

Staying on Track

November 2023



Health and Nutrition Services
Arizona Department of Education



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. She is a Registered Dietitian and obtained a M.Ed from NAU.



Deborah Riley, RDN



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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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



TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: November 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

OBJECTIVES

- ✓ Review monthly communication distributed from HNS to ensure vital emails were not overlooked;
- ✓ Provide detailed training on important topics and deadlines;
- ✓ Provide program directors an opportunity to ask for clarification.

HNS is here to
help!

We are here to provide assistance and help you make the very best of your program.



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: October 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

October HNS Communications Round-Up



General Announcements & Resources



CELEBRATE YOUR NUTRITION PROGRAM IN OCTOBER!

The Farm Fresh Challenge, Farm to School Month, and National School Lunch Week celebrations all occur in October. Throughout the month, HNS sent reminders to participate. Thank you to all who joined in on the celebrations!



SUMMER 2022 & SY 22-23 REQUIRED WAIVER REPORTING SURVEY

All summer 2022 and SY 22-23 CNP operators were required to report which waivers were implemented by October 27. Survey responses are being compiled and will be provided to USDA FNS to fulfill waiver reporting requirements.



REMINDER TO SCHEDULE USDA FOODS SHIPMENTS

Operators were reminded to review USDA Foods shipment schedules to ensure deliveries were not scheduled during fall break, as when deliveries cannot be accepted, penalty fees can be assessed.



FARM FRESH CHALLENGE PARTICIPATION SURVEY

It's time for operators who participated in the 2024 Farm Fresh Challenge to report their challenge results by completing the Participation Survey.

Verification Alerts



VERIFICATION KICK-OFF! VERIFICATION BEGAN OCTOBER 2

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



VERIFICATION FOR SY 23-24

HNS sent communications to SFAs to remind them that they should be at or near Phase 3 of verification. This communication also included a reminder to complete all verification activities by November 15.



VERIFICATION PHASE 3 IMPORTANT REMINDER

A reminder to count the total number of students enrolled in NSLP sites as of October 31 was released. This number is needed for completing the Verification Summary Report.

Memorandums



SP 01-2024: CLARIFICATION ON ALLOWABLE FLEXIBILITIES FOR CNPS EXPERIENCING MILK SUPPLY SHORTAGES

SP 01-2024 provides clarification on allowable flexibilities for States experiencing milk supply chain shortages. AZ is not currently impacted by these disruptions.



TA 01-2024: CREDITING TRADITIONAL INDIGENOUS FOODS IN CHILD NUTRITION PROGRAMS

TA 01-2024 provides guidance on incorporating traditional Indigenous foods that meet meal pattern requirements and includes an updated and expanded list of traditional Indigenous foods that credit the same as similar foods currently listed in the Food Buying Guide.

Funding Opportunities



TRY IT LOCAL: LOCAL FOOD FOR SCHOOLS

HNS released the official announcement of Try it Local: Local Food for Schools, which is an opportunity for NSLP operators to be reimbursed for minimally processed local and regional foods used in school meals.



SCHOOL AND COMMUNITY GARDEN GRANT

HNS announced the School and Community Garden Grant, which is a funding opportunity to help NSLP operators enhance their school gardens by integrating a garden education curriculum and an established team of champions for the garden program. The grant closed on November 6, 2023.

SECTION 2
Last Month's
HOT TOPICS



'Tis the Season!

VERIFICATION IS IN FULL SWING!

Verification Timeline

- SEPTEMBER 1**
Begin Phase 1 sites
- OCTOBER 1**
Begin Phases 2 & 3
- NOVEMBER 15**
 - Phase 3 ends.
 - Phase 4 begins.
- FEBRUARY 1**
Phase 4 deadline.

Phases 1, 2 and 3 apply to regular counting and claiming NSLP schools, and Provision 2 or 3 base year sites required to conduct verification activities.



PHASE 1: PREPARE - COMPLETE!

Organize all approved applications.



