

Staying on Track

May 2025



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: May 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: Jennifer Blankenship



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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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 directors an opportunity to submit questions, that ADE can expand on in later communications.

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 submitted in the Q&A at any point, and HNS will respond in the follow-up document that will be released after the webinar.
- Once the webinar concludes, HNS will compile all the questions received and create a follow-up Q&A document that will address all questions.
- If you require additional assistance following HNS's communication, please reach out to your HNS Specialist through HelpDesk.



Agenda

Section 1: HNS Communications Recap

Section 2: Communication Hot Topics

Section 3: Last Month's Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1

April HNS Communications Round-Up



Announcements and Resources



LEGISLATIVE ACTION UPDATE: HOUSE BILL (HB) 2164 WAS SIGNED INTO LAW

HB 2164 restricts any school that participates in a federally funded or assisted meal program from serving or selling ultraprocessed food on the school campus during the normal school day. The bill defines ultraprocessed foods as those with the following ingredients:

- potassium bromate, propylparaben, titanium dioxide, brominated vegetable oil, yellow dye 5 or 6, blue dye 1 or 2, green dye 3, or red dye 3 or 40.

The new law takes effect at the start of the 2026-2027 school year, giving schools over a year to review products sold and served on campus and to remove items that contain one or more of the prohibited ingredients.

Actions for Operators

In addition to removing ultraprocessed foods, school administrators must certify when their school or district has come into compliance with the law, attesting that they and no longer serve nor sell ultraprocessed foods. ADE will be publishing this certification form in the coming months and will announce its availability once published.

A report for the public outlining a list of entities that certified their compliance with the law, will be published on the ADE website.

Operators are encouraged to review menus and connect with their manufacturers now to ensure food items served and sold on campus are free of these ultraprocessed ingredients. Schools may submit their certification starting in the 2025-2026 school year as soon as the form is published.

Announcements and Resources



RURAL NON-CONGREGATE FEEDING RESOURCES FOR SUMMER MEALS OPERATORS ARE AVAILABLE

Created by: The Arizona Department of Education Health and Nutrition Services and the United States Department of Agriculture Food and Nutrition Services

Target Audience: Operators of the summer meal programs interested in offering non-congregate meal service in rural areas

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) is pleased to announce the availability of new Rural Non-Congregate Feeding Resources for Summer Meal Operators.



SNAC WORK GROUP CAMPAIGN MATERIALS AND RESOURCES ARE AVAILABLE

On behalf of the SNAC SFSP Work Group, the Arizona Department of Education Health and Nutrition Services (HNS) would like to share the opportunity to request an SFSP Promotional Starter Kit from AZ Health Zone at no cost. Operators may request SFSP physical materials such as large banners, posters, and stickers, and have these items mailed directly.

Announcements and Resources



POSTED ANNUAL NOTIFICATION AND PUBLICATION FOR THE COMMUNITY ELIGIBILITY PROVISION (CEP)

The CEP Annual Statutory Notification and Publication for School Year (SY) 2025-2026 is now available online at <https://www.azed.gov/hns/nslp> under the *Required State Reporting* accordion. The notification contains all Arizona Local Educational Agencies (LEAs) SY 2024-2025 identified student percentages (ISPs). Any LEA with an ISP of 25% or greater is eligible to elect CEP, an administrative relief provision of the National School Lunch and School Breakfast Programs designed to improve student access to school meals in eligible, high-poverty schools. ISP data reflective of April 1, 2025, must be used to determine SY 2025-2026 CEP Eligibility.



UPDATED ADULT MEAL PRICING TOOL AND TRAINING ARE NOW AVAILABLE

School Food Authorities (SFAs) who choose to offer meals to adults are required by Food and Nutrition Service (FNS) Instruction 782-5 REV. 1 to price adult meals so that adult payments are sufficient to cover the overall cost of meals, including the value of donated foods used in the production of adult meals. Annually, prior to the start of each program year, adult meal prices must be assessed to ensure they are up-to-date, compliant, and cover the cost of adult meals.

Announcements and Resources



CELEBRATE SCHOOL LUNCH HERO DAY

FRIDAY, MAY 2, 2025!

School Lunch Hero Day is designed to raise awareness and recognize the impact that school nutrition professionals have on every child who visits a school cafeteria. School nutrition professionals work hard to prepare healthy meals for students, while adhering to strict nutrition standards, navigating student food allergies, and offering service with a smile! School nutrition professionals truly are heroes!

School Lunch Hero Day provides an opportunity for parents, students, school staff and communities to thank those who provide healthy meals to nearly 30 million of America's students each school day.

Program Alerts



THE 2025 SUN BUCKS APPLICATION IS NOW AVAILABLE!

The SUN Bucks – Summer EBT 2025 Application is available and can be accessed in the SUN Bucks Eligibility Screener. Arizona Department of Education Health and Nutrition Services has made this screening tool to help avoid unnecessary efforts for households. Many households are automatically eligible, and this tool ensures they do not complete a 2025 SUN Bucks Household Application when it is not required. For those deemed necessary to complete a 2025 SUN Bucks Household Application, the link to the application will be made available within the screener.



EXPANDING AWARENESS AND ACCESS TO SFSP

The Arizona Department of Education Health and Nutrition Services (HNS) would like to remind all School Food Authorities (SFAs), including those that do not participate in summer feeding, of the requirement to expand awareness and access to the Summer Food Service Program (SFSP) to families by informing them of organizations within the community that serve free meals to children while school is not in session. SFAs participating as a sponsoring organization must submit a public/media release to a local media source serving the area from which the sites draw attendance.

