

# Staying on Track

September 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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).**

# 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:** September Staying on Track

**Key Area:** 1000 - Nutrition, 3000 - Administration

**Learning Code:** 1170, 3220, 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: August 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

## **August HNS Communications Round-Up**





# Announcements & Resources



## **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.



## **CELEBRATE THE 2023 SUMMER FARM FRESH CHALLENGE AWARDEES!**

HNS invites all CNP operators to celebrate the 2023 Summer Farm Fresh Challenge Awardees! These entities went above and beyond and successfully incorporated challenge criteria into their summer programming. Congratulations!



## **P-EBT WEEKLY ISSUANCE SCHEDULE**

DES updated the Weekly Issuance Schedule to include tentative mailing dates for all districts. All SFAs with eligible students have been added to the list.



# Deadlines



## **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 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.



## **SP 21-2023: INITIAL IMPLEMENTATION MEMORANDUM: CHILD NUTRITION PROGRAM INTEGRITY FINAL RULE**

SP 21-2023 provides initial implementation guidance for the Child Nutrition Program Integrity Final Rule, which was published by FNS on 8/23/23.



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





# 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.

<b>Milk</b>	Participants ages 6+ may be offered flavored low-fat (1%) milk in addition to flavored nonfat milk and unflavored nonfat or low-fat milk
<b>Whole Grains</b>	At least 80% of the grains served in school lunch and breakfast each week must be whole grain-rich.
<b>Sodium</b>	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
<b>Grades K-5</b>	≤ 1,230 mg	≤ 1,110 mg
<b>Grades 6-8</b>	≤ 1,360 mg	≤ 1,225 mg
<b>Grades 9-12</b>	≤ 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 05-2023, SFSP 03-2023, 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

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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](#)

# Prep for Verification

## Now-Oct 1: Start preparing for Verification!

- Begin counting the total number of applications on file.
- Begin counting and categorizing applications by case number, foster, free by income, and reduced by income.
- Review the Non-Response Rate Report to see if you are eligible for an alternate sampling method.
  - View the Verification Best Practices Calendar to avoid missing any steps!
  - **Best Practice:** Conduct Direct Certification
  - **Best Practice:** Use the Student Eligibility Checklist

Verification Non-Response Rate Report				
Important: For use in determining the allowability of an alternate sample size for Verification in SY 2023-2024				
Verification Non-Response Rate Report Key				
<div> <div></div> <div></div> <div></div> </div>	Sponsors highlighted in <b>COPPER</b> qualify for use of an alternative sample size during the 2023-2024 Verification reporting period.			
	Sponsors highlighted in <b>RED</b> <b>DO NOT</b> qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2023-2024 Verification Reporting.			
	Remaining Sponsors <b>DO NOT</b> qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2023-2024 Verification Reporting.			
CTDS	Name	Form	Submitted	
07-21-22-000	A New Leaf	CNP Verification	Y	
11-87-20-000	A+ Charter Schools	CNP Verification	Y	
07-82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y	
10-13-10-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
07-82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
10-88-65-000	Academy of Tucson, Inc.	CNP Verification	Y	
07-82-42-000	Academy of Tucson, Inc.	CNP Verification	Y	
07-87-01-000	Acclaim Charter School	CNP Verification	Y	
13-87-60-000	Acorn Montessori Charter School	CNP Verification	Y	
21-01-01-001	Adobe Mountain School	CNP Verification	Y	
07-05-16-000	Aguia Fria Union High School District	CNP Verification	Y	
07-03-63-000	Aguila Elementary District	CNP Verification	Y	
10-02-15-000	Ajo Unified District	CNP Verification	Y	
07-04-68-000	Alhambra Elementary District	CNP Verification	Y	
10-03-51-000	Altair Valley Elementary District	CNP Verification	Y	
10-02-06-000	American Charter Schools Foundation d.b.a. Ada Vista High School	CNP Verification	Y	
11-41-63-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y	
07-85-50-000	American Charter Schools Foundation d.b.a. Crestview College Preparatory High Sc	CNP Verification	Y	
07-85-47-000	American Charter Schools Foundation d.b.a. Desert Vista High School	CNP Verification	Y	
07-85-48-000	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	Y	
07-85-51-000	American Charter Schools Foundation d.b.a. Pecos Accelerated High School	CNP Verification	Y	
07-85-83-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y	
07-85-84-000	American Charter Schools Foundation d.b.a. South Phoenix High School	CNP Verification	Y	
11-41-22-000	American Charter Schools Foundation d.b.a. Ridgeview College Preparatory High School	CNP Verification	Y	
07-87-25-000	American Leadership Academy, Inc.	CNP Verification	Y	
10-02-06-000	American Unified District	CNP Verification	Y	
14-05-50-000	Antelope Union High School District	CNP Verification	Y	
11-02-43-000	Apache Junction Unified District	CNP Verification	Y	

