



# Staying on Track

## WEBINAR SERIES

January 4, 2022

Professional Standards Learning Codes: 2430, 3110,  
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 HNS trainer in the Q&A.
- 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.

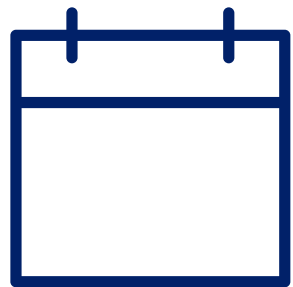




## **Section 1: December HNS Communications Round-up**



## **Section 2: December Events**



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

SECTION 1:

# December HNS Communications Round-up



# December Emails

**December  
17**

## **Internal On-Site Monitoring Deadline**

Internal on-site monitoring must be completed prior to February 1, 2022 for SFAs operating more than one site under the NSLP/SSO.

**December  
17**

## **Submitting Income Eligibility I and II and FRL for FY22**

ADE released a memo reminding LEAs of the requirement to report individual student income eligibility data.

**December  
20**

## **Congressional Flexibilities Extended**

Due to congressional action, the flexibility to allow low-fat, flavored milk in NSLP and SBP is extended through February 18, 2022.

# January Emails (so far)

## January 3

### **Simplot Foods**

Beginning in SY 22-23, Simplot Foods will no longer be a participating processor for USDA Foods for school nutrition programs.

## January 4

### **US Foods Delaying Deliveries of USDA Foods**

Due to resource constraints and impacts of COVID-19, US Foods is delaying deliveries for this week and potentially next week.

# Internal On-Site Monitoring

## Internal On-Site Monitoring must be conducted prior to February 1!

If you are an SFA operating more than one site under the NSLP or SSO, you are required to conduct on-site reviews of the counting and claiming system and readily observable areas of review each year. The requirement includes breakfast (if applicable) and lunch!

- Each lunch site must be reviewed annually.
- Only 50% of breakfast sites must be reviewed annually.

[Child Nutrition Response #94](#) waives the on-site monitoring portion of this requirement; however, SFAs opting into this waiver must conduct the internal monitoring off-site and keep supporting documentation to fulfill the SY 21-22 requirement.

- The internal on-site monitoring forms can be found on the [NSLP Program Forms and Resources](#) webpage under the 'Operational' accordion.



# Income Eligibility I and II and FRL

## Reminder: LEAs are required to submit student-level data in Arizona Education Data Systems (AzEDS)

HNS partnered with ADE's Student Achievement and Educator Excellence division to release the joint memo, [Submitting Income Eligibility I and II and FRL for Fiscal Year 2022](#). This information is reminding LEAs who are operating NSLP or SSO of the requirement to report individual student income eligibility data in AzEDS. Student indicators may only be reported with supporting eligibility determinations from a school meal application, alternate Income Eligibility form ([English](#))/([Spanish](#)), or direct certification.

- SFAs operating a Special Provision Option (SPO) are not authorized to use school meal applications whatsoever. These schools may continue to collect this data through alternate income eligibility forms.
  - These forms cannot be processed using funds from the nonprofit school food service account.
- Many LEAs still need to submit their data to AzEDS for this year! The deadline to complete this task is, January 18, 2022.

**My SFA is operating SSO under an approved SPO cycle in SY 21-22, I do NOT need to collect individual student data and submit it in AzEDS.**

1. True
2. False

**Comprehension Check!**

**My SFA is operating SSO under an approved SPO cycle in SY 21-22, I do NOT need to collect individual student data and submit it in AzEDS.**

1. True
2. **False**

**SFAs operating SSO under an approved SPO cycle are allowed to collect individual student data through alternate Income Eligibility forms and must report student-level data in AzEDS.**

**Comprehension Check!**

**My SFA is operating SSO in SY 21-22 (not under an approved SPO cycle), I do NOT need to collect individual student data and submit it in AzEDS.**

1. True
2. False

Comprehension Check!

**My SFA is operating SSO in SY 21-22 (not under an approved SPO cycle), I do NOT need to collect individual student data and submit it in AzEDS.**

1. True
2. **False**

**SFAs operating SSO (not under an approved SPO cycle) are allowed to collect school meal applications and must report student-level data in AzEDS.**

**Comprehension Check!**

# US Foods Delivery Delays

## **USDA Foods delivery delays this week and potentially next week**

US Foods has been communicating with schools regarding this week's delayed deliveries and will provide more information regarding rescheduling these orders at a later date. The surplus catalog will also be closed during this time since deliveries are not available.

- Please refrain from scheduling deliveries of available materials during this time and wait for further instructions from US Foods.
- Further correspondence will address excess storage fees for January.
- US Foods asks that SFAs check myFOODS accounts if you have orders scheduled for this week or next week. You will be contacted regarding these deliveries.
- Emergency procurement procedures can be implemented as outlined in [SP 01-2022](#).
- If further assistance is needed, please contact your Health and Nutrition Services Specialist or email [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov).

# National School Breakfast Week

## Mark your calendars!

Each year in the month of March, school nutrition professionals celebrate National School Breakfast Week! This year National School Breakfast Week will occur on **March 7-11, 2022**! Take advantage of this fun way to celebrate breakfast and promote your program to students, parents, and stakeholders.