PHASE 2: CALCULATE AND SELECT - COMPLETE!

Determine how many applications will be verified and select the applications using an appropriate sampling method.



PHASE 3: VERIFY

Conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.



PHASE 4: REPORT

Log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

Verification Check-In

PHASES 1 & 2 SHOULD BE COMPLETE!

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 - Complete!

- 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

HNS is here to help!

If you have not yet reached Phase 3 or are unsure what to do next, please email your assigned HNS Specialist and request guidance on completing all verification activities by November 15.

Verification Check-In

COMPLETING PHASE 3

Phase 3: Verify - In Progress! Due November 15

- Complete a Verification Tracking Form for each application being verified
 - Conduct Confirmation Review
 - Run Direct Verification
 - Send a Notice of Verification to households not verified in Direct Verification
- Count the number of students on file as of October 31
 - Total enrollment number is necessary for completing the Verification Summary Report and must be reported by all SFAs *including those not required to complete verification activities (e.g. CEP and Provision 2 and 3 non base year)*

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024			
PHASE 1: Prepare SEPTEMBER – OCTOBER 1		PHASE 2: Calculate and Select Applications STARTS OCTOBER 1	
STUDY UP ON VERIFICATION <ul style="list-style-type: none"> <input type="checkbox"/> Attend the Verification Review School Year 2023-2024 webinar. <input type="checkbox"/> Review the Online Course: Verification Review. <input type="checkbox"/> Review the USDA Student Eligibility Manual for School Meals (Section 6 begins Verification guidance). PREPARE <ul style="list-style-type: none"> <input type="checkbox"/> Complete/Review the Student Eligibility Checklist and Why the BID is Important. <input type="checkbox"/> Conduct Direct Certification again (best to find all matches <i>before</i> Verification). <input type="checkbox"/> Use Verification Counting Cheat Sheet and count number of paper applications on file as of October 1. <ul style="list-style-type: none"> <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 October 1. 		CALCULATE <ul style="list-style-type: none"> <input type="checkbox"/> Review the Verification Non-Response Rate Report. <ul style="list-style-type: none"> • 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 (copper)? _____ (yes or no) <input type="checkbox"/> Choose sampling method (Circle the method you plan to use): <ul style="list-style-type: none"> • Standard or Alternate 1 or Alternate 2 <input type="checkbox"/> Use the Verification Sample Size Calculator in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to 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). SELECT APPLICATIONS <ul style="list-style-type: none"> <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). 	
If you need assistance with calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.			
PHASE 3: Verify OCTOBER – NOVEMBER 15		PHASE 4: Report NOVEMBER 16 – FEBRUARY 1	
VERIFICATION ACTIVITIES- October 1-November 15 <ul style="list-style-type: none"> <input type="checkbox"/> Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected. <ul style="list-style-type: none"> • Conduct Confirmation Review. • Run Direct Verification. • If household is not verified in Direct Verification, send a Notice of Verification (English/Spanish) to household, review documentation submitted by household and send a Letter of Verification Results (English/Spanish). • Utilize the Sources of Acceptable Income Documentation (English/Spanish) when reviewing documentation submitted by household. <input type="checkbox"/> Count the number of students on file as of October 31: <ul style="list-style-type: none"> <input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with: <ul style="list-style-type: none"> <input type="checkbox"/> SNAP. <input type="checkbox"/> TANF. <input type="checkbox"/> FDIPIR. <input type="checkbox"/> Medicaid data (DC-M Free; DC-M Reduced). <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. 		END OF VERIFICATION- November 15 All Verification Activities must be completed. Verification is complete when: <ul style="list-style-type: none"> • Household is verified in Direct Verification. • Household responded; LEA received documentation that confirmed eligibility. • The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent. • Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household. • Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household. 	
		REPORT <ul style="list-style-type: none"> <input type="checkbox"/> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account. <input type="checkbox"/> Begin Verification Summary Report in ADEConnect. <input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1. 	
		*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.	

This institution is an equal opportunity provider.

