

Staying on Track

October 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 warmly. 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration, 4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

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: September 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

September HNS Communications Round-Up



Announcements & Resources



REMINDER OF THE 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 were able to submit a Confirmation Review Waiver request to HNS.



2023 FARM FRESH CHALLENGE

The Farm Fresh Challenge will be held from October 1 through October 31. This challenge is for CNP operators to cultivate excitement around fresh and locally sourced foods.



UPCOMING PARTNER EVENT: 2023 AZ FARM TO SCHOOL GATHERING

This year's Arizona Farm to School Gathering hosted by the Arizona Farm to School Network is happening this October! HNS highly encourages participation in this two-day hybrid event.



CELEBRATE NATIONAL SCHOOL LUNCH WEEK!

This year's National School Lunch Week theme is "Level Up with School Lunch" and will take place October 9-13, 2023. Take the time to highlight the importance of school lunch!

Announcements & Resources



PY23 SUMMER OPERATOR SURVEY

The State Nutrition Action Committee (SNAC) Summer Food Service Program Workgroup is seeking input and feedback on operations in summer 2023. All summer operators are encouraged to complete the PY23 Summer Operator Survey.



ANNUAL FINANCIAL REPORT DUE DATES

The AFR submission deadlines for non-AzEDS schools is quickly approaching. The AFR for non-public schools (private schools, RCCIs, Special Milk Program schools, and BIA schools) was due on 10/1. The AFR for public schools and charters is due 10/15.



SNAC SFSP WORK GROUP MEETING

All summer operators are encouraged to attend the October SNAC SFSP Work Group Meeting on 10/25 from 1:30-3 PM MST. This meeting will review summer 2023 and discuss opportunities for summer 2024.



VERIFICATION KICK-OFF!

Phase 2 of verification officially began on October 1! SFAs are encouraged to utilize the resources provided to ensure a successful verification outcome.

Announcements & Resources



CELEBRATE NATIONAL FARM TO SCHOOL MONTH

October is National Farm to School month. It is meant to enrich the connection between local food producers and education sites. Celebrate this month by participating in the Farm Fresh Challenge.



USDA FOODS SHIPMENT SCHEDULE

SFAs that have a fall break are reminded to check their USDA Foods shipment schedule. Any deliveries that cannot be accepted may result in penalty fees.

Memorandums



**SP 22-2023: COMMUNITY ELIGIBILITY
PROVISION: IMPLEMENTING THE NEW
MINIMUM IDENTIFIED STUDENT PERCENTAGE**

SP 22-2023 explains changes made to the CEP in the Final Rule published on September 26, 2023, which includes lowering the minimum identified student percentage from 40 percent to 25 percent.

