

# Staying on Track

February 2024



Health and Nutrition Services  
Arizona Department of Education



# 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:** February Staying on Track

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

**Learning Codes:** 1130, 1170, 1230, 2300, 2440, 3100, 3500, 4120

**Length:** 1 hour

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.

# 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: January HNS Communications Round-Up**

**Section 2: Hot Topics**

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

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

# SECTION 1

## January HNS Communications Round-Up



# Memorandums



**SFSP 03-2024, SP 05-2024:**  
**IMPLEMENTATION GUIDANCE FOR THE**  
**RURAL NON-CONGREGATE OPTION**  
**PROVISIONS OF THE INTERIM FINAL RULE,**  
**ESTABLISHING THE SUMMER EBT PROGRAM**  
**AND RURAL NON-CONGREGATE OPTION IN**  
**THE SUMMER MEAL PROGRAMS**

This memo includes an attachment highlighting key information on the new regulatory requirements for non-congregate summer meal service in rural areas.



**SFSP 04-2024, SP 06-2024:**  
**RURAL DESIGNATIONS IN THE SUMMER MEAL**  
**PROGRAMS - REVISED**

This memo revised guidance on rural designations in the SFSP and SSO. It highlights the updates made to the FNS Rural Designation Map tool.



**SEBT 03-2024:**  
**SUMMER EBT 2024 BENEFIT LEVELS**

This memo provides the 2024 Summer EBT benefit levels.

# Program Alerts



## **ANNOUNCING THE USDA 2023-24 SCHOOL FOOD AUTHORITY (SFA) SURVEY ON SUPPLY CHAIN DISRUPTION AND STUDENT PARTICIPATION**

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) conducted a web survey of all school food authorities (SFAs) that operate Child Nutrition Programs and requested your input. The survey collects information on current key challenges SFAs are facing, including those school food procurement, program administration, and program finances. A link was emailed on January 24, 2024.

**Must be completed by March 11, 2024.**



## **SCHOOL YEAR 23-24 FREE AND REDUCED-PRICE PERCENTAGE REPORT NOW AVAILABLE!**

HNS has released the Free and Reduced-Price Percentage Report for School Year 2023-2024. HNS has included a narrative that outlines the use of school meal data (including annual determinations and Special Provision Options), as well as an explanation of the free and reduced-price calculation.

# Announcements and Resoures



## SFSP REIMBURSEMENT RATES RELEASED

USDA has announced the adjusted reimbursement rates for meals served in the Summer Food Service Program for Program Year 2024. The Compiled Child Nutrition Programs Reimbursement Rates for Program Year 2023-2024 resource has been updated by ADE Health and Nutrition Services to reflect the new rates, which are effective from **January 1, 2024 - December 31, 2024.**

Compiled Child Nutrition Programs

Reimbursement Rates for Program Year 2023-2024

Effective July 1, 2023 – June 30, 2024\*

Summer Food Service Program

\*Effective January 1, 2024 – December 31, 2024

ADMINISTRATIVE RATES			OPERATIONAL RATES		COMBINED RATES		
	Rural or Self-Prep	Urban or Catered	All Sites			Rural or Self-Prep	Urban or Catered
Breakfast	\$0.2675	\$0.2125	Breakfast	\$2.71	Breakfast	\$2.9775	\$2.9225
Lunch/Supper	\$0.4925	\$0.4100	Lunch/Supper	\$4.72	Lunch/Supper	\$5.2125	\$5.1300
Snack	\$0.1350	\$0.1050	Snack	\$1.10	Snack	\$1.2350	\$1.2050

The administrative component of rates is higher for sponsors located in rural areas and for sponsors that prepare their own meals at the SFSP site or central facility rather than purchasing them from vendors.

The catered rates apply to all sponsors using the services of a food service management company, unless the sites being served are in rural areas as determined by [USDA's Rural Designation Mapper](#).

Seamless Summer Option

BREAKFAST	LUNCH	SNACK
<div>RATES</div> <div>NON-SEVERE NEED \$2.28</div> <div>SEVERE NEED \$2.73</div>	<div>RATES</div> <div>REGULAR: Schools which served LESS than 60% Free and Reduced Lunches \$4.25</div> <div>REGULAR +8 CENTS: Schools which served LESS than 60% Free and Reduced Lunches +8 Cents \$4.33</div> <div>HIGH RATE: Schools which served MORE than 60% Free and Reduced Lunches \$4.27</div> <div>HIGH RATE +8 CENTS: Schools which served MORE than 60% Free and Reduced Lunches +8 Cents \$4.35</div>	<div>RATES</div> <div>SNACKS \$1.17</div>

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# Announcements and Resoures



## **HEALTH AND NUTRITION SERVICES ANNOUNCES THE AVAILABILITY OF THE 2024 SUMMER FOOD SERVICE PROGRAM**

HNS announced the availability of the Summer Food Service Program (SFSP) during summer 2024. The Summer Food Service Program, also known as the Summer Meals Program, was established by USDA to ensure that children, 18 years or younger, continue to receive nutritious meals when school is not in session. Tune into April's SOT that will be dedicated to all things Summer Feeding!