**Verification Phase 1: Prepare**

# Student Eligibility Checklist

Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

<b>1. At least one person in our organization has access to ADEConnect and can use CNP Direct Certification/Direct Verification.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>2. Ran CNP Direct Certification for our entire enrollment.</b> Search method used: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDIPI.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our site did <u>not</u> extend eligibility benefits to siblings of students who matched on foster, migrant, or homeless.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>3. Printed or saved the CNP Direct Certification Match results.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>5. Reviewed Notice to Provider document that was submitted for Foster children.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A





**HEAD START SCHOOL YEAR 2023-2024**

<b>PHASE 2: Calculate and Select Applications</b> <b>STARTS OCTOBER 1</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
your LEA is highlighted in copper, you can use any sampling method (Standard, Alternate 1 or Alternate 2). your LEA is not highlighted in copper, <u>no</u> highlight or reds, must use Standard sampling method. your LEA qualify for use of Alternative Sample Size (copper)? _____ (yes or no) use sampling method (Circle the method you plan to use) Standard or Alternate 1 or Alternate 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do <u>not</u> Verification Sample Size Calculator in CNP Verification Reporting (must have access in Connect—see Phase 4) to determine how many applications need to be selected for Verification. (In the future, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>APPLICATIONS</b> Only select the correct number of applications provided by the Verification Sample Size Calculator. Applications selected are error prone (if Standard or Alternate 2). _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**PHASE 4: Report**  
**NOVEMBER 16 – FEBRUARY 1**

