

Staying on Track

MAY 2023



Health and Nutrition Services
Arizona Department of Education



Today's webinar will be facilitated by Olivia Hudgins. Prior to joining ADE in June 2022, Olivia worked in food service at Phoenix Union High School District and Chandler Unified School District. Olivia also has experience in quality assurance and food safety for the meat manufacturing industry.

Olivia leads the development and facilitation of the monthly Staying on Track webinar, which keeps AZ Child Nutrition Program operators up-to-date.

A portrait of Olivia Hudgins, a woman with long dark hair, smiling. She is wearing a dark blue polka-dot shirt, a gold hoop earring, and a thin gold necklace. The background is a textured blue.

Speaker



Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP).

Objectives

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

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: May Staying on Track

Key Area: 1000 – Nutrition, 3000 – Administration

Learning Code: 1170, 3350, 3360

Length: 1 hour

Questions

- Questions can be asked in the Q&A at any time and will be answered by another HNS trainer during the webinar.
- At the end of the webinar, new questions or questions that still need to be addressed will be answered by the trainer.
- Any questions that cannot be addressed during the webinar should be directed to your HNS Specialist.



Agenda

Section 1: April HNS Communications Round-up

Section 2: April Events

Section 3: A Look Ahead to May Deadlines and Upcoming HNS Communications

Section 1

April HNS Communications Round-Up



Announcements



PAID LUNCH EQUITY TOOL

USDA issued the Paid Lunch Equity (PLE) tool to help SFAs determine a target or required paid lunch price for next school year.



ANNUAL CEP NOTIFICATION

The SY23-24 CEP Annual Statutory Notification and Publication, which contains the SY22-23 Identified Student Percentages for all LEAs, is available now.

Deadlines



IDENTIFIED STUDENT AND ENROLLMENT DATA

LEAs were required to submit the collected identified student and enrollment data for each site to ADE prior to April 15.

Memorandums



HNS 03-2023: APPLICATIONS FOR SUMMER PROGRAMS

HNS 03-2023 outlines how and when to apply for summer programs. It includes a QA with commonly asked questions.



SP 11-2023: PAID LUNCH EQUITY: GUIDANCE FOR SCHOOL YEAR 2023-2024

SP 11-2023 provides guidance for SFAs operating NSLP on the paid lunch equity (PLE) requirements next school year.



SP 12-2023: OVERSIGHT AND MONITORING OF SCHOOL MEALS PROGRAM

SP 12-2023 explains oversight and monitoring requirements once the Public Health Emergency ends. Its attached appendix contains strategies and options for State Agencies.



SP 05-2023: SUMMER 2023 NON-CONGREGATE MEAL SERVICE IN RURAL AREAS - REVISED & SP 14-2023: Q&A

SP 05-2023 provides revised implementation guidance for non-congregate summer meal service in rural areas. SP 14-2023 is a second set of questions and answers.

Memorandums



SP 13-2023: BEST PRACTICES FOR CONTRACTING WITH FSMC

SP 13-2023 shares best practices for SFAs who contract or plan to contract with Food Service Management Companies.

Newsletters



WHAT'S UP WITH UPLIFT?

The sixth SY 22-23 upLIFT Newsletter featured photos from Humboldt and Queen Creek Unified and included information about the April upLIFT webinar and the featured fruit - tangelos!

Funding Opportunities



HEALTHY MEALS INCENTIVES GRANTS

Action for Healthy Kids is offering a competitive grant for small and/or rural SFAs to improve the nutritional quality of their school meals.

School Lunch Hero Day

MAY 5, 2023

School Lunch Hero Day will be celebrated on May 5, 2023. Join schools across the country that are recognizing the difference these team members make for every child who comes through their cafeteria.

- [Promotional Resources](#)



Paid Lunch Equity

GUIDANCE FOR SY 2023-2024 PAID LUNCH PRICING

For SY 2023-2024, SFAs with a positive or zero balance in the nonprofit school food service account as of June 30, 2022, are exempt from PLE pricing requirements. This can be shown with their current Annual Financial Report (AFR).

OPTIONAL TOOL FOR EXEMPT SFAS

While not required, exempt SFAs may still use USDA's PLE tool to complete the steps necessary to determine their target SY 2023-2024 paid lunch price and adjust their paid lunch prices accordingly.

Paid Lunch Equity

GUIDANCE FOR SY 2023-2024 PAID LUNCH PRICING

SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2022, must follow PLE requirements when establishing their paid lunch prices for SY 2023-2024.

SFAs may use the prices they last charged students as the basis for their SY 2023-2024 paid lunch price calculation, even if those prices were charged during a year the SFA was not required to comply with PLE requirements.