## **USDA FOODS IN SCHOOLS PROGRAM ADMINISTRATIVE FEE STRUCTURE FOR PROGRAM YEAR 2025**

The USDA Foods in Schools Program Administrative Fee Structure for Program Year 2025 resource outlines potential fees incurred by recipient agencies and may be referenced by operators participating in the USDA Foods in Schools Program.



## **USDA FOODS PRODUCT CATALOG SCHOOL YEAR 2024-2025**

Check out the catalog of foods chosen by Arizona schools, for Arizona schools.

# Partner Event



## **PARTICIPATE IN THE AMERICA'S HEALTHIEST SCHOOLS AWARD PROGRAMS**

The Alliance for a Healthier Generation invites you to apply for their award program, which honors schools for their key role in advancing the health and well-being of students, staff, and families. School teams may apply for recognition in one or more topic areas, up to nine total.



## **COMMUNITY ELIGIBILITY PROVISION 101: SFA WEBINAR**

This webinar will provide an overview of the Community Eligibility Provision for interested School Food Authority staff.



## **AMERICAN CULINARY FEDERATION & SCHOOL NUTRITION PROFESSIONAL DAIRY FARM TOUR**

Join the Dairy Council of Arizona for a two-hour tour of Arizona Dairy Company in Gila Bend guided by local dairy farmer, Justin Stewart. During this tour, you will hear about our Dairy Council of Arizona organization in a presentation on the bus and will receive a private dairy farm tour of a local AZ dairy farm.

# SECTION 2

## HOT TOPICS



# Thank You!

**VERIFICATION WAS DUE BY  
FEBRUARY 1**



**FEBRUARY 1**

Phase 4 deadline.

**APPROVED**

## So many reminders...

- February 1 is the USDA Deadline
- Reports not submitted by that deadline will go on a reimbursement hold.
- Report Access, System Issues, Staff Turnover, and Unforeseen Circumstances are a few of the issues that have historically been the cause for late submission.
- Reporting prior to the USDA due date can ensure compliance.

# 2024 NSLP Equipment Grant is opening soon!

Do you need to purchase equipment to help you serve healthier and safe food or to expand your programs?

**This grant competitively awards eligible SFAs participating in NSLP funds to purchase equipment with a value greater than \$1,000 and no more than \$100,000.**

How to apply:

Apply in Grants Management Enterprise (GME) within the Grants Management application in ADEConnect. Applications must be submitted by **11:59 pm on March 1, 2024.\***

For inspiration check out last month's upLIFT webinar: upLIFT Your Program with HNS' Equipment Grant [here](#).

**\*Dates will be adjusted to accommodate for the delay.**





If you have any questions about the application, please email [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov).

# Equipment Grant Dates

*February 1, 2024	Applications Open
*March 1, 2024, 11:59 pm	Applications Due
April 1, 2024	Initial award phase; grant funds awarded to SFAs
September 30, 2024	ADE requires awarded SFAs to have obligated all grant funds; unobligated grant funds are subject to reallocation to another SFA after this date.
June 30, 2024	Completion Reports Open
September 30, 2025	All procurement expenditure activities must be completed; Completion Reports submitted and in approved status.

**\*Dates will be adjusted to accommodate for the delay.**

# Applications to participate in FFVP for SY 24-25 are opening soon!

The Fresh Fruit and Vegetable Program (FFVP) applications are submitted using Grants Management Enterprise (GME) through the ADEConnect portal within the Grants Management applications. The application will be available in GME from **March 1 - April 5**.

## What is The Fresh Fruit and Vegetable Program (FFVP)?

- Federally assisted program providing free fresh fruits and vegetables to children at participating elementary schools **during the school day**.
- Introduce children to fresh fruits and vegetables, including new and different varieties, and aims to increase overall acceptance and consumption of fresh, unprocessed produce among children.
- Encourages healthier school environments by promoting **nutrition education**.
- If you have any questions about the application, please email [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov).