Authority provider

# VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024

<div>  <b>PHASE 1: Prepare</b>  <b>SEPTEMBER – OCTOBER 1</b> </div>		<div>  <b>PHASE 2: Calculate and Select Applications</b>  <b>STARTS OCTOBER 1</b> </div>	
<b>STUDY UP ON VERIFICATION</b> <input type="checkbox"/> Attend the <a href="#">Verification Review School Year 2023-2024</a> webinar. <input type="checkbox"/> Review the <a href="#">Online Course: Verification Review</a> . <input type="checkbox"/> Review the <a href="#">LEADS Student Eligibility Manual for School Meals</a> (Section 6 begins Verification guidance).		<b>CALCULATE</b> <input type="checkbox"/> Review the <a href="#">Verification Non-Response Rate Report</a> . If your LEA is highlighted in copper, you can use any sampling method (Standard, Alternate 1, or Alternate 2). If your LEA is not highlighted in copper (no highlight or red), must use Standard sampling method. <input type="checkbox"/> Does your LEA qualify for use of Alternative Sample Size (cooper)? _____ (yes or no) <input type="checkbox"/> Choose sampling method (Circle the method you plan to use): • Standard or Alternate 1 or Alternate 2 <input type="checkbox"/> Use the <a href="#">Verification Sample Size Calculator</a> in CNP Verification Support! Must have access in ADE Connect – see Phase 3. To determine How many applications will be selected for verification (in the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).	
<b>PREPARE</b> <input type="checkbox"/> Complete Review the <a href="#">Student Eligibility Checklist</a> and <a href="#">Why the RII is Important</a> . <input type="checkbox"/> Conduct Direct Certification again (best to find all matches before Verification). <input type="checkbox"/> Use <a href="#">Verification Counting Cheat Sheet</a> (best and count number of <a href="#">paper applications</a> on file as of <a href="#">October 1</a> ). <input type="checkbox"/> Categorically Free applications (Case number, Foster). <input type="checkbox"/> Free by income applications. <input type="checkbox"/> Reduced by income applications. <input type="checkbox"/> Did NOT count any applications for students that were Directly Certified. <input type="checkbox"/> Did NOT count any applications that have been copied. <input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.). <input type="checkbox"/> Count the number of error prone applications on file as of <a href="#">October 1</a> .		<b>SELECT APPLICATIONS</b> <input type="checkbox"/> Randomly select the correct number of applications provided by the Verification Sample Size Calculator. <input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2).	
<div>  <b>PHASE 3: Verify</b>  <b>OCTOBER – NOVEMBER 15</b> </div>		<div>  <b>PHASE 4: Report</b>  <b>NOVEMBER 16 – FEBRUARY 1</b> </div>	
<b>VERIFICATION ACTIVITIES- October 1-November 15</b> <input type="checkbox"/> Print and attach a <a href="#">Verification Tracking Form</a> for each application being verified. Follow the steps on the Verification Tracking Form for each application selected. <input type="checkbox"/> Conduct Verification Review. <input type="checkbox"/> Run <a href="#">Direct Verification</a> . If household is not verified in Direct Verification, send a <a href="#">Notice of Verification (English/Spanish)</a> to household, review documentation submitted by household and send a <a href="#">Letter of Verification (English/Spanish)</a> . <input type="checkbox"/> Utilize the Sources of Acceptable Income Documentation ( <a href="#">English/Spanish</a> ) when reviewing documentation submitted by household. <input type="checkbox"/> Count the number of <a href="#">students</a> on file as of <a href="#">October 1</a> . If Students and extended household members directly certified through CNP Direct Certification with: <div> <input type="checkbox"/> SNAP;  <input type="checkbox"/> TANF;  <input type="checkbox"/> FCHS;  <input type="checkbox"/> Medicaid data (DC-MI, Free, DC-M Reduced).             </div> <input type="checkbox"/> Students directly certified as Homeless, migrant, runaway, Head Start, or Foster. <input type="checkbox"/> Students free due to a case number or foster application. <input type="checkbox"/> Students free by income applications. <input type="checkbox"/> Students reduced by income applications.		<b>END OF VERIFICATION- November 15</b> <b>All Verification Activities MUST be completed.</b> Verification is complete when: <div> <input type="checkbox"/> Household is verified in Direct Verification.  <input type="checkbox"/> Household responded: LEA reviewed documentation that confirmed eligibility.  <input type="checkbox"/> The household, indicators, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is <a href="#">sent</a> to household.  <input type="checkbox"/> Household responded: reviewed documentation that changed Verification complete when Letter of Verification Results is <a href="#">sent</a> to household.  <input type="checkbox"/> Household did not respond - Verification is complete when Letter of Verification Results is <a href="#">sent</a> to household.         </div>	
		<b>REPORT</b> <input type="checkbox"/> Contact your Entry Administrator and request the CNP Verification Reporting application be added to your ADE Connect account. <input type="checkbox"/> Begin Verification Summary Report in ADE Connect. <input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1. <div style="border: 1px dashed black; padding: 10px; margin-top: 10px;">             "If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist."         </div>	

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# Non-Response Rate Report

SFAs must review the Verification Non-Response Rate Report to determine which sampling method (Standard, Alternative 1: Random Sampling, or Alternative 2: Focused Sampling) can be used to calculate the number of applications subject to Verification. *This will help determine if error-prone applications must be documented.*

- **COPPER**: SFAs may choose from any of the three sampling methods
- **RED** or **NO HIGHLIGHT**: SFAs with red or no highlight must use the Standard Sampling Method and determine Error-Prone applications.