Program Alerts



THE SCHOOL AND COMMUNITY GARDEN GRANT FISCAL YEAR 2024 OVERVIEW REPORT NOW AVAILABLE!

HNS has released the School and Community Garden Grant Fiscal Year 2024 (FY24) Overview Report. This report includes funding breakdowns, student testimonies, direct student feedback, survey results, and pictures from the field. Access this valuable information by clicking the button below.

[Access Overview Report here](#)

SECTION 2

HOT TOPICS



Community Eligibility Provision

APPLYING FOR CEP

The Community Eligibility Provision (CEP) is available for schools in Arizona participating in the National School Lunch Program and the School Breakfast Program. CEP allows schools to provide free meals to all students, ensuring access to healthy food.

Check the CEP Annual Notification and Publication for School Year (SY) 2025- 2026 to see if you qualify.

If you would like to apply for CEP, and/or would like assistance with the application process, determining site groupings or your ISP, please submit a HelpDesk ticket.

The deadline to apply is June 30, 2025.

INDIVIDUAL SITES

Individual schools with ISPs of at least 25% can participate in CEP.

GROUPED SITES

LEAs may choose to group school sites any way they wish and calculate the ISP for the group using the combined enrollment and total number of identified students.

- The ISP for the group must be at least 25%
- Schools that would not be eligible to participate in CEP individually may participate as part of a group
- There is no limit to the number of groups

DISTRICT-WIDE

All schools in the district participate as a single group with the same ISP, as long as the district-wide ISP is at least 25%.

CEP Annual Timeline

April 1

SFAs determine identified student and enrollment counts

April 15

Deadline for LEAs to submit identified student and enrollment counts to ADE for each site within CNP Direct Certification in ADEConnect 'CEP Data Collection'

May 1

ADE publishes a site level notification list of all eligible and near eligible CEP sites

June 30

CEP application and supporting documentation are due to ADE

Applications for Summer Programs

SUMMER FEEDING OPTIONS FOR SCHOOLS

Children need good nutrition, all year long. The Summer Food Service Program (SFSP), National School Lunch and Breakfast Programs (NSLP and SBP), and the Seamless Summer Option (SSO) make it possible for schools to provide nutritious meals after the regular school year ends.

- **Summer Food Service Program (SFSP)**
 - Ideal for sites offering enrichment, recreational, or activity programs. Higher reimbursement rates with additional application and monitoring requirements, and a simplified meal pattern. However, SFSP operators cannot be reimbursed for foods purchased through *Try it Local*.
- **Extending the NSLP and SBP:**
 - Option for any school(s) hosting an academic summer school and intend on only serving enrolled students, with the ability to continue reimbursement through Try it Local.
- **Seamless Summer Option (SSO)**
 - Reduced paperwork, and slightly lower reimbursement rates in comparison to SFSP, with the ability to continue reimbursement through Try it Local.

Applying for SFSP for SFAs and COs

APPLYING TO BE A SPONSOR IN SUMMER 2025

[HNS 02-2025: Application for Summer Programs](#)

School Food Authorities and new or returning Community Organizations applying to be a sponsor of SFSP must have all application requirements submitted to HNS by May 30, 2025. The following must be submitted by the May 30, 2025 deadline to be a complete application:

- Management Plan*
- Budget*
- CNPWeb Site and Sponsor Applications
- Any applications received after May 30, 2025, will not be considered for SFSP sponsorship but may be considered as an SFSP site

Prospective COs applying to operate for the first time must complete the pre-approval process and enter into an agreement with ADE. Entities will achieve this through the [SFSP Prospective Entity Form](#).



*SFAs in good standing may have a modified requirement in demonstrating compliance with performance standards. SFAs can meet this requirement by submitting their Annual Financial Report

Applying for SSO and Extending NSLP/SBP

APPLYING TO BE A SPONSOR IN SUMMER 2025

[HNS 02-2025: Application for Summer Programs](#)

School Food Authority s applying to be a sponsor of Seamless Summer Option must have all application requirements submitted to HNS by **May 30, 2025**. To apply for the Seamless Summer Option, SFAs must submit:

- CNPWeb Site and Sponsor Applications.

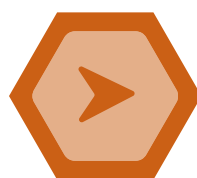
SFAs intending to extend participation in the NSLP/SBP must contact their assigned HNS specialist to confirm eligibility and discuss extending operational dates in the CNP Web applications.



All applications must be submitted and approved by HNS before meal service begins.

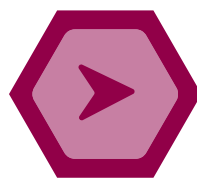
Key Resources

FOR SUMMER PROGRAMS



Guidance

- [HNS 02-2025: Application for Summer Meals](#)
- [HNS 03-2024: Eligibility for Rural Designation and Non-Congregate Summer Meal Service – Summer 2025](#)
- [SFSP 07-2024: Non-Congregate Meal Service in Rural Areas Questions and Answers](#)
- [SFSP 08-2024: Non-Congregate Meal Service in Rural Areas Questions and Answers #2](#)



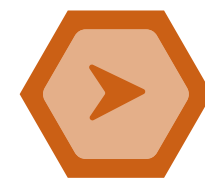
Forms:

- [Non-Associated Site Agreement](#)
- [Pre-Operational Site Visit](#)
- [Initial Site Visit](#)
- [Site Review](#)
- [SFSP Prospective Entity Form](#)



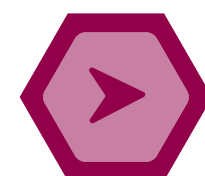
Training:

- [Orientation for Sponsoring Organizations: Summer Food Service Program Online Course What to Expect: Summer Food Service Program Administrative Review](#)
- [Civil Rights Compliance for Child Nutrition Program Operators](#)
- Staying on Track: Summer Edition ([Slides](#)). ([Recording](#)).