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



National School Lunch Week

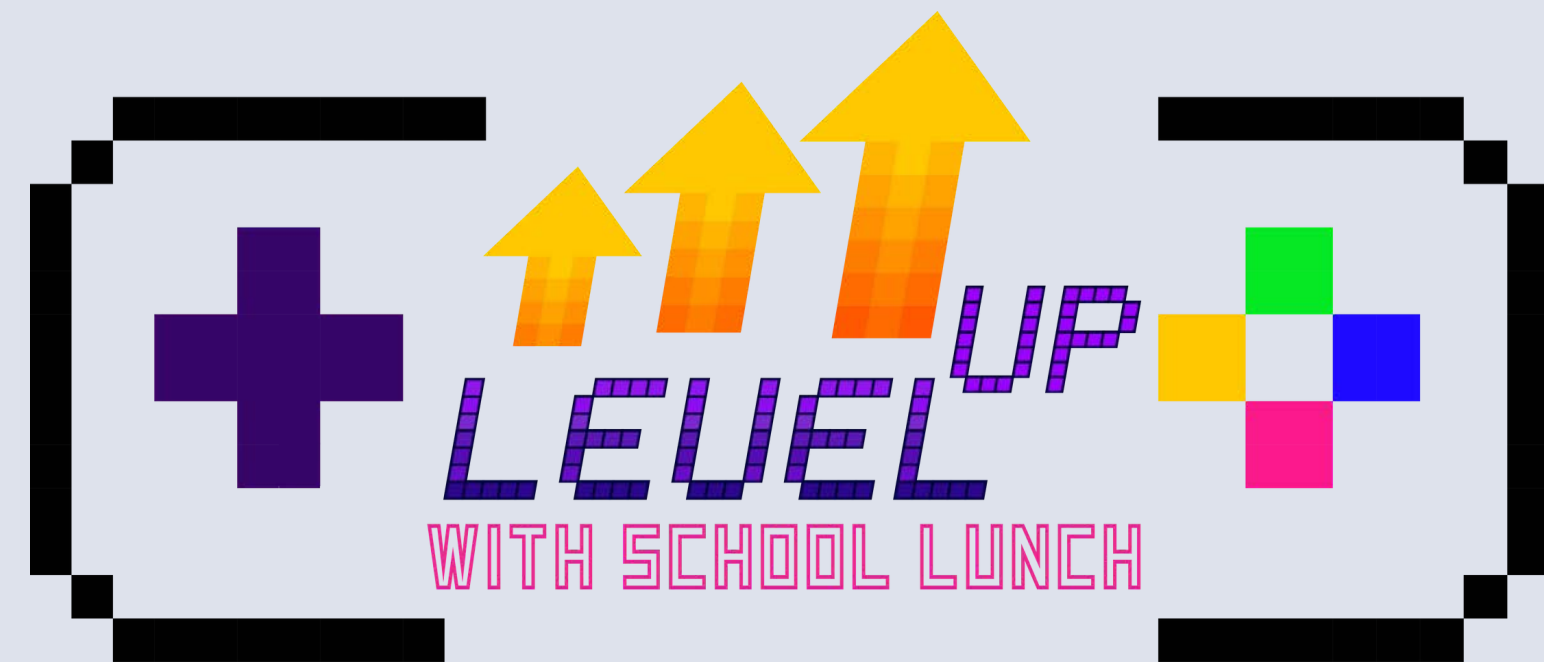
CELEBRATE #NSLW23 OCTOBER 9-13, 2023!

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

NSLW is intended to promote the importance of healthy school lunch in a child's life and the impact it has inside and outside of the classroom.

During the weeklong celebration, the goals are to:

- increase student participation; and,
- connect with families, teachers, and administrators to spread the message about the benefits of school meals.



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



Farm Fresh Challenge

OCTOBER 1 - OCTOBER 31

What is the Farm Fresh Challenge?

The Farm Fresh Challenge is for CNP operators to cultivate excitement around fresh and locally sourced foods.

Participating operators must complete a series of challenges that promote tasting, teaching, and connection of participants to foods local to Arizona within a one-week timeframe between October 1-October 31.

TASTE Arizona

Serve local! Serve a minimum of three locally-sourced meal components.

TEACH Arizona

Host *at least two* educational activities themed around AZ local food and agriculture!

CONNECT Arizona

Promote your FFC activities via a social media post, magazine feature, newspaper article, etc. at least once.

Program Year 2024 Farm Fresh Challenge

OCTOBER 1 - OCTOBER 31

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Farm to School Month

OCTOBER IS FARM TO SCHOOL MONTH!

The National Farm to School Network advocated for the creation of National Farm to School Month by Congress in 2010 and now organizes the annual celebration with hundreds of partner organizations across the country.

This year, AZ State Governor Katie Hobbs has proclaimed October 2023 as Arizona Farm to School Month.