Verification Non-Response Rate Report				
Important: For use in determining the allowability of an alternate sample size for Verification in SY 2023-2024				
Verification Non-Response Rate Report Key				
	Sponsors highlighted in <b>COPPER</b> qualify for use of an alternative sample size during the 2023-2024 Verification reporting period.			
	Sponsors highlighted in <b>RED</b> <b>DO NOT</b> qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2023-2024 Verification Reporting.			
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11-87-20-000	A+ Charter Schools	CNP Verification	Y	
07-82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y	
10-87-13-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
07-82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
10-86-65-000	Academy of Tucson, Inc.	CNP Verification	Y	
07-21-64-000	AGCS	CNP Verification	Y	
07-87-01-000	Academy Charter School	CNP Verification	Y	
13-87-60-000	Acorn Montessori Charter School	CNP Verification	Y	
21-91-01-001	Adobe Mountain School	CNP Verification	Y	
07-05-16-000	Agua Fria Union High School District	CNP Verification	Y	
07-03-03-000	Alamo Elementary District	CNP Verification	Y	
10-02-15-000	Aljo Unified District	CNP Verification	Y	
07-04-68-000	Alhambra Elementary District	CNP Verification	Y	
10-03-51-000	Altamonte Elementary District	CNP Verification	Y	
10-02-04-000	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y	
11-87-03-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y	
07-89-50-000	American Charter Schools Foundation d.b.a. Crestview College Preparatory High Sc	CNP Verification	Y	
07-89-47-000	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	Y	
07-89-43-000	American Charter Schools Foundation d.b.a. Eschella High School	CNP Verification	Y	
07-89-51-000	American Charter Schools Foundation d.b.a. Peoria Accelerated High School	CNP Verification	Y	
07-89-83-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y	
07-85-17-000	American Charter Schools Foundation d.b.a. South Ridge High School	CNP Verification	Y	
07-89-53-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y	
07-89-58-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y	
11-87-22-000	American Charter Schools Foundation dba Ridgeview College Preparatory High Schoo	CNP Verification	Y	
07-87-25-000	American Leadership Academy, Inc.	CNP Verification	Y	
10-02-10-000	Amphitheater Unified District	CNP Verification	Y	
14-05-50-000	Antelope Union High School District	CNP Verification	Y	
11-02-43-000	Apache Junction Unified District	CNP Verification	Y	

## Verification Non-Response Rate Report



## Online Course: Verification Review



# Conduct Direct Certification

To potentially reduce the number of applications on file, it is a **best practice** to conduct direct certification (DC) on or close to October 1 (the beginning of Phase 2).

- A household application will not be subject to verification if a student is a match in DC.
- Search case numbers! If a SNAP/TANF case number listed on an application is matched in DC as SNAP or TANF, the application is no longer subject to verification and all enrolled student(s) on the application become directly certified.

*Please note, case numbers that do not match in DC are still free applications that are subject to verification, as long as the case numbers appear to be valid.*

Certification and Benefit Issuance		
How-To Guide	<a href="#">Step-by-Step Instruction: How to Process Household Applications</a> <ul style="list-style-type: none"> <li><a href="#">Activity Application #1</a></li> <li><a href="#">Activity Application #2</a></li> <li><a href="#">Activity Application #3</a></li> <li><a href="#">SY 22-23 Income Eligibility Guidelines</a></li> </ul>	1.5 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Identify Household Applications That Are Error-Prone</a>	0.5 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID)</a> <ul style="list-style-type: none"> <li><a href="#">Sample BID</a></li> <li><a href="#">Enrollment Handout</a></li> </ul>	1.0 hour
How-To Guide	<a href="#">Step-by-Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification</a>	0.5 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Directly Certify a Partial Match</a>	0.5 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Conduct Direct Certification using State Match</a>	0.25 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Conduct Direct Certification using File Upload</a>	0.5 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Conduct Direct Certification using Individual Student Lookup</a>	0.5 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Conduct Direct Certification Using Other Documentation</a>	0.5 hour
How-To Guide	<a href="#">Step-by-Step Instruction: How to Complete Direct Certification Using Medicaid Data</a>	0.25 hour
Webinar	Direct Certification Best Practices ( <a href="#">Recording</a> ) ( <a href="#">Slides</a> ) <ul style="list-style-type: none"> <li><a href="#">Worksheet, Answer Key</a></li> </ul>	0.5 hour
Webinar	Boost Your Eligibility Ability ( <a href="#">Recording</a> ) ( <a href="#">Slides</a> )	1.5 hour

**Training for the National School Lunch and School Breakfast Programs**



# Confirmation Review Waiver

**Confirmation Review:** Process of reviewing applications that were selected for verification to ensure they were certified correctly.