Map Tools

- [Area Eligibility Mapper](#)
- [Arizona Summer Food Service Site Planner Rural Designation Map](#)



Resources

- [Summer Feeding Options for Schools](#)
- [Site Meal Service Site Eligibility](#)
- [Summer Food Service 2025 Campaign Materials](#)

Finding Summer Meals Sites

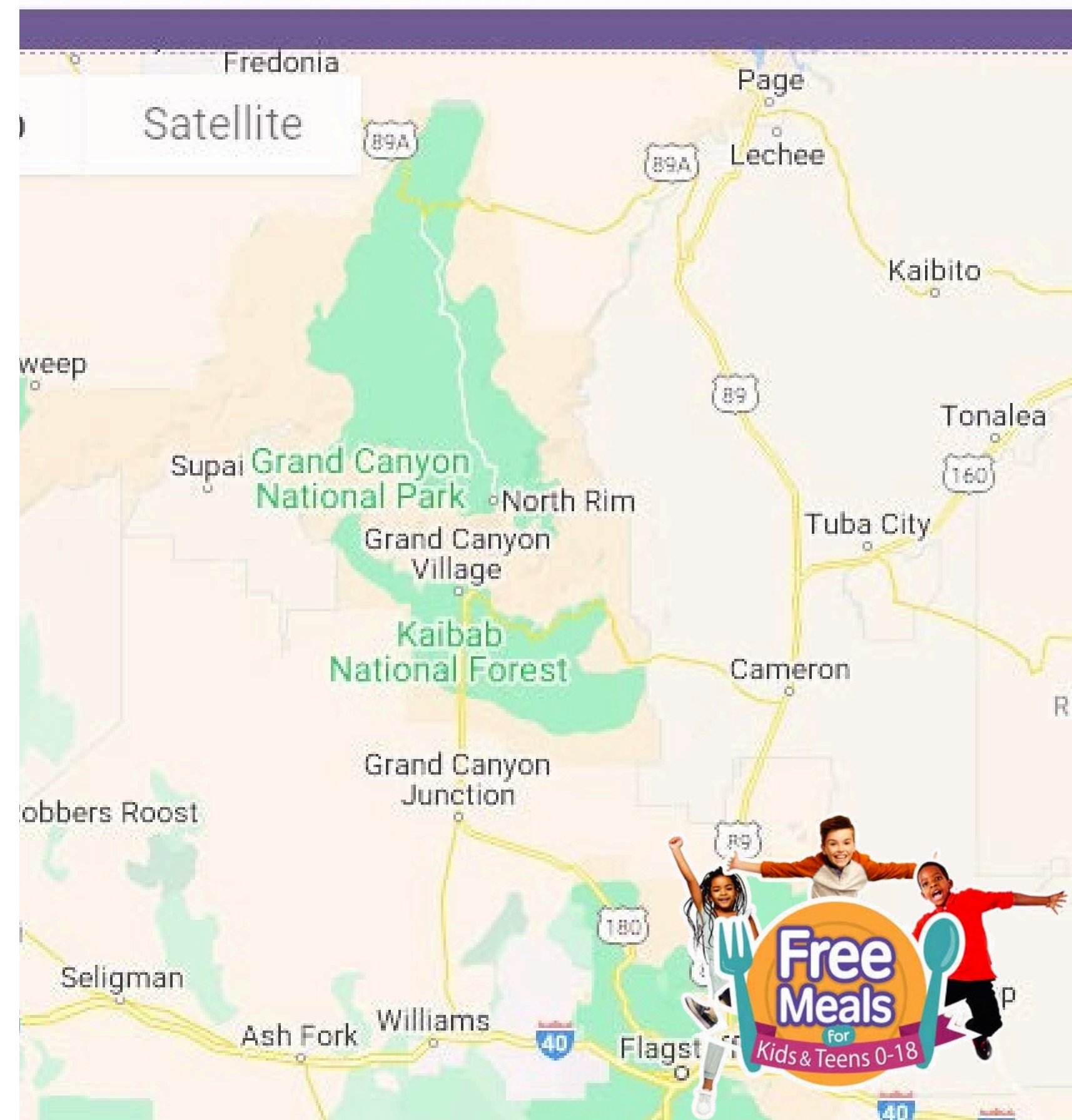
ADE PARTNERSHIP WITH **AZ** HEALTH ZONE
HEALTHY STARTS HERE

Spread the word - Summer Meal Service sites in Arizona can be found at:

www.azhealthzone.org/freesummermeals/

- Families can enter a zip code and the map tool will populate meal service site locations and details
- The information populated on this map comes from ADE based on the CNPWeb Site application information.
- Remember to provide any changes to site details promptly to ADE via revised applications in CNPWeb.

Search by Address or Zip Code



Proper Procurement

STEPS FOR PROCUREMENT

- 1 Determine** needs by forecasting and creating specifications.
- 2 Estimate** the totals of a single purchase, yearly purchases, amount of a contract, and the estimate for multi-year contracts for all years.
- 3 Choose** the ideal procurement method. (micro, small, or formal)
- 4 Follow** requirements for the method of purchase and complete documentation.

BEST PRACTICES

Communicate and plan for important due dates.

Have back-up items in case of issues.