If an SFA did not charge for meals during SY 2022-2023, such as an SFA that operated the Community Eligibility Provision, or Provisions 2 or 3 and is returning to standard counting and claiming in SY 2023-2024, they may use the most recent paid lunch price data as the basis for its SY 2023-2024 paid lunch calculation.

Paid Lunch Equity

RAISING PAID LUNCH PRICES

SFAs are not required to raise their paid lunch price by more than 10 cents for SY 2023-2024 from the last year they charged for paid lunches. SFAs can still choose to raise the price by more than 10 cents.

**SCHOOL YEAR 2023-2024 PLE
CALCULATIONS AND TOOL**

Community Eligibility Provision

APPLYING FOR THE CEP

CEP is available to sites, groups of sites, or entire LEAs that have an identified student percentage of 40% or greater. Check the [CEP Annual Notification and Publication for School Year \(SY\) 2023-2024](#) to see if you qualify.

If you would like to apply for CEP, and/or would like assistance with the application process, determining site groupings or your ISP, please email ContactHNS@azed.gov to be connected with a specialist.

The deadline to apply is **June 30, 2023**.

Applications for Summer Programs

SUMMER FEEDING OPTIONS FOR SCHOOLS

Children need good nutrition, all year long. The Summer Food Service Program (SFSP), National School Lunch and Breakfast Programs (NSLP and SBP), and the Seamless Summer Option (SSO) make it possible for schools to provide nutritious meals after the regular school year ends.

- **SFSP**: Ideal for sites offering enrichment, recreational or activity programs. Maximum rates of reimbursement for meals served.
- **Extending the NSLP and SBP**: Option for any school(s) hosting an academic summer school and intend on only serving enrolled students.
- **SSO**: Reduced paperwork, slightly lower reimbursement rates in comparison to SFSP.

Applications for Summer Programs

APPLYING TO SPONSOR A SUMMER PROGRAM

HNS 03-2023: Application for Summer Programs

To participate as an SFSP sponsor, submit the following by May 30, 2023:

- Management Plan
- Budget
- CNPWeb Sponsor and Site Applications

To apply for the SSO, SFAs must submit CNPWeb Site and Sponsor Applications.

SFAs wishing to extend participation in the NSLP/SBP must contact their assigned HNS specialist to confirm eligibility and discuss application requirements.

**APPLICATIONS MUST BE
APPROVED BY HNS BEFORE
MEAL SERVICE BEGINS.**

Non-Congregate Summer Meal Service

ELIGIBILITY

SFSP 07-2023: Questions and Answers #2: Summer 2023 Non-Congregate Meal Service in Rural Areas

Qualifying as a Non-Congregate Site:

- Sites must be determined as eligible to participate in SFSP/SSO.
- Only sites designated as 'rural' are eligible to offer non-congregate meal service. Sites designated as urban are not eligible to offer non-congregate meal service.
- Site applications for eligible, rural sites that are located within 5 miles of another potential or approved site that only offers meals in a congregate setting will only be permitted to offer a non-congregate meal service if the SA can verify that the sites do not serve the same population.
 - Examples: Non-congregate sites wishing to serve in proximity to sites classified as a camp or other closed enrolled site.

Non-Congregate Summer Meal Service

ELIGIBILITY

SFSP 07-2023: Questions and Answers #2: Summer 2023 Non-Congregate Meal Service in Rural Areas

Qualifying as a Non-Congregate Site:

- Sites must be determined as eligible to participate in SFSP/SSO.
 - Area Eligible: Current-year school data may be used to establish area eligibility for the SFSP and SSO, excluding camps. For a site to be determined area eligible, school data must indicate that the proposed meal site is located in the attendance area of an elementary, middle, or high school where at least 50 percent of the children are eligible for free or reduced-price school meals.
- Only sites designated as 'rural' are eligible to offer non-congregate meal service. Sites designated as urban are not eligible to offer non-congregate meal service.
 - Rural: Any area in a county that is not part of a Metropolitan Statistical Area or any "pocket" within a Metropolitan Statistical Area which is determined by the State agency to be geographically isolated from urban areas.

Non-Congregate Summer Meal Service

ALLOWABLE NON-CONGREGATE MEAL SERVICE

SFSP 07-2023: Questions and Answers #2: Summer 2023 Non-Congregate Meal Service in Rural Areas

Home Delivery -

- Requires written consent from the eligible child's parent or guardian that the household wants to receive delivered meals.
- Provide a record of how many children are eligible to receive meals in the home and how many meals were provided in each meal delivery.
- 'And Justice for All' poster is properly displayed on delivery vehicles and civil rights requirements are met.
- Local health, food safety, and sanitation standards are followed.
- Meal delivery times are followed as stated on the approved application.

