

Staying on Track

January 2024



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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

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

Learning Codes: 1130, 3110, 3220, 3510, 3520, 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: December HNS Communications Round-Up

Section 2: Hot Topics

Section 3: Last Month's Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1

December HNS Communications Round-Up



Memorandums



HNS 09-2023: TRY IT LOCAL: ARIZONA'S LOCAL FOOD FOR SCHOOL PROGRAM AND REIMBURSEMENT

The purpose of this memorandum is to announce Try it Local: Arizona's Local Food for Schools Program, which is an ADE campaign intended to promote local Arizona products for use in School Meal Programs.



HNS 10-2023: COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOL YEAR 2023-24 MID- YEAR ELECTION

The purpose of this memorandum is to provide guidance on the waiver issued by USDA Food and Nutrition Services allowing mid-year CEP elections for LEAs in SY 23-24.

Verification Reminder



THE VERIFICATION SUMMARY REPORT IS AVAILABLE IN ADECONNECT!

SFAs were alerted of the availability of the Verification Summary Report for SY 23-24 in ADEConnect, which is due by February 1.

Complete the Verification Summary Report by the February 1, 2024 deadline!

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**.

Program Alert



INTERNAL ON-SITE MONITORING IS DUE FEBRUARY 1

All SFAs operating more than one site are required to conduct on-site reviews of the counting and claiming system and the readily observable areas of review annually at each site prior to **February 1**. This requirement includes reviews of breakfast and lunch.

azed.gov/hns/nslp/forms

▼ Operational

- [Buy American Exception Form](#)
- [Fundraising Exemption Request](#)
- [Internal On-Site Monitoring Form - Afterschool Care Snack Program](#)

- [Internal On-Site Monitoring Form – Breakfast](#)
- [Internal On-Site Monitoring Form – Lunch](#)



School Breakfast Program On-Site Monitoring Form

This form is to be completed every school year prior to February 1 for 50% of sites operating the School Breakfast Program by each School Food Authority (SFA). In addition, schools operating Breakfast in the Classroom (BIC) are encouraged to observe as many classrooms as they deem necessary. While the annual requirement is to monitor 50% of the schools approved to participate in the SBP in the LEA's jurisdiction, each school approved to participate in the SBP must be reviewed at least once every two years.

Site Name: _____

SFA Monitor: _____

Monitoring Date: _____

Yes | No | N/A

Answer the following questions during the on-site review.

1. Is the method used for counting reimbursable meals the approved point of service requirement? (Meal counts must be taken at the location where complete meals are served to children.)
Number of classrooms observed for BIC (if applicable): _____

2. Is the point of service meal count used to determine reimbursement?

3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?

4. Is the school correctly implementing policies for handling the following (as applicable):

a) Incomplete meals?

b) Second meals?

c) Lost, stolen, misused, forgotten or destroyed

d) Visiting student meals?

e) Adult and non-student meals (and identifying program vs. non-program?)

f) A la carte?

g) Student worker meals?

h) Field trips?

i) Charged and/or prepaid meals?

j) Offer vs. Serve?

National School Lunch Program On-Site Monitoring Form

This form is to be completed every school year prior to February 1 by each School Food Authority (SFA) operating the National School Lunch Program with more than one site. SFAs must perform no less than one on-site review per site of the lunch counting and claiming operation and the readily observable general areas.

Site Name: _____

SFA Monitor: _____

Monitoring Date: _____

Yes | No | N/A

Answer the following questions during the on-site review.

1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location where complete meals are served to children.)
Number of classrooms observed for BIC (if applicable): _____

2. Is the point of service meal count used to determine the school's claim for reimbursement?

3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?

4. Is the school correctly implementing policies for handling the following (as applicable):

a) Incomplete meals?

b) Second meals?

c) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?

d) Visiting student meals?

e) Adult and non-student meals (and identifying program vs. non-program?)

f) A la carte?

g) Student worker meals?

h) Field trips?

i) Charged and/or prepaid meals?

j) Offer vs. Serve?