Additional information and links to forms, trainings, and resources are available in the [**Verification Best Practices Calendar**](#).

Verification Check-In

LOOKING AHEAD TO PHASE 4

Phase 4: Report - On Deck! November 16 - February 1

- Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account
- Begin Verification Summary Report in ADEConnect
- Submit Verification Summary Report to ADE



HNS is here to help!

Please email your assigned HNS Specialist for targeted technical assistance, review trainings available on HNS' online training library, and register for the upcoming webinar - [Submitting the Verification Summary Report for SFAs!](#)

Quiz Time

True or False: Verification activities need to be completed by November 15th.

A True

B False



Quiz Time

True or False: Verification activities need to be completed by November 15th.

A True

B False

Verification activities must be completed by November 15, which is the last day of Phase 3. This will be reported on your Verification Summary Report which is due on February 1.



Quiz Time

What is your verification activity status?

- A** I will complete verification activities by November 15th.
- B** I am struggling to complete verification activities by November 15th.





Program Year 2024 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.

Thank you for participating!

For those of you who participated in the Farm Fresh Challenge, please complete and submit the **PY24 Farm Fresh Challenge Participation** Survey to report challenge activities.

Challenge successes and awardees will be spotlighted by HNS in an upcoming communication and in next month's Staying on Track webinar.

Quiz Time

Did you participate in the Farm Fresh Challenge?

- A** Yes! Love the Farm Fresh Challenge!
- B** No, the timing of the challenge did not work for us.
- C** No, we did not want to participate in the Farm Fresh Challenge.
- D** No, we had other reasons for not participating.
- E** I was not aware of the Farm Fresh Challenge.



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 DOES 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 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!

School & Community Garden Grant

The School and Community Garden Grant was a funding opportunity for NSLP operators who wish to enhance their school gardens by integrating a garden education curriculum and an established team of champions for the garden program.

Applications closed yesterday, **November 6**. Thank you to all who applied! Applicants and awardees will be contacted by HNS soon.

For more information...

- [HNS' Announcement of the School & Community Garden Grant](#)
- [School & Community Garden Grant Resource](#)

Funding Opportunity
HEALTH AND NUTRITION SERVICES

INTERESTED IN ENHANCING YOUR SCHOOL GARDEN?
Apply for the **School and Community Garden Grant** Today!

What is the School and Community Garden Grant?
The School and Community Garden Grant is a funding opportunity to help operators of the National School Lunch Program (NSLP) enhance their school gardens by integrating a garden education curriculum and an established team of champions for the garden program. The Arizona Department of Education Health and Nutrition Services (HNS) will grant awarded applicants with \$10,000-\$20,000. Awarded funds are intended to supplement the costs associated with having a Garden Coordinator, such as wages, employment-related benefits, stipends, or consultation fees.

Who is eligible to apply?
The applying entity must operate the NSLP, have an emerging school garden that has been in place and functional for at least two prior school years, and have 50% or more students eligible for a free or reduced-price meal based on the [2022-2023 Free and Reduced Price Eligibility Report](#).

How to Apply:
The application for the School and Community Garden Grant is available now in Grants Management Enterprise (GME), which can be accessed through the ADEConnect portal within the Grants Management application. Users must be provided permissions to the Grants Management application by an Entity Administrator. Completed applications are due in GME at 11:59 pm on November 6, 2023.

We're here to help!
If you have questions about the grant opportunity or application process, please contact Mallory Smith with HNS' Program Access and Outreach Team by calling (602) 364-0161 or emailing Mallory.Smith@azed.gov.

Learn more!
For more information, including key dates and application criteria, please view the [School and Community Garden Resource](#).

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ARIZONA DEPARTMENT OF EDUCATION
FY2024 School and Community Garden Grant Resource

Support Contact Information and Resources:
Questions can be directed to Health and Nutrition Services by contacting Mallory Smith with the Program Access and Outreach Team. Phone: 602-364-0161 Email: Mallory.Smith@azed.gov

Award Amount:
Award amounts will vary by applicant with a maximum of \$20,000 and a minimum of \$10,000.

