

Staying on Track

March 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: March Staying on Track

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

Learning Codes: 2430, 2450, 3110, 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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: February HNS Communications Recap

Section 2: Communication Hot Topics

Section 3: Last Month's Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1

FEBRUARY HNS COMMUNICATIONS RECAP



Memorandums



SP 08-2024, SP 09-2024, SP 10-2024, SP 11-2024, AND NEW CEP GUIDANCE

The purpose of these memoranda is to introduce the third edition of Community Eligibility Provision: Planning and Implementation Guidance, provide new guidance and Questions and Answers (Q&As) to address changes made by the CEP final rule, provide clarification on guidance related to CEP, and provide a reminder of the annual CEP notification and publication requirements.



SFSP 07-2024, SP 13-2024: NON-CONGREGATE MEAL SERVICE IN RURAL AREAS QUESTIONS AND ANSWERS

The purpose of this memorandum is to update previously issued Questions and Answers to clarify the rural non-congregate summer meals option.



HNS 01-2024 SUPPLY CHAIN ASSISTANCE FUNDS


The purpose of this memorandum is to announce the availability of additional SCA funds and guidance on navigating the CNP Supplemental Payment System to submit required documents and view statements of funds received.

Program Alerts



SCHOOL SITES, ENTITY IDENTIFICATION NUMBERS (ID), AND STUDENT ENROLLMENT SUBMISSIONS.

The Arizona Department of Education (ADE) School Finance, Exceptional Student Services, and Health and Nutrition Services (HNS) Divisions have jointly released a memorandum addressing the accurate reporting of School Sites, Entity Identification Numbers (ID), Student Enrollment Submissions, and School Meal Claiming.

**ARIZONA DEPARTMENT OF
EDUCATION**

Memorandum

To: Public Education Administrators

From: School Finance
Exceptional Student Services
Health and Nutrition Services

Date: February 7, 2024

Re: School Sites, Entity Identification Numbers (ID), Student Enrollment Submissions

To comply with state and federal¹ reporting guidelines, school districts and charters must report student enrollment and student attendance accurately at the physical school site in which the student is being educated. A.R.S. § 15-1042 (B) requires school districts and charter schools to “submit electronic data on a school-by-school basis, including student-level data, to the department of education in order for the school district, career technical education district, or charter school to receive monies for the cost of educating students pursuant to this title.”

- Charters with member campuses and school districts educating students at another site, must report those students at any site in which the student is receiving instruction.
- School districts and charters should not report students at their “enrolled” school when the child is educated at another location.
- Children who receive educational services in multiple campuses must be reported at each campus the child attends appropriately.
- Meals and snacks served to students via the National School Lunch and School Breakfast Programs, must be claimed under the physical location where the student consumes the meal².

To report accurately, each educational facility must have a unique Entity ID and CTDS number assigned by ADE.

- Facilities that are in separate locations with separate addresses must have separate Entity IDs and CTDS numbers.

¹ See [EDPass File Specifications](#) regarding directory, grades offered, membership, and special education domains.

² Meal claiming guidance is found in the [School Nutrition Programs Guidance Manual](#).

Announcements and Resoures



NATIONAL SCHOOL BREAKFAST WEEK (NSBW) IS MARCH 4-8

NSBW celebrates the importance of nutritious school breakfast and its impact in fueling students for success. This year's theme, "Surf's Up with School Breakfast," celebrates the National School Breakfast Program and the many ways it gives kids a great start every day.

Participate in NSBW to give your breakfast program a boost with tools and resources designed by SNA to help you promote your program to parents and students!



Announcements and Resources



JOIN USDA FOODS

You could be receiving nutritious, all-American ingredients to enhance your school meals at REDUCED or NO COST! The USDA Foods in Schools program supports domestic nutrition programs and American agricultural producers through the purchase of 100% American-grown and produced foods for use by schools and institutions participating in the National School Lunch Program. When your school participates in the USDA Foods in Schools program, you are entitled to an allotted amount of funds that can be used to purchase these choice foods.



UPDATED PROFESSIONAL STANDARDS TRACKING TOOL

The Professional Standards Training Tracker Tool (PSTTT) has a new look with graphic images of training statistics. Employee users can quickly view their progress to meet annual training requirements along with their Achievement Badges. Manager and Director users can view the progress of their employees and track the historical completion information from previous years to prove Professional Standards Compliance as well as prove dates of hire with supporting documents.

