

# Staying on Track

August 2025



Health and Nutrition Services  
Arizona Department of Education

School Year  
2025-2026



# 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:** August Staying on Track

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

**Learning Codes:** 1100, 1170, 2200, 3100, 3200, 4120

**Length:** 1 hour

**Presenter:** Jennifer Blankeship



# 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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  
**July HNS  
Communications  
Recap**



# Memorandums



## **HNS 06-2025: SCHOOL YEAR 2025-2026 UPDATES AND REMINDERS FOR SFAS**

The purpose of this memorandum is to provide reminders and new information for School Food Authorities (SFAs) applying to operate the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and/or Afterschool Care Snack Program (ASCSP) and At-Risk Afterschool Meals component of Child and Adult Care Food Program (CACFP) during School Year 2025-2026 (SY 2025-26). This guidance also pertains to SFAs participating in the USDA Foods in Schools Program and the USDA Department of Defense Fresh Fruit and Vegetable Program (USDA DoD Fresh).



## **HNS 07-2025: STATE-FUNDED REIMBURSEMENT FOR REDUCED-PRICE MEALS IN SCHOOL YEAR 2025-2026**

The purpose of this memorandum is to announce the availability of State-funded reimbursement in School Year 2025-2026 (SY 2025-26) for reduced-price meals claimed by School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).

All memorandums that pertain to operators of Child Nutrition Programs in Arizona are available online at [www.azed.gov/hns/memos/](http://www.azed.gov/hns/memos/).

# Memorandums



## **SP 18-2025: GUIDANCE ON FEES FOR ELECTRONIC PAYMENT SERVICES IN THE SCHOOL MEAL PROGRAMS**

This memorandum provides revised guidance for school food authorities (SFAs) participating in the school meal programs regarding fees charged when families use electronic payment services to add money to school meal accounts. It also reminds SFAs that they must offer a free and accessible method for all families to add money to school meal accounts. In line with USDA Secretary Brooke Rollins' priorities, this refreshed guidance reduces administrative burden and clarifies statutory, regulatory, and administrative requirements.

# Announcements and Resources



## **THE PROFESSIONAL STANDARDS TRAININGS AND TRACKER TOOL (PSTTT) IS AVAILABLE!**

The USDA has released the newly re-named and modernized Professional Standards Training and Tracker Tool (PSTTT) and has now added guest access! This enhancement will retire the Professional Standards Training Database, which previously allowed school nutrition professionals to only search and access trainings.

Registered users of the Professional Standards Trainings and Tracker Tool (PSTTT) can now find links to trainings and easily log the training hours once completed, all within one location—the modernized PSTTT. The new guest access feature will allow the same capabilities that the Professional Standards Training Database had with a new look. This integration is the result of customer feedback and supports the development and implementation of modernized systems.

Both registered and guest users will be able to access Professional Standards trainings from the PSTTT. Users may search for trainings and view details such as title, length, format, provider, and cost. Links to the trainings will allow users to navigate to the website where the training is hosted. The PSTTT is designed to assist school nutrition professionals in searching for relevant training and keeping track of their annually required training hours.

# Announcements



## **SUMMER 2025 FARM FRESH CHALLENGE WINNERS**

The Arizona Department of Education Health and Nutrition Services **Program Year (PY) and Summer 2025 Farm Fresh Challenge** were fantastic ways to highlight nutrition programs and cultivate excitement around fresh and locally sourced foods.

The following entities completed all **TASTE, TEACH** and **CONNECT** activities during the months of **April** and/or **June** and were awarded the **Gold AND Silver** tiers! These sites met the minimum criteria of procuring **three** local menu items, hosting **two** educational activities, promoting the challenge, and went above and beyond by incorporating at least **two** additional hard-to-reach local food items in their menu.



### **PY25 Silver Awardee**

- Union Elementary School District



### **PY25 Gold Awardees**

- Balsz School District
- Espiritu Schools
- Osborn School District
- Washington Elementary School District



### **Summer 2025 Gold Awardees**

- Humboldt Unified School District
- Osborn School District

# Announcements



## **2024 TURNIP THE BEET AWARD WINNERS**

The **Turnip the Beet!** Awards were created to recognize sponsors who make exceptional efforts in delivering nutritious and delicious summer meals to children. Summer meal programs, including the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO), present the opportunity to help alleviate summertime food insecurity and positively impact children's growth and development by offering nutritious meals. High quality summer meals provide daily energy and help make sure children are healthy and ready to learn when they return to school in the fall.

For the **first time** EVER, we're thrilled to announce that **two** schools in Arizona have received this esteemed recognition! Congratulations to Madison Elementary School District and Avondale Elementary School District!



