

Staying on Track

August 2023



Health and Nutrition Services
Arizona Department of Education



Today's webinar will be facilitated by Ashley Kennedy. Prior to joining ADE in March 2022, Ashley worked in food service at Tempe Elementary School District and completed the School Nutrition Specialist internship at Paradise Valley Unified School District.

Ashley helps lead the upLIFT efforts that provide professional development for directors to serve desired menus.

A portrait of Ashley Kennedy, a woman with long, dark, wavy hair, smiling. She is wearing a blue collared shirt. The background is a solid blue color.

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 United States Department of Agriculture (USDA) Child Nutrition Programs (CNP) 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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), Seamless Summer Option (SSO), or Summer Food Service Program (SFSP).

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; and
- Provide program directors an opportunity to ask for clarifications.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: August Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration

Learning Code: 1110, 1150, 1170, 3120, 3310, 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, the trainer will answer new questions or questions that still need to be addressed.
- Any questions not addressed during the webinar should be directed to your HNS Specialist.



Agenda

Section 1: July HNS Communications Round-Up

Section 2: Last Month's Hot Topics

Section 3: Last Month's Training Opportunities

Section 4: A Look Ahead to Upcoming Deadlines and HNS Communications

SECTION 1

July HNS Communications Round-Up



Announcements & Resources



CNPWEB & MAY SUMMER MEALS CLAIMS

Updates to the CNPWeb to accommodate meals served at non-congregate rural sites went live on July 3. Operators of the SSO and SFSP had until July 30, 2023 to submit their May claims for reimbursement.



PY23-24 CNP REIMBURSEMENT RATES

USDA released the CNP reimbursement rates effective July 1, 2023 - June 30, 2024. This includes the updated rates for NSLP, SBP, SSO, SFSP, and CACFP.



EXCESSIVE HEAT NON-CONGREGATE FEEDING WAIVER

Summer operators wishing to utilize the Excessive Heat Non-Congregate Feeding Waiver must submit a [participation form](#) to ContactHNS@azed.gov.



PY23 SUMMER MEALS SURVEY FOR PARENTS AND CAREGIVERS

The State Nutrition Action Committee SFSP Workgroup released a Summer Survey in English and Spanish to gather feedback from parents and caregivers of SFSP participants.

Announcements & Resources



SY 2023-24 NSLP AT A GLANCE CALENDARS AND TRAINING CURRICULUM RESOURCE

HNS released the SY 23-24 NSLP At a Glance Calendars and Training Curriculum for operators of the NSLP/SBP in PY24.



VERIFICATION CONFIRMATION REVIEW WAIVER REQUIREMENTS

SFAs that use a technology-based system with a high level of accuracy in processing an initial income eligibility determination when reviewing household applications may submit a Confirmation Review Waiver request to HNS.

Deadlines



SUMMER FARM FRESH CHALLENGE PARTICIPATION SURVEY

The deadline to report participation in the Summer Farm Fresh Challenge was July 14. Thank you to all who participated!



SUMMER P-EBT FINAL REPORTING DEADLINE

The final deadline to submit any Summer P-EBT student data in the CNP P-EBT Eligibility portal in ADEConnect was August 4. SFAs are encouraged to direct families to [DES' website](#) for information about card distribution.

Memorandums



HNS 07-2023: DIRECT CERTIFICATION WITH MEDICAID DATA DEMONSTRATION PROJECT ENHANCEMENTS

HNS 07-2023 informs SFAs of enhancements made to the online CNP Direct Certification/Direct Verification system to accommodate the DC-M Project.



TA 02-2023: TWENTY-SIXTH RELEASE OF THE CHILD NUTRITION DATABASE

TA 02-2023 announces that the 26th Release of the Child Nutrition Database is available to software companies that develop nutrient analysis and certification of compliance software designed for NSLP and SBP.



HNS 08-2023: REMINDERS FOR SCHOOL FOOD AUTHORITIES SERVING MEALS DURING SCHOOL YEAR 2023-2024

HNS 08-2023 provides SFAs applying to operate in SY 23-24 operation reminders, an overview of application requirements, and answers to FAQ.