Announcements and Resources



SUMMER FOOD SERVICE PROGRAM 2024 CAMPAIGN MATERIALS

Need ideas on how to kick-off your summer site with activities and promotions? Check out the [Summer Food Kick-Off Toolkit](#)! This toolkit is new this year!



Would you like SFSP banners, posters, and stickers mailed directly to you? Request these materials before **March 27, 2024**, with the [SFSP Promotional Starter Kit](#).

Maybe you would like some customizable printable materials right now to begin planning your promotions. Here are the [Promotional Toolkit Materials](#).



Announcements and Resources



INCOME ELIGIBILITY GUIDELINES JULY 1, 2024 - JUNE 30, 2025

USDA has released the annual adjustments to the Income Eligibility Guidelines to be used by schools, institutions, and facilities participating in the National School Lunch Program, School Breakfast Program, Special Milk Program, Child and Adult Care Food Program, and Summer Food Service Program in determining eligibility for free and reduced-price meals and free milk for the period of July 1, 2024 through June 30, 2025.

Child Nutrition Programs

Income Eligibility Guidelines

Effective July 1, 2024 – June 30, 2025

The following are the income guidelines to be used by child nutrition program operators when processing meal benefit income eligibility forms using reported income.

Effective July 1, 2024 – June 30, 2025

For Determining Official's Use Only

Household Size*	How often was income received?									
	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced
1	\$3,77	\$5,98	\$753	\$1,072	\$818	\$1,181	\$1,832	\$2,322	\$19,578	\$27,881
2	\$515	\$728	\$1,032	\$1,455	\$1,108	\$1,578	\$2,215	\$3,152	\$28,572	\$37,814
3	\$648	\$919	\$1,291	\$1,838	\$1,369	\$1,931	\$2,768	\$3,981	\$33,588	\$47,787
4	\$780	\$1,110	\$1,580	\$2,220	\$1,659	\$2,405	\$3,380	\$4,810	\$40,580	\$57,729
5	\$915	\$1,302	\$1,829	\$2,603	\$1,982	\$2,820	\$3,963	\$5,640	\$47,554	\$67,873
6	\$1,049	\$1,493	\$2,098	\$2,988	\$2,273	\$3,235	\$4,548	\$6,489	\$54,548	\$77,828
7	\$1,184	\$1,685	\$2,367	\$3,369	\$2,565	\$3,650	\$5,129	\$7,239	\$61,542	\$87,579
8	\$1,318	\$1,878	\$2,636	\$3,752	\$2,858	\$4,084	\$5,712	\$8,128	\$68,538	\$97,532
Additional member, add:	\$135	\$192	\$289	\$383	\$292	\$415	\$583	\$830	\$6,984	\$9,953

*Household size must be supported by the number of names listed on the meal benefit income eligibility form.

Annual Income Conversion for Multiple Reported Incomes

If a household reports only one income or multiple incomes with the same frequency, [do not](#) convert to annual income. If a household reports multiple income sources with different frequencies (e.g., 1 income is received weekly, another income is received monthly), convert all reported incomes to annual using the conversion factors below. Then, add the income together and compare it to the annual income guidelines to make a determination.

Weekly income x 52

Bi-Weekly income x 26

2x Month income x 13

Monthly income x 12

Example: A household has returned their meal benefit income eligibility form. The enrolled individuals are not categorically eligible so they must be categorized based on income. On their application, they reported two incomes: \$200 weekly and \$3,000 monthly. To determine their eligibility status, their incomes must be converted to annual income.

\$200 weekly x Weekly Income Conversion = \$200 x 52 = \$10,400 Total Annual Income

\$3,000 monthly x Monthly Income Conversion = \$3,000 x 12 = \$36,000 Total Annual Income

The incomes are then added together to determine total annual income. Total income: \$10,400 + \$36,000 = \$46,400

There are four listed names on their meal benefit income eligibility form - demonstrating a household's size of four. The annual income cap for a household of four to be free is \$40,580 and reduced is \$37,720. This household's annual income is \$46,400 - greater than \$40,580, less than \$37,720. Therefore, this household qualifies for reduced-price meals.

March 2024 | Health and Nutrition Services | Arizona Department of Education | This document is not representing any position.

SECTION 2

COMMUNICATION HOT TOPICS



2024 NSLP Equipment Grant is closing 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 11, 2024.***

For inspiration check out last month's upLIFT webinar: upLIFT Your Program with HNS' Equipment Grant **here**.