Develop menus well in advance.

Familiarize yourself with the different procurement methods.



For more information be sure to review the Procurement [Basics training](#).

Procurement Methods

INFORMAL

Purchases **at or below** the Simplified Acquisition Threshold.

Micro Purchase

Transactions are below \$10,000 and reasonable Purchases distributed equitably among qualified suppliers
“Spread the Wealth”

Small Purchase

Total of all purchases is below Simplified Acquisition Threshold Used when purchasing multiple times from the same vendors for the same products/services
Process documentation required

FORMAL

Purchases **above** the Simplified Acquisition Threshold.

Invitation for Bids

Primary consideration is price. Award made to the most responsive respondent at the lowest price No difference among products or services

Request for Proposals

Requires the vendor to explain how the objectives would be met and the cost to accomplish the proposal Allows for negotiations

Simplified Acquisition Threshold

Simplified Acquisition Threshold = The amount at which the SFA must use the Formal procurement method.

SFA Type	Simplified Acquisition Threshold Amount
Public Districts	\$100,000
Charter Schools	-with Procurement Exception \$250,000 -without Procurement Exception \$100,000
Private Schools	\$250,000
BIE - tribally controlled or Bureau-Operated	-Bureau-operated BIE SFAs up to \$250,000 -Tribally controlled SFAs varies \$5,000 up to \$100,000
RCCIs	\$250,000

USDA Foods

Dates and Reminders

HNS encourages operators to utilize the remaining USDA Foods in Schools Program for Child Nutrition Program summer meals in SY2025.

Check out the Surplus Catalog within myFOODS for Direct Delivery and Brown Box offerings, as well as the FFAVORS system for opportunities related to the Department of Defense Fresh Fruit and Vegetable (DoD Fresh) program.

- **May 1, 2025:** DoD Fresh showcased all remaining SY25 funds, allowing for a State Agency spending spree. Funds are available on a first-come, first-served basis until June 30, 2025.
- **April 29, 2025 through May 16, 2025:** Last call for SY25 Direct Delivery/ Brown Box. Use the Surplus Catalog to request remaining materials.
- **May 23, 2025:** Final day for shipments from Shamrock Foods. Please ensure all USDA Foods shipments are scheduled for the week prior. If scheduling is not possible, decline the materials so those items can be added to the Surplus Catalog.



DoD Fresh for SY25

Beginning **May 1st**, the state agency account for DoD Fresh became accessible to all SFA's. Funds can be used until **June 30, 2025**, on a first-come, first-served basis for use in NSLP and Summer meals. Happy spending!

USDA Foods for SY26

Get Ready for the 2026 School Year!

Your myFOODS requestions have been processed! Check your myFOODS account and request to have any remaining entitlement transferred to DoD for SY 2026.



Arizona Try it Local programs.

UPDATE ON LOCAL FOOD FOR SCHOOLS FUNDING, INCLUDING ARIZONA TRY IT LOCAL REIMBURSEMENTS

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) received notice from the United States Department of Agriculture (USDA) Agriculture Marketing Service that the current funds for Local Foods for Schools (LFS) will continue to be available for an extended funding period, which ends **June 30, 2026**, or until the funds are depleted. This new date is reflected in the revised memorandum [HNS 08-2024](#).

ADE is committed to supporting local farmers and ranchers and will continue to provide technical support for local food purchases for federal Child Nutrition Programs.



Try it Local Promotions

ARE YOU ONE IN A MELON?



WHAT IS IT?

This promotion showcases Arizona's very own locally grown produce and available food options.

HOW DOES IT WORK?

Each month, HNS highlights a food that is grown in Arizona or is easily available in the area by providing an informative resource. This includes fun facts, availability timelines, and unique recipes. For May, the spotlight is on **CHEESE!**

WHY ONE IN A MELON?

The highlight of this promotion is that ****every item can be reimbursed through Try it Local!**** HNS is thrilled to facilitate connections between SFAs and the farmers and producers who can incorporate these Arizona foods into school meals!

One in a Melon May Highlight:

CHEESE



This is NACHO ordinary Harvest Guide!

CHEESE

Connect with Local Producers!
SCHOOL INTEREST FORM

FIND CHEESE IN ARIZONA

Here are some of the places in AZ where cheese can be purchased:

- Arizona Farms Cheese, Tempe, AZ
 - Via Charlie's Produce
 - Via Sun Produce
- Crows Dairy, Buckeye, AZ
 - Via Blue Sky Organic Farms
 - Via Sun Produce CO-OP
 - Via Pivot Produce

 Check out this article about the effects of visible cheese on selection and consumption of food groups to encourage (FGTE)

ARIZONA CHEESE FACTS

- Milk is the signature ingredient in all cheese. Different types of milk will help you add specific flavor profiles to recipes and cheese plates
- Cow's milk is the most commonly used in cheese making. However, sheep, goat, and buffalo's milk cheeses are also very popular.
- Cheese curds, known as "Squeaky Cheese," are a delightful result of cheese-making. These curds are extracted after the whey is removed, before pressing into blocks like Cheddar or Colby. With a mild, tangy flavor and a distinctive squeak, they are a popular snack. Fresh cheese curds can be eaten as a part of a meal, finger food, or an appetizer.

LOCAL RECIPES

Basic Poutine Recipe

Poutine is a dish of French fries and cheese curds topped with a brown gravy. Traditional poutine is delicious, but don't be afraid to get creative with your toppings. Try experimenting with new flavors by adding different sauces and proteins.