SECTION 2
**Last Month's
Hot Topics**

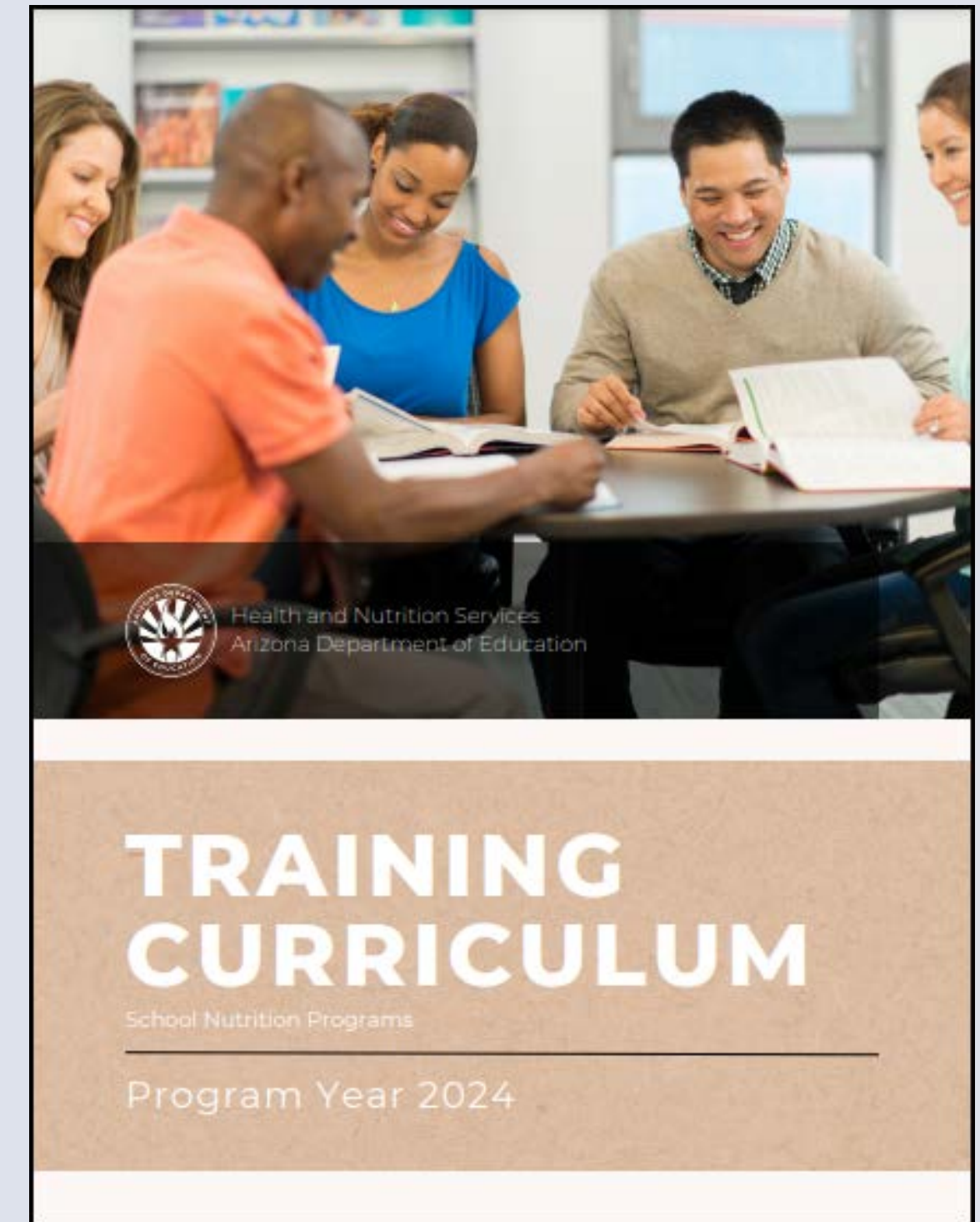


Training for School Nutrition Programs

TRAINING CURRICULUM

Because the trainings offered by HNS are vast in quantity and diverse in content, ADE has drafted specialized curricula based on job duties to help directors get started creating training plans for the year.

Each curriculum includes a list of recommended trainings offered by HNS and the Institute of Child Nutrition (ICN) for specific roles, the format of each training, the Professional Standards hours each training provides, and where to access the training or registration.



[Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program in Program Year 2024](#)

AVAILABLE NOW!

The SY 23-24 NSLP At a Glance Calendars are available now!

- SY 23-24 NSLP At a Glance Calendar
- SY 23-24 NSLP At a Glance Calendar for Special Provision Options

These two calendars are useful planning tools for School Nutrition Professionals to keep track of all required and recommended monthly tasks for the NSLP and SBP.

NSLP AT A GLANCE SY 2023-2024

WANT MORE?

REGISTER FOR THE STAYING ON TRACK WEBINAR SERIES! Join the Training for the National School Lunch and School Breakfast Programs website to learn more!
<https://www.arsnslp.org/webinars>

JUNE

- JUNE 1-18** (best practice) Submit meal environment claim.
- JUNE 1-REOPEN** OPERATION Sustain (Open/Reopen) applications through CDF/HS.
- Submit program forms to your local state school year. Go to <https://www.arsnslp.org/submit>
- ST 23-24** Renewal applications
- ST 23-24** Income Eligibility Submissions
- Confirm documentation. Submit as to up state.
- Double check that your local school year CDF/HS plan is up-to-date.
- Review updates on the Food Program Management System.
- Complete 1-800-455-7269 (best practice) and submit a new agreement. Go to <https://www.arsnslp.org/submit>
- Review and update your Local Education Policy. Go to <https://www.arsnslp.org/submit>
- Submit your Impact Meal Charge Form.
- Submit applications to receive additional meal payments under a CDF/HS Certification.

JULY / AUGUST

- JULY 20-23** Announcement of the Direct Certification with Medicaid Data Demonstration Project
- 80 SCHOOL YEAR 2023-1**
- SEND** and Public Media Releases
- Conduct food direct certification through CDF/HS Direct Certification, send notification letters and update IDB.
- Submit household applications with parent letter to state those students who are not directly certified.
- Begin reviewing household applications with Income Eligibility Guidelines for ST 23-24, review IDB and send notification letters.
- Submit a request for the local health department for a food safety inspection to be conducted at all operations during the school year.
- Conduct safety audit, collect information, food service director, program contact and filling contact in nslp/DOGS.
- POST TO SCHOOLS STARTING**
- Provide instruction to households for School Breakfast Program (SBP) at the beginning of start and at least once during the school year required by 7 operating SBPs.
- Post ST 23-24 Training Curriculum & Bulletin. Go to <https://www.arsnslp.org/submit>
- Create Professional Standards plan for all National Nutrition Program (NTP), including mandatory Civil Rights training.
- Complete Professional Standards plan for all National Nutrition Program (NTP), including mandatory Civil Rights training.
- Review program procedures for all procurement methods, initial, annual and formal, before beginning to make purchases.
- AFTER FIRST DAY OF SCHOOL**
- Complete Production Records daily.
- Count meals at POS and complete Daily E-File Checks.
- ON 10TH OPERATIONAL DAY** (disclosure process benefits for households submit eligibility documentation for ST 23-24)
- AUGUST 1-18** (best practice) Submit July measurement claim (if operated in July).