# Poll Time

Do you plan on applying for the Fresh Fruit and Vegetable Program?

**A** Yes

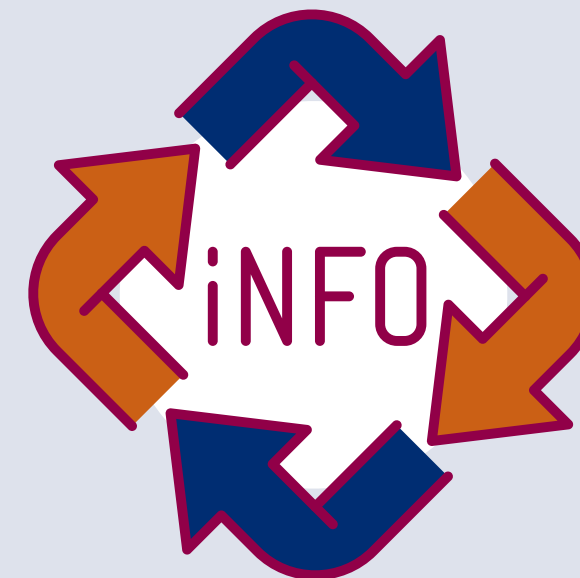
**B** No

# **NEW** USDA Foods Warehouse Contractor

**SHAMROCK FOODS IS THE NEWLY  
AWARDED CONTRACTOR FOR  
WAREHOUSING AND DISTRIBUTION OF  
USDA FOODS IN SCHOOLS PROGRAM  
EFFECTIVE JULY 1, 2024.**



**Shamrock Foods**  
DELIVERING SATISFACTION®



## **WHAT YOU NEED TO KNOW:**

- This is for SY 25, US foods will continue to be the warehouse contractor until June 30, 2024
- New fee schedule
- New delivery day
- 20 case minimum delivery for all SFAs
- Delivery time remains the same: 6:00 a.m. and 2:30 p.m. MST (Arizona time)
- For new customers to Shamrock Foods, account setup may be required

# USDA Foods Administrative Fee Structure

EFFECTIVE JULY 1, 2024

good things  
are coming



**USDA Foods in Schools Program**  
**Administrative Fee Structure**  
Effective July 1, 2024

The following chart outlines the shipping and administrative fees that will be incurred by operators that order brown box and processed bulk product items. The Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh) does not have any administrative or shipping fees. Shipping fees are in accordance with the operator's method of receipt of brown box and processed bulk products.

SHIPPING FEE TYPES Brown box and processed end products	RATE PER CASE* effective July 1, 2024 - June 30, 2025
Delivered by Shamrock Foods to Operator Prep Site 20 Case Minimum	\$6.64 Payment to Shamrock Foods
Delivered by Shamrock Foods to Operator Warehouse 100 Case Minimum	\$6.39 Payment to Shamrock Foods
Picked up by Operator at Shamrock Foods Warehouse 100 Case Minimum	\$4.14 Payment to Shamrock Foods
Directly Shipped by USDA to Operator 1/3 Truck Minimum	\$0.25 Payment to the Arizona Department of Education

OTHER ADMINISTRATIVE FEE TYPES	RATE PER CASE/UNIT* effective July 1, 2024 - June 30, 2025
Shamrock Foods Warehouse Restocking Fee	\$1.50 per case Payment to Shamrock Foods
Shamrock Foods Warehouse Excess Storage Fee	\$1.50 per case Payment to the Arizona Department of Education for inventory held past 45 days
Processing Bulk Product Fee	\$0.02 per pound Payment to the Arizona Department of Education

\* Please note, entitlement dollars cannot be used on administrative fees.

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SY24

<div><div></div><div><b>USDA Foods in Schools Program Administrative Fee Structure</b> Effective July 1, 2023 to June 30, 2024</div></div>	
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SHIPPING FEE TYPES Brown box and processed end products	RATE PER CASE* effective July 1, 2023 - June 30, 2024
Delivered by US Foods to Operator Prep Site 10 Case Minimum or 20 Case Minimum (50,000+ lunches)	<b>\$7.45</b> Payment to US Foods
Delivered by US Foods to Operator Warehouse 100 Case Minimum	<b>\$7.30</b> Payment to US Foods
Picked up by Operator at US Foods Warehouse 100 Case Minimum; RA must call	<b>\$5.29</b> Payment to US Foods
Directly Shipped by USDA to Operator 1/3 Truck Minimum	<b>\$0.25</b> Payment to the Arizona Department of Education
OTHER ADMINISTRATIVE FEE TYPES	RATE PER CASE/UNIT* effective July 1, 2023 - June 30, 2024
US Foods Warehouse Restocking Fee	<b>\$1.25 per case</b> Payment to the US Foods
US Foods Warehouse Excess Storage Fee	<b>\$1.35 per case</b> Payment to the Arizona Department of Education
Processing Bulk Product Fee	<b>\$0.02 per pound</b> Payment to the Arizona Department of Education
* Please note, entitlement dollars cannot be used on administrative fees.	
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CHANGES...