Important Dates:

- Application Due Date: November 6, 2023 11:59 P.M.
- Initial Award Phase: grant funds awarded to SFAs: November 14, 2023
- Grants Funds must be obligated by June 30, 2024
- Completion Report opens: July 1, 2024
- Due date for Completion Report Submission/Approved Status: September 30, 2024
- Due date for procurement expenditures: September 30, 2024

Application and Submission Information:
Eligible applicants should submit a complete application form through the online Grants Management Enterprise system (GME). The funding application will be accessed through:
Fiscal Year: 2024
Grant Name: School and Community Garden Grant

Contacts:
One individual should be designated as the primary contact and authorized representation of the application submitted. This individual will receive all grant correspondence from ADE.

Assurances:
Check box to certify and attest that, to the best of your knowledge, the grant submission is true and correct according to the information available to you at the time of completion, and that by applying for the grant funds, you are indicating you have sufficient authority and approval to proceed with the activities described in the application.

Budget:

- Budget: Garden Coordinator expenses allowed include wages, employment-related benefits, stipends, or consultation fees. Up to 10% of the budget may be spent on supplies.
- Grant applicants are required to provide matching support of at least 50 percent of the total project budget in the form of cash or in-kind contributions. In-kind contributions can include volunteers, staff, and other existing resources, such as classrooms and tools.

Application Evaluation Criteria:
The review committee will:

- verify eligibility (entity must operate the NSLP and have 50% or more students eligible for a free or reduced-price meal based on the 2022-2023 Free and Reduced Price Eligibility Report)
- ensure the application is complete and letters of support are provided
- evaluate the answers to the narrative question provided in the application for clarity
- evaluate the anticipated outcomes and benefits to the school and community
- evaluate the clarity of the described need and the current school garden program's integration into the school and school community
- review content in the letters of support for 1) matching funds and 2) provision of an educational garden curriculum
- review the proposed budget
- ensure the budget line items are appropriate and aligned with the narrative
- determine exceptions, seeking to award applicants from multiple categories ([See List of Eligible Schools/Regions](#)), which are based on geology, physiography, vegetation, climate, soils, land use, wildlife, and hydrology.