Cucumber Tomato Feta Salad

 Make this ahead of time, so the salad absorbs all those yummy flavors. Add some chunks of crusty Whole-Grain bread in the bottom of the bowl to soak up all the fresh ingredients!

QUICK MATH: CHEESE



1 M/MMA
1 ounce
of cheese

1 M/MMA
¾ cup
Shredded
Cheese

1 M/MMA
¾ cup
Cubed
Cheese

In order for a food to contribute to the M/MMA component, it must contain a minimum of one-quarter ounce equivalent (0.25 oz eq) of a M/MMA

2025 May | One in a Melon | Local Food for Schools
The Arizona Department of Education



This institution is an equal opportunity provider, employer, and funder.

One in a Melon May Highlight:
Cheese



Quiz Time

True or False. SFSP operators can participate in Try it Local over the summer.

A True

B False

Quiz Time

True or False. SFSP operators can participate in Try it Local over the summer.

A True

B False

Only those operating SSO or extended NSLP may be reimbursed through Try it Local during the summer.

AzEDS Required Reporting

STUDENT SCHOOL FOOD SERVICE PROGRAM ASSOCIATION

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) is requiring all LEAs that administer NSLP or SBP to report all students enrolled in the new Student School Food Service Program Association in AzEDS.

New Data Fields

- Eligibility Status Descriptor
- Eligibility Source Descriptor

Eligibility Source

The Alternative Form for Income Based Eligibility does NOT convey eligibility as a eligibility source

Inter-agency Agreements

Legal owners of sites participating in NSLP/SBP are responsible for reporting this information.



ARIZONA DEPARTMENT OF
EDUCATION

MEMORANDUM

To: Public Education Agency Data Coordinators

cc: Public Education Agency Administrators
National School Lunch Program – School Food Authorities

From: Academic Achievement
Exceptional Student Services
Health & Nutrition Services

Date: November 26, 2024

Subject: Guidance on Reporting Income Eligibility 1 or 2 Needs and Student School Food Service Program Association data into Arizona Education Data Standards (AzEDS)

For the Arizona Department of Education (ADE) to comply with federal reporting and business requirements, ADE requires that all Public Education Agencies (PEAs) submit Income Eligibility 1 or 2 data for eligible students. This memorandum guides PEAs in reporting the Income Eligibility 1 or 2 data into AzEDS based on the type (if any) of National School Lunch Program (NSLP) the PEA operates. When determining what source of information PEAs use to collect this student-level information, the PEA should leverage systems already in place. To provide accurate Income Eligibility 1 or 2 data into AzEDS, PEAs are advised to follow the questions and prompts below.

1. Does the PEA operate the National School Lunch Program (NSLP) or School Breakfast Program (SBP)?
 - a. If no, the PEA **must** distribute and process the alternative form for income-based eligibility and report any student determined as Income Eligibility 1 or 2.
 - b. If yes, proceed to number 2
2. Does the PEA's NSLP and SBP operate Community Eligibility Provision (CEP), or is it in a non-base year for Provision 2 or Provision 3?
 - a. If no, the PEA **must** utilize the [USDA NSLP Household Application](#) and [CNP Direct Certification](#) to report a student as Income Eligibility 1 or Income 2.
 - b. If yes, proceed to number 3

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix, Arizona 85007 • www.azed.gov
"We are a service organization committed to raising academic outcomes and empowering parents."

For more information, visit -
[Memorandum: Guidance on Reporting Income Eligibility 1 or 2 Needs and Student School Food Service Program Association data into Arizona Education Data Standards \(AzEDS\).](#)



Attention SFAs: Please reach out to your AzEDs coordinator to ensure all necessary information is accurately reported on AzEDs for SUN Bucks benefits.