If you have any questions about the application, please email ContactHNS@azed.gov.

Equipment Grant Dates

*February 1, 2024	Applications Open
*March 11, 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.

Poll Time

Do you plan on applying for the Equipment Grant?

A Yes

B No

FFVP for SY 24-25 Applications are Open!

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.



BR[🥑]VOcado!

Excellence Awards

**Balsz Elementary School District
Concordia Charter School
Southgate Academy, Inc.**

Congratulations to the SY 2022-2023 Awardees!

The awardees provided:

- FFVP fruits and vegetables two times per week;
- 15 unique fruit and 15 unique vegetable varieties;
- local AZ grown produce at least one time per month; and
- partnered with Sun Produce Cooperative, Pivot Produce, and more!



USDA Foods Catalog Completion and DoD Fresh Set Aside for 24-25

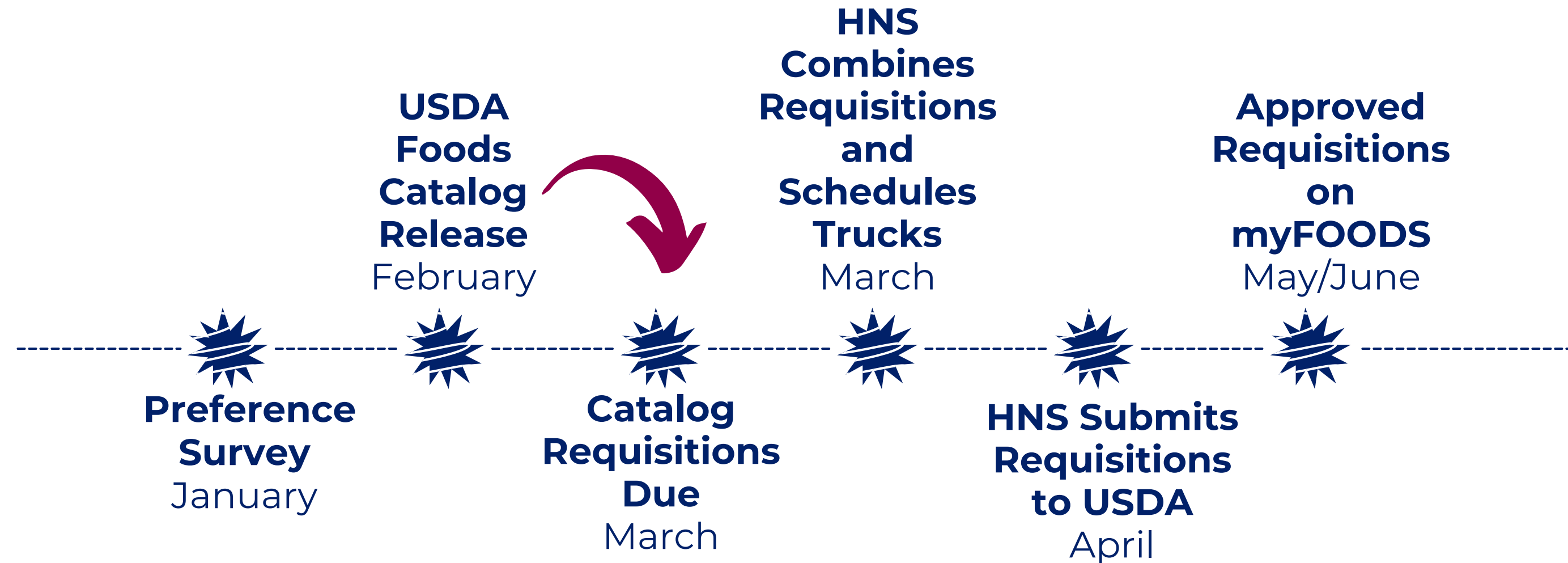
CATALOG REQUISITIONS CLOSE MARCH 17, 2024

- Easy to read, printable guide which allows for organization and proper planning of USDA Donated Foods in SY25.
- Stay organized while utilizing this guide to assist in accurate monthly menu projections for SY25.