20 case minimum required


.25 cent increase per case  
(restocking fees)

.15 cent increase per case  
(excess storage fee)

DECREASED RATE PER  
CASE

- Decreased shipping fees to operator sites, operator warehouses, and operator pick-ups from Shamrock Foods.

SY25

<div><div></div><div><b>USDA Foods in Schools Program Administrative Fee Structure</b> Effective July 1, 2024</div></div>	
The following chart outlines the shipping and administrative fees that will be incurred by operators that order brown box and processed bulk product items. The Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh) does not have any administrative or shipping fees. Shipping fees are in accordance with the operator's method of receipt of brown box and processed bulk products.	
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# USDA Foods Catalog 2024-2025

## PRODUCT CATALOG

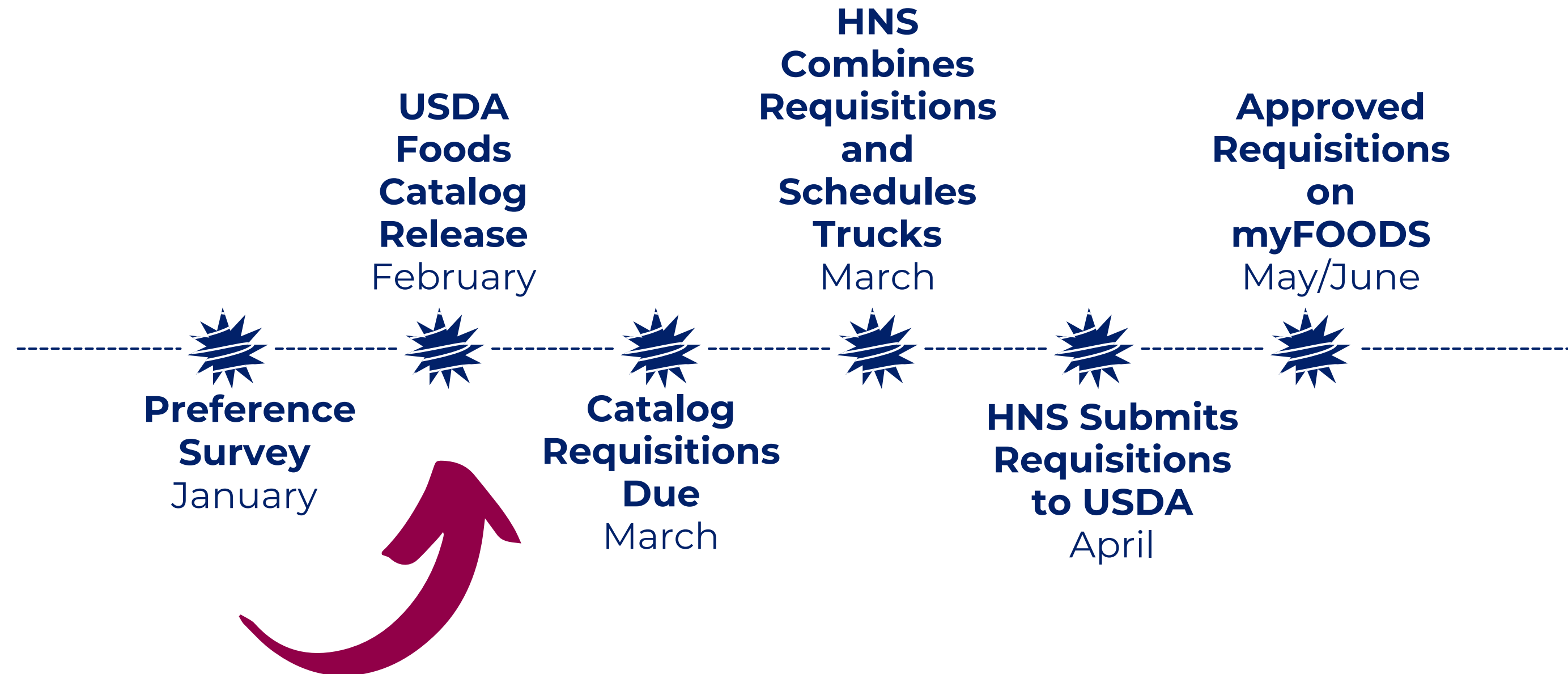
Start thinking about the food you want to bring in for next year! The Arizona Department of Education Health and Nutrition Services (HNS) would like to thank those who participated in the USDA Foods Annual Preference Survey.