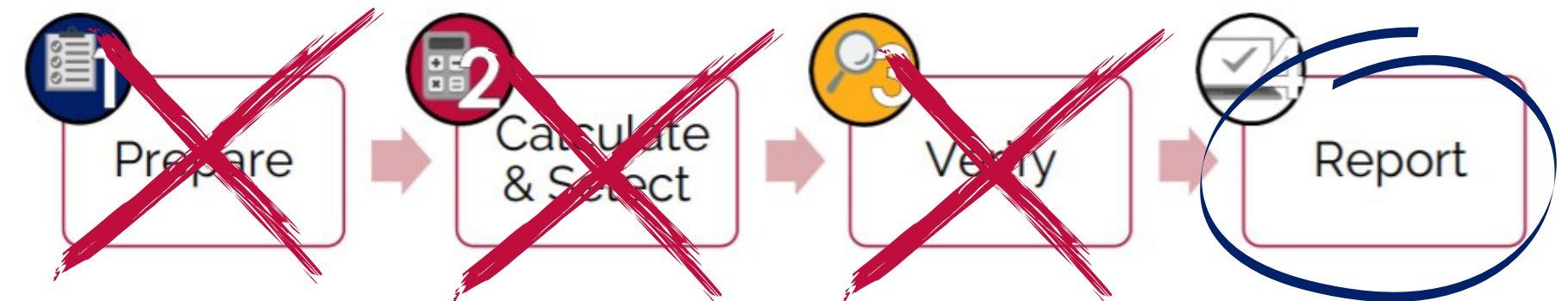
- The theme is "**Take Off with School Breakfast**"!
- Brainstorm celebration ideas with your staff.
- Develop a special menu to serve.
- Review SNA's resources, [here](#). The 2022 toolkit is coming soon!



# 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!**

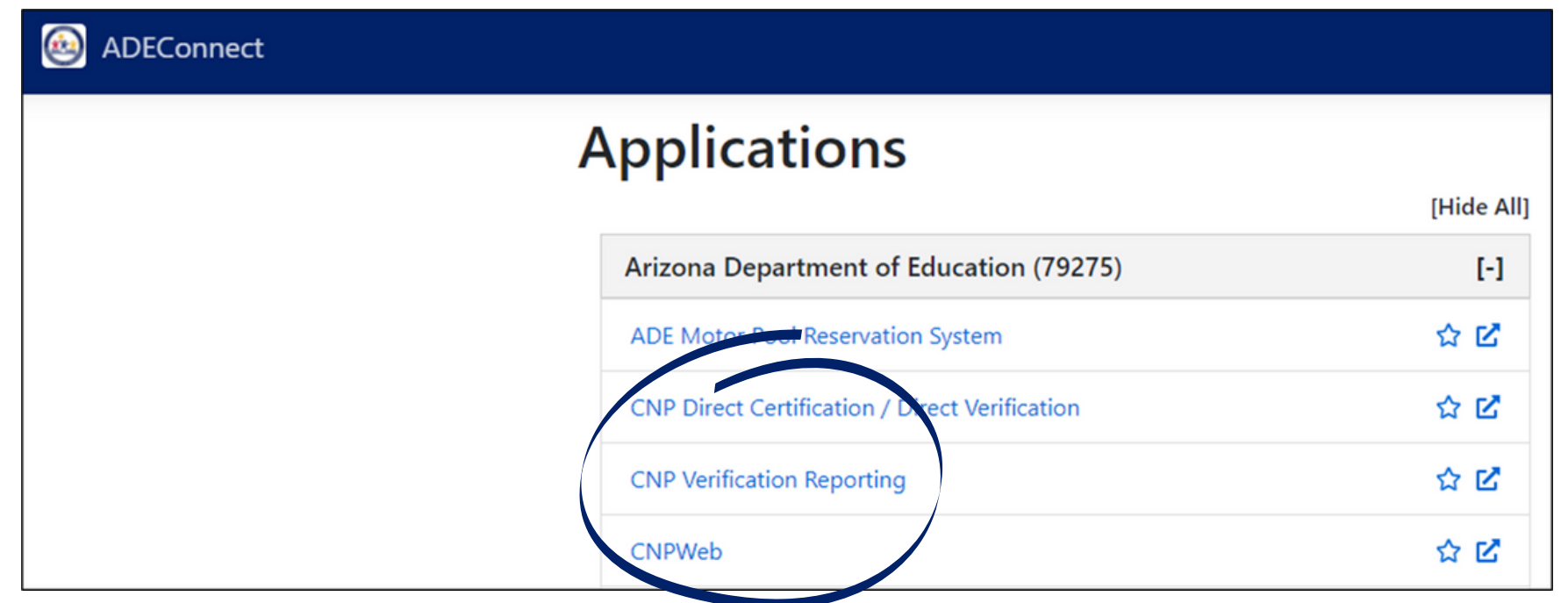


# Verification for SY 21-22

## 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

## Training opportunities!

HNS has hosted a webinar for SFAs that collected school meal applications in SY 21-22 and has one more opportunity on January 20 for SFAs who did not collect school meal applications.