Catalog Requisition Schedule Timeline

USDA Food Requisition Process

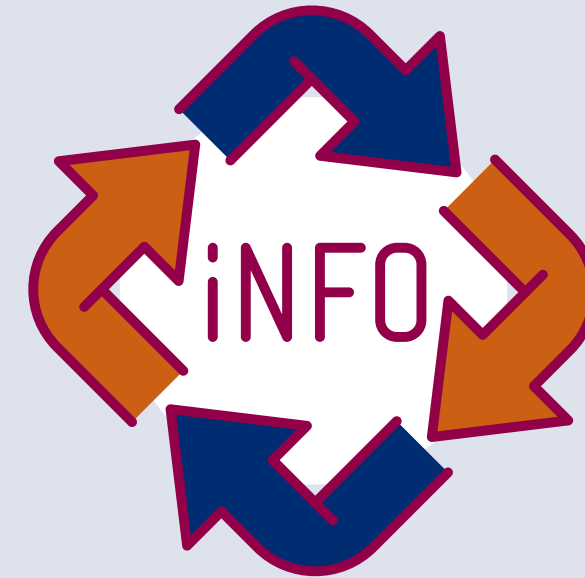


NEW

DoD Fresh Distributor Update

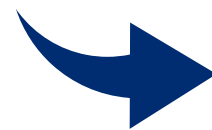
**CHARLIE'S PRODUCE HAS REPLACED
STERN PRODUCE AS THE NEW
DISTRIBUTOR FOR DOD FRESH*.**

***EFFECTIVE IMMEDIATELY**



WHAT YOU NEED TO KNOW:

- Initially, the only change will be the name on the invoice.
- Eventually, the trucks, uniforms, and email signatures will be updated, but for now, they will remain as Stern.



Supply Chain Assistance (SCA) Funds

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

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.

Funds may not be used for labor, supplies, or administrative expenses.

The deadline for opting-in to this round of SCA funds is **March 22, 2024**.



CNP Supplemental Payments for SCA Funds

ACCESSING THE SYSTEM TO OPT-IN

Beginning March 4, 2024, to receive Supply Chain Assistance funds for eligible food purchases, participating entities must opt-in via the online ADEConnect application: CNP Supplemental Payments.

To access the CNP Supplemental Payments system, log in to ADEConnect, select "View Applications," and then select "CNP Supplemental Payments."

1

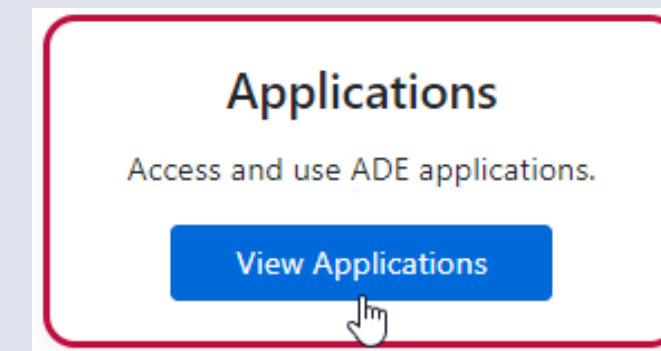
LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

2

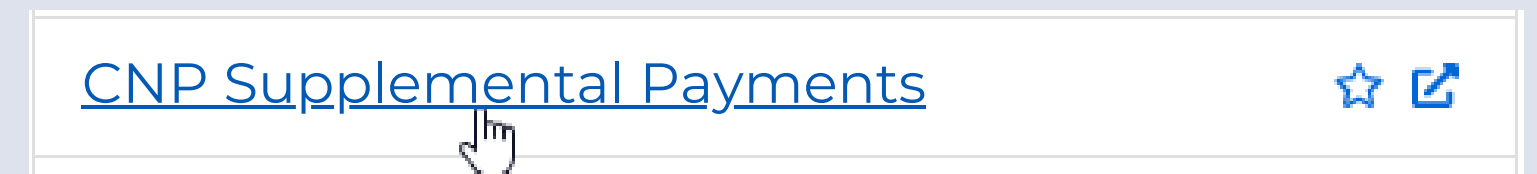
SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."

**3**

SELECT "CNP SUPPLEMENTAL PAYMENTS"

Select "CNP Supplemental Payments" from the list of applications in ADEConnect.



