

# Staying on Track

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

**Key Area:** 1000 - Nutrition, 2000 - Operations, 3000 - Administration, 4000 - Communications and Marketing

**Learning Code:** 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

**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: November HNS Communications Round-Up**

**Section 2: Hot Topics**

**Section 3: Last Month's Training Opportunities**

**Section 4: Upcoming Deadlines and HNS Communications**

# SECTION 1

## November HNS Communications Round-Up



# General Announcements & Resources



## **REMINDER TO SCHEDULE USDA FOODS SHIPMENTS**

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

# Verification Alerts



## **VERIFICATION FOR SY 23-24**

HNS sent communications to SFAs to remind them that they should be at Phase 4 of verification. This communication also included a reminder to complete all verification activities by November 15.

## Program Alerts



### HEALTH AND NUTRITION SERVICES

#### **The Verification Summary Report is available in ADEConnect!**

##### **What does this mean?**

The School Year 2023-2024 (SY 23-24) Verification Summary Report (VSR) can be accessed through the *CNP Verification Reporting* portal in ADEConnect. Submitting the VSR is Phase 4 of the verification process and is required to be completed by all School Food Authorities (SFAs). SFAs can begin submitting the VSR starting today!

##### **When is the VSR due?**

February 1, 2024

##### **You're Invited!**

Health and Nutrition Services (HNS) will be hosting two webinars on submitting the VSR. Please pay attention to which webinar to register for based on your SFA's operation.

**December 7, 2023:** *Submitting the Verification Summary Report for School Food Authorities That Collected Household Applications in School Year 2023-2024* ([Register here](#)). This webinar is intended for those SFAs who collected applications and performed verification activities in SY 23-24.

**January 18, 2023:** *Submitting the Verification Summary Report for School Food Authorities on a Provision 2/3 Non-Base Year Cycle, Community Eligibility Provision Cycle, and Residential Child Care Institutions (RCCI) in School Year 2023-2024* ([Register here](#)). This webinar is intended for those SFAs who did not collect applications and did not perform verification activities in SY 23-24 due to operating a Special Provision Option or a RCCI with no day students.



##### **Phase 4 is the final step in the verification process.**

HNS wants to ensure you are successful! If you need assistance, please contact your HNS Specialist who can provide guidance on completing the VSR by the deadline of **February 1, 2024**.

# Memorandums



**SP 01-2016: PROCURING LOCAL MEAT, POULTRY, SEAFOOD, GAME, AND EGGS FOR CHILD NUTRITION PROGRAMS-REVISED**

SP 01-2016 provides revised guidance for procurement and inspection requirements for local meat, poultry, seafood, game, and eggs. This memo also answers specific questions related to these products with a series of questions and answers as an attachment.

# Funding Opportunities



## **PLANTS GRANT APPLICATION**

USDA FNS has partnered with the Chef Ann Foundation to support local efforts aiming to build resilient food supply chains, cultivate equity, nourish students, and create scalable and sustainable change for SFAs across the country. Grant applications are available now!



## **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

## 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.



#### **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 - COMPLETE!**

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 Summary Report

## PHASE 4: REPORTING

### Phase 4: Report - November 16 - February 1

- Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.
- **Attend the upcoming webinar - Submitting the Verification Summary Report for SFAs!**
  - **DECEMBER 7, 2023, 1:30-2:30pm**
- Begin Verification Summary Report in ADEConnect.
- Submit Verification Summary Report by February 1.



Reminder! Only register if free and reduced meal applications were distributed and processed AND used in your verification process.



### **HNS is here to help!**

Please email your assigned HNS Specialist for targeted technical assistance. Helpful trainings are available in [HNS' online training library](#).

# Quiz Time

True or False: The Verification Summary Report is due February 15th.

**A** True

**B** False



# Quiz Time

True or False: The Verification Summary Report is due February 15th.

**A True**

**B False**

The Verification Summary Report must be submitted by February 1.



# Program Year 2024 Farm Fresh Challenge Awardees!

OCTOBER 1 - OCTOBER 31

The Arizona Department of Education Health and Nutrition Services **Program Year 2024 Farm Fresh Challenge** was a fantastic way to highlight nutrition programs and cultivate excitement around fresh and locally sourced foods in October.

The following entities completed all **TASTE, TEACH**, and **CONNECT** activities during a one-week timeframe in October and were awarded the **Gold** tier! These sites met the minimum criteria of procuring three local menu items, hosting two educational activities, promoting the challenge, and went above and beyond by incorporating at least two additional hard-to-reach local food items in their menus.

