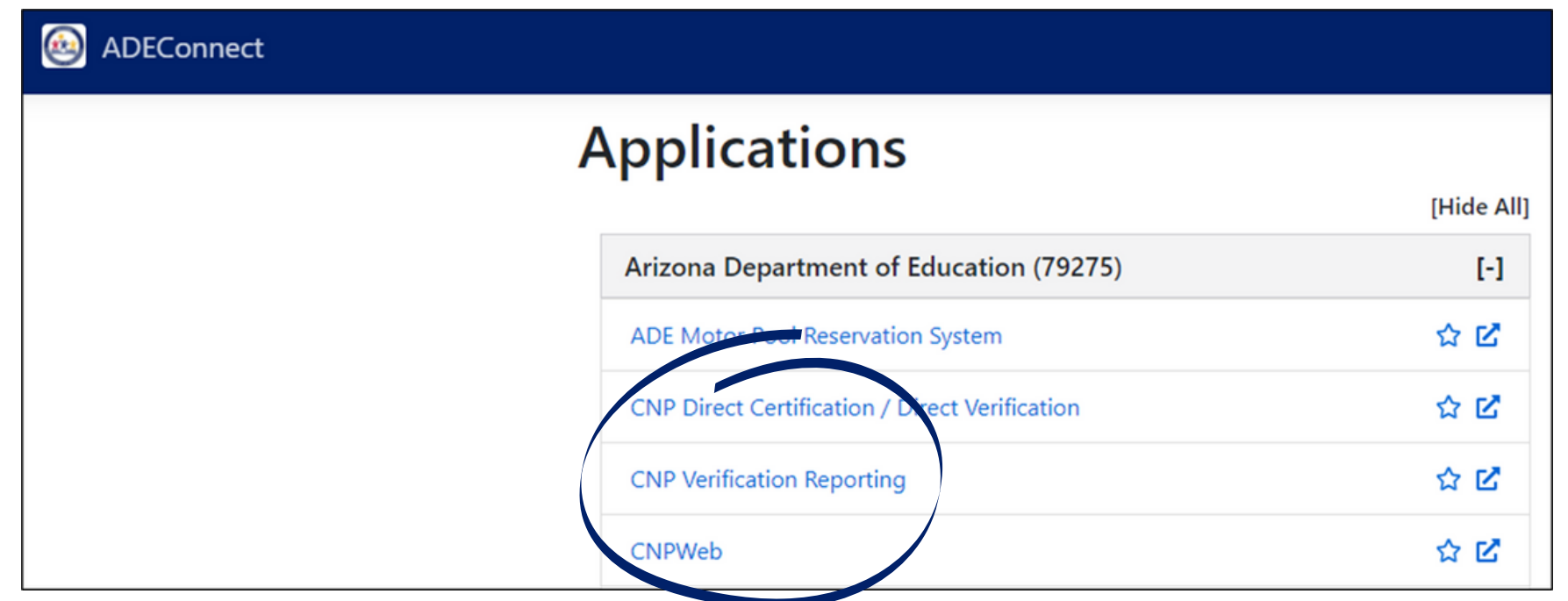


# Verification for SY 21-22

## ADEConnect Permissions

To complete the report, you will need permissions to **ADEConnect** and **CNP Verification Reporting**.

- Contact your Entity Administrator if you do not have access.
- Use Google Chrome internet browser!



# Verification for SY 21-22

## Preparing to Complete the Report

Prior to completing the report, set yourself up for success by collecting the following data:

- Total enrollment in SFA as of 11/1
- SNAP match and extended household members as of 11/1
- TANF (extended household members), FDPIR, homeless, migrant, runaway, foster, Head Start, and Pre-K Even Start or non-applicant but approved by local officials as of 11/1
- Case number and foster applications as of 10/1
  - Number of **students** on these applications as of 11/1
- Free by income applications as of 10/1
  - Number of **students** on these applications as of 11/1
- Reduced-price by income applications as of 10/1
  - Number of **students** on these applications as of 11/1
- Applications selected for verification with the attached Verification Tracking Form