The confirmation review requirement can be waived if the SFA uses a technology-based system with a high level of accuracy in processing initial eligibility determinations.

For more information about the Confirmation Review Waiver, including what must be submitted to HNS to request the waiver, please review [How to Submit a Verification Confirmation Review Waiver](#).

## REQUESTING A WAIVER

To apply for a confirmation review waiver, SFAs must submit a request to their assigned HNS Specialist on school/district letterhead **before beginning the verification process**.

The request must include:

- the name of the software system the SFA uses to process household applications;
- an explanation of how the software demonstrates a high degree of accuracy;
- supporting documentation that shows the software's IEGs and Error-Prone Guidelines match USDA's for the current year; and,
- a signature from an authorized representative.



# Verification Review for SY 23-24

**SEPTEMBER 21, 1:30 - 2:30 PM**

Join us for our webinar on Verification Review for School Year 2023-2024.

This webinar will include:

- Discussing the details for each phase of Verification.
- Reviewing all the important deadlines to remember.
- Helping you be prepared for when it comes time to submit the Verification Summary Report.



**[Register here!](#)**



SFAs with all sites on an active Provision 2/3 non-base year or CEP cycle are prohibited from collecting school meal applications and do not conduct verification activities. This training does not apply to these operators.



# CNP Integrity Final Rule

## **SP 21-2023: INITIAL IMPLEMENTATION:** **CNP INTEGRITY FINAL RULE**

USDA's Food and Nutrition Service published a final rule on program integrity to ensure that CNPs are properly operated and managed to protect federal funds.

The final rule strengthens program integrity by modernizing how state agencies oversee child nutrition programs.

### **MORE TO COME!**

In the near future, expect to receive additional communications, guidance, and resources from both USDA and ADE HNS with information about the implementation and impact of the CNP Integrity Final Rule.

## **KEY UPDATES**

- Streamline monitoring requirements.
- Streamline processes, provide additional resources, and increase accountability.
- Ensure that CACFP organizations at risk of serious management issues in CACFP receive more frequent oversight, and that financial transactions are appropriately reviewed.
- Improve the ability of FNS and state agencies to address severe or repeated program violations.



# 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															
<b>School Districts</b>															
ACHIEVE Academy	8/6/23	8/6/23	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		
Aish Creek Elementary District	8/6/23	8/6/23	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	8/6/23	8/6/23	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		
Borlita Elementary District	8/6/23	8/6/23	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	8/6/23	8/6/23	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		
Canner Development Inc.	8/6/23	8/6/23	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		
Carmichael Elementary District	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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.	8/6/23	8/6/23	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 Prep Academy	8/6/23	8/6/23	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	8/6/23	8/6/23	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		
Erick Elementary District	8/6/23	8/6/23	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.	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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 Educational Education Inc.	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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		
Kalamazoo Education Foundation dba Vista Grove Preparatory Academy Middle School	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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		
Michael Elementary District	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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 Community School	8/6/23	8/6/23	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.8	8/6/23	8/6/23	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		
Paradise Our Saviors Lutheran Elementary School	8/6/23	8/6/23	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 Indian Academy	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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 Steadley Elementary District	8/6/23	8/6/23	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		
Pinn Community School Board	8/6/23	8/6/23	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		
Pioneers Elementary District	8/6/23	8/6/23	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		
Prairie Elementary District	8/6/23	8/6/23	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	8/6/23	8/6/23	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		
Seminole Elementary District	8/6/23	8/6/23	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		
Shall Valley Elementary District	8/6/23	8/6/23	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		
Sonoma Elementary District	8/6/23	8/6/23	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. John's Academy	8/6/23	8/6/23	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		
Strengthening Partners Thick Through Academy	8/6/23	8/6/23	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		
Tri-State Residential Hub Inc	8/6/23	8/6/23	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	8/6/23	8/6/23	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		
Valley Elementary District	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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	8/6/23	8/6/23	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		



## WHAT IS LOCAL FOODS FOR SCHOOLS?

Local Foods for Schools (LFS) is an opportunity for schools participating in NSLP to be reimbursed for minimally processed local and regional foods used in the school meals!

# Sneak Peek! Local Foods for Schools

## HOW WILL IT WORK?



Purchase minimally processed local and regional foods to be used in school meals.