Farm to School Month

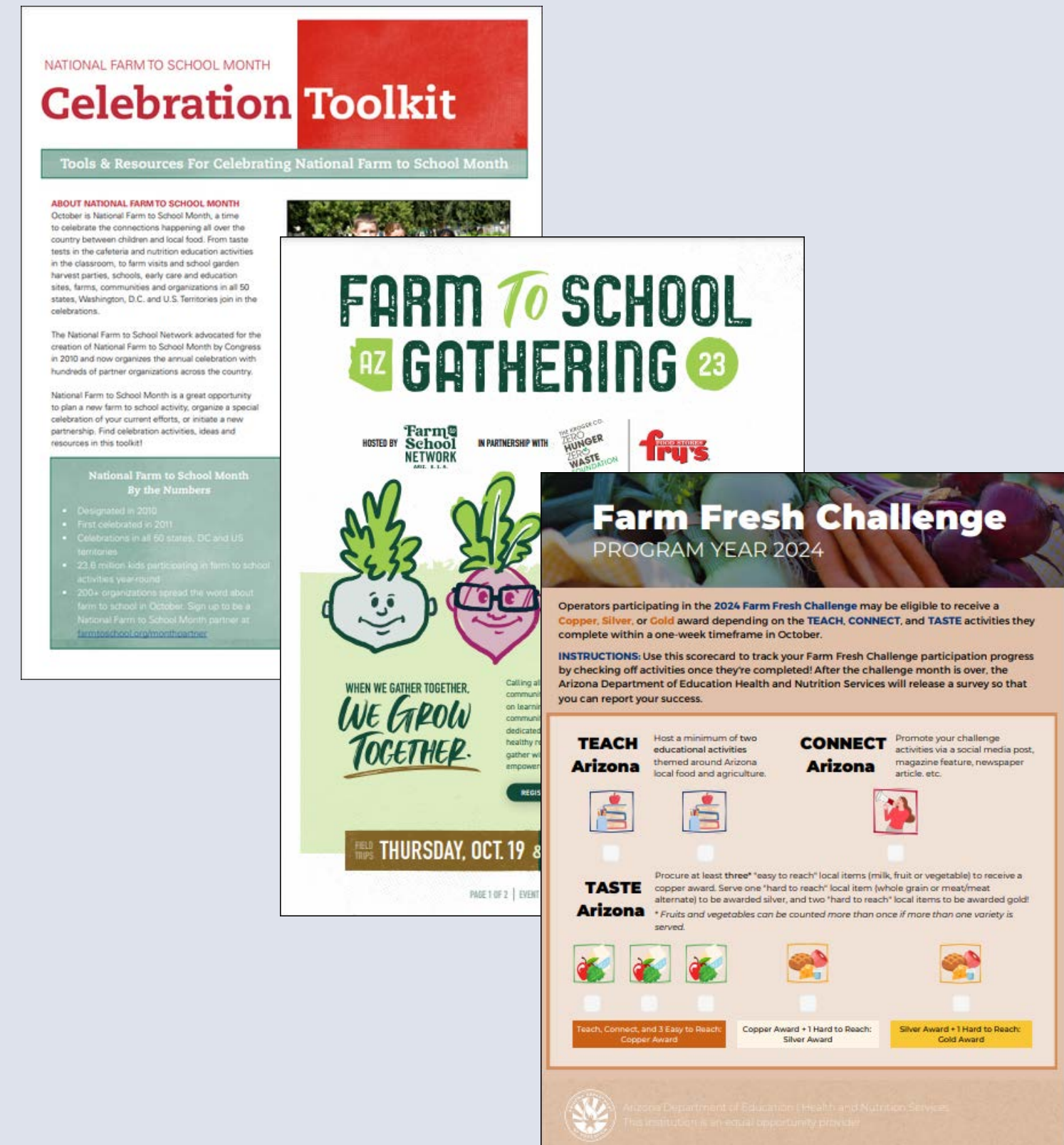
WAYS TO CELEBRATE

Farm to School Month is intended to be a time to celebrate the connections happening between children and local food. It is a great opportunity to plan a new farm to school activity, organize a special celebration of your current efforts, and/or initiate a new partnership!

Ways to Celebrate in AZ:

- Participate in the Farm Fresh Challenge
- Attend the 2023 Arizona Farm to School Gathering.

Find more celebration activities, ideas, and resources in the National Farm to School Network's toolkit!



Try it Local! Local Food for Schools

The Arizona Department of Education Health and Nutrition Services is pleased to announce Arizona's participation in the Local Food for School (LFS) Cooperative Agreement Program!

Try it Local! LFS is an opportunity for schools participating in NSLP to be reimbursed for minimally processed local or regional foods used in the school meals.



Try it Local! Local Food for Schools

HOW WILL IT WORK?



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



Submit invoice or receipt! Provide invoice or receipt to HNS in ADEConnect: CNP Supplemental Payments.



Receive reimbursement for all qualifying purchased food.

FOR EXAMPLE...

SFA #1 purchases lettuce from a local distributor and believes their cost is eligible for reimbursement through Try it Local. SFA submit receipts to HNS in the ADEConnect system- CNP Supplemental Payments. HNS reviews the receipts to confirm the purchase qualifies and issues payment to SFA #1!

Another example:

SFA #2 participates in the Farm Fresh Challenge! They submit receipts to HNS in the ADEConnect system- CNP Supplemental Payments for the qualifying local items they purchased. HNS reviews the receipts and issues payment for food purchases to SFA #2!