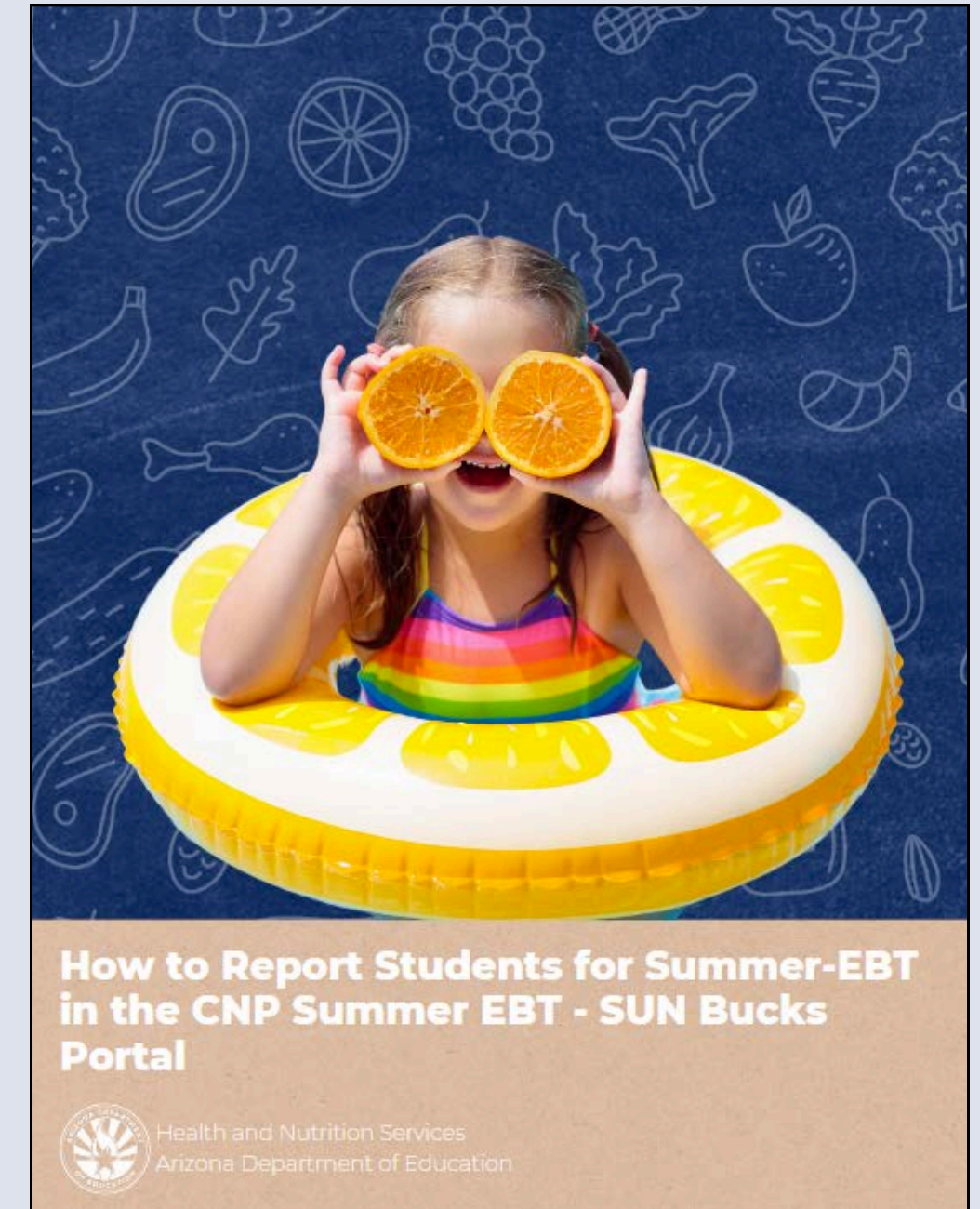
Reporting Students for SUN Bucks Benefits

CNP SUMMER EBT - SUN BUCKS PORTAL

SFAs are responsible for reporting any NSLP/SBP enrolled students not reported in AzEDS for SUN Bucks/Summer Electronic Benefit Transfer (SEBT) and ensuring all eligible student data elements are accurate annually in the online ADEConnect Application - CNP Summer EBT- SUN Bucks Portal.

Required information includes:

- Student Information: First and Last Name, Date of Birth, etc.
- Enrollment and Eligibility Information: School Name, Enrollment Dates, etc.
- Parent Information
- Home Address and Mailing Address Information
- Eligibility Determination



Resources for SUN Bucks can be found here:
<https://www.azed.gov/hns/summer-2024-electronic-benefit-transfer-summer-ebt>

Sun Bucks and SPO Operators

Those sites that operate a Special Provision Option (SPO) like the Community Eligibility Program, or Provision 2 or 3 that do not collect school meal applications will only be able to report the following students:

- Match results from the CNP Direct Certification system

How will the other students who are eligible receive SUN Bucks benefits?

- These families will need to fill out a SUN Bucks Application

No Meal Application, No Problem...

How to receive SUN Bucks for students who attend schools that do not collect Household Applications for Meal Benefits



The information collected on meal applications for the National School Lunch Program (NSLP) can qualify students for SUN Bucks. However, if your school doesn't collect meal applications, you may fill out a **SUN Bucks application** to see if your child is eligible for this grocery buying benefit.

COMPLETE THE SUN BUCKS SCREENER TO
Apply for SUN Bucks Today!

SUN Bucks Eligibility Screener

Scan the QR code to be directed to the screening tool that will ensure households that are pre-qualified do not complete a 2025 SUN Bucks Household Application when it is not required. For those deemed necessary to complete a 2025 SUN Bucks Household Application, the link to the application will be made available within the screener.

For Spanish visit: <https://www.azed.gov/SUNBucks>



January 2025 | Arizona Department of Education | This institution is an equal opportunity provider, employer, and lender.

SUN Bucks Household Application

SUNBUCKS APPLICATION IS NOW OPEN

School Food Authorities (SFAs) are required to:

- Ensure the application is available to households that believe they qualify for the SUN Bucks benefit but were not identified as eligible by the SFA.
- Report all students who attended schools participating in a Special Provision Option, who were not directly certified but may be eligible.

Eligible households may:

- Complete and submit the 2025 SUN Bucks Application to the Arizona Department of Education (ADE) by August 5, 2025 (subject to date change)
- Expect ADE to process the application and subsequently notify the household of approval/denial of benefits.



Summer Electronic Benefit Transfer Program (Summer-EBT/SUN Bucks) provides grocery-buying benefits to low-income families with school-aged children who lose access to free or reduced-price school meals when schools are closed for the summer.

Please revisit this page in the coming months for information on 2025 Summer EBT (SUN Bucks).

Public Notice:

In accordance with the requirements in Section 12(l)(1)(A)(ii) of the NSLA, Arizona has requested a waiver to defer the January 1, 2025 compliance date for the Coordinated Services Plan (CSP) for the Summer Electronic Benefits Transfer for Children Program (Summer EBT) and the Summer Food Service Program (SFSP). The waiver implementation date and time period is January 1, 2025 - December 31, 2025. The Arizona Department of Education will continue to provide information about 2025 Summer Nutrition Programs through multiple methods, including the agency website.