July 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

Program Alert



COMPLETE THE USDA FOODS PREFERENCE SURVEY BY FRIDAY, JANUARY 12!

SFAs are encouraged to provide input as to what food items should be available in Arizona for the upcoming school year (SY 24-25).

The survey closes January 12, 2024.

Complete the survey by Friday for your preferences to be considered!

USDA Foods Preference Survey

We want to hear from you!

School Food Authorities (SFAs) that previously participated, or wish to participate, in the USDA Foods in Schools program are invited to provide input as to what food items should be available in Arizona for the upcoming school year (School Year 2024-2025). The survey will be open until January 12.

Click the survey button below to share your preferences!

[Take The Survey](#)

Arizona Department of Education | This institution is an equal opportunity provider.

SECTION 2

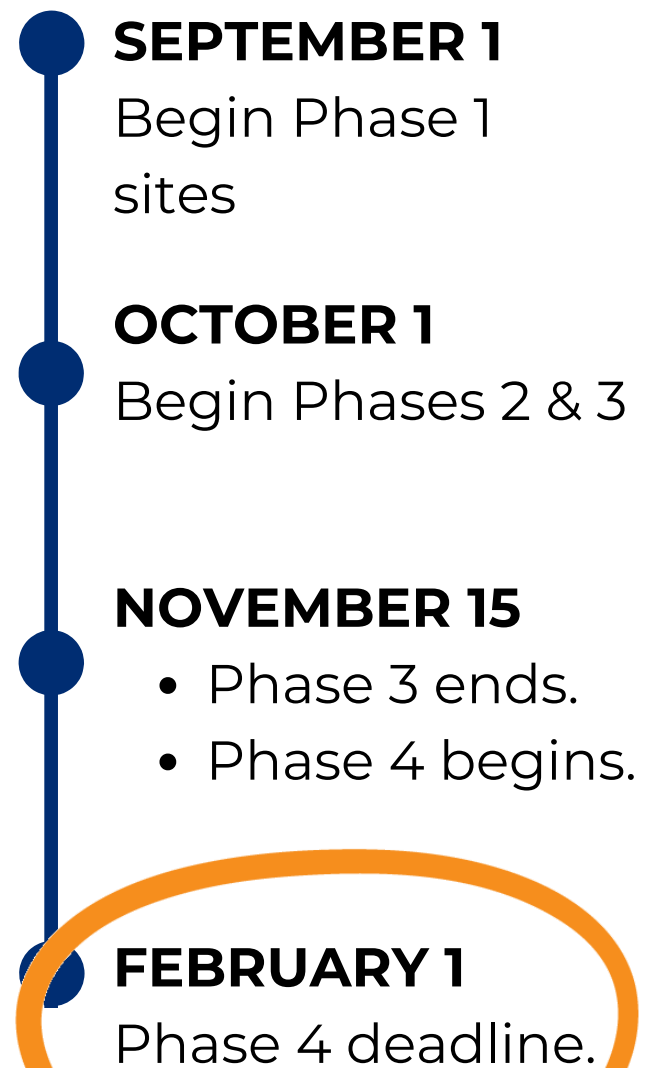
HOT TOPICS



Reminder!

VERIFICATION IS DUE BY FEBRUARY 1

Verification Timeline



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 (VSR)

PHASE 4: REPORTING - NOW - FEBRUARY 1

- Attend the upcoming webinar -
 - **January 18, 1:30 - 2:30 pm:** Submitting the School Year 2023-2024 Verification Summary Report for School Food Authorities who did **NOT Collect Household Applications**
- Submit the VSR by **February 1**.
 - Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.



In case you missed it!

Submitting the Verification Report Summary for SFAs that Collected Household Applications
([Slides](#)) ([Recording](#))

HNS is here to help!