Operators will need to request access to the CNP Supplemental Payments application from their Entity Administrator(s). For assistance, please use [ADEConnect's How to Videos](#).



HNS is here to help!

HNS has a dedicated team of specialists eager and available to help SFAs understand and procure local foods eligible for Try it Local funds.

Please submit a [School Interest Form](#) to connect, learn more, and start receiving funds for eligible local foods!

Verification: Phase 2

PHASE 2 OFFICIALLY BEGAN OCTOBER 1!

Phase 1: Prepare - Complete!

- count the total number of applications on file
- count and categorize applications by case number, foster, free by income, and reduced by income
- follow along with the steps in the Verification Best Practices Calendar to ensure accurate and timely verification outcomes

Phase 2: Calculate & Select Applications - Happening Now!

- determine which sampling method your SFA qualifies for based on the Verification Non-Response Rate Report
- locate the ADE Verification Sample Size Calculator
- calculate how many applications will need to be verified
- select verification applications

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

Adult Lunch Pricing Tool			
Adult Lunch Pricing Tool			
Method #1 (recommended for pricing sites)		Example	
1. Enter your highest paid <u>student price</u> for lunch			\$ 3.00
2. Enter current paid lunch reimbursement rate			\$ 0.42
3. Performance-based reimbursement rate (\$0.08)		\$ 0.08	\$ 0.08
4. Current USDA food value		\$ 0.2950	\$ 0.30
	Sub-total	\$ 0.38	\$ 3.80
Suggested adult lunch price (rounded up to the nearest \$.05)		\$ 0.40	\$ 3.80
Method #2 (recommended for non-pricing sites)			Example
1. Enter current free lunch reimbursement rate			\$ 4.35
2. Performance-based reimbursement rate (\$0.08)		\$ 0.08	\$ 0.08
3. Current USDA food value		\$ 0.2950	\$ 0.30
	Sub-total	\$ 0.38	\$ 4.73
Suggested adult lunch price (rounded up to the nearest \$.05)		\$ 0.40	\$ 4.75

*SY23-24 reimbursement rates are reflected in the examples. Please use the reimbursement rates for the current school year. Prices must be sufficient to cover the overall cost of providing the meal.

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.
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Adult Meal Pricing Tool

Adult Meal Pricing

PROGRAM VS NON-PROGRAM ADULT

Funds from the non-profit school food service account may not be used to provide free or discounted meals to adults unless the individual meets the definition of a **program adult**.

Program Adult: may be served a meal at no charge, but may not claim the meal for reimbursement

- directly involved in the operation and administration
- food service directors, kitchen managers, cooks, servers, cashiers, etc.

Non-Program Adult: must be charged a sufficient amount to cover the overall cost of the meal

- not directly involved in the operation and administration
- school administrators, custodians, teachers, etc.

More detailed guidance is available in [HNS TA 02-2022: Establishing Nonprogram Adult Meal Prices](#).

Final Rule & CEP

SP 22-2023: CEP: IMPLEMENTING THE NEW MINIMUM ISP

The Final Rule, Child Nutrition Programs: Community Eligibility Provision (CEP)- Increasing Options for Schools, amends CEP regulations by lowering the minimum identified student percentage (ISP) from 40 percent to 25 percent, which will give States and LEAs greater flexibility to offer no-cost meals to all enrolled students if financially viable.

Because the final rule is effective after the June 30 CEP election deadline for SY 23-24, FNS is collecting requests from State agencies to permit mid-year CEP elections. ADE HNS is considering issuing this request and will provide updates to operators via HNS Communications.

Changes to CEP as a Result of the Final Rule		
Provision	Previous Minimum ISP	New Minimum ISP (effective 10/26/23)
Minimum ISP	Required to have ISPs of 40 percent or higher to elect CEP.	Required to have ISPs of 25% or higher to elect CEP.
Grace Year Eligibility	Required to have ISPs of less than 40% but greater than or equal to 30% in year 4 of the CEP cycle to elect CEP for a fifth year, or grace year.	Required to have ISPs of < 25% but ≥ 15% in year 4 of the CEP cycle to elect CEP for a fifth year, or grace year.