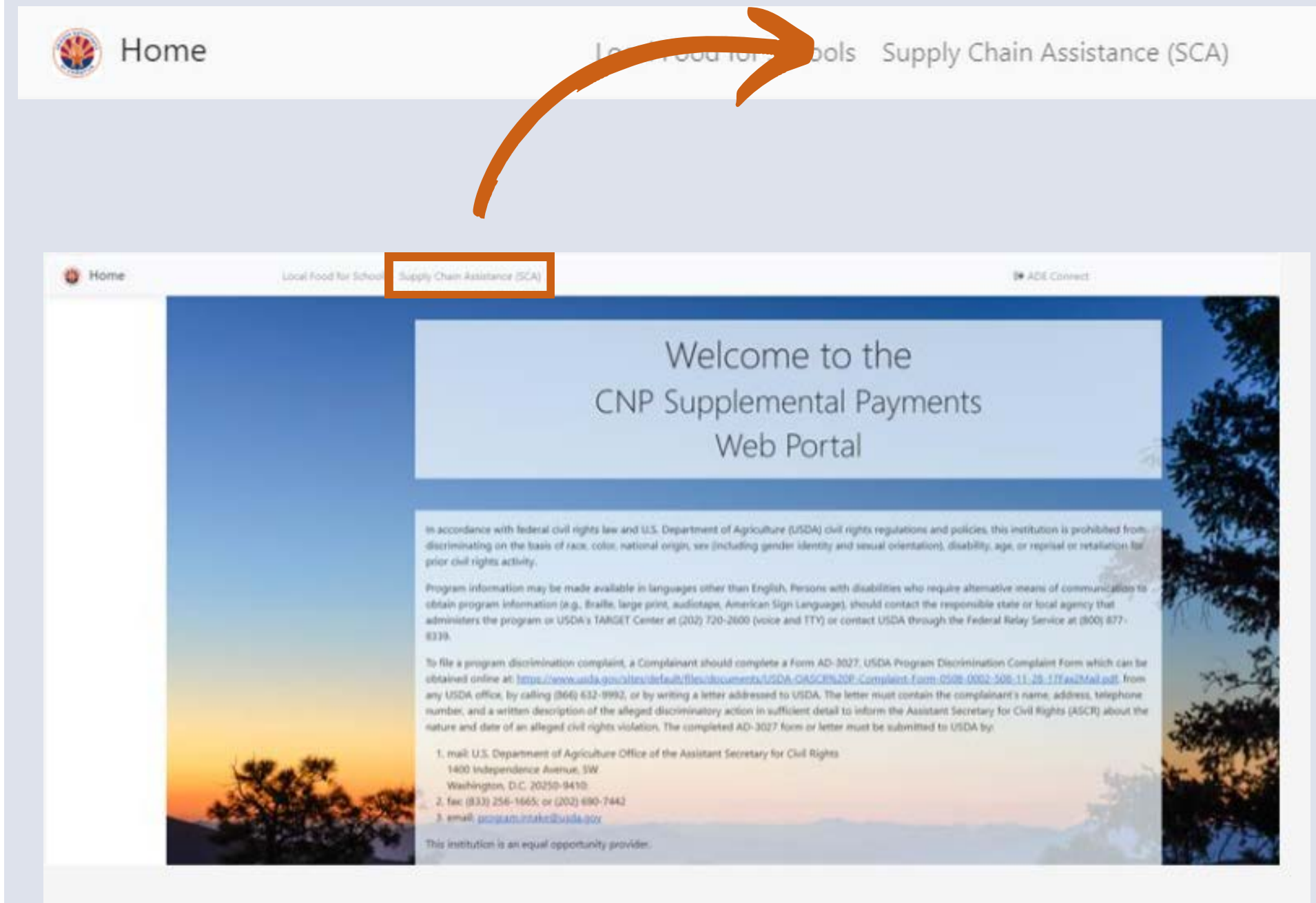
If CNP Supplemental Payments is not a listed application, you must request access from your Entity Administrator. For assistance, please use [ADEConnect's How to Videos](#)

CNP Supplemental Payments for SCA Funds

NAVIGATING THE SYSTEM

After successfully logging in to the CNP Supplemental Payments system, a welcome screen will load.

Go to the Supply Chain Assistance menu option. Clicking this 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 representative must submit this form.



Try it Local! Local Food for Schools

TRY IT LOCAL CLAIMS ARE SUBMITTED IN THE “CNP SUPPLEMENTAL PAYMENTS” APPLICATION



If CNP Supplemental Payments is not a listed application, you must request access from your Entity Administrator. For assistance, please use [ADEConnect's How to Videos](#)

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/nslp



[How to Receive Try it Local Funding for Eligible Food Purchases](#)
step-by-step instruction.

Completing the Invoice Form

INVOICE IMAGE (JPEG/PDF ONLY)

Submit a clear jpeg or pdf of the receipt/invoice. Ensure the image is clear and contains the following required components:

- Name of vendor (farmer, producer, or grower);
- Secondary source (if applicable);
- Itemized list of food(s) purchased **with clear local distinction***;
- Cost of items;
- Total cost of transaction; and,
- Date of transaction.