Submit receipts! Provide receipts to HNS.



Receive money back for all purchased food.

## MORE TO COME!

Additional communications, guidance, and resources from ADE HNS is coming soon!



# SY 23-24 upLIFT

## **HIGH QUALITY SUMMER MEALS AWARD PROGRAM**

The upLIFT Webinar Series is created for YOU, the school nutrition professional, to learn and get inspired in how and what you feed your students. They are intended to provide real, applicable, and helpful information that you can use to operate the best school food service program possible at your sites this year!

Join as we kick-off this year's monthly upLIFT webinar series on Tuesday, September 19! Learn about this year's initiative and how the monthly webinars will highlight relevant nutrition knowledge and standout stories from the field.

**[Click here to register!](#)**





# National School Lunch Week

**CELEBRATE #NSLW23 OCTOBER 9-13, 2023!**

Celebrate NSLW the second full week of October every year! The theme this year is ***Made with School Lunch!***

## Ways to Celebrate:

- Deck out your cafeteria with NSLW posters and other artwork portraying nutritious lunch foods.
- Invite local personalities to stop by your cafeteria at lunchtime to eat with the students.
  - If you can't find a local celebrity, you can always have the school mascot or a volunteer to dress up as a movie or TV character.
- Invite teachers, administrators, or even your school principal to stand in as guest servers for lunch one day.



Get more information and marketing materials for National School Lunch Week by [clicking here!](#)



# Farm Fresh Challenge Winners!

The Summer Farm Fresh Challenge encourages CNPs to serve locally sourced ingredients and engage their community in activities to learn about AZ agriculture.

Congratulations to our challenge winners! These entities completed all **TASTE, TEACH,** and **CONNECT** activities during a one-week timeframe in June.

- **Silver Awardees** procured at least three 'easy to reach' local menu items and one 'hard to reach' menu item, hosted two educational activities, and promoted the challenge.
- **Gold Awardees** met the Silver criteria and procured at least two additional hard-to-reach local food items



Southgate Academy  
Washington Elementary School  
District



Balsz Elementary School District  
Humboldt Unified School District  
Madison School District  
Tucson Unified School District



# 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. The Verification Confirmation Review Waiver waives the entire process of verification.

**A** True

**B** False





# Quiz Time

True or False. The Verification Confirmation Review Waiver waives the entire process of verification.

**A True**

**B False**

The Confirmation Review Waiver does not waive the process of verification. A Confirmation Review is the process of reviewing applications that were selected for verification to ensure they were certified correctly. SFAs that use a technology-based system with a high level of accuracy in processing an initial eligibility determination may submit a Confirmation Review Waiver Request to HNS.

For more information, please review [How to Submit a Verification Confirmation Review Waiver.](#)





# Quiz Time

Turnip the Beet: If you didn't apply, why not?

- A** What is Turnip the Beet?
- B** The application was too long.
- C** My program didn't meet the qualifications.
- D** I'm not interested.