## **APPLY FOR TURNIP THE BEET**

The Turnip the Beet! Awards were created to showcase sponsors who are going above and beyond to ensure that children in their care are receiving high-quality meals that are both nutritious and appetizing. These awards are aligned with USDA Secretary Brooke Rollins' priorities to create new opportunities to connect America's farmers to nutrition assistance programs, infuse the federal nutrition programs with new energy and vision, and strengthen strategies to encourage healthy choices, healthy outcomes, and healthy families.

# Announcements

## 2024 Turnip the beet Gold Awardee

Madison Elementary School District



## 2024 Turnip the beet Copper Awardee

Avondale Elementary School District #44



# Announcements



## **WE WANT TO HEAR FROM YOU!**

### **THE SCHOOL NUTRITION PROGRAMS ADVISORY COUNCIL SCHOOL YEAR 2025-2026 INPUT SURVEY**

The School Nutrition Programs Advisory Council (SNPAC) is comprised of dedicated school nutrition professionals who will advise the Arizona Department of Education Health and Nutrition Services (HNS) on issues that impact growth, compliance, and nutrition integrity in Arizona school nutrition programs. HNS seeks your input on SNPAC agenda items with the goal of gaining a greater understanding of current needs, challenges, and priorities within the school nutrition programs, with the intention of developing SNPAC themes around survey feedback. This survey will also serve as new/additional member recruitment. Please take a moment to complete the survey below.

# Announcements



## **VERIFICATION CONFIRMATION REVIEW REMINDER**

The Confirmation Review is the process of reviewing applications that were selected for verification to ensure they were certified correctly by School Food Authorities (SFAs). This process must be conducted by a school official who did not make the original eligibility decision, otherwise known as a Confirming Official. SFAs that use a technology-based system with a high level of accuracy in processing an initial eligibility determination may request a **Confirmation Review Waiver**. This correspondence (between the HNS specialist and operator) will be reviewed during an Administrative Review.

## **Required documentation includes:**

- The name of the software system used by the operator to process household applications
- An explanation of how the software demonstrates a high degree of accuracy
- A signature from an authorized representative
- Documentation confirming that the software's Income Eligibility and Error-Prone Guidelines match USDA's guidelines for the current school year.

## **Resources:**

- [Step-by-Step Instruction: How to Submit a Verification Confirmation Review Waiver](#)
- [Income Eligibility Guidelines for School Year 2025-2026](#)
- [Error-Prone Guidelines](#)



This correspondence (between the HNS specialist and operator) will be reviewed during an Administrative Review.

# Announcements



## VERIFICATION NON-RESPONSE RATE REPORT IS POSTED

School Food Authorities must use the Verification Non-Response Rate Report to determine the allowability of an alternate sample size for Verification in School Year 2025-2026.

### Error-Prone Applications:

- [Error-Prone Guidelines](#)
- [How to Identify Error-Prone Household Applications](#)

**Verification Non-Response Rate Report**  
 Report for use in determining the allowability of an alternate sample size for Verification in 2025-2026

**Verification Non-Response Rate Report Key**

Schools that are **NOT** eligible for use of an alternate sample size during the 2025-2026 verification reporting period.  
 Schools that are **NOT** eligible for use of an alternate sample size due to verification reporting errors and must use the Standard Sampling Method for 2025-2026 Verification Reporting.  
 Reporting Systems **DO NOT** qualify for use of an alternate sample size, due either to verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2025-2026 Verification Reporting.