* If the product description does not indicate the product is local, please include an image of the local label on the food item packaging with the invoice upload.

EXAMPLE OF AN ACCEPTABLE RECEIPT/INVOICE UPLOAD:

Secondary Source →

Invoice

Willie Itule Produce
301 N 45th Ave
Phoenix AZ 85043
P: 602-252-7258
www.ituleproduce.com

Invoice Date: 10/25/23
Invoice Number:
Customer PO:
Customer PO2:
Customer:
Terms: NET 30 DAYS

Date of transaction →

Bill To: Ship To:

METHOD OF PAYMENT
ON ACCT CK # / AMT ☐ COD CK # ☐ CASH AMT ☐ NOT PAID

Item Code	Ordered Quantity	Shipped Quantity	Description	Origin	Unit Price	Extended Price
02551	4	4	APPLES - LOCAL; ADE EXAMPLE FARMER	USA	14.95	59.80
Total Quantity 4				Order Taker	Order Date 10/23/23	Subtotal 59.80
Thank you for choosing Willie Itule Produce!				Salesperson	Trip No.	Tax .00
					Route/Stop	Total 59.80

Itemized list of food(s) purchased with clear local distinction →

Name of Vendor (farmer, producer, or grower of the product) →

Cost of items →

Adjustment # AMT

X Purchaser's Signature 10/25/23 8:56a Time of Delivery New Total

Cost of transaction →

An account is considered past due if not paid in full within the credit terms listed herein on this invoice or statement. As stated on all invoices, the customer's signature, or the signature of any representative, agent, or employee of the customer, on invoices listed on statement constitutes a binding agreement. Interest on unpaid balance shall accrue at higher of 18% per year or maximum statutory rate. Buyer agrees to pay interest and any attorneys' fees and costs necessary to collect any balance due hereunder. All interest, attorneys' fees, and costs due seller shall be considered sums owing in connection with this transaction under the PACA trust.

Please be aware of our policy regarding insufficient funds checks: Any bounced check will result in the assessment of a bad check fee. We will re-deposit any check returned to us as "insufficient funds" and assess the bad check fee on your next invoice. We reserve the right to adjust or revoke credit terms based on checks returned to us by the bank.

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received.

Any claims for quality must be made within 24 hours. Any claims for quantities on invoices must be declared at point of delivery. We reserve the right to deny credit. Pricing is subject to change without notice.



SFAs need to make sure LFS requirements are met. The Q and A in HNS 09-2023 reviews requirements.

CEP Annual Reporting

SP 10-2024: CEP: STATUTORY ANNUAL NOTIFICATION AND PUBLICATION REQUIREMENTS AND SCHOOL YEAR 2024-2025 ELECTION DEADLINE

Prepare to collect data for the REQUIRED annual identified student reporting.

All SFAs must report identified student and enrollment data as of **April 1st**, for each site in their LEA, to HNS by **April 15th**. Identified students are students directly certified for free meals through any means other than a household application.

Required Annual ISP Reporting	
Collect Identified Student and Enrollment Data for each Site	April 1, 2024 <i>*Do not take counts prior to April 1</i>
Review Partial Matches	Prior to Reporting
Report the required data for each site within <i>CNP Direct Certification</i> in ADEConnect 'CEP Data Collection'	Prior to April 15, 2024

Quiz Time

True or False. Only schools operating CEP need to collect their identified students and enrollment on April 1 and report it as of April 15.

A True

B False

Quiz Time

True or False. Only schools operating CEP need to collect their identified students and enrollment as of April 1 and report it as of April 15.

A True

B False

Every school is required to collect identified students and enrollment as of April 1 and report it as of April 15.



upLIFT Webinar: Unlocking Opportunities: Grants, Awards, and Recognition for Your Program!

Join us March 19 to discover awards and funding opportunities available to SFAs! We will showcase SFAs that have been honored for their exceptional nutrition programs and services, and provide insight on how to receive recognition for your initiatives and operations!

Featured Resources:

- Research Rundown
- Types of Fats
- Featured Food - Olives
 - Whole Food Profile
 - How to Use Whole Foods

Research Rundown

Article:

Community Eligibility: The Key to 2023

What did this report explore?