# SECTION 3

## Last Month's Training Opportunities



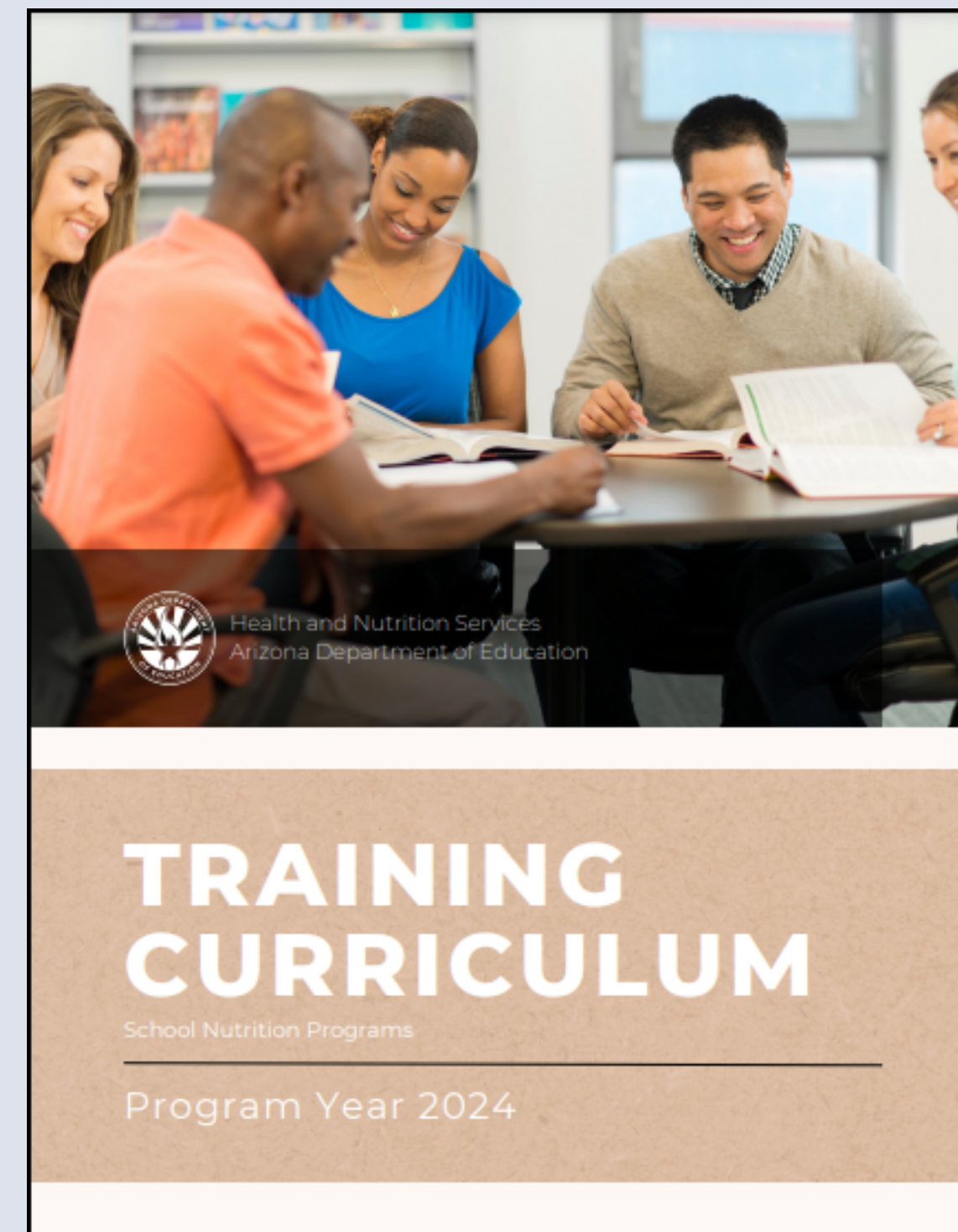


# Training for School Nutrition Programs

## **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](#)



# Training Opportunities

## EVENTS OFFERED IN THE MONTH OF AUGUST

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



Staying on Track



SECTION 4  
**Upcoming  
Deadlines &  
Communications**





# In Our Drafts

## **KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:**

- Preparing for Verification
- Reminders to celebrate National School Lunch Week
- 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)
- CNP Integrity Final Rule
- School Garden Grant





# September Checklist

## September 1 - September 10

Submit August reimbursement claims (best practice)

## September 29

60-day deadline to submit July claims

## September 30

Conduct direct certification (best practice)

## Daily

- Complete Production Records (if applicable)
- Count meals at POS and complete Daily Edit Checks

# This month...

- Start preparing for Verification! Print off the Verification Best Practices Calendar.
- Register for the "Review for School Year 2023-2024" Webinar.





# Join Us Next Month!

## Staying On Track

October 3, 2023

1:30-2:30 pm

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



# 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: September 2023**

Information to include when documenting this  
training for Professional Standards:

**Training Title:**  
September Staying on  
Track

**Key Area:** 1000 – Nutrition, 3000 –  
Administration

**Learning Code:** 1170, 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.



# Certificate

---

## Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

**Training Title:**  
**Staying on Track:**  
**September**

**Key Area: 1000 - Nutrition, 3000 –  
Administration**

**Learning Code: 1170, 3220, 3350,  
3360**

**Length: 1.0 hour**

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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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