Please email your assigned HNS Specialist for targeted technical assistance.

Quiz Time

True or False. The upcoming webinar - Submitting the School Year 2023-2024 Verification Summary Report for School Food Authorities who did NOT Collect Household Applications is **SPECIFIC TO SFAs on a Provision 2/3 Non-Base Year Cycle, CEP Cycle, and Residential Child Care Institutions.**

A True

B False

Quiz Time

True or False. The upcoming webinar - Submitting the School Year 2023-2024 Verification Summary Report for School Food Authorities who did NOT Collect Household Applications is **SPECIFIC TO SFAs on a Provision 2/3 Non-Base Year Cycle, CEP Cycle, and Residential Child Care Institutions.**

A True

B False

This webinar is intended for those SFAs who did NOT collect Free and Reduced meal applications and did not perform verification activities in SY 23-24 due to operating a Special Provision Option or an RCCI with no day students.

[Register here!](#)

Poll Time

Have you submitted your VSR for this school year?

A Yes

B Not yet

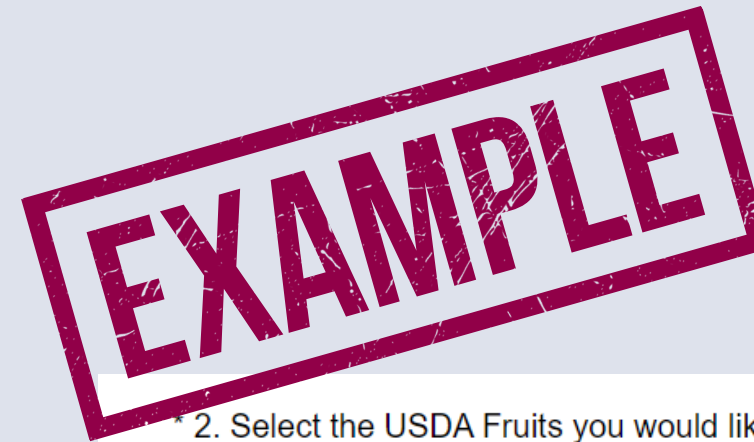
USDA Foods Preference Survey

WHY IS IT SO IMPORTANT?

The USDA Foods Preference Survey is an opportunity to have input on what foods are offered on the list of available brown box foods and food available for processing next school year.

- Allows menu planners flexibility, savings and accurate projecting for the upcoming school year.

Complete the survey by Friday, January 12!



* 2. Select the USDA Fruits you would like to see available in Arizona for SY 2024-25:

- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Cherries, Tart, Pitted, Unsweetened, Frozen
40 lb pail
WBSCM: 100236 |
| <input type="checkbox"/> Apples, Braeburn, Fresh
40lb case
WBSCM ID:100523 | <input type="checkbox"/> Cranberries, Dried, Individual Portion
300/1.16 oz bag
WBSCM: 110723 |
| <input type="checkbox"/> Apples, Empire, Fresh
40lb case
WBSCM ID: 100517 | <input type="checkbox"/> Mixed Berries (Blueberries , Strawberries), Cups,
Frozen
96/4 oz cup
WBSCM: 110859 |
| <input type="checkbox"/> Apples, Fuji, Fresh
40 lb case
WBSCM ID: 100522 | <input type="checkbox"/> Mixed Fruit (Apples, Cherries, Cranberries,
Raisins), Dried
5/5 lb bag
WBSCM ID: 110161 |
| <input type="checkbox"/> Apples, Gala, Fresh
40 lb case
WBSCM ID: 100521 | <input type="checkbox"/> Mixed Fruit (Peaches, Pears, Grapes), Extra
Light Syrup, Canned
6/#10 can
WBSCM ID: 100212 |
| <input type="checkbox"/> Apples, Granny Smith, Fresh
40 lb case
WBSCM ID: 110543 | <input type="checkbox"/> Oranges, Fresh
34-39 lb case
WBSCM ID: 100283 |
| <input type="checkbox"/> Apples , Red Delicious, Fresh
40 lb case
WBSCM ID: 100514 | |

Reporting Issues with USDA Foods


Do you know how and to whom to report USDA Foods product issues?