For more information, please join FNS' webinar for SFAs this Thursday, October 5, 2:00 PM EST. [Register here!](#)



HNS released the first upLIFT bulletin of SY 23-24! This bulletin provided an overview of this year's upLIFT initiative, "upLIFT Your Voice," highlighted a delicious new side dish served at Washington Elementary School, and included information about the upcoming upLIFT webinar, Research Rundown, Nutrition Knowledge Fact Sheet, and featured food!

Featured Resources:

- Research Rundown
- Nutrition Knowledge Fact Sheet
- Featured Food - Yogurt!
 - Whole Food Profile
 - How to Use Whole Foods

Research Rundown

Article:

Nutrient Content and Compliance with Sodium Standards in Elementary School Meals in the

What did this study examine?

The objective of this study was to determine the alignment of school meals with the 2022 National School Lunch Program (NSLP) sodium standards and the 2022 National School Breakfast Program (NSBP) sodium standards. Four weeks of School Breakfast and School Lunch menus were collected from 128 districts in the fall of 2019 and 2020. The study examined the menus for the following nutrients:

- calories
- total fat
- saturated fat
- sodium
- total fiber

Key findings:

This study found that compliance with school meal sodium Targets 1 and 1A for breakfast and lunch was higher than for lunch. Compliance with breakfast was higher than lunch for differences were observed with variations by nutrient specifically, rural school districts served meals with higher sodium levels.

- ↑ Condiments were a key contributor to sodium, with salad dressing often adding approximately 300-450 mg to vegetable dishes.
- ↓ Sodium levels slightly below 2022 with district meeting Target 1A.

Put it into practice!

- Upgrade your condiments! Offer lower sodium condiments as an easy first step. When serving salads, be sure to incorporate lower sodium salad dressing.
- Check your vegetable dishes! Offer fresh, frozen, or canned vegetables with no salt or sauce added to reduce the sodium content.

Reference: Chapman, L.E., Richardson, S., Herb, A.A., Faw, E., Daly, T.P., Olan, D.A., Hawk, Z., Zuckerman, E., Schwartz, C., Marney, M., & Cohen, J.F.W. (2022). Nutrient Content and Compliance with Sodium Standards in Elementary School Meals in the States Pre- and Post-COVID-19. *Nutrients*, 14(24), 5386. <https://doi.org/10.3390/n14245386>

The short answer: **It depends!** Honey is mildly, slightly more nutrient-dense than other options. Choice is preferred, alternatives such as monk fruit.

upLIFT
LEARN. INSPIRE. FEED. TEACH.
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Comparing Sugars

Sugars are a class of soluble, crystalline, sweet-tasting carbohydrates. Learn about a few popular sugars, some of the most used alternatives, and how they differ nutritionally!



White Sugar

- 99% sucrose, a commercially developed compound derived from sugar cane & sugar beets.
- Highly processed and refined.
- Provides no significant amount of vitamins or minerals.

Used in sweets, baked goods, chocolate, candy.

vs.



Monk Fruit

- Derived from the *Sitonia grosvenorii* plant.
- Zero-calorie sweetener that is 300x sweeter than table sugar.
- Has a slightly bitter aftertaste.

Used as a sugar substitute in soft drinks, juices, candy.

So which sugar should you choose?

The short answer: **It depends!** Honey is mildly, slightly more nutrient-dense than other options. Choice is preferred, alternatives such as monk fruit.

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How to Use Whole Foods

Innovative ideas for using real, whole foods in delicious ways!

YOGURT

Examples:



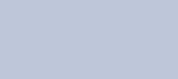
Walnut and Apple Waldorf Salad w/ Yogurt



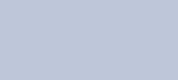
PB & J Greek Yogurt Parfait



PB & J Greek Yogurt Parfait



PB & J Greek Yogurt Parfait



PB & J Greek Yogurt Parfait



PB & J Greek Yogurt Parfait

Yogurt is a fermented milk product with a creamy, tangy flavor profile. A wide variety of yogurts are available, ranging from very-low-fat fruit yogurts to Greek-style yogurt!

Whole Food Profile

Learn the basics to start cooking with this nutritious, whole food!

YOGURT

Yogurt starts as fresh milk or cream that is pasteurized, fermented with various live bacteria cultures, and then incubated at a specific temperature to encourage bacteria growth to create yogurt! It is often used in dips, marinades, and, most commonly, in parfaits!