HNS has evaluated your survey choices to create this year's catalog that will provide reliable food supplies for the upcoming school year.



# Catalog Requisition Schedule Timeline

## USDA Food Requisition Process



# USDA Foods Catalog Requisitions

**BEGINS FEBRUARY 19, 2024**

Any requisitions not submitted will not be included in the preorder process

Planning for next school year (Serving Up Nutritious Options with USDA Foods)

USDA Supports American Agriculture

USDA Foods Are High Quality, Versatile, and Budget-Friendly

**CLOSES MARCH 17, 2024**

**USDA Foods are available via three methods:**

1. Direct Delivery (**Brown Box**)
2. Bulk for Processing (**End Products**)
3. USDA Department of Defense Fresh Fruit and Vegetable Program (**DoD Fresh**)

# 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) that serve breakfast and lunch 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
Validation Information	A file upload will be requested. Please ensure that extended eligibles are clearly identified. Clear information will seed up the approval process

# Quiz Time

True or False. When operating CEP, a school must offer breakfast and lunch.

**A** True

**B** False

# Quiz Time

True or False. When operating CEP, a school must offer breakfast and lunch.

**A True**

**B False**

**Serving both breakfast and lunch is a CEP approval requirement.**

# Try it Local! Local Food for Schools

## ARE YOU PARTICIPATING?

- **65** Districts and Charter Schools have submitted School Interest Forms.
- **49** invoices have been received.

How to Receive Try it Local Funding for Eligible Food Purchases step-by-step instruction.

Processing takes 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.

[azed.gov/hns/nsfp](https://azed.gov/hns/nsfp)





## upLIFT Your Voice - Media and Marketing in School Nutrition Programs w/ Special Guest Laveen Elementary School District

Get ready to be inspired! In the February upLIFT webinar, we're diving into how Laveen Elementary School District is upLIFTing their Program. These remarkable efforts are a testament to their commitment to ensuring that every student receives the nourishment they need!

### Featured Resources:

- [Research Rundown](#)
- [Equipment Staples](#)
- Featured Food - Cilantro
  - [Whole Food Profile](#)
  - [How to Use Whole Foods](#)

### Research Rundown

#### Article:

**Horticultural Activity Type, Psychological Well-Being, and Fruit and Vegetable Intake**

#### What did this study explore?

The purpose of this study was to explore the effects of horticultural activities on psychological well-being and fruit and vegetable intake.

Convenience sampling was used to collect 400 about the frequency of four horticultural activities.



Indoor plant activities



Outdoor plant activities

#### Key findings:

This study analyzed data for two main findings: 1) A higher frequency of indoor plant activities positively affected well-being AND the frequency of vegetable and fruit intake.

↑ A higher frequency of indoor plant activities positively affected well-being AND the frequency of vegetable and fruit intake.

In conclusion, promoting regular public indoor useful method for improving psychological well-being.

#### Put it into practice!

Provide hands-on horticultural activities, and/or incorporate fun easy recipes that include school garden grown fruits and vegetables.

Reference:  
Zhong YQ, Tu HM. Horticultural Activity Type, Psychological Well-Being, and Fruit and Vegetable Intake. *Nutrients*. 2020 Oct 28;12(10):3296. [DOI:10.3390/nu12103296](#). PMID: 33126460; PMCID: PMC7692162.

### Equipment Staples

Curious about what to request for your equipment grant? Check out these commonly requested items!

#### Combi Oven

- Ideal for a variety of cooking techniques such as roasting, steaming, smoking, grilling, braising, baking, frying, and re-heating.
- Allows for greater yields of meats & proteins.

Try using the Combi Oven to make Cilantro-Lime Brown Rice!

#### Tilt Skillet

- Perfect for ensuring food is cooked uniformly.
- Design is very energy efficient meaning very little heat is lost during the cooking process.
- Tilting mechanism ensures utmost safety.

Try using the Tilt Skillet to make Mexican Street Corn (Elote)!

### Whole Food Profile

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

### CILANTRO

Cilantro is a fast-growing herb with two components: the herb 'cilantro' and the seeds are the spice 'coriander'. The herb produces wide, flat leaves that are used in cuisines around the world. Cilantro contains vitamin C and the leaves also have folate, potassium, and more.