▶ Who is Eligible for SUN Bucks

▶ Applying for SUN Bucks

▶ Appeals

▶ Receiving Benefits

▶ Using SUN Bucks Benefits

▶ Additional Frequently Asked Questions

▶ SUN Bucks Contacts

SY 24-25 upLIFT

UPLIFT WEBINAR SERIES SUMMER EDITION: UTILIZING USDA FOODS TO YOUR ADVANTAGE FOR SUMMER!

Join us on **May 20, 2025** at 1:30pm for an insightful webinar on leveraging USDA Foods and DoD Fresh to enhance your Summer Food Service Program. Discover strategies to maximize these funds, optimize your menu offerings, and ensure a successful and nutritious summer program for your students community! This webinar is open to all operators of the Summer Food Service Program and Seamless Summer Option; register today!

[Click here to register!](#)



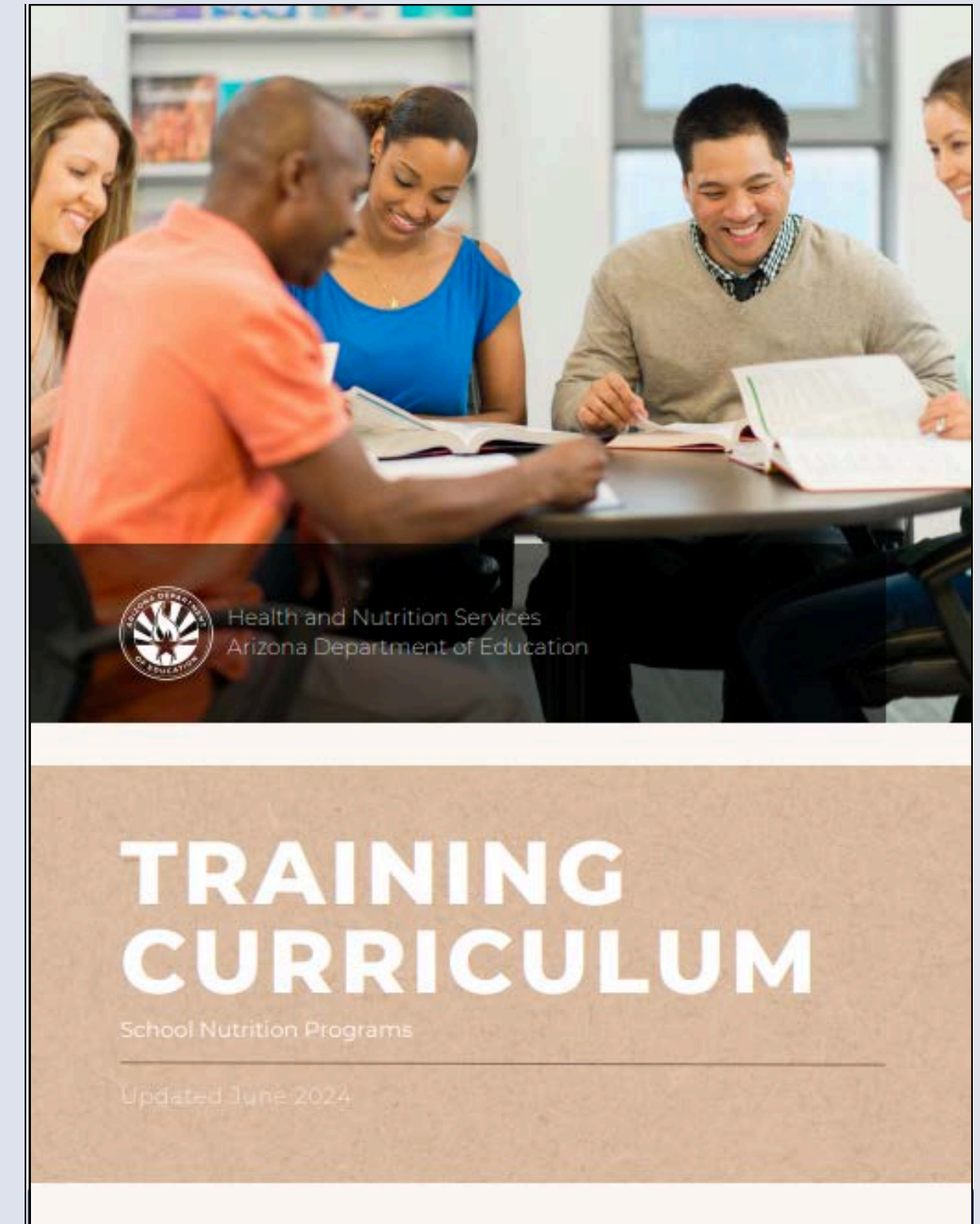
SECTION 3
**Last Month's
Training
Opportunities**



Training for School Nutrition Programs

Because the training offered by HNS is vast in quantity, diverse in content, and consistently updated, ADE maintains specialized curricula based on job duties to help directors with their training plans.