Non-Congregate Summer Meal Service

ALLOWABLE NON-CONGREGATE MEAL SERVICE

SFSP 07-2023: Questions and Answers #2: Summer 2023 Non-Congregate Meal Service in Rural Areas

Bulk -

- May serve up to 10 days of meals at one time (consider food safety).
- Required food components in the correct serving sizes must be served.
- Food items must be clearly identifiable as making up reimbursable meals.
- Menus are provided with directions indicating which items are to be used for each meal and the portion sizes.
- Only minimal preparation is required, and food is not being provided as ingredients for recipes that require chopping, mixing, baking, etc.

Non-Congregate Summer Meal Service

ALLOWABLE NON-CONGREGATE MEAL SERVICE

SFSP 07-2023: Questions and Answers #2: Summer 2023 Non-Congregate Meal Service in Rural Areas

Meal Pick-Up -

- Establish procedures and processes that ensure meals are distributed only to children or to the parents or guardians of eligible children, and that duplicate meals are not distributed.
- 'And Justice for All' poster is properly displayed at pickup sites and civil rights requirements are met.
- Local health, food safety, and sanitation standards are followed.
- Meal pick-up times are followed as stated on the approved application.

USDA Foods in Schools Program Updates

**EMAIL USDAFOODS@AZED.GOV
FOR USDA FOODS REQUESTS**

The week of June 5th is the last week of deliveries from US Foods for brown box items; any remaining entitlement can be transferred to DoD Fresh to receive deliveries of fresh produce through the summer months.

- **SSO Operators:** start planning orders with remaining entitlement on surplus or DoD.
- **SFSP Operators:** check to ensure you have FFAVORS access; processing can take 2-3 weeks.

Turnip the Beet

TURNIP THE BEET NOMINATION PACKET

The Turnip the Beet Award recognizes outstanding summer meal program sponsors across the nation who work hard to offer high-quality meals to children that are appetizing, appealing, and nutritious during the summer months.

HNS encourages all outstanding summer operators to nominate themselves for this nationally recognized award!



School Year 2023 upLIFT Initiative Recap

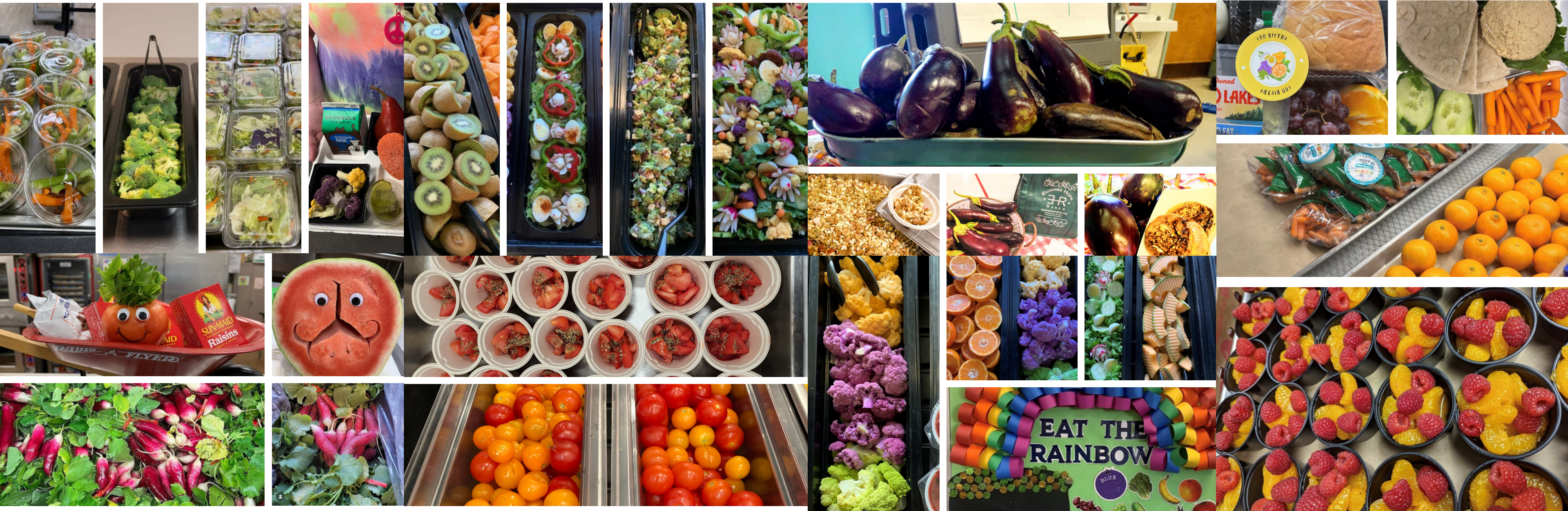
SERVE A RAINBOW! INITIATIVE

The Serve a Rainbow! initiative was intended to inspire SFAs on what to feed students, and empower SFAs to highlight a variety of produce offered in cafeterias!