- **DoD Fresh Produce:**

- Isolate product.
- Label for staff to know NOT to use the product.
- Report issues to: USDAFoods@azed.gov.

- **Brown Box or Processed (Diverted) Products:**

- Isolate product.
- label for staff to know NOT to use the product.
- Document box AND label information.
- Date product was received.
- Take photos, if possible.
- Report issues to: USDAFoods@azed.gov.



**ARIZONA DEPARTMENT
OF EDUCATION**

REPORTING ISSUES WITH USDA FOODS

**FOR DOD FRESH
PRODUCE:**

Report issues with produce quality, shortages, delivery issues, or to request to add a new item to FFAVORS catalog to USDAFoods@azed.gov.

Isolate the product in a storage area until you receive instructions.

**FOR BROWN BOX OR PROCESSING
DIVERSION PRODUCTS:**

Report issues with food quality to USDAFoods@azed.gov.

Include box information, label information, date received, photos if possible, and a contact person. Isolate the product in the storage area until you receive instructions.

Reporting Issues with USDA Foods

Try it Local! Local Food for Schools

NEW WEBPAGE

HNS' NSLP homepage now has a Try it Local! accordion!

- This page provides links to the School and Producer Interest forms, all Try it Local! communications, and the [How to Receive Try it Local Funding for Eligible Food Purchases](#) step-by-step instruction.

azed.gov/hns/nslp

▼ Try it Local! Local Food for Schools

Try it Local is an opportunity for schools participating in NSLP to be reimbursed for minimally processed local and regional foods used in school meals. Try it Local is being temporarily funded by the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) through the Arizona Departments of Education's participation in the Local Food for School (LFS) Cooperative Agreement Program. ADE will process Try it Local claims for all eligible purchases dated no earlier than July 1, 2023, on a first come first serve basis up to September 30, 2024, or until all funds are obligated, whichever is first.



Participating SFAs must submit receipts/invoices for eligible food purchases to HNS in the ADEConnect application: CNP Supplemental Payments. Access to this application must be requested from the SFA's Entity Administrator(s). For assistance, please use [ADEConnect's How to Videos](#).

HNS is eager to help SFAs understand Try it Local 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 food purchases.

- [School Interest Form](#)
- [How to Receive Try it Local Funding for Eligible Food Purchases](#)
- [HNS 09-2023: Try it Local: Arizona's Local Food for Schools Program Reimbursement](#)

HNS is equally as eager to provide support to producers and farmers who are interested in working with the school market. Please consider sharing about yourself by completing this [Producer Interest Form](#).



Try it Local! Local Food for Schools is LIVE!

- Log into your ADEconnect account
- Click on the CNP Supplemental Payments Application
- Click on the Local food for Schools in the top left-hand corner.
- Find your School District.
- Upload your invoices that qualify for locally produced products and are minimally processed and get money back.

Processing will take place on the 15th and 30th of each month. Please allow 5 to 7 business days for the payments to be issued by our Accounting office.

Equipment Grant Opportunity

COMING SOON!

The 2024 NSLP Equipment Grant Application will open February 1, 2024! \$648,525 was awarded to Arizona to competitively award grants to eligible SFAs participating in NSLP to purchase equipment.

How to apply: The application will be available in Grants Management Enterprise within the Grants Management application in ADEConnect.

For more information, check out this month's upLIFT webinar: upLIFT Your Program with HNS' Equipment Grant!

EQUIPMENT GRANT HIGHLIGHTS

- Opens February 1, 2024
- Closes March 1, 2024
- Awarded Grants from over \$1,000 to \$100,000!