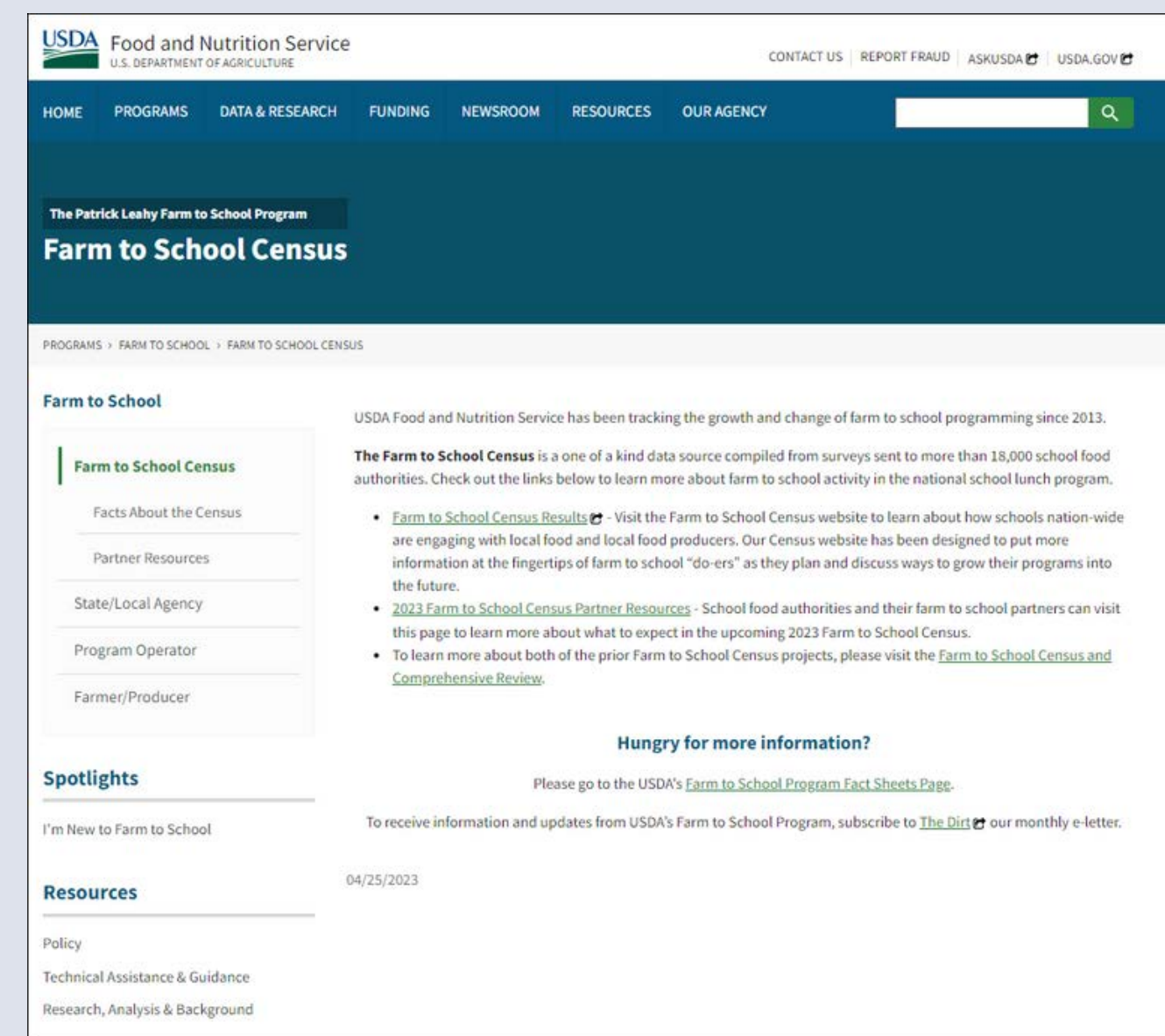
We are a service organization committed to raising academic outcomes and empowering parents.

USDA Farm to School Census

YOUR INPUT IS IMPORTANT!

USDA is currently conducting the Farm to School Census, which gathers important data every four years from all SFAs participating in NSLP nationwide. Your participation is crucial to ensure that the Census data represents all of AZ's schools. This data also helps to demonstrate the need for future funding and resources.

All SFA directors received a link to the Census and instructions from Farm2SchoolCensus@dir-online.com. If you did not receive the email, please check your spam folder or contact Farm2SchoolCensus@dir-online.com directly to inquire about participation.



More information and resources, including an FAQ and Quick Facts, are available on USDA's **[2023 Farm to School Census Webpage](#)**.

USDA plans to close the census on 12/31/23.



HNS released the second upLIFT bulletin of SY 23-24! This bulletin provided an overview of this year's upLIFT initiative, "upLIFT Your Voice," highlighted Nadaburg USD and Concordia Charter School for being recipients of the Healthy Meals Incentives Grants, spotlighted a new quesadilla recipe served at Creighton School District, and included information about upLIFT webinars and resources!

Featured Resources:

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

Research Rundown

Article:
District Wellness Policy
Healthier District Food

What did this study find?

Local wellness policies often contain standards during the school day. Similarly, food with specific nutrient standards. This study found that policies may be associated with health specific nutritional characteristics of food.

- calories
- total fat
- saturated fat
- sodium

Key findings:

District food purchasing specifications added sugars to 84% of SFAs restricted areas or small townships. Additionally, standards for the nutrients of interest, purchasing specifications were having.

District Policy Findings:
District food purchasing specifications regarding saturated fats and added sugars were more consistent with policies as compared to all.

