



HNS # 01-2024

Original Signed

MEMORANDUM

To: School Food Authorities Operating the National School Lunch Program (NSLP)

From: Melissa Conner, Senior Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Date: March 4, 2024

Subject: Supply Chain Assistance Funds

The purpose of this memorandum is to announce the availability of additional Supply Chain Assistance (SCA) funds and guidance on navigating the Arizona Department of Education, Health and Nutrition Services (HNS) CNP Supplemental Payment System to submit required documents and view statements of funds received.

To continue to assist School Food Authorities (SFAs) with the current supply chain challenges and increasing food prices, the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) has allocated additional SCA funds for schools to purchase unprocessed or minimally processed domestic food products for the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) (including Seamless Summer Option) in School Year (SY) 2023-2024. These relief funds have been made available through the Commodity Credit Corporation (CCC) and authorized under the CCC Charter Act [15 U.S.C. 714].

HNS will distribute the SCA funds to individual SFAs based on a predetermined formula set by USDA. The enrollment for this round of calculated payments will be taken from October 2023 data reported in CNP Verification.

Allowable Usage of SCA Funds

SCA funds must be used exclusively to purchase domestic food products that are unprocessed or minimally processed. Examples of some allowable food products include fluid milk and other dairy foods such as cheese and yogurt; fruits and vegetables (including 100% juices); grain products such as pasta and rice; meats (whole, pieces, or food items such as ground meats); and meat alternates such as beans or legumes. Foods in various minimal processing states (e.g., whole, cut, pureed, etc.) and forms (e.g., fresh, frozen, canned, dried, etc.) are allowable. Funds may not be used for labor, supplies, or administrative expenses.

Tom Horne, Superintendent of Public Instruction

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CNP Supplemental Payment System

Participant entities must utilize the CNP Supplemental Payments System to opt-in to the current round of SCA funds through the online ADEConnect application.

To access the CNP Supplemental Payments system, log in to ADEConnect, select “View Applications,” and then select “CNP Supplemental Payments.” If CNP Supplemental Payments is not a listed application, you must request access to CNP Supplemental Payments in ADE Connect from your Entity Administrator

Once access to the CNP Supplemental Payments system has been obtained, go to the Supply Chain Assistance menu option at the top of the page. Clicking this menu option will take the user to an opt-in form, which will provide the amount of calculated SCA funds based on the pre-determined formula from USDA. An authorized Food Program Permanent Service Agreement representative must submit the opt-in form. The request will be rejected if the user opting in is not an authorized representative. An authorized representative may resubmit the request after it has been rejected.

The availability of the SCA opt-in will begin March 4, 2024. The deadline for opting-in to this round of SCA funds is **March 22, 2024**.

Notification will be sent out by HNS when ADE Accounting disburses payments in mid-April.

If you have questions or need more technical assistance, please contact your HNS Programs Specialist.

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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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. *mail:*
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. *fax:*
(833) 256-1665 or (202) 690-7442; or
3. *email:* program.intake@usda.gov

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