SEPTEMBER

- SEPTEMBER 1-18** (best practice) Submit August measurement claim.
- SEPTEMBER 18-30** (best practice) Submit direct certification.
- Complete Production Records daily.
- Count meals at POS and complete Daily E-File Checks.
- Start application for Verification Point of Sale (VPS) and E-File.
- Request for Verification Review School Year 2023-2024. Review <https://www.arsnslp.org/submit>

Want to get inspired by your peers across the state? Our [UPLIFT](#) platform provides a platform where school nutrition professionals can connect to share, learn, and grow. Increase your knowledge and skills, and learn from others by reviewing the upcoming school year. Visit <https://www.arsnslp.org/submit> to get involved!

OCTOBER

OCTOBER 1 – NOVEMBER 15 VERIFICATION

<https://www.arsnslp.org/submit>

- OCTOBER 1-18** (best practice) Submit November measurement claim.
- OCTOBER 1-18** (best practice) Submit December measurement claim.
- OCTOBER 15** Annual Financial Report due for private schools, BSA schools and RCCLs.
- OCTOBER 15** Annual Financial Report due for public schools.
- OCTOBER 15-31** (best practice) Conduct direct certification.
- Complete Production Records daily.
- Count meals at Point of Service (POS) and complete Daily E-File Checks.
- Complete Production Records daily.
- Complete National Farm to School Model and National School Lunch Plan.

NOVEMBER

- NOVEMBER 1-18** (best practice) Submit October measurement claim.
- NOVEMBER 1-18** (best practice) Submit November measurement claim.
- NOVEMBER 1-18** (best practice) Submit December measurement claim.
- Count meals at POS and complete Daily E-File Checks.
- Request for Submitting the Verification Summary Report for NTP Review <https://www.arsnslp.org/submit>
- Conduct safety audit, collect information, food service director, program contact and filling contact in nslp/DOGS.

DECEMBER

- DECEMBER 1-18** (best practice) Submit November measurement claim.
- DECEMBER 1-18** (best practice) Submit December measurement claim.
- DECEMBER 15** Last day to complete Civil Rights Compliance Form.
- Complete Production Records daily.
- Count meals at POS and complete Daily E-File Checks.
- Complete application to receive additional meal payments during the school year (Programs eligible to apply must be at a site in the attendance area of a site with at least 10% of enrolled students eligible for free or reduced-price meals).
- <https://www.arsnslp.org/submit>

JANUARY

- JANUARY 1-18** (best practice) Submit December measurement claim.
- JANUARY 1-18** (best practice) Submit January measurement claim.
- Complete Production Records daily.
- Count meals at POS and complete Daily E-File Checks.
- Review all Production Records before training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for Training for Training, processing and reporting for training for 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SY 23-24 Operation Reminders

HNS 08-2023: REMINDERS FOR SFAS SERVING MEALS DURING SY 23-24

All transitional waivers resulting from the COVID-19 pandemic have expired and SFAs must meet **all** programmatic requirements including the transitional nutrition standards.

- For the school lunch meal pattern only, there is a required 10% decrease in the sodium limit for SY 23-24.
- All other nutrition standards, including fruit and vegetable requirements, will remain the same as the standards established in 2012.

Milk	Participants ages 6+ may be offered flavored low-fat (1%) milk in addition to flavored nonfat milk and unflavored nonfat or low-fat milk
Whole Grains	At least 80% of the grains served in school lunch and breakfast each week must be whole grain-rich.
Sodium	Sodium Interim Target 1A must be met no later than July 1, 2023.

NSLP Transitional Sodium Limits		
AGE/GRADE GROUP	TARGET 1 EFFECTIVE JULY 1, 2022	INTERIM TARGET 1A EFFECTIVE JULY 1, 2023
Grades K-5	≤ 1,230 mg	≤ 1,110 mg
Grades 6-8	≤ 1,360 mg	≤ 1,225 mg
Grades 9-12	≤ 1,420 mg	≤ 1,280 mg

Paid Lunch Equity

SY 23-24 PAID LUNCH PRICING

For SY 23-24, 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).

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 23-24.

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.

SFAs may use the prices they last charged students as the basis for their 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 22-23, (e.g. an SFA that operated CEP, or Provisions 2 or 3) and is returning to standard counting and claiming in SY 23-24, they may use the most recent paid lunch price data as the basis for its paid lunch calculation.

Paid Lunch Equity

RESOURCES FROM USDA

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

Food and Nutrition Service

USDA

United States Department of Agriculture

Braddock Place
1320
Braddock Place
Alexandria
VA 22302

DATE: April 5, 2023
MEMO CODE: SP 11-2023
SUBJECT: Paid Lunch Equity: Guidance for School Year 2023-2024
TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Issuing Agency/Office:	Food and Nutrition Service/Child Nutrition Programs
Title of Document:	Paid Lunch Equity: Guidance for School Year 2023-2024
Document ID:	
Z-RIN:	
Date of Issuance:	April 5, 2023
Replaces:	Not Applicable
Summary:	(1) This guidance applies to State agencies and school food authorities administering the National School Lunch Program. (2) This guidance provides information regarding the paid lunch equity requirements for school year 2023-2024.