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

The goal is for attendees to submit their reports by the end of 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 school meal 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 school meal applications so I do not need to submit a VSR.**

1. True
2. **False**

**All SFAs are required to submit a VSR even if school meal applications were not collected.**

**Comprehension Check!**

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

- 1. True
- 2. **False**

**All SFAs are required to submit a VSR even if school meal applications were not collected.**

**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!



# When is the final deadline to submit the VSR?

1. January 20, 2022
2. January 31, 2022
3. February 1, 2022
4. The deadline has already passed.

# Comprehension Check!

# When is the final deadline to submit the VSR?

1. January 20, 2022
2. January 31, 2022
3. **February 1, 2022**
4. The deadline has already passed.

# Comprehension Check!

SECTION 2:

# December Events





December Staying on Track



Submitting the Verification Summary Report



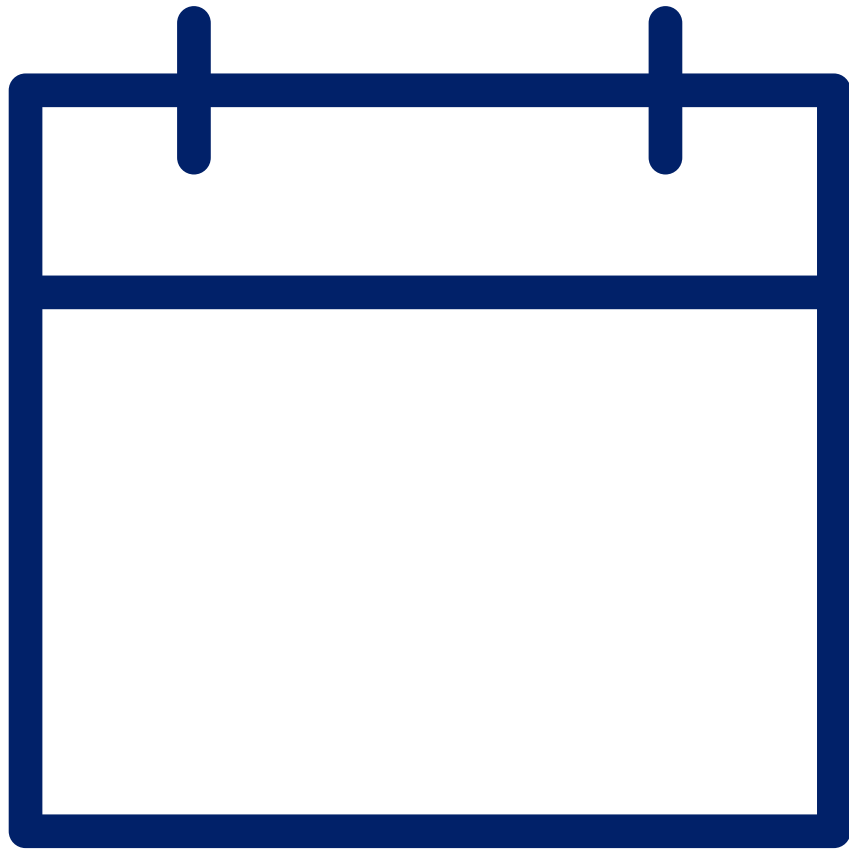
USDA Foods in Program Year 2023: How to Spend Not Knowing What's Around the Bend

# December Events

These webinars were offered in the month of November. Visit the [NSLP Training](#) webpage to access the recording and slides, or refer to the HNS Communications Event Follow-up email.

SECTION 3:

# A Look Ahead to January Deadlines and Upcoming HNS Communications



# January 2022

## Notes:



Training/Professional  
Developments



Deadlines/Reminders



Special Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 
2	3	4  <a href="#">Staying on Track Webinar</a>	5	6  <a href="#">Arizona Farm to School Network Quarterly Meeting</a>	7	8
9	10	11	12  <a href="#">SNA: What in the World is GDSN? Supply Chain Challenges Made Simpler with Global Data Synchronize Network (GDSN).</a>	13	14	15
16	17	18  <a href="#">Stay upLIFTed: Stories from the Field: Concordia Charter School</a>	19	20  <a href="#">Submitting the Verification Summary Report</a>	21	22
23	24	25	26	27  <a href="#">Looking Ahead to Summer 2022</a>	28	29  November Claiming Deadline
30	31					

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

- New HNS memo: Reporting on usage of Child Nutrition Program waivers in SY 20-21 and Summer 2021
- SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs
  - More funds are coming! HNS has received information from USDA and will provide further guidance as next steps are put into place.
- A final reminder to conduct internal on-site monitoring prior to February 1

In Our Drafts...





# Join Us Next Month!

## **Staying On Track: February**

February 1, 2022

1:30-2:30 pm

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



# Thank you!

## **Please type any questions into the Q&A.**

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 January 2022.**

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 January 2022
- Learning Codes: 2430, 3110, 3430
- Key Area: 2000 - Operations, 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 January 2022
- Professional Standards Learning Codes:** 2430, 3110, 3430