## Congratulations!!

### Gold Awardees

- Balsz School District
- Concordia Charter School
- Osborn School District

# Poll Time

I would participate in the Farm Fresh Challenge if....

- A** HNS provided additional resources about local producers and farmers.
- B** I knew where to even start the process.
- C** Produce was more readily available without requiring a 2-3 week special order lead.
- D** I was fully staffed.
- E** I could easily order fresh and local through my local food distributor.
- F** N/A - I participated in 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 enhanced their school gardens by integrating a garden education curriculum and an established team of champions for the garden program.

Congratulations to the awardees!

- Concordia Charter School
- Gadsden Elementary District
- Littleton Elementary District
- Madison Elementary District
- Prescott Unified School District
- The Boys & Girls Clubs of the Valley
- Washington Elementary School District



Be on the lookout for an HNS Communication sharing more information about the awardees and their plans for the grant funding!

# PLANTS Grant



The Chef Ann Foundation (CAF) is accepting proposals for the Partnerships for Local Agriculture & Nutrition Transformation in Schools (PLANTS) grant program now through January 22, 2024.

**Interested in learning more about the PLANTS Grant?**  
For more information about the grant, please visit the [PLANTS Grant webpage](#).

## OBJECTIVES OF THE PLANTS GRANT

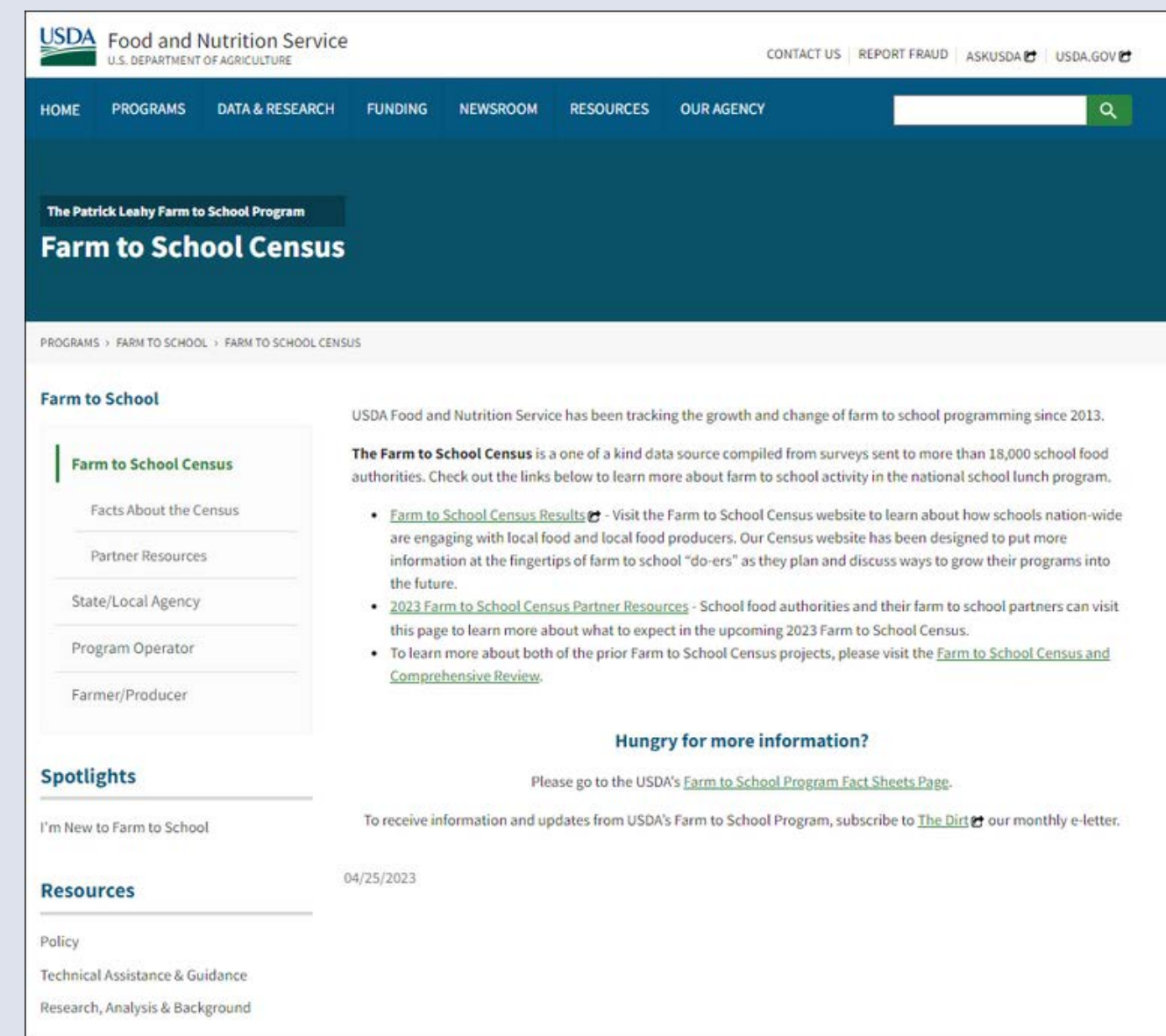
- ✓ **Build and strengthen relationships** among community-based food system stakeholders (school food professionals, local farmers, distributors, aggregators, parents, students, etc.) and populations who are impacted by school food supply chains
- ✓ **Improve school food supply chain coordination** to support the shared values and needs of local farmers and other food producers and K-12 schools
- ✓ **Increase awareness and access to K-12 markets** among small- and mid-scale and historically underserved food producers, aggregators, and processors
- ✓ **Expand scratch cooking operations in K-12 schools** to both provide more nourishing, high quality, and culturally inclusive meals to students as well as incorporate more local and sustainably produced ingredients into meals
- ✓ **Establish a sustainable approach and best practices** for improving K-12 school food systems that are scalable and can be adopted by other schools and community stakeholders