Purpose
The purpose of this memorandum is to provide guidance to food authorities (SFAs) on the paid lunch equity (PLE) req 2023-2024. This memorandum explains the PLE exemption Appropriations Act, 2023 (Public Law 117-328) (the Appr memorandum also provides guidance for SFAs that do not including those who may be returning to PLE requirements years.

Guidance for Paid Lunch Pricing for SY 2023-2024
SP 06-2023, CACFP 03-2023, SFSP 02-2023, Consolidated Effect on Child Nutrition Programs, published on March 3, Section 752 of Division A of the Appropriations Act, enact Congress provides an exception to the PLE requirements fo only SFAs that had a negative balance in the nonprofit sch

SFA NAME:

School Year (SY) 2023-24 Paid Lunch Equity (PLE) Tool Instructions

Note: Users may want to print the instructions and use them as they work your way through the PLE Tool.

The PLE Tool was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and/or non-Federal source contributions to meet the requirements specified in 7 CFR 210.14(e). If the pricing requirements calculated by the PLE Tool are not met or are exceeded, the PLE Tool will also calculate any amounts, including credits or deficits carried over into the next year. Note, the weighted average prices calculated in the PLE Tool are the weighted average of all student paid lunch prices charged in the SFA.

TIPS:
1) Have the most recent year PLE tool you completed available for reference.
2) Did the SFA have credits carried over from prior years?
3) Is the most recent weighted average paid lunch price above the requirement?
4) Only the tab(s) relevant to the SFA's selection of method to meet PLE requirements need to be completed

5) The \$0.10 cap does not mean that every SFA will raise the weighted average paid lunch price or contribute the equivalent in non-Federal funds. Depending on where the SFA is relative to meeting the PLE requirement, a contribution of less than \$0.10 may be required or the SFA may choose to contribute more than \$0.10.

For more information on amounts carried over please refer to FNS Policy Memo SP 39-2011 (revised)

This version of the PLE Tool applies only to SY 2023-2024. A new version of the PLE Tool will be issued for SY 2024-25.

The SY 2023-24 PLE Tool consists of 8 tabs:
Hyperlinks are also placed throughout the tool to navigate to the different tabs. Only the tabs for the method selected to meet the PLE requirement have to be completed.

Tab 1: [Instructions](#)
Tab 2: [Annual Unrounded Requirement Finder](#)
Tab 3: [SY 2023-24 Price Calculator](#)
Tab 4: [SY 2023-24 Non-Federal Calculator](#)
Tab 5: [SY 2023-24 Split Calculator](#)
Tab 6: [SY 2023-24 REPORT](#)
Tab 7: [SY 22-23 Price Calculator](#)
Tab 8: [SY 10-11 Price Calculator](#)
Tab 9: [PLE Guidance](#)

* The tabs (SY 22-23 and SY 10-11 Price Calculators) are for use as needed

Cells shaded this color designate data entry cells. The SFA must enter the applicable data in these cells for the tool to calculate requirements

Applying for SY 23-24

SFAs applying to participate in school meals programs and USDA Foods in Schools program during SY 23-24 must complete the following:

- CNPWeb Site and Sponsor Applications
- CNPWeb Checklist Items
- Additional required documentation
- myFOODS activation

SFAs should submit all application components as early as possible and allow three weeks for the application approval process to be completed. SFAs must ensure that all applications and all required components are submitted with adequate time for approval and to meet claiming deadlines.

AVAILABLE RESOURCES

- [HNS 08-2023: Reminders for School Food Authorities Serving Meals During School Year 2023-2024](#)
- [2023-2024 School Meals Application Checklist](#)
- [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb](#)

USDA Foods in Schools in SY 23-24

MYFOODS SYSTEM UPDATES

The myFOODS system has rolled to the new school year. All system dates will default to SY 23-24.

ACTION ITEMS

Existing users must update any contact and site information within the system. New users of the myFOODS system must contact ADE for access by emailing USDAFoods@azed.gov or calling 602-542-8700.

To schedule shipments from US Foods, SFAs must submit a PO or Letter of Responsibility to US Foods to cover all delivery fees in SY2024.

All catering sites are being verified with approved CNPWeb applications and will remain in unapproved status pending verification.

USDA Foods in Schools in SY 23-24


ADMINISTRATIVE FEE STRUCTURE

For USDA Foods (processing and brown box) handled by US Foods, the fee structure is:

- Prep Site delivery \$7.45 per case
- Warehouse delivery \$7.30 per case (100 case minimum)
- Pick Up \$5.29 per case (100 case minimum)
- Restocking fee \$1.25 per case

Additionally, ADE assesses administrative fees for the following:

- Processing bulk product \$0.02 per pound
- Excess storage \$1.35 per case
- Direct shipments from USDA \$0.25 per case