This report analyzed national community eligibility based on three measures:

- 1 the number of eligible and adopting school districts and schools;
- 2 the share of and school community;

There are many **benefits** that CEP provides to families and schools:

- Schools no longer collect, process, or verify school individual students, **saving time** and **reducing negative stigma** for school meals.
- Offering meals at **no charge** to all students in the school year, or **follow up** with families who

Key findings:

During the 2022-2023 school year, there was a significant increase in CEP adoption.

6,419 districts have one or more schools adopting CEP, an increase of 15.8% from the previous school year.

40,235 schools have adopted CEP, an increase of 20.8% from the previous school year.

Put it into practice!

- Are you eligible for CEP? Any district, group, or percentage (ISP) is eligible for CEP. Make sure your ISP percentage to see if you qualify!
- Determine if this is a financially viable option. Decide if CEP is right for you!

Reference: Perez, A. (2023, May 1). Community Eligibility: The Key to Hunger-Free Schools. Retrieved February 13, 2024, from <https://hns.org/wp-content/uploads/2023/05/CEP-Report-2023.pdf>

Types of Fats

Read this fact sheet to learn about 4 different types of fats, how they affect the body, and sources of each!

Monounsaturated Fats

- Monounsaturated fatty acids have one double bond in their structure. They are liquid at room temperature.
- Monounsaturated fats found in plant sources like olive, canola, and sunflower oils.
- These can be found in plant sources like nuts and avocados, and vegetable oils.

Replacing solid saturated fats like butter with liquid plant oils during cooking is recommended for good health.

Polyunsaturated Fats

Whole Food Profile

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

OLIVES

Olives grow on trees and belong to a group of fruits called drupes, or stone fruits. They are related to peaches, almonds, and pistachios. Olives are a source of vitamin E and other powerful antioxidants.

How to Select and Store Olives

Selection		
SMOOTH SKIN	FIRM FLESH	UNIFORM SIZE
Olives have a salty, briny, and slightly bitter taste. They are fruits that are cured in salt, brine, or oil, which gives them their distinctive flavor.		
Choose olives that have smooth skin, firm exterior, and are void of lumps or mushy parts. Olives come in black, green, and purple varieties, all unique in flavor.		

Tips for Preparing and Cooking Olives

- Preparation**
Raw olives straight from the tree contain oleuropein, an extremely bitter compound that makes them unpalatable. They are best enjoyed after they have been brined and stored in a jar with a preservation liquid.
- Try Olives**
Tapenade: Use a food processor to combine olives, olive oil, lemon juice, garlic, and spices of choice. Serve with bread or pita bread and enjoy!

Did you know? Olives are typically in season between October and February. They have various stages of ripeness that determine their taste and oil content and are particularly favorable to Arizona's desert climate!

How to Use Whole Foods

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

OLIVES

Examples:



upLIFT
LEARN. INSPIRE. FEED. TEACH.
This institution is an equal opportunity provider.

TIP! Take advantage of Try It Local! Consider using the Good Food Finder website to identify local producers of olives near you!

To access upLIFT resources and webinar recordings, please visit HNS' [upLIFT webpage](https://hns.org/uplift).