# 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](mailto:Farm2SchoolCensus@dir-online.com). If you did not receive the email, please check your spam folder or contact [Farm2SchoolCensus@dir-online.com](mailto: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.



## upLIFT Your Meals with Scratch Cooking!

HNS was honored to feature Shannon Reina from Salt River Pima Schools in the November upLIFT webinar! She shared insight on how to maintain authenticity while meeting school meal regulations and discussed how to source ingredients and present traditional dishes on school menus. Thank you, Shannon, for the engaging discussion on how to honor and celebrate Native American culture by serving traditional recipes in school meals!

### Featured Resources:

- [Research Rundown](#)
- [Comparing Greens](#)
- Featured Food - Tomato
  - [Whole Food Profile](#)
  - [How to Use Whole Foods](#)

## Research Rundown

### Article:

Taste Exposure Increases  
Willingness to Try and  
Cluster Randomized

### What did this study find?

The aim of this cluster randomized, repeated taste exposure (TE), nutrition education (NE) intervention on intake of vegetables in young children. This study tested if repeated exposure to unfamiliar vegetables would enhance intake of the unfamiliar vegetables.

**How was the data collected?**  
Intake of mochi (white rice) was measured at baseline and 12, 24, and 36 months. Children at their usual snack time were given a moderate portion of the vegetable. This study tested if repeated exposure to unfamiliar vegetables would enhance intake of the unfamiliar vegetables.

### Key findings:

**Taste Exposure**  
Three out of five preschoolers increased their intake of the vegetable over the intervention period. The intervention was most effective for those four preschool children who were engaged in the sessions.

### Put it into practice

1  
Keep the taste exposure results in mind! Serving an unfamiliar vegetable repeatedly increases their willingness to try new foods and will eventually lead to students being more open to new foods in the future!

**Reference:**  
Hickling, C. (2019). *Cluster Randomized Controlled Trial of a Taste Exposure and Nutrition Education Intervention to Increase Vegetable Intake in Preschool Children*. *Journal of the Academy of Nutrition and Dietetics*, 119(10), 2004-2013. doi:10.1016/j.jand.2019.05.017

## Comparing Greens

Leafy greens are tasty and nutritious! Learn about the most common greens to find the best option(s) for you!



**Spinach**

- Fast-growing, cool weather vegetable
- High in insoluble fiber, which makes it healthy in several ways
- Mild taste and can be eaten raw or cooked

Cooked spinach is versatile and can be used in most recipes for a nutritious meal.



**Arugula**

- Can grow 6 to 12 inches tall when mature
- Nutrient-dense green that is high in phytochemicals
- Mustardy, peppery, distinctive taste

Try using arugula in any salad that you like, or baby spinach or watercress.