 USDA Foods in Schools Program Administrative Fee Structure Effective July 1, 2023	
The following chart outlines the administrative fees that will be incurred by recipient agencies (RAs) that order brown box and processed bulk product items. The Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh) does not have any administrative or shipping fees. Shipping fees are in accordance with the RA's method of receipt of brown box and processed bulk products.	
SHIPPING FEE TYPES Brown box and processed end products	RATE PER CASE* effective July 1, 2023 - June 30, 2024
Delivered by US Foods to RA Prep Site 10 Case Minimum or 20 Case Minimum (50,000+ lunches)	\$7.45 Payment to US Foods
Delivered by US Foods to RA Warehouse 100 Case Minimum	\$7.30 Payment to US Foods
Picked up by RA at US Foods Warehouse 100 Case Minimum; RA must call	\$5.29 Payment to US Foods
Directly Shipped by USDA to RA 1/3 Truck Minimum	\$0.25 Payment to the Arizona Department of Education
OTHER ADMINISTRATIVE FEE TYPES	RATE PER CASE/UNIT* effective July 1, 2023 - June 30, 2024
US Foods Warehouse Restocking Fee	\$1.25 per case Payment to the US Foods
US Foods Warehouse Excess Storage Fee	\$1.35 per case Payment to the Arizona Department of Education
Processing Bulk Product Fee	\$0.02 per pound Payment to the Arizona Department of Education
* Please note, entitlement dollars cannot be used on administrative fees.	
July 2023 Health and Nutrition Services Arizona Department of Education This Institute is an equal opportunity provider.	

PROCESSING DIVERSION BULK POUNDS

SY 23-24 bulk pounds have been diverted to the processor and can be monitored via the applicable websites:

- [K12 Foodservice](#)
- [ProcessorLink](#)
- **Nardone Bros. via broker**

DoD Fresh Fruit & Vegetable Program

YOUR ENTITLEMENT IS READY FOR USE!

Funds set aside during the catalog requisition period are in the FFAVORS system for immediate use in the CNPs. All operators are encouraged to use funds in the Fall, as additional funds will be available for Spring.

- For SFAs currently operating SFSP, additional funds are available right now, and requests for these funds can be placed via a request to USDAFoods@azed.gov.

The screenshot shows the USDA Foods website for the Fresh Fruits and Vegetables Order Receipt System (FFAVORS). The header is dark teal with the USDA Foods logo and the system name. Below the header is a breadcrumb trail: HOME > USDA FOODS. The main content area is divided into two columns. The left column contains a 'Spotlights' section with the text 'USDA Foods Expected to be Available', a 'Resources' section with links to 'Infographic Set', 'Policy', 'Technical Assistance & Guidance', and 'Research, Analysis & Background', and a 'Maintenance Notice' section. The right column contains a 'Maintenance Notice' section with text about scheduled maintenance on Sundays, an 'IDs and Passwords' section with instructions on user profile creation, a 'USDA Market News' section with information on market conditions, and a 'Frequently Asked Questions and Help Desk' section with links to 'FFAVORS FAQs and Tips' and 'FFAVORS Help Desk'.

USDA Foods

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

HOME > USDA FOODS

Spotlights

USDA Foods Expected to be Available

Resources

- Infographic Set
- Policy
- Technical Assistance & Guidance
- Research, Analysis & Background

Maintenance Notice

FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. The site may be unavailable for periods during this maintenance time.

IDs and Passwords

For access to FFAVORS, your current Department of Defense (DoD) Account Manager, DoD Field Representative, and/or DoD Contracting Specialist must establish a user profile for each new user within FFAVORS.

Once added to FFAVORS, an email notification to the user with step by step instructions on how to create the eAuthentication account will be generated. Without the profile in FFAVORS, the user will not gain access to the application. For those that have an eAuthentication ID, the user profile must still be created in FFAVORS before accessing the site.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.

- [FFAVORS Login](#)

USDA Market News

The information captures the availability of fresh fruits and vegetables at major domestic wholesale markets, production areas, and ports of entry. The reports assist customers by providing information when domestic produce items are in season, to evaluate market conditions, identify trends, and monitor price patterns.

- [Market News Specialty Crops](#)

Frequently Asked Questions and Help Desk

Answers commonly asked questions about FFAVORS and the eAuthentication process. Email the help desk with FFAVORS questions or login problems.

- [FFAVORS FAQs and Tips](#)
- [FFAVORS Help Desk](#)

School Meal Eligibility

SFAs are responsible for determining student eligibility for free or reduced-price meal benefits. SFAs may obtain eligibility information through:

- Household Application
- CNP Direct Certification Database
- Appropriate Agency Documentation supporting a status of homeless, migrant, runaway, Head Start/Even Start, or foster

SFAs may use the HNS Household Application for Free and Reduced-Price Meals template ([English](#))([Spanish](#)) or may choose to create a custom document (paper-based, scannable, or electronic). Custom or electronic formats must be approved by HNS prior to distribution.

AVAILABLE RESOURCES

NSLP Online Training Library:

Visit HNS' online training library to access Step-by-Step Instructions.

NSLP & SBP - Program Forms & Resources:

Visit the NSLP forms and resources webpage to access Eligibility Documents for School Meal Benefits

SFAs currently operating Special Provision Options in a non-base year or CEP cycle, may not be required to obtain eligibility information.

Direct Certification

Direct certification (DC): the process of determining which students are eligible for meal benefits based on documentation obtained directly from the appropriate state or local agency.

Students directly certified will automatically receive meal benefits without submitting a household application.

SFAs required to determine student eligibility must conduct DC as follows:

- At or around the beginning of the SY;
- Three months after the initial effort; and,
- Six months after the initial effort.

There is no maximum number of times SFAs can conduct DC as long as they meet the minimum.

When a new match is found, the system will send an email notification to the SFA contacts that have opted-in to receive email notifications.