#### How to Select and Store CILANTRO

##### Selection

Look for cilantro with STRONG, VIBRANT COLOR, and FLOWERY STEMS. Cilantro is a strong, distinctive-smelling herb. It should have bright green, perky leaves without any discoloration or bruises.

The cilantro plants are variable in shape, and vibrant in color. Choose a bunch with strong leaves, as cilantro can quickly wilt and decay.

##### Storage

You may store cilantro in the refrigerator or freezer. You may store cilantro in the refrigerator with the roots covered with a plastic bag.

You may also store cilantro in the freezer by chopping and freezing in cube trays with water. Once frozen, store in freezer bags and use in soups, sauces, and more.

#### Tips for Preparing and Cooking

##### Preparation

Thoroughly wash cilantro under cold running water until free of grit. Strain to drain most of the water and remove majority of stems before use. Cilantro leaves can be used whole, chopped, or sliced!

##### Try Cilantro....

Raw: Eating cilantro raw is a great way to enjoy its fresh flavor and aroma. Simply wash and chop the cilantro and add it to your favorite dish!



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### How to Use Whole Foods

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

### CILANTRO

Examples:

Cilantro is one of the most commonly used flavoring herbs in the world. It is planted as a winter crop in late September to November and is harvested from November through March!



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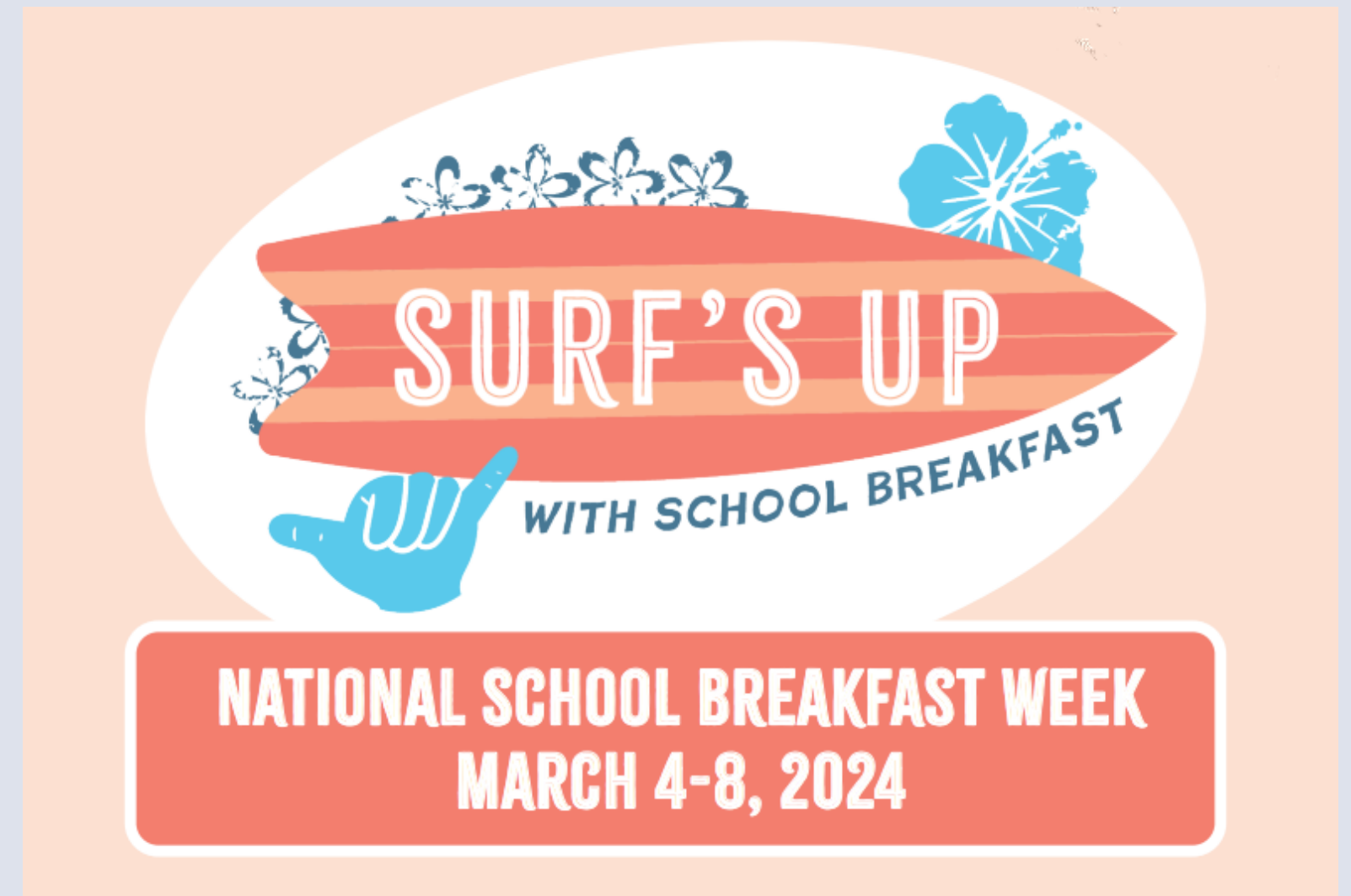
To access upLIFT resources and webinar recordings, please visit HNS' [upLIFT webpage](#).