- Every other month, HNS announced a new 'Serve a Rainbow' produce color to feature, complete with nutrition education resources. (The color for May is **yellow!**)
- SFAs were encouraged to send photos of colorful produce served to be featured in the monthly upLIFT newsletter!
- We have received 26 unique photos from 5 school districts!
 - Globe Unified School District
 - Humboldt Unified School District
 - Palominas Elementary School District
 - Tucson Unified School District
 - Prescott Unified School District



SERVE A RAINBOW! INITIATIVE



Quiz Time

What is needed to be exempt from this year's PLE requirement?

- A** A zero or positive balance in the non-profit food service account.
- B** A negative balance in the non-profit food service account.
- C** PLE requirements are waived for all SFAs this year.
- D** All SFAs are required to raise paid lunch prices this year.



Quiz Time

What is needed to be exempt from this year's PLE requirement?

- A** A zero or positive balance in the non-profit food service account.
- B** A negative balance in the non-profit food service account.
- C** PLE requirements are waived for all SFAs this year.
- D** All SFAs are required to raise paid lunch prices this year.

SFAs must show a zero or positive balance in their non-profit food service account to be exempt from PLE requirements this year. This can be shown with the Annual Financial Report (AFR).



Section 2

April Events



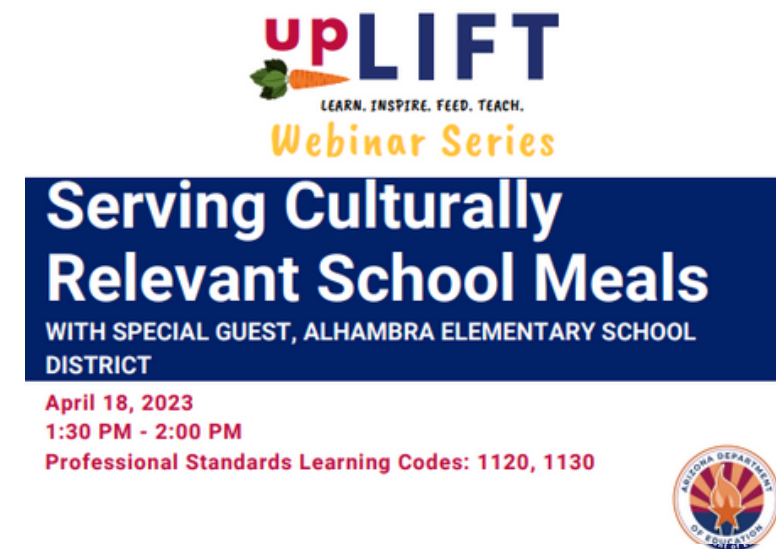
April Events

EVENTS OFFERED IN THE MONTH OF APRIL

To access webinar slides and recordings, visit HNS' webpage or refer to the HNS Communications Event Follow-up email.



April Staying on Track: Summer Edition



upLIFT: Incorporating Cultural Flavors in School Meals

Section 3

Upcoming
Deadlines &
Communications



In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Reporting for Summer 2023 P-EBT Memo
- Serving Non-Congregate Summer Meals Memo
- Summer Farm Fresh Challenge
- FFVP end of Program Year Survey and BRAVOcado! Award Nominations



May Checklist

May 1 - May 10

Submit May reimbursement claims (best practice)

May 26

Healthy Meals Incentives Grants

May 30

SFSP Applications due

June 1

If applicable, apply for Special Assistance Provision 2/3 (application due June 1) or CEP (application due June 30).

May

Provide outreach to households for the availability of Summer Food Service Program (SFSP) feeding sites.

May

Plan all end-of-year orders for Direct Delivery, processing, and DoD.

Daily

Complete Production Records daily

Daily

Count meals at POS and complete Daily Edit Checks.



Join Us Next Month!

Staying On Track: June

June 6, 2023
1:30-2:30 pm

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

Thank you!

PLEASE PUT QUESTIONS IN THE Q&A

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in APLD.

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 Online Course:
Staying on Track: May 2023**

Information to include when documenting this
training for Professional Standards:

Training Title:
May Staying on Track

Key Area: 1000 – Nutrition, 3000 –
Administration

Learning Code: 1170, 3350, 3360

Length: 1 hour

Please note, attendees must document the amount of training hours
indicated on the training despite the amount of time it takes to complete it.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