# Verification for SY 21-22

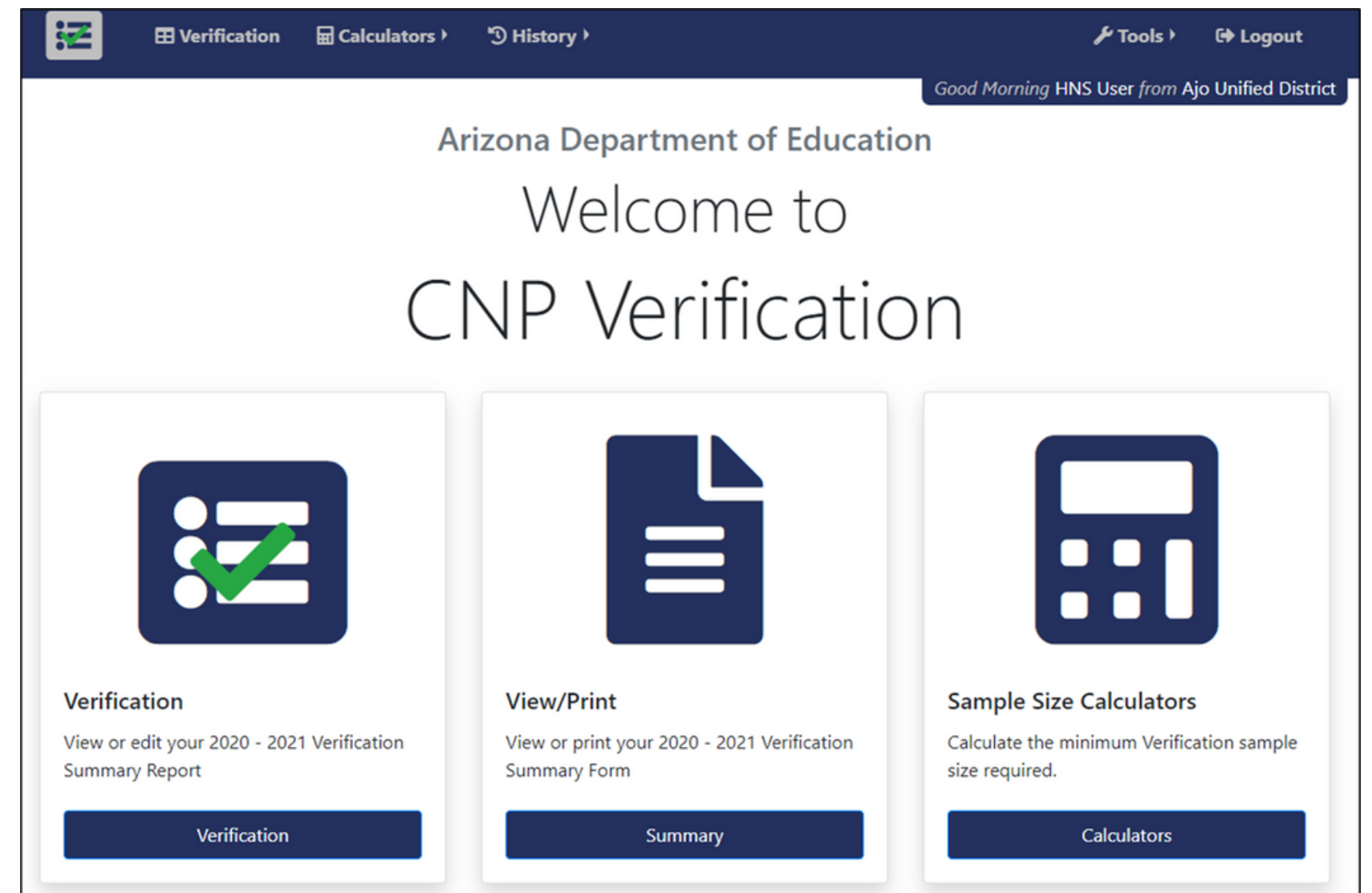
## Completing the VSR

Save the date! HNS is hosting two webinars on submitting the VSR:

- **December 9:** SFAs that collected household applications in SY 21-22. Register [here!](#)
- **January 20:** SFAs on a Provision 2/3 Non-Base Year, CEP cycle, RCCIs, or those who did not distribute/collect household applications. Registration is coming!

The goal is for attendees to submit their reports by the end of the webinar. Click [here](#) to download a form to fill out prior to the webinar!

The VSR is required to be submitted by **February 1, 2022**.





**True or False: I operated SSO in SY 21-22 and did not collect any household applications so I do not need to submit a VSR.**

1. True
2. False

**Comprehension Check!**

**True or False: I operated SSO in SY 21-22 and did not collect any household applications so I do not need to submit a VSR.**

1. True
2. **False**

**All SFAs are required to submit a VSR regardless of collecting household applications.**

**Comprehension Check!**

**True or False: I am on a CEP cycle and did not collect any household applications so I do not need to submit a VSR.**

1. True
2. False

**Comprehension Check!**

**True or False: I am on a CEP cycle in SY 21-22 and did not collect any household applications so I do not need to submit a VSR.**

1. True
2. **False**

**All SFAs are required to submit a VSR regardless of collecting household applications.**

**Comprehension Check!**

**True or False: All SFAs are required to submit the VSR.**

1. True
2. False

Comprehension Check!

**True or False: All SFAs are required to submit the VSR.**

1. True
2. False

Comprehension Check!

# In which ADEConnect application is the VSR located?

1. CNP Direct Certification / Direct Verification
2. CNPWeb
3. CNP Verification Reporting

Comprehension Check!

# In which ADEConnect application is the VSR located?

1. CNP Direct Certification / Direct Verification
2. CNPWeb
3. **CNP Verification Reporting**

Comprehension Check!