Stay tuned for more information from HNS Communications!

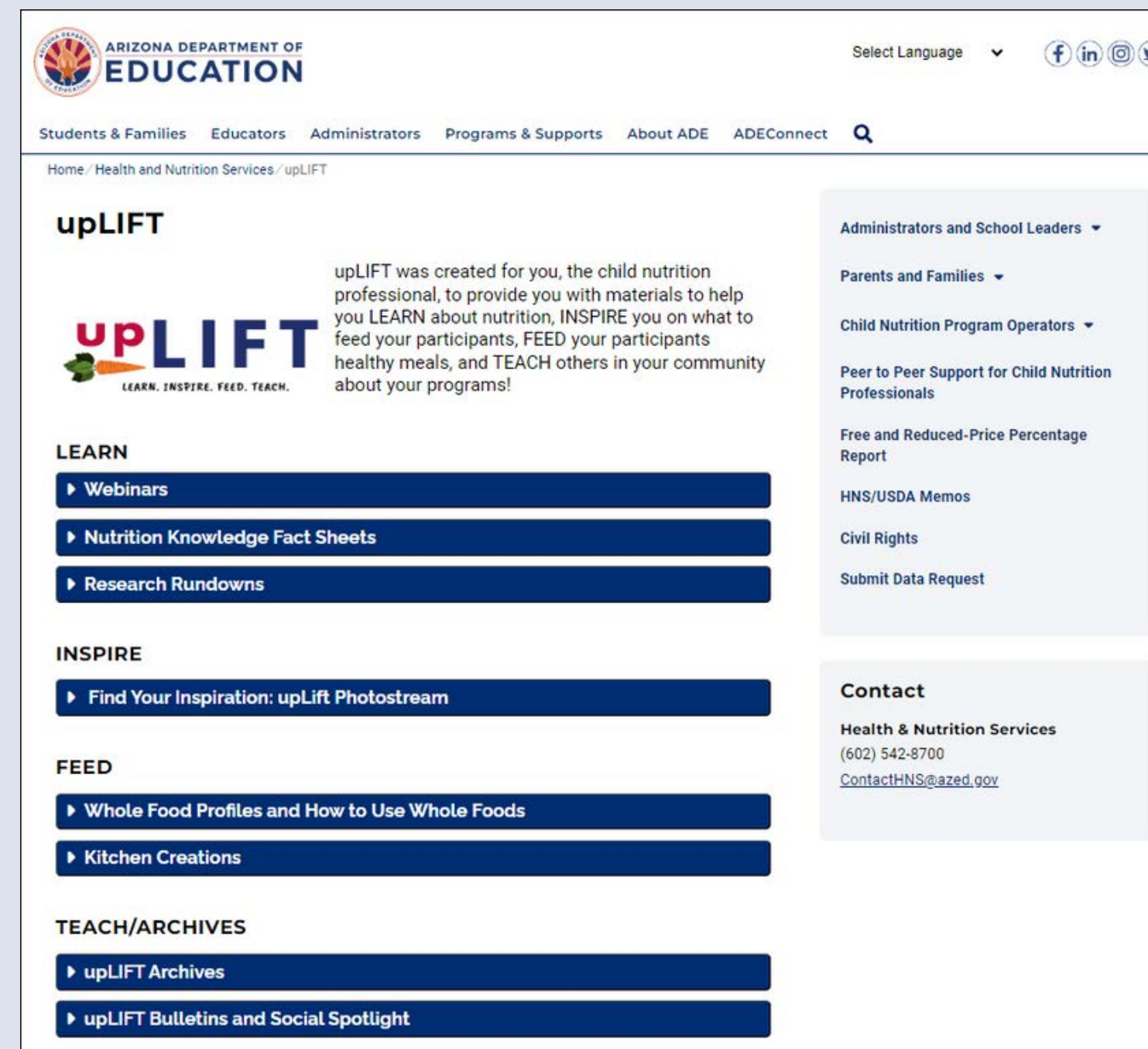


upLIFT Webinar Series: upLIFT Your Program with HNS' Equipment Grant!