How to Select and Store Yogurt:

Selection

PROTEIN CONTENT FAT CONTENT FLAVOR PROFILE

Select yogurt depending on ideal consumption and nutrient profile. For example, choose plain, full-fat Greek yogurt for a satiating, protein-packed base for dips or marinades.

If yogurt is used in parfaits, get creative and choose flavored, lower-fat yogurt to let all flavors shine.

Storage

REFRIGERATE AT 40-45°F

Yogurt is best kept stored in the coldest part of the refrigerator at around 40-45°F. Be sure to store yogurt in its original, sealed container.

Once opened, yogurt has a shelf life of 7-14 days. It should not be kept at room temperature for more than two hours.

Tips for Preparing and Cooking:

Prep Your Own!

Heat milk to 180°F, then cool to 112-115°F. Add a yogurt starter and stir. Pour into jars and incubate for 7-9 hours. Cool in the refrigerator for a couple of hours to thicken and enjoy!

Try yogurt....

Marinate
Marinate meat in yogurt! Mix yogurt with desired spices for meat that is tenderized slowly and gently compared to other marinades.

Dip
Try mixing plain yogurt with seasonings like garlic, salt, and lemon juice for a delicious dip. Serve with pita chips and fresh veggies!

Plain
Enjoy plain yogurt as the base in a parfait! Top the yogurt with fresh berries, granola, coconut shreds, and a drizzle of honey for a sweet treat.



Did you know?

Yogurt was created by accident around 5000 BC when milk was exposed to bacteria or soured in warm temperatures!

To access upLIFT resources and webinar recordings, please visit HNS' upLIFT webpage.

Quiz Time

True or False: Custodians are considered a Program Adult.

A True

B False



Quiz Time

True or False: Custodians are considered a Program Adult.

A True

B False

Although custodians work in the cafeteria around school food service, this is not a school food service staff who is performing Program requirements that require training through the School Nutrition Programs.

These types of adults are considered Nonprogram Adults.



Quiz Time

True or False: Funds from the non-profit school food service account may be used to provide free or discounted meals to non-program adults.

A True

B False



Quiz Time

True or False: Funds from the non-profit school food service account may be used to provide free or discounted meals to non-program adults.

A True

B False

Funds from the non-profit school food service account can only be used to cover meals for adults who work directly with the school food service and are considered program adults.

Non-program adults are required to be charged for meals.



Quiz Time

Which HNS resource walks SFAs through the Verification timeline and provides all needed forms and resources?

- A** Verification Non-Response Rate Report
- B** Verification Tracking Form
- C** Verification Best Practices Calendar



Quiz Time

Which HNS resource walks SFAs through the Verification timeline and provides all needed forms and resources?

A Verification Non-Response Rate Report

B Verification Tracking Form

C Verification Best Practices Calendar

The Verification Best Practices Calendar provides all steps, forms, and resources to Phases 1-4 of Verification.

HNS created this resource to assist SFAs through Verification to ensure accurate and timely reporting.