**Romaine Lettuce**

- Easy to grow, and takes up little space
- Although low in fiber and calorie, it is rich in minerals
- Versatile and has a crispy, mild taste

While romaine lettuce is most often eaten raw in salad, it's possible to cook it.



This institution is an equal opportunity provider.

## Whole Food Profile

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

## TOMATO

A tomato is a juicy, red, fruit that grows on a vine. Botanically, the fruit exhibits all of the characteristics of berries: a simple fleshy fruit with a seed in the pulp. The outer skin is a thin, fleshy layer that comprises the remainder of the fruit wall.

### How to Select and Store Tomatoes

#### Selection

BRIGHT SHINY AROMATIC

Avoid tomatoes that have hard or pale spots as well as ones with large bruises or cracks that are too long or deep to trim away.

They should be shiny, with a smooth, firm, uniform skin. The tomato should be soft enough to give into any real pressure and aromatic.

#### Storage

ON THE COUNTER

If tomatoes are counter-ripe, they will ripen faster. Once they are consumed, they can be put in the refrigerator for up to two weeks.

### Tips for Preparing and Cooking Tomatoes

#### Preparation

Thoroughly wash tomatoes under cold water and pat dry before consuming. They can be sliced, diced, or chopped. Tomatoes can be eaten with or without the skin depending on the desired recipe.

#### Try Tomatoes

Roasted: Pre-heat oven to 400°F. Stem and dice tomatoes into cubes. Season with salt, pepper, and olive oil. Roast for 15 minutes. Add to salad, grains, or rice.

**Did you know?**

## How to Use Whole Foods

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

## TOMATO

Tomatoes are one of the world's most consumed vegetable crops. They are plentiful in the summer months, and are at their freshest from May through October in Arizona!

### Examples:



**TIP!** Consider using Tomatoes on the Vine (TOMATOES FROM THE VINE 11 LB CS) through USDA Foods!

To access upLIFT resources and webinar recordings, please visit HNS' [upLIFT webpage](#).

# At-Risk Afterschool Meals & School Breaks

## **YOU CAN SERVE AT-RISK AFTERSCHOOL MEALS THROUGH WINTER BREAK!**

- If you operate At-Risk, you can increase your participation by continuing to serve through winter break!
- You can utilize USDA Foods in At-Risk meals and accept orders during winter break if desired!
- If you are interested in becoming an At-Risk operator, please contact your assigned HNS specialist to get more information.




# Civil Rights Compliance Form

COMPLETE AND FILE BY DECEMBER 15

Each year, all SFAs are required to collect student racial and ethnic data, which is done by completing the Civil Rights Compliance Form. This requirement must be completed by **December 15th** each school year and the form must be kept on file for a minimum of five years.



The Civil Rights Compliance Form **does not** need to be sent to HNS, please complete and keep it on file by December 15.



### Civil Rights Compliance Form for School Food Authorities

The United States Department of Agriculture (USDA) outlines the responsibility of each School Food Authority (SFA) regarding Civil Rights Compliance. The following form collects information necessary to assess compliance with Civil Rights requirements in accordance with USDA FNS Instruction 113-1. **Please complete this form annually by December 15th and maintain on file for program review purposes.** Please note, the information gathered in this form is confidential and should only be made available to authorized State and Federal personnel.

LEA Name:	CTD Number:	Date of Completion:

1. Is the complete nondiscrimination statement included on the parent letter and all other material?

2. Have any complaints of discrimination (written or verbal) been received this school year?  
a. If yes, have they been acted upon according to the SFA's written procedures?

3. Is the complete nondiscrimination statement included on the parent letter and all other material?

4. Is the program information made available to major employers contemplating layoffs?

5. Is there a need for program materials to be printed in a language other than English?  
a. If yes, has this been done?

6. Do admission procedures restrict enrollment by minority persons?

7. Are disabled students (including those with dietary needs) provided program benefits as appropriate?

Using the racial/ethnic information from the household applications for free and reduced-price meals, complete the data charts below. The purpose is to determine how effectively Child Nutrition Programs are reaching potential eligible persons and beneficiaries. For SFAs that are not required to collect household applications, enrollment information may be used.

Total Enrolled Students:

ETHNICITY	Number	Percentage
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."		
Not Hispanic or Latino: A person who does not meet the description above.		
	Total % (should be 100%)	

Please note, all students listed in the Ethnicity data chart above must also be included in the Race data chart shown below.