SECTION 3

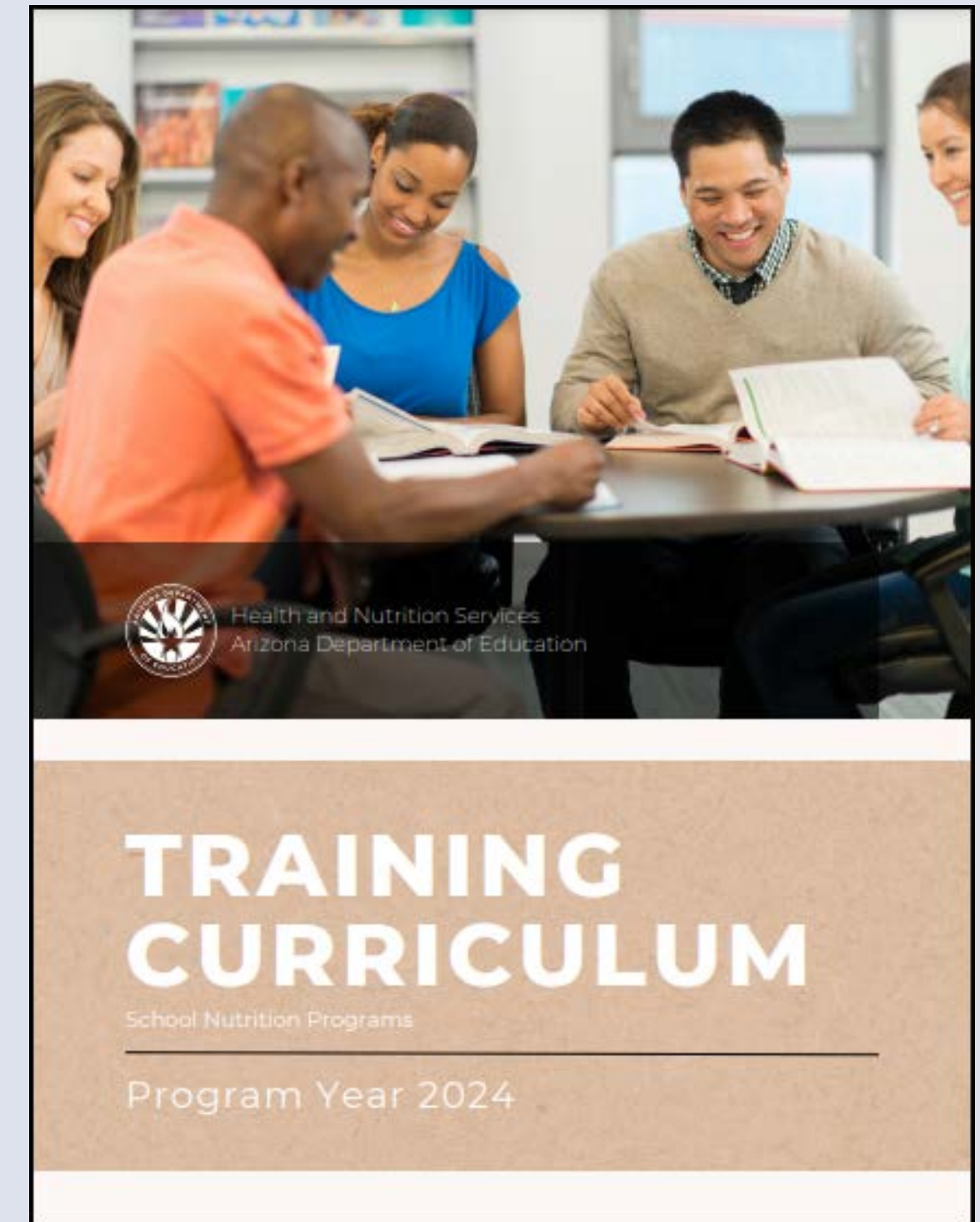
LAST MONTH'S TRAINING OPPORTUNITIES



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](#)

February's Training Opportunities

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



[Staying on Track](#)



[Step by Step Instruction:
How to Complete Daily
Edit Checks](#)



[upLIFT Your Voice - Media
and Marketing in School
Nutrition Programs](#)

SECTION 4

UPCOMING DEADLINES & COMMUNICATIONS



In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Summer-EBT
- Summer Meals Information
- USDA Foods Entitlement for SY25
- FSMC Formal, and Informal Contract Information and Deadlines
- Collecting and reporting annual identified student data
- Processing Diversion Fee for Service Pricing for SY 25



March Checklist

March

Prepare for collecting the required annual identified student and enrollment counts.

March 1 - March 10

Submit February reimbursement claims (best practice)

March 17

Catalog Requisitions CLOSE

March 19

upLIFT Webinar

March 22

Last day to opt in to SCA funds

March 31

January 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: Unlocking Opportunities: Grants, Awards, and Recognition for Your Program!
 - March 19, 2024, 1:30-2:00 pm
- 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 11, 2024**
- FFVP (Fresh Fruit & Vegetable Program)
 - **Applications OPEN: March 1, 2024**

Reminder: Ensure the civil rights non-discrimination statement is on all SFSP outreach materials.

Poll Time

Are you planning to participate in Summer Feeding either as a site or sponsor?

A Yes

B No



Join Us Next Month!

Staying On Track - SUMMER EDITION

April 2, 2024
1:30-2:30 pm

This Staying on Track will be dedicated to all things Summer Feeding. Tune in for information that will set you up for summer success!

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: March 2024**

Information to include when documenting this
training for Professional Standards:

Training Title: March Staying on Track

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

Learning Codes: 2430, 2450, 3110, 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: March 2024- Staying on Track

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

Learning Codes: 2430, 2450, 3110, 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.