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 2025](#)



April's Training Opportunities

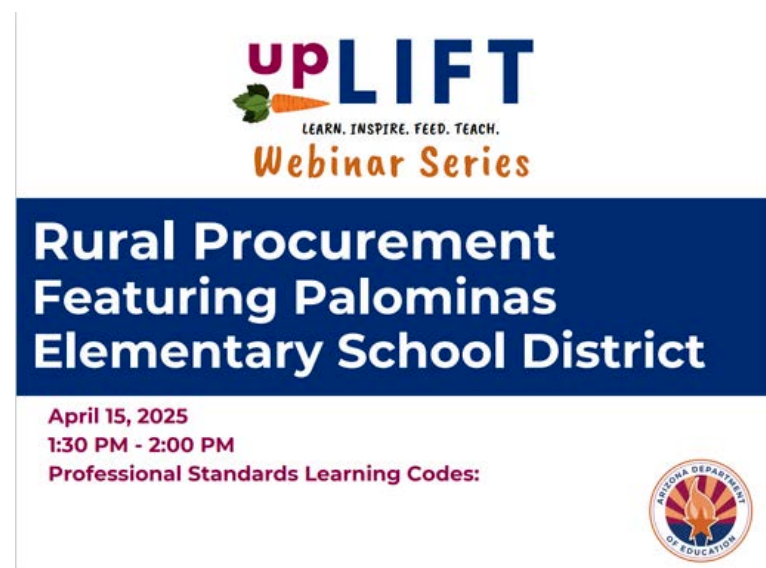
To access webinar slides, recordings, and online trainings, visit HNS' webpage or refer to the HNS Communications Event Follow-up emails.



Staying on Track: April



Adult Pricing Tool Training
Provides information on complete the Adult Meal Pricing Tool to set adult meal prices for the current school year



upLift:
Rural Procurement Featuring Palominas Elementary School District



Data & Access to SUN Bucks Benefits
Provides information on SUN Bucks basics, automatic eligibility and AzEDS data designations, using the CNP Summer EBT- SUN Bucks Portal, as well as vital information about the SUN Bucks application.

SECTION 4
**Upcoming
Deadlines &
Communications**



Mark Your Calendars!

MAY EVENTS & OPPORTUNITIES

HNS is devoted to empowering all Child Nutrition Program operators with training tailored to nurture your and your teams' professional growth. We stand ready to assist you in elevating your skills, fulfilling those annual training requirements, ensuring seamless operations, and enhancing Child Nutrition Programs throughout the enchanting landscape of Arizona!



Fourteen training opportunities await School Nutrition Professionals this May.

For School Nutrition Professionals	
 CICN: Reducing Sodium with Scratch Cooking in School Meals May 1, 3:00-4:00 pm EST Webinar Register with ICN Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations	
 Serving Beyond Summer School: Reaching More Kids with Rural Summer Meals May 1, 3:00-4:00 pm EST Webinar Register with No Kid Hungry Professional Standards Key Area(s): Not Applicable	
 Celebrate School Lunch Hero Day: May 2, 2025 Check out SNA's webpage for more information!	
 National Anti-Hunger Policy Conference in Washington, D.C. May 4-6 Conference View Rates and Register Professional Standards Key Area(s): Not Applicable	
 State Nutrition Action Committee Summer Food Service Program Work Group May 5, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable	
 Staying on Track - May May 6, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations, 3000 Administration, 4000 Communications and Marketing	
 Local Food in Schools CoP Meeting May 7, 2:00-3:00 pm MST Webinar Register in Zoom Professional Standards Key Area(s): Key Areas: Not Applicable	
	 LEAD to Succeed Online Training - The Power of Emotional Intelligence May 8, 3:00-4:00 pm EST Webinar Register with SNA Professional Standards Key Area(s): 3000 Administration
	 WIC 101: Learn the Basics and How You Can Be an Advocate for WIC May 13, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): Not Applicable
	 LEAD to Succeed Online Training - Conflict Style Inventory May 15, 3:00-4:00 pm EST Webinar Register with SNA Professional Standards Key Area(s): 3000 Administration
	 State Nutrition Action Committee Summer Food Service Program Work Group May 19, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Area(s): Not Applicable
	 upLIFT Summer Edition: Utilizing USDA Foods to Your Advantage for Summer! May 20, 1:30-2:00 pm MST Webinar Register in APLD Professional Standards Key Area(s): 1000 Nutrition
	 LEAD to Succeed Online Training - Getting Your Ideas Adopted May 20, 3:00-4:00 pm EST Webinar Register with SNA Professional Standards Key Area(s): 4000 Communications & Marketing
	 Community Eligibility: A Proven Success May 22, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Area(s): 3000 Administration

For more information and links to register, check your inbox for the [HNS Events Forecast](#): May 2025 from HNS Communications!

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Summer Farm Fresh Challenge
- Farm Fresh Challenge Promotion Winners
- FFVP Bravocado and End of Year Survey
- Paid Lunch Equity (PLE) Guidance
- FFVP Awardees
- Equipment Grant Awardees
- HNS memorandum on Buy American



May Checklist

May 1 - May 10

Submit April reimbursement claims (best practice)

May 1

DoD Fresh begins showcasing all remaining SY 25 funds

May 1

Due date for Provision extension applications

May 16

Last day to order SY25 Direct Delivery/Brown Box

May 23

Final day for shipments from Shamrock Foods

May 30

March 60-day claiming deadline

May 30

SFSP Sponsor application 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 Summer Edition: Utilizing USDA Foods to Your Advantage for Summer!
 - May 20, 2025, 1:30-2:00pm
- Verify that each operating site is on track to receive at least **two food safety inspections** during the program year
- Ensure student data is reported correctly in AzEDS and promote SUN Bucks applications for families that are not pre-qualified for benefits.
- Provide outreach to households for availability of Summer Food Service Program (SFSP) feeding sites.
- Submit required documentation if applying for a Special Provision Option.

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



Join Us Next Month!

Staying On Track

June 3, 2025

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: May 2025

Information to include when documenting this training for Professional Standards:

Training Title: May Staying on Track **Key Areas:**

1000 - Nutrition, 3000 - Administration,
4000 - Communications and Marketing

Learning Codes: 1170, 3350, 3360, 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: May 2025- Staying on Track

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

Learning Codes: 1170, 1320, 2430, 3312, 3150, 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.





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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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