Put it into practice:

1

Look at your policy! Confirm that your school(s) have a Local Wellness Policy, and that it includes nutrient standards for school lunches, smart snacks, food purchased for events or vending machines, etc.

Reference:
Pikarski, Porter, E., Laitinen, J., Turner, L., Christy, J. (2020). District Food Standards Are Associated with Healthier District Food. The United States. *Nutrients*, 20(20), 3477. doi:10.3390/2020.11.0477

upLIFT Your Celebrations

Learn about making your school and classroom events healthy, nutritious and fun!

Why upLIFT Your Celebrations?

Students often partake in school celebrations. Providing nourishing food options and swapping food for fun activities can create consistent about nutritious eating and lifestyle.

Check

Ensure that your school has good nutrition standards that support a healthy school environment. Having a Local School Wellness Policy, other administrative policy, can provide opportunities for students continuously exposed to healthy choices.

Provide

Healthier options for celebrations to be boring. Creativity is key! is to pair something less nutritious with a more nutritious option. You can encourage healthier options to make their cutting vegetables into shapes activity out of them!

Share

Share healthy and creative recipes and events with students, teachers, and families. Encourage use these recipes whenever a celebration or event occurs!

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Whole Food Profile

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

BUTTERNUT SQUASH

Butternut Squash is a large, bell-shaped vegetable with orange flesh. It is a low-calorie squash that is rich in Vitamins C and A, potassium, magnesium, and fiber. Butternut squash is popular and versatile and can be used as an ingredient in several dishes.

How to Select and Store

Selection

MINIMAL HEAVY FOR DULL
BRUISING ITS SIZE COLOR

Look for squash with minimal bruising and no obvious cuts or oozy areas. Overall size does not matter, but the squash should feel heavy for its size.

The squash skin should have a dull beige color with matte appearance. Choose a squash with a rich deep brown stem still attached.

Tips for Preparing and

Usage

Butternut squash is known for its pleasant, sweet flavor. It is excellent roasted as a side dish, or made into soup. It can sometimes be used as an alternative to pumpkin or sweet potato.

Try B

Roast Pre-heated 475°F. Bottom off the dice in Season, peppe and ro minutes.

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How to Use Whole Foods

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

BUTTERNUT SQUASH

Examples:



Cinnamon Butternut Squash

Squish Squash Lasagna

Harvest Delight

Quinoa & Butternut Squash Salad

Chef Sam's Butternut Squash Soup

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TIP! Consider using Butternut Squash (USDA Squash Butternut FR 40 LB CS #15020) through USDA Foods!

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

Final Rule & CEP

SP 22-2023:

Changes made to the CEP in the Final Rule published on September 26, 2023

ADE applied for a USDA waiver to allow newly eligible schools (25%-39.9% ISP) to elect CEP mid-year

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.