- SFAs are considered in compliance with DC requirements as long they login to CNPDC within 90 calendar days of each new match notification.

SFAs participating in Provision 2/3 Non-Base Year or CEP are required to conduct DC once per year for April 1 Identified Student Reporting.

DC-M Demonstration Project

HNS 06-2023: ANNOUNCEMENT OF THE DC-M DEMONSTRATION PROJECT

Starting SY 2023-24, ADE has been approved to administer the AZ Direct Certification Medicaid (DC-M) Free and Reduced Demonstration Project.

DC-M is the use of Medicaid data files to identify children eligible to receive meals through the NSLP and SBP for free or reduced-price without needing an application.

SPONSOR RESPONSIBILITIES

SFAs must notify their respective vendor/POS software provider of the inclusion of DC-M free and DC-M reduced data for the upcoming school year. Vendors will need to prepare the user interface and systems.

DC-M Eligibility

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for Medicaid data matching, students must either receive Medicaid or live in a household with another child who receives Medicaid and has family income as measured by the Medicaid Program.

Hierarchy of DC Matches

Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), and other direct certification matches **always** supersede Medicaid matches for reporting purposes.

Students should be identified as a Medicaid match only when there is no match with SNAP, TANF, FDPIR, or other programs.



Changes to the CNPDC System

HNS 07-2023: ENHANCEMENTS TO THE CNPDC SYSTEM

To accommodate DC using Medicaid data, the CNPDC system received the following updates:

1. Addition of Medicaid (MA)-Free and MA-Reduced Categories and Counts.
2. Addition of MA-Free and MA-Reduced in the Eligibility Type Column and Data Extraction.

The screenshot displays the 'CNP Direct Certification' web application. The header includes the Arizona Department of Education logo, the title 'CNP Direct Certification', and a user greeting 'Welcome, Rhodes, Maddie'. A navigation bar contains links for Home, Direct Certification, Email Notification, and Administration. A 'Search Results' section is active, showing a 'New Search' button and a 'Download' option with checkboxes for 'Check here to include NO MATCH results' and file format icons (Excel, PDF). Below this is a table with columns for Search Type, Search Date, Searched By, Entity Name, Total Records, Matches (Free, Reduced), Partial Matches, No Matches, SNAP, TANF, Foster, FDIR, MEP, Homeless, and Medicaid (Free, Reduced). A 'Show 10 entries' dropdown and a 'Result: All' filter are present. The main results table has columns for First Name, Last Name, Birth Date, Result, Result Date, Decision Date, Eligibility Type (with a dropdown showing MA-FREE and MA-REDUCED), and Possible Duplicate. The footer includes an 'Acceptable Use Policy' link, copyright information for 2017 Arizona Department of Education, and a 'Contact ADE Support' button with social media icons.

Forms & Resources for DC-M

[**WWW.AZED.GOV/HNS/NSLP/**](http://WWW.AZED.GOV/HNS/NSLP/)

Template Notification Letters for Students Qualifying for Free or Reduced Meals through DC-M:

- Notification for Free School Meals Letter, Direct Certification ([English](#)) ([Spanish](#))
- Notification of Reduced-Price School Meals Letter, Direct Certification - Medicaid ([English](#)) ([Spanish](#))

How-to Guide:

- [How to Complete Direct Certification Using Medicaid Data](#)

NOTIFICATION LETTER FOR REDUCED-PRICE SCHOOL MEALS
DIRECT CERTIFICATION-MEDICAID

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below qualify for reduced-price school meals because they receive **Medicaid-Reduced** benefits. If you believe your child(ren) qualify for free meals – complete and return a Free/Reduced application to the school with income information or a current SNAP (Food Stamp)/TANF case number.

Name of Child	Name of School

If someone in your household receives Medicaid-Reduced and there are other children in your household who aren't listed above, **they also qualify for reduced-price meals.**

Please contact the school your child(ren) attends in the following situations:

- If there are other children in your household who are not listed above, and you would like them to be qualified for reduced-price meals.
- You do not want your children to qualify for reduced-price meals.
- You have any additional questions.

Sincerely,

[signature]
[name]
[phone number] [e-mail address]

NOTIFICATION LETTER FOR FREE SCHOOL MEALS
DIRECT CERTIFICATION

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below qualify for free school meals because they receive **State SNAP** **FDPIR** **State TANF** **Foster** **Homeless** **Migrant** or **Medicaid-Free** benefits. This means that you do not need to fill out a household application for these children to determine eligibility for free or reduced-price meals.

Name of Child	Name of School

If someone in your household receives State SNAP, FDPIR, State TANF, or Medicaid-Free and there are other children in your household who aren't listed above, **they also qualify for free meals.** Please note that Foster, Homeless, or Migrant students **do not extend free meal benefits to other children in their household.**

Please contact the school your child(ren) attends in the following situations:

- If there are other children in your household who are not listed above, and you would like them to be qualified for free meals.
- You do not want your children to qualify for free meals.
- You have any additional questions.

Sincerely,

[signature]
[name]
[phone number] [e-mail address]



Offering No Cost Reduced-Price Meals

Through the allocation of pandemic relief funds, current regulation allows schools to serve reduced-price meals at no cost to students who qualify for reduced-price benefits.

Schools electing to take advantage of this must continue to claim these students in the reduced-price category and will receive federal reduced-price reimbursement.

- For example, a student with reduced-price meal benefits will not be charged, but the school must claim the meal in the reduced category and will only receive the reimbursement set for reduced-price meals.