Interested in upLIFTing your nutrition program by enhancing your equipment to create exciting and healthy meals for your students? Join HNS on January 16 to explore how to optimize your funding and resources through HNS' Equipment Grant to acquire upgraded kitchen equipment. This event is not to be missed!

Join us for January's upLIFT Webinar:

- **January 16, 1:30-2:00 pm**



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

Final Rule & CEP

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

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

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

CEP Mid-Year Elections

HNS 10-2023: NSLP CEP SCHOOL YEAR 2023-24 MID-YEAR ELECTION

ADE is now allowing newly eligible schools (25-39.9% ISP) to elect CEP mid-year.

LEAs must submit the following documents to their assigned HNS Specialist via email no later than March 31, 2024:

- CEP Participation Form,
- CEP Eligibility Worksheet, and
- Addendum-Community Eligibility Provision

For more information about CEP and mid-year elections, please review HNS 10-2023 or contact your assigned HNS Specialist.

SY23-24 Mid-Year CEP Election Deadlines	
Application Period	December 18, 2023 - March 31, 2024
Qualifying ISP data used to determine CEP eligibility for a new site(s) or to update ISP(s) for current CEP site(s)	December 18, 2023 - March 31, 2024
Effective Dates of ISP data for a site(s) newly approved to operate CEP via Mid-Year CEP Election	Beginning the first operating month of CEP operation in SY 2023-24 and remaining in effect through June 30, 2027