CEP Estimator Tool

SECTION 3

Last Month's Training Opportunities

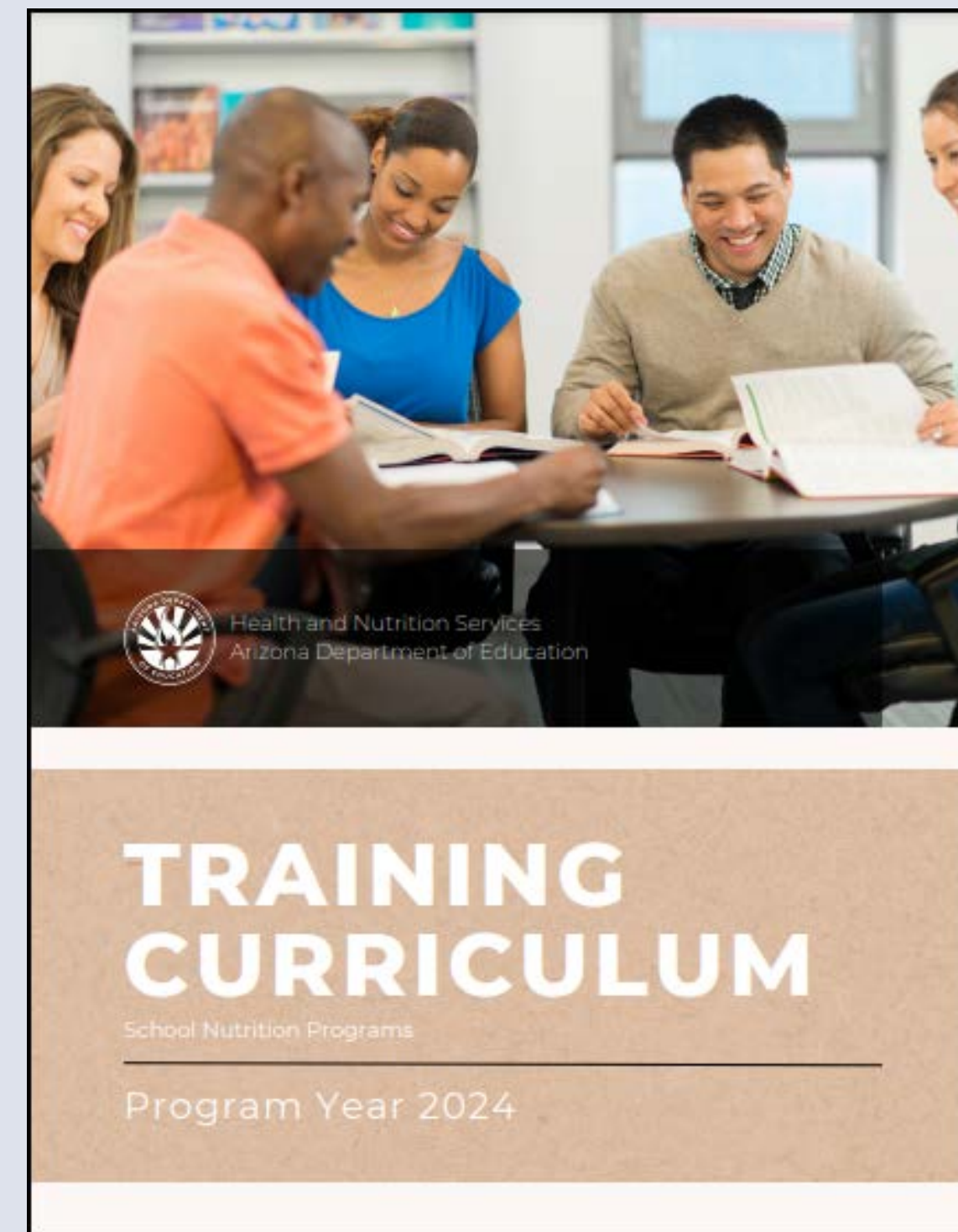


Training for School Nutrition Programs

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 OCTOBER

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 Stage!

Upcoming Events

Please reference [HNS' Monthly Events Forecast](#) to view upcoming training opportunities.

SECTION 4
**Upcoming
Deadlines &
Communications**



In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Farm Fresh Challenge Winners
- Availability of the Verification Summary Report
- Program alerts notifying SFAs of FFVP award funding in GME
- Try it Local! Local Food for Schools funding campaign
- Community Eligibility Provision (CEP)- Increasing Options for Schools



November Checklist

November 1 - November 10

Submit October reimbursement claims (best practice)

November 6

Deadline to submit applications for the School and Community Garden Grant

November 15

Verification activities due

November 29

September 60-day claiming deadline

Daily

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

This month...

- Celebrate Native American Heritage Month!
- Register for the upcoming Verification webinar!
 - Submitting the Verification Summary Report for SFAs | December 7, 1:30-2:30
- Verify that each operating site is on track to receive at least two food safety inspections during the program year



Staying On Track

December 5, 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: November 2023**

Information to include when documenting this
training for Professional Standards:

Training Title: November 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: November 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

This institution is an equal opportunity provider.