SFAs will be reimbursed for meals served to students qualifying for reduced-price meal benefits until the pandemic relief funds allocated to waive fees runs out.

If the funds run out prior to the end of SY 23-24, SFAs need to charge the reduced-price students at that time.

HNS will notify operators immediately if/when funds are coming to an end.

Adult Meal Pricing

PRICING NON-PROGRAM ADULT MEALS

SFAs must price adult meals so that adult payments cover the overall cost of meals, including the value of donated foods (USDA Foods) used in the production of adult meals.

The minimum adult payment should reflect the price charged to students paying full price, plus the reimbursement rate received for a full-price meal and the value of donated foods.

In **non-pricing programs** (e.g., Special Assistance Provisions), the adult meal price should be at least the amount of reimbursement received for a free meal, plus the value of donated foods.

Adult Meal Pricing Tool			
Adult Breakfast Pricing Tool			
Method #1 (recommended for pricing sites)		Example	
1. Enter your highest paid <u>student price</u> for breakfast			\$ 2.00
2. Current paid breakfast reimbursement rate	\$ 0.38		\$ 0.38
	Sub-total	\$ 0.38	\$ 2.38
Suggested adult breakfast price (rounded up to the nearest \$.05)		\$ 0.40	\$ 2.40

Method #2 (recommended for non-pricing sites)		Example	
1. Enter current free breakfast reimbursement rate			\$ 2.73
	Sub-total	\$ -	\$ 2.73
Suggested adult breakfast price (rounded up to the nearest \$.05)		\$ -	\$ 2.75

Line	Reference	Instruction
Adult Breakfast Pricing Method 1 (Pricing Sites)		
1	Highest paid student price for breakfast	Enter the highest amount paid by students for breakfast at this site.
2	Current paid breakfast reimbursement rate	Input the amount reimbursed for each paid breakfast served at this site.
Adult Breakfast Pricing Method 2 (Non-Pricing Sites)		
1	Current free breakfast reimbursement rate	Input the amount reimbursed for each free breakfast served at this site.
Adult Lunch Pricing Method 1 (Pricing Sites)		
1	Highest paid student price for lunch	Enter the highest amount paid by students for lunch at this site.
2	Current paid reimbursement rate	Input the amount reimbursed for each paid lunch served at this site.
3	Performance-based reimbursement rate	The performance-based cash reimbursement is \$0.08 per lunch meal for SY23-24.
4	Current USDA food value (cash in lieu of commodities rate)	The value of USDA Foods for SY23-24 is \$0.2950 for all sites.
Adult Lunch Pricing Method 2 (Non-Pricing Sites)		
1	Free lunch reimbursement rate	Input the amount reimbursed for each free lunch served at this site.
2	Performance-based reimbursement rate	The performance-based cash reimbursement is \$0.08 per lunch meal for SY23-24.
3	Current USDA food value	The value of USDA Foods for SY23-24 is \$0.2950 for all sites.
This institution is an equal opportunity provider.		

Adult Meal Pricing Tool

Summer P-EBT

FINAL REPORTING DEADLINE

The **final deadline** to submit any Summer P-EBT student data in the CNP P-EBT Eligibility portal in ADEConnect was **August 4**.

The issuance schedule will be updated weekly and/or as DES processes records.

SFAs are encouraged to direct families to DES' website for information about card distribution.

P-EBT-Weekly Issuance Schedule													
Last Names starting with	A-B	C-D	E-F	G-H	I-J	K-L	M-N	O-P	Q-R	S-T	U-V	W-X	Y-Z
Week of 8/7/2023													
School Districts													
ARCHES Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Ash Creek Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Black Mesa Community School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Bonita Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Bouse Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Career Development Inc.	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Cartwright Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Christ the King Catholic School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Cochise Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Copper State Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Cove Day School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Desert Sky Community School Inc.	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Discovery Plus Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Ed Ahead	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Elfrida Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Florence Crittenton Service of Arizona Inc.	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Florence Unified School District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Hackberry School District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Institute for Transformative Education Inc.	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Intermountain Centers for Human Development	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Isaac Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Kaizen Education Foundation dba Vista Grove Preparatory Academy Middle School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Kingdom Preparatory Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Maine Consolidated School District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Maricopa Unified School District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
McNeal Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Mesa Unified District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Mobile Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Native American Christian Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Navajo Mission Preparatory School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Nazlini Community School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Owens School District No.6	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Peridot/Our Saviors Lutheran Elementary School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Phoenix Hebrew Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Pima Prevention Partnership dba Pima Partnership Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Pine Springs Day School	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Pine Strawberry Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Pinon Community School Board	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Pomerene Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Satori Inc.	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Scottsdale Unified District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Sentinel Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Skull Valley Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Sonoita Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
St. Thomas the Apostle	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
StrengthBuilding Partners	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Think Through Academy	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Tiisyaakin Residential Hall Inc	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Tucson Unified District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Yarnell Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Young Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Youth Development Institute	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23

Last Names starting with	A-B	C-D	E-F	G-H	I-J	K-L	M-N	O-P	Q-R	S-T	U-V	W-X	Y-Z
Week of 8/7/2023													
School Districts													
Yucca Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23
Yuma Elementary District	8/8/23	8/9/23	8/10/23	8/11/23	8/12/23	8/13/23	8/14/23	8/15/23	8/16/23	8/17/23	8/18/23	8/19/23	8/20/23

[Sample Letters & Weekly Issuance Schedule](#)
[Available on DES' Webpage](#)



Summer 2023 Farm Fresh Challenge

The Summer Farm Fresh Challenge is intended to encourage CNP operators to serve locally sourced ingredients and engage their community in activities to learn about Arizona agriculture during the summer. Thank you to all who participated!