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

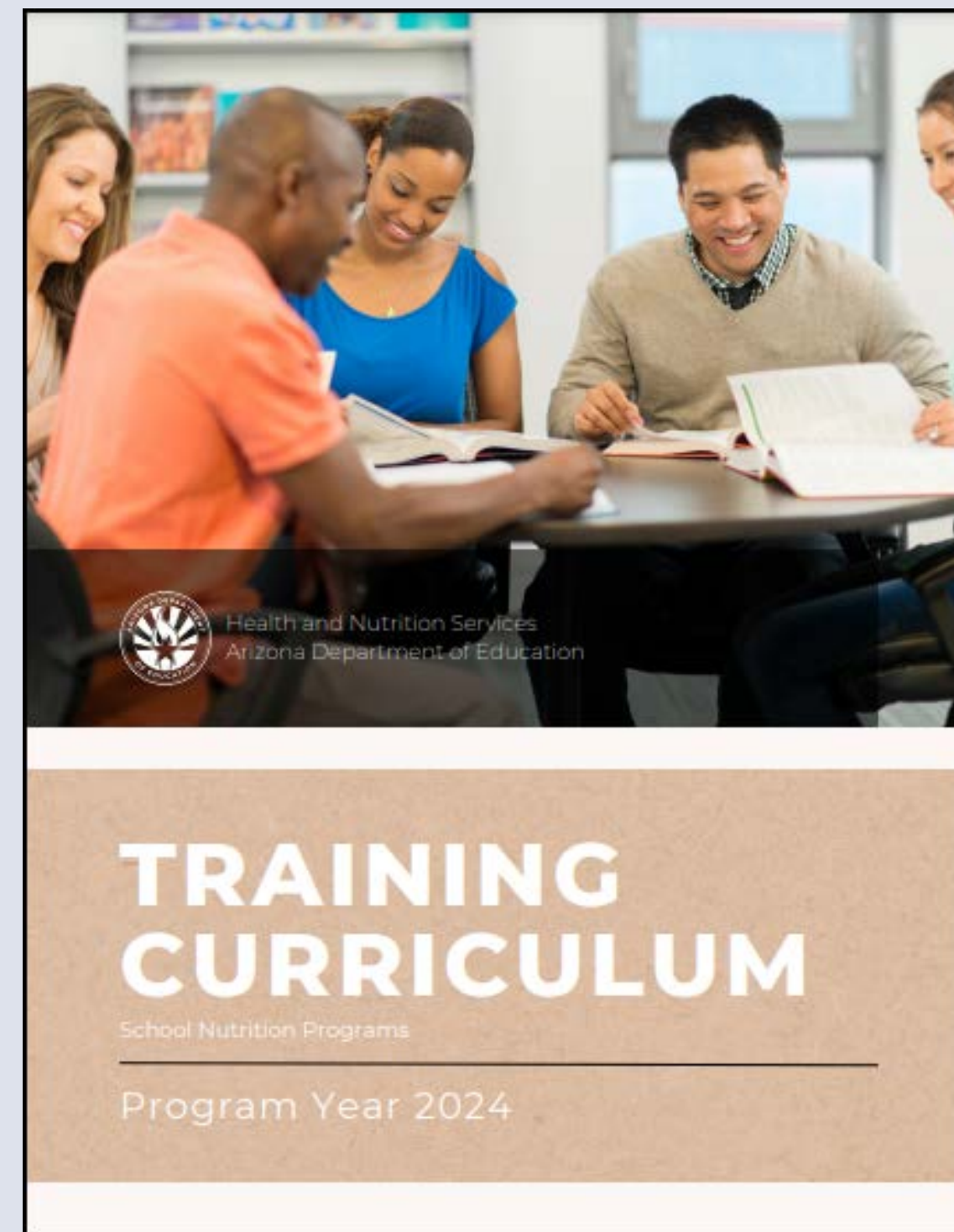


UPDATE

Training for School Nutrition Programs

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 for School Nutrition Programs

TRAINING CURRICULUM

Our training library is consistently being updated. Be sure to review the new trainings offered.

How to Apply for an Extension in Provision 2 or Provision 3

Health and Nutrition Services
Arizona Department of Education



How to Apply and Operate Special Assistance Provision 2/3 Base Year

Health and Nutrition Services
Arizona Department of Education



How to Operate a Special Assistance Provision 2/3 Non-Base Year

Health and Nutrition Services
Arizona Department of Education



Implementing the Community Eligibility Provision

Health and Nutrition Services
Arizona Department of Education



December's Training Opportunities

EVENTS OFFERED

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



[Staying on Track](#)



[Submitting the Verification Summary Report for SFAs that Collected Household Applications.](#)

ONLINE COURSES RELEASED

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



[How to Request Try it Local Reimbursement in the CNP Supplemental Payments System](#)

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:

- USDA Catalog Requisition Survey
- Equipment Grant
- USDA 2023-24 Survey on Supply Chain Disruption and Student Participation
- SFSP Announcement
- National School Breakfast Week
- SY24 USDA Foods Processing Administrative Fees
- USDA Foods Entitlement for SY25



January Checklist

January 1 - January 10

Submit December reimbursement claims (best practice)

January 18

“Submitting the Verification Report Summary”- Webinar

January 29

November 60-day claiming deadline

January 31

Make sure VSR has been submitted and received

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 | January 18, 2024, 1:30-2:30
 - Reminder- Only register for this webinar if you did NOT collect Free and Reduced meal applications in your verification process.
- Verify that each operating site is on track to receive at least two food safety inspections during the program year

P-EBT communication regarding DES hotline and end of P-EBT. The hotline is shut down.

*Parents/guardians may call DES or visit DES office
DES - 1 (844) 841-3802.*



Join Us Next Month!

Staying On Track

February 6, 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

**You have completed the Online Course:
Staying on Track: January 2024**

Information to include when documenting this training for Professional Standards:

Training Title: January Staying on Track

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

Learning Codes: 1130, 3110, 3220, 3510, 3520, 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: January Staying on Track

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

Learning Codes: 1130, 3110, 3220, 3510, 3520, 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.