RACE	Number	Percentage
American Indian or Alaskan Native: A person having origins in the original peoples of North, Central, or South America, and who maintains cultural identification through tribal affiliation or community recognition.		
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, Hong Kong, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
Black or African American: A person having origin in or ancestry from the Black or African race.		
Native Hawaiian or Other Pacific Islander: A person having origin in or ancestry from the Hawaiian Islands, Guam, Samoa, or other Pacific Islands.		
White: A person having origins in any of the original peoples of Europe, North America, or Africa.		
Two or More Races: Persons reporting two or more races.		

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## How to Complete the Civil Rights Compliance Form for School Food Authorities



Health and Nutrition Services  
Arizona Department of Education



For assistance and additional information about completing the [Civil Rights Compliance Form](#), please use HNS' [Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form](#).

# 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 has been collecting requests from State agencies to permit mid-year CEP elections.

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 <b>40 percent or higher</b> to elect CEP.	Required to have ISPs of <b>25% or higher</b> to elect CEP.
Grace Year Eligibility	Required to have ISPs of <b>less than 40% but greater than or equal to 30%</b> in year 4 of the CEP cycle to elect CEP for a fifth year, or grace year.	Required to have ISPs of <b>&lt; 25% but ≥ 15%</b> in year 4 of the CEP cycle to elect CEP for a fifth year, or grace year.

UPDATE

**Mid-Year CEP Elections in AZ Update!**  
FNS has approved HNS to allow new sites with an ISP of 25% or greater, using current year ISP data, to elect CEP mid-year. HNS will be releasing additional information and guidance soon.