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

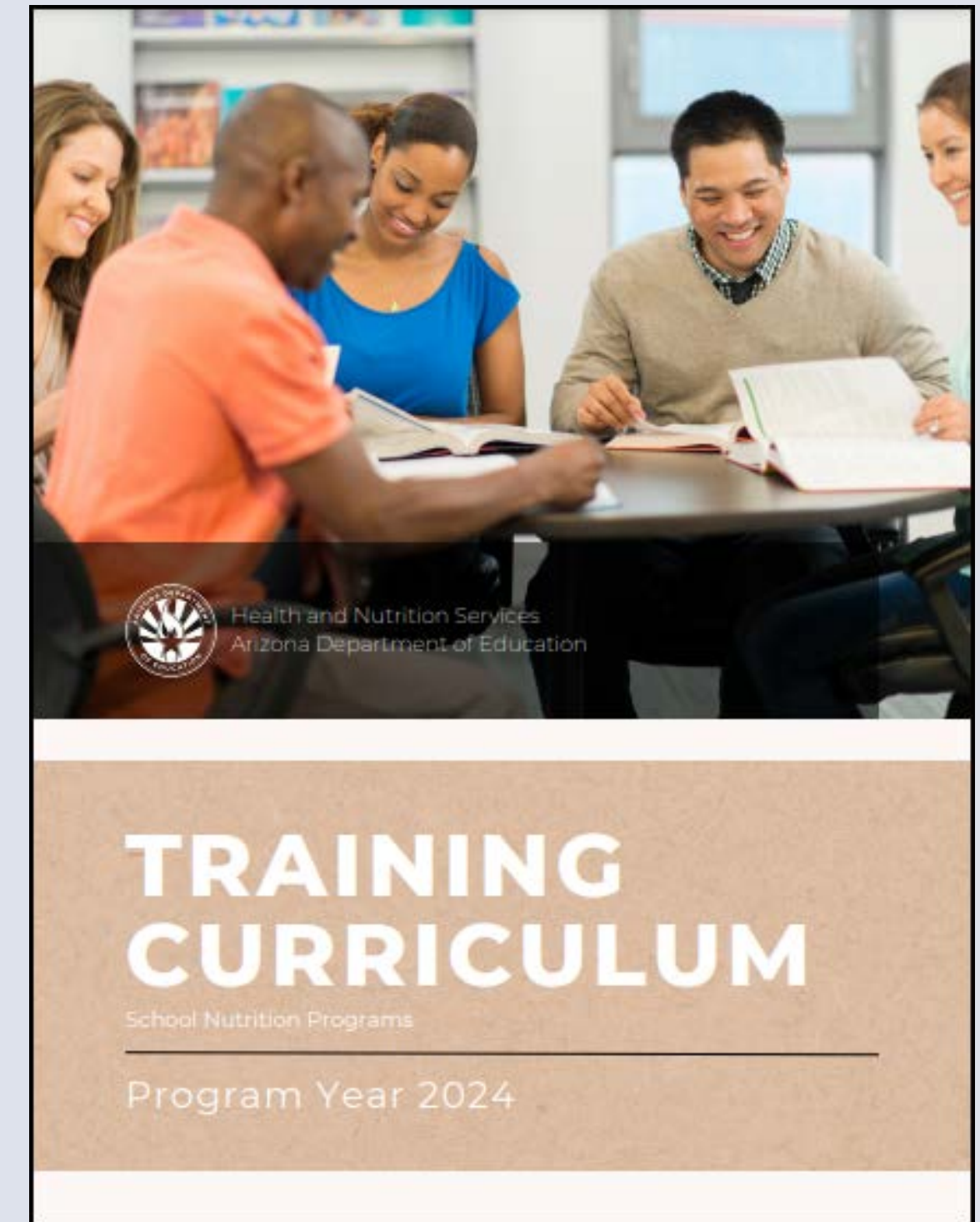


Training for School Nutrition Programs

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 SEPTEMBER

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



Staying on Track



upLIFT: upLIFT Your Voice - Kickoff Webinar!



Verification Review for School Year 2023-2024

SECTION 4
**Upcoming
Deadlines &
Communications**



In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Verification Reminders
- Program alerts notifying SFAs of FFVP award funding in GME
- Try it Local! Local Food for Schools funding campaign
- Healthy Meals Incentives Recognition Awards for School Food Authorities (SFA)
- CNP Integrity Final Rule
- School Garden Grant



October Checklist

October 1 - October 10

Submit September reimbursement claims (best practice)

October 1

60-day deadline to submit July claims

October 1

Annual Financial Report due for Non-Public Schools

October 9-13

Celebrate National School Lunch Week!

October 15

Annual Financial Report due for Public Schools

Daily

- Complete production records
- Count meals at the point of service
- Complete Daily Edit Checks

This month...

- Participate in the Farm Fresh Challenge!
- Celebrate Farm to School Month!
- Begin Verification Phase 2 and Phase 3 Activities
- Complete What to Except: NSLP Administrative Review (if you are up for review during SY 23-24)

Join Us Next Month!

NEW STAYING ON TRACK SPEAKER!

The Staying on Track webinar will be facilitated by Deborah Riley. Deborah has extensive experience working with Child Nutrition Programs, having previously served as a School Nutrition Program Specialist at ADE, Coordinator/Director of Nutrition Services at Fowler Elementary District, and Child Nutrition Supervisor at Phoenix Elementary School District.

Please join HNS in welcoming Deborah Riley!



Deborah Riley



Join Us Next Month!

Staying On Track

November 7, 2023

1:30-2:30 pm

We will be reviewing recently released HNS Communications and policy memorandums, and relevant key tasks, deadlines, and action items.

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: October 2023**

Information to include when documenting this
training for Professional Standards:

Training Title: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration,
4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

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: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration,
4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

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

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