Stay tuned for HNS' announcement of the challenge winners!

Healthy Meals Incentives Grants AZ Awardees

Congratulations to the AZ awardees of the Healthy Meals Incentives (HMI) Grants for Small and/or Rural SFAs!:

- **Nadaburg USD (Wittmann, AZ)- \$72,279.00**
- **Concordia Charter School (Mesa, AZ)- \$96,203.00**

Each SFA will use these funds to help improve the nutritional quality of meals and modernize their operations through innovative staff training, kitchen updates/renovations, redesigning food prep/service spaces, and/or other implemented efforts that support school meals and nutrition professionals.



For more information about HMI, please visit
<https://healthymealsincentives.org/>.

Turnip the Beet

HIGH QUALITY SUMMER MEALS AWARD PROGRAM

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!

- upLIFT Webinar: Turnip Your Summer Program! ([Slides](#)) ([Recording](#))



Get national recognition for your summer meals program! Submit a [Turnip the Beet Nomination Form](#) to HNS by September 30, 2023.

Quiz Time

True or False. For the school lunch meal pattern only, there is a required 10% decrease in the sodium limit for SY 23-24.

A True.

B False.



Quiz Time

True or False. For the school lunch meal pattern only, there is a required 10% decrease in the sodium limit for SY 23-24.

A True.

B False.

USDA implemented the Sodium Interim Target 1A effective for school lunch beginning in SY 23-2024. For the school lunch meal pattern only, there is a required 10% decrease in the sodium limit for SY 2023-24. This aligns with the FDA's recently released guidance that establishes voluntary sodium reduction targets for processed, packaged, and prepared foods in the U.S.



Quiz Time

True or False. Medicaid matches supersede SNAP, FDPIR, and other direct certification matches.

A True.

B False.



Quiz Time

True or False. Medicaid matches supersede SNAP, FDPIR, and other direct certification matches.

A True.

B False.

SNAP, TANF, FDPIR & other direct certification matches always supersede Medicaid matches for reporting purposes.

Only identify a student as a Medicaid match if the child does not match with SNAP, TANF, FDPIR or other programs.



SECTION 3
**Last Month's
Training
Opportunities**



Training Opportunities

EVENTS OFFERED IN JULY

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

- Staying on Track ([Slides](#)) ([Recording](#))
- upLIFT: Turnip Your Summer Program! ([Slides](#)) ([Recording](#))



ONLINE COURSES RELEASED IN JULY

Visit HNS' online training library or refer to HNS Communications to access new trainings.

ADMINISTRATION

- [How to Submit CNPWeb Applications for the NSLP](#)

CERTIFICATION AND BENEFIT ISSUANCE

- [Introduction to Direct Certification](#)
- [How to Complete Direct Certification Using Medicaid Data](#)
- [How to Directly Certify a Partial Match](#)
- [How to Conduct Direct Certification using State Match](#)

CIVIL RIGHTS

- Civil Rights Compliance for Child Nutrition Operators ([English](#)) ([Spanish](#))
- [How to File a Civil Rights Complaint](#)
- [How to Complete the Civil Rights Compliance Form](#)
- [Quick Guide: How to Complete Racial and Ethnic Data](#)

VERIFICATION

- [How to Submit a Verification Confirmation Review Waiver](#)

SECTION 4
**Upcoming
Deadlines &
Communications**



In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Preparing for Verification
- BRAVOcado and Summer Farm Fresh Challenge Awardees
- Program alerts notifying SFAs of FFVP award funding in GME
- Local Food for Schools funding campaign
- Healthy Meals Incentives Recognition Awards for School Food Authorities (SFA)



August Checklist

August 1 - August 10

Submit July reimbursement claims (best practice)

August 29

June 60-day claiming deadline

If you haven't already...

- Send out Public Media Release.
- Conduct first direct certification through CNP Direct Certification, send notification letters, and update BID.
- Distribute household applications with parent letters to only those students who are not directly certified.
- Begin processing household applications with Income Eligibility Guidelines for SY 23-24, create BID, and send notification letters.
- Send a request to the local health department for 2 food safety inspections to be conducted at all operating sites during the school year.
- Confirm delivery site, contact information, food service director, program contact and billing contact in myFOODS.

This Month...

Submit SY23-24 CNP Web Site and Sponsor Applications

Prior to School Starting

- Provide outreach to households for SBP at the beginning of school and at least once again during the school year (required only if operating SBP).
- Print SY 23-24 Training Curriculum & Brochure and create Professional Standards plans for all School Nutrition Program Staff, including mandatory Civil Rights training.
- Post point of service (POS) meal signage.
- Train Offer vs. Serve (OVS) to all staff, if applicable.
- Review proper procedures for all procurement methods (micro, small and formal) before making purchases.

After the First Day of School

- Complete Production Records daily.
- Count meals at POS and complete Daily Edit Checks.



Join Us Next Month!

Staying On Track: September

September 5, 2023

1:30-2:30 pm

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

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 Arizona Professional Learning Development (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: August 2023**

Information to include when documenting this
training for Professional Standards:

Training Title:
August Staying on Track

Key Area: 1000 – Nutrition, 3000 –
Administration

Learning Code: 1170, 3120, 3220,
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.