**True or False: It does not matter which submitting the VSR webinar I attend because they are both the same.**

1. True
2. False

**Comprehension Check!**

**True or False: It does not matter which submitting the VSR webinar I attend because they are both the same.**

1. True
2. **False**

**If you do not attend the correct webinar for your SFA, you may be confused because the information will not apply to your VSR. For SFAs who collected household applications, verification activities were required to be conducted and must be reported on. For SFAs who did not collect household applications, verification activities were not required and the VSR will be much shorter since there are no verification activities to report on.**

**Comprehension Check!**

SECTION 2:

# November Events






**Staying on Track**  
WEBINAR SERIES

October 5, 2021  
Professional Standards Learning Codes: 3110, 3360, 3430




FOR SCHOOL FOOD AUTHORITIES

## November Staying on Track



**Stories from the Field:  
Palominas Elementary  
School District**

November 16, 2021  
1:30 PM – 2:00 PM  
PROFESSIONAL STANDARDS LEARNING CODES: 1120, 2230, 3510, 4150



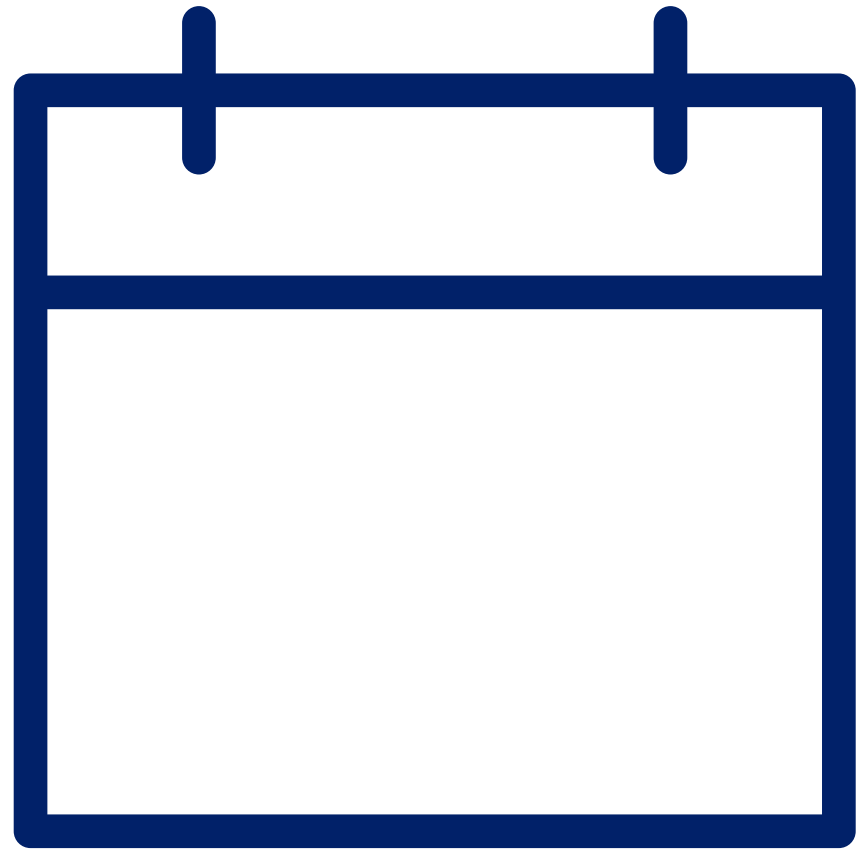
## upLIFT Webinar: Stories from the Field: Palominas Elementary School District

# November Events

These webinars were offered in the month of November. Visit the appropriate webpage to access the recording and slides, or refer to the HNS Communications Event Follow-up Email.

SECTION 3:

# A Look Ahead to December Deadlines and Upcoming HNS Communications



# December 2021

## Notes:



Training/Professional Developments



Deadlines/Reminders



Special Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>1</b>  SNA: Navigating Supply Chain Disruptions Impacting Your School District	<b>2</b>  CiCN: Speed Scratch: Quick Preparations for High Impact Menu Items   FRAC: Opportunities for Procurement & Flexibilities During Supply Chain Disruptions	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>  <a href="#">Submitting the Verification Summary Report</a>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>  <a href="#">USDA Foods in PY23: How to Spend Not Knowing What is Around the Bend</a>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>  Christmas Eve!	<b>25</b>  Christmas Day!
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>  October Claim Due	<b>31</b>  New Years Eve!	

## Keep a look out for the following emails this month:

- New memo: Summary of procurement practices
- New memo: Submitting Income Eligibility I and II for Fiscal Year 2022
- On-site monitoring requirements

In Our Drafts...



# Join Us Next Month!

## **Staying On Track: January**

January 4, 2022

1:30-2:30 pm

We will be reviewing HNS Communications and policy memorandums released in the month of December, and key tasks, deadlines, and action items for the month of January.



# Thank you!

## **Please type any questions 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.





This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

# Congratulations!

You have completed the **Recorded Webinar: Staying on Track December 2021.**

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 December 2021
- Learning Codes: 3110, 3360, 3430
- Key Area: 3000 - Administration
- Length: 1 hour

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



This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

# 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 December 2021
- **Professional Standards Learning Codes:** 3110, 3360, 3430