# SECTION 3

## Last Month's Training Opportunities

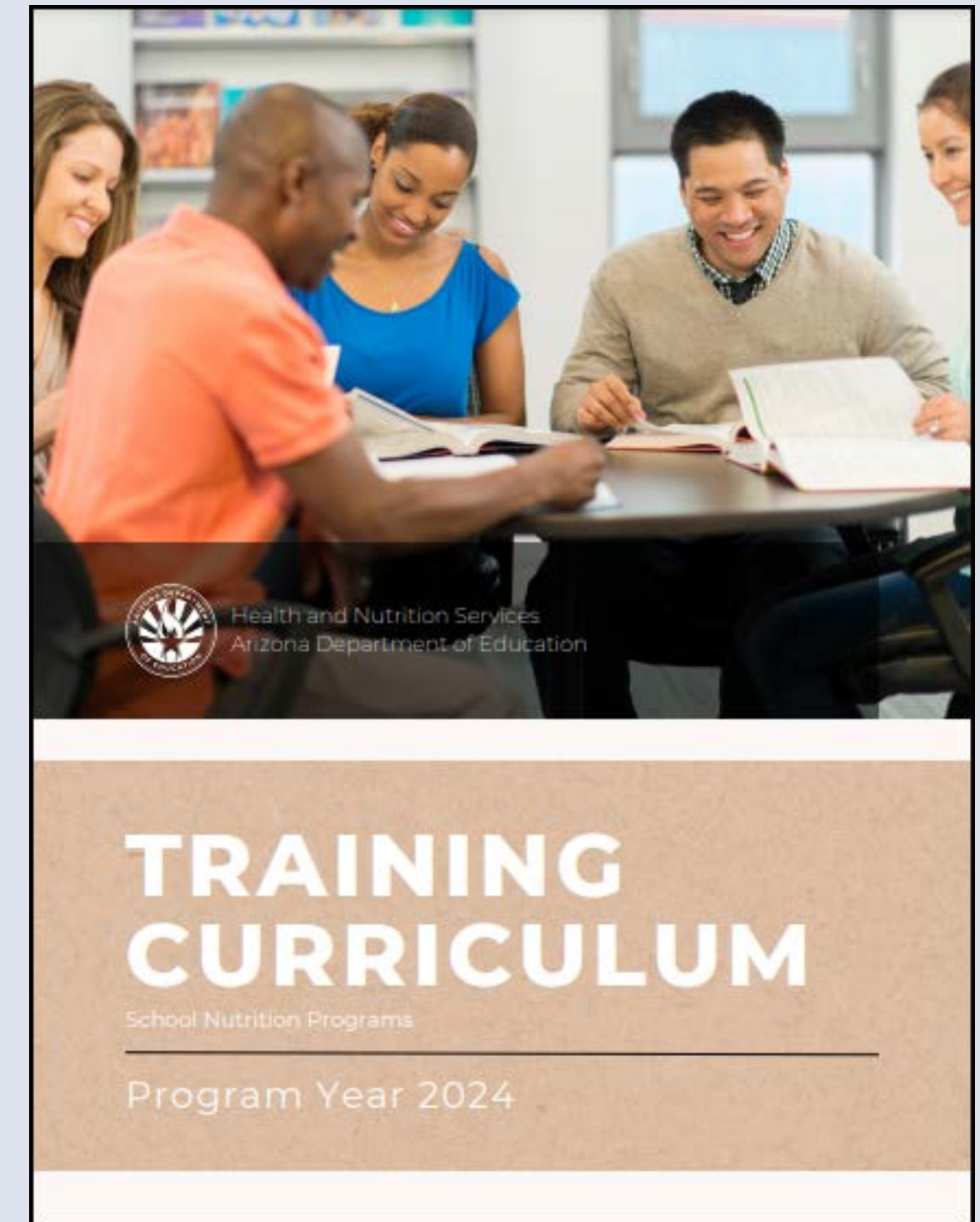


# Training for School Nutrition Programs

## 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](#)

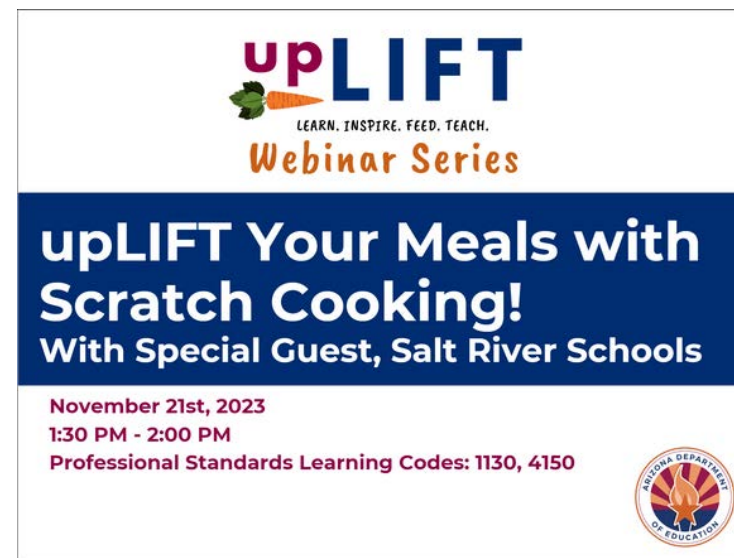
# Training Opportunities

## EVENTS OFFERED IN THE MONTH OF NOVEMBER

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 Meals with Scratch Cooking!](#)

### 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:**

- Civil Rights Compliance Form
- USDA Foods Preference Survey
- 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
- Initial Implementation Memorandum: CNP Integrity Final Rule i.e.: Repeat findings on milk and vegetable subgroup and updated review cycle.



# December Checklist

## December 1 - December 10

Submit November reimbursement claims (best practice)

## December 7

“Submitting the Verification Report Summary”- Webinar

## December 15

Complete the Civil Rights Compliance Form. Ensure this is completed and stays on file within your SFA.

## December 29

October 60-day claiming deadline

## Daily

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

# This month...

- Register for the upcoming Verification webinar!
  - Webinar- Submitting the Verification Summary Report for SFAs | December 7, 1:30-2:30
    - Reminder- Only register for this webinar if free and reduced meal applications were distributed and processed AND used in your verification process.
- Verify that each operating site is on track to receive at least two food safety inspections during the program year
- Direct P-EBT questions about missing cards to DES  
*DES has notified ADE that there are a number of undeliverable cards remaining. If a student is missing a card but should've received one, the family should call DES - 1 (844) 841-3802.*



# Join Us Next Month!

## Staying On Track

January 9, 2024

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

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**You have completed the Online Course:  
Staying on Track: December 2023**

Information to include when documenting this  
training for Professional Standards:

**Training Title:** December Staying on Track

**Key Area:** 1000 - Nutrition, 2000 - Operations, 3000 -  
Administration, 4000 - Communications and  
Marketing

**Learning Code:** 1130, 1230, 2430, 2450, 3110, 3130, 3340,  
4120, 4150

**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:** December Staying on Track

**Key Area:** 1000 - Nutrition, 2000 - Operations, 3000 - Administration, 4000 - Communications and Marketing

**Learning Code:** 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

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

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