# National School Breakfast Week

## **MARCH 4-8** **START PREPARING**

Ride the wave of excitement with the official 2024 National School Breakfast Week toolkit, available exclusively to SNA members in both English and Spanish, that includes a logistical checklist, recipe ideas, decor inspiration, costume suggestions and more!

**[SNA Website](#)**



# SECTION 3

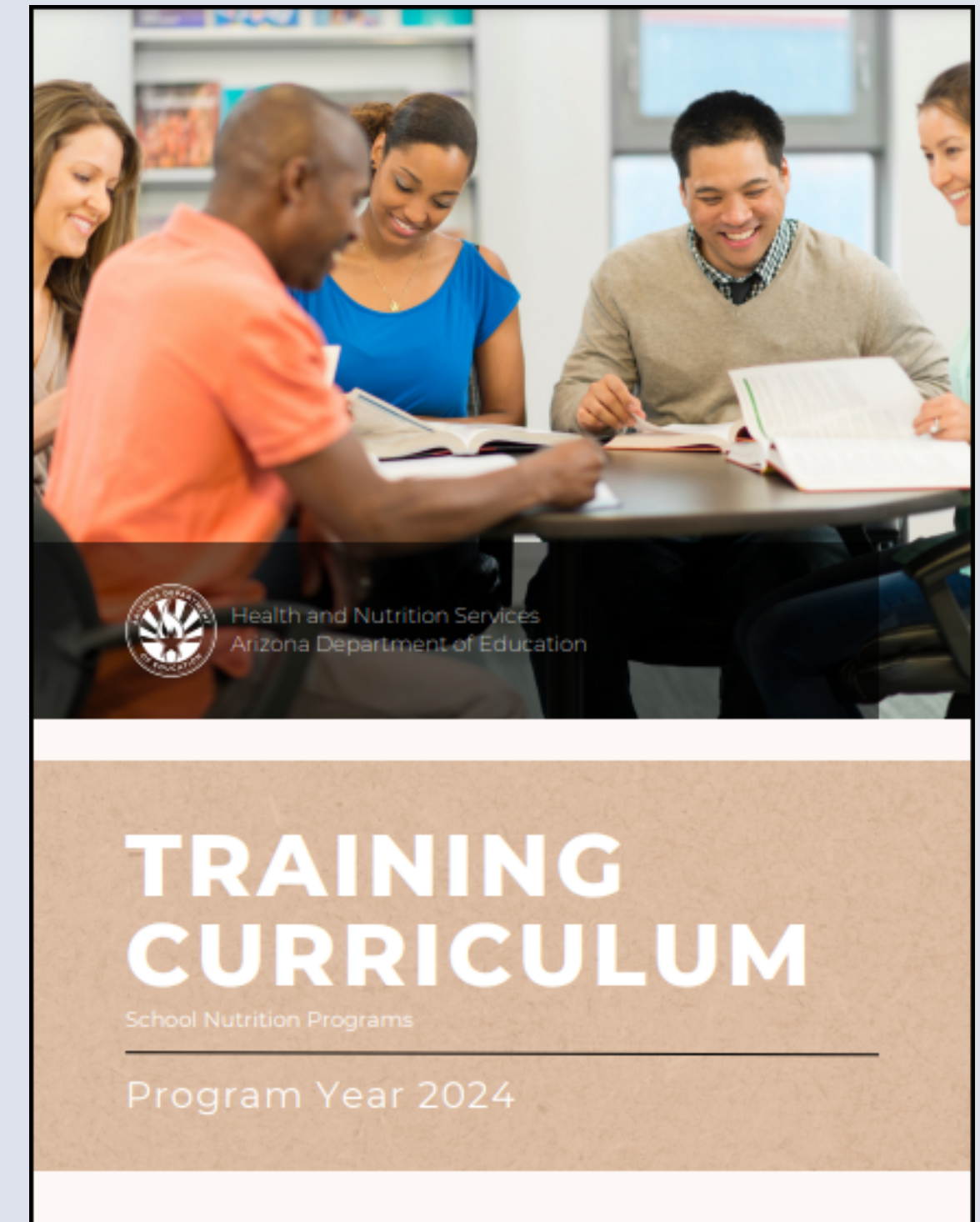
## Last Month's Training Opportunities



# Training for School Nutrition Programs

## TRAINING CURRICULUM

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



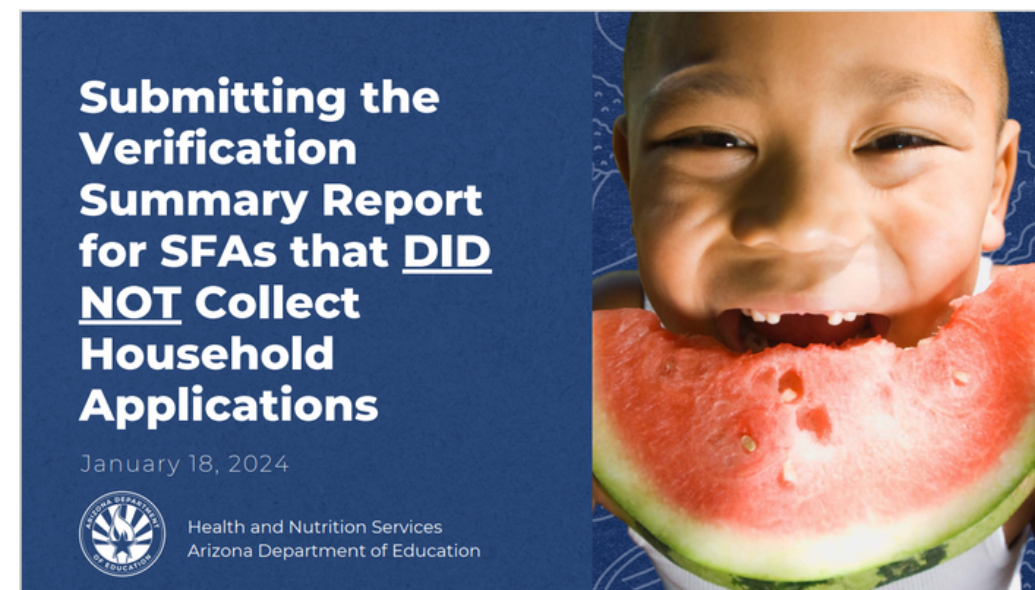
[Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program in Program Year 2024](#)

# January's Training Opportunities

- 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 DID NOT Collect Household Applications.](#)



[upLIFT Your Program with HNS' Equipment Grant](#)

SECTION 4  
**Upcoming  
Deadlines &  
Communications**



# In Our Drafts

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

- USDA Catalog Requisition
- Summer-EBT
- USDA 2023-24 Survey on Supply Chain Disruption and Student Participation
- Summer Meals Information
- National School Breakfast Week
- USDA Foods Entitlement for SY25
- FFVP Application Open in March
- FSMC Formal, and Informal Contract Information and Deadlines



# February Checklist

## February 1 - February 10

Submit January reimbursement claims (best practice)

## February 19

Catalog Requisitions Open

## February 20

upLIFT Your Voice

## February

Check your email if you are interested in 2024-2025 RFP Bidding for FSMC and Formal Catering

## February 29

December 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 upLIFT Webinar:
  - Webinar- upLIFT Your Voice
    - February 20, 2024, 1:30-2:00pm
- Verify that each operating site is on track to receive at least **two food safety inspections** during the program year
- Equipment Grant Application
  - **Deadline: MARCH 1, 2024**
- FFVP (Fresh Fruit & Vegetable Program)
  - **Applications OPEN: March 1, 2024**

**Final Reminder:** The P-EBT hotline is shut down. Parents/guardians may call DES or visit DES office DES - 1 (844) 841-3802.

# Poll Time

Have you received at least ONE Health Inspection so far this school year?

**A** Yes

**B** Not yet



# Join Us Next Month!

## Staying On Track

March 5, 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: February 2024**

Information to include when documenting this training for Professional Standards:

**Training Title:** February Staying on Track

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

**Learning Codes:** 1130, 1170, 1230, 2300, 2440, 3100, 3500, 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.



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**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)

This institution is an equal opportunity provider.