FA ID	FA Name	Response Rate	Eligible for Alternate Sample Size
0001-0000	Academy of Science, Inc.	100%	Y
0002-0000	Academy of Mathematics and Science South, Inc.	100%	Y
0003-0000	Academy of Mathematics and Science, Inc.	100%	Y
0004-0000	Academy of Mathematics and Science, Inc.	100%	Y
0005-0000	Academy of Science, Inc.	100%	Y
0006-0000	Academy of Science, Inc.	100%	Y
0007-0000	Academy of Science, Inc.	100%	Y
0008-0000	Academy of Science, Inc.	100%	Y
0009-0000	Academy of Science, Inc.	100%	Y
0010-0000	Academy of Science, Inc.	100%	Y
0011-0000	Academy of Science, Inc.	100%	Y
0012-0000	Academy of Science, Inc.	100%	Y
0013-0000	Academy of Science, Inc.	100%	Y
0014-0000	Academy of Science, Inc.	100%	Y
0015-0000	Academy of Science, Inc.	100%	Y
0016-0000	Academy of Science, Inc.	100%	Y
0017-0000	Academy of Science, Inc.	100%	Y
0018-0000	Academy of Science, Inc.	100%	Y
0019-0000	Academy of Science, Inc.	100%	Y
0020-0000	Academy of Science, Inc.	100%	Y
0021-0000	Academy of Science, Inc.	100%	Y
0022-0000	Academy of Science, Inc.	100%	Y
0023-0000	Academy of Science, Inc.	100%	Y
0024-0000	Academy of Science, Inc.	100%	Y
0025-0000	Academy of Science, Inc.	100%	Y
0026-0000	Academy of Science, Inc.	100%	Y
0027-0000	Academy of Science, Inc.	100%	Y
0028-0000	Academy of Science, Inc.	100%	Y
0029-0000	Academy of Science, Inc.	100%	Y
0030-0000	Academy of Science, Inc.	100%	Y
0031-0000	Academy of Science, Inc.	100%	Y
0032-0000	Academy of Science, Inc.	100%	Y
0033-0000	Academy of Science, Inc.	100%	Y
0034-0000	Academy of Science, Inc.	100%	Y
0035-0000	Academy of Science, Inc.	100%	Y
0036-0000	Academy of Science, Inc.	100%	Y
0037-0000	Academy of Science, Inc.	100%	Y
0038-0000	Academy of Science, Inc.	100%	Y
0039-0000	Academy of Science, Inc.	100%	Y
0040-0000	Academy of Science, Inc.	100%	Y
0041-0000	Academy of Science, Inc.	100%	Y
0042-0000	Academy of Science, Inc.	100%	Y
0043-0000	Academy of Science, Inc.	100%	Y
0044-0000	Academy of Science, Inc.	100%	Y
0045-0000	Academy of Science, Inc.	100%	Y
0046-0000	Academy of Science, Inc.	100%	Y
0047-0000	Academy of Science, Inc.	100%	Y
0048-0000	Academy of Science, Inc.	100%	Y
0049-0000	Academy of Science, Inc.	100%	Y
0050-0000	Academy of Science, Inc.	100%	Y
0051-0000	Academy of Science, Inc.	100%	Y
0052-0000	Academy of Science, Inc.	100%	Y
0053-0000	Academy of Science, Inc.	100%	Y
0054-0000	Academy of Science, Inc.	100%	Y
0055-0000	Academy of Science, Inc.	100%	Y
0056-0000	Academy of Science, Inc.	100%	Y
0057-0000	Academy of Science, Inc.	100%	Y
0058-0000	Academy of Science, Inc.	100%	Y
0059-0000	Academy of Science, Inc.	100%	Y
0060-0000	Academy of Science, Inc.	100%	Y
0061-0000	Academy of Science, Inc.	100%	Y
0062-0000	Academy of Science, Inc.	100%	Y
0063-0000	Academy of Science, Inc.	100%	Y
0064-0000	Academy of Science, Inc.	100%	Y
0065-0000	Academy of Science, Inc.	100%	Y
0066-0000	Academy of Science, Inc.	100%	Y
0067-0000	Academy of Science, Inc.	100%	Y
0068-0000	Academy of Science, Inc.	100%	Y
0069-0000	Academy of Science, Inc.	100%	Y
0070-0000	Academy of Science, Inc.	100%	Y
0071-0000	Academy of Science, Inc.	100%	Y
0072-0000	Academy of Science, Inc.	100%	Y
0073-0000	Academy of Science, Inc.	100%	Y
0074-0000	Academy of Science, Inc.	100%	Y
0075-0000	Academy of Science, Inc.	100%	Y
0076-0000	Academy of Science, Inc.	100%	Y
0077-0000	Academy of Science, Inc.	100%	Y
0078-0000	Academy of Science, Inc.	100%	Y
0079-0000	Academy of Science, Inc.	100%	Y
0080-0000	Academy of Science, Inc.	100%	Y
0081-0000	Academy of Science, Inc.	100%	Y
0082-0000	Academy of Science, Inc.	100%	Y
0083-0000	Academy of Science, Inc.	100%	Y
0084-0000	Academy of Science, Inc.	100%	Y
0085-0000	Academy of Science, Inc.	100%	Y
0086-0000	Academy of Science, Inc.	100%	Y
0087-0000	Academy of Science, Inc.	100%	Y
0088-0000	Academy of Science, Inc.	100%	Y
0089-0000	Academy of Science, Inc.	100%	Y
0090-0000	Academy of Science, Inc.	100%	Y
0091-0000	Academy of Science, Inc.	100%	Y
0092-0000	Academy of Science, Inc.	100%	Y
0093-0000	Academy of Science, Inc.	100%	Y
0094-0000	Academy of Science, Inc.	100%	Y
0095-0000	Academy of Science, Inc.	100%	Y
0096-0000	Academy of Science, Inc.	100%	Y
0097-0000	Academy of Science, Inc.	100%	Y
0098-0000	Academy of Science, Inc.	100%	Y
0099-0000	Academy of Science, Inc.	100%	Y
0100-0000	Academy of Science, Inc.	100%	Y

# Announcements



## **PROGRAM YEAR 2025-2026 REIMBURSEMENT RATES**

The United States Department of Agriculture (USDA) has released the Child Nutrition Program (CNP) reimbursement rates effective July 1, 2025 - June 30, 2026. This includes updated rates for the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Seamless Summer Option (SSO), Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP).

Compiled Child Nutrition Programs  
**Reimbursement Rates for Program Year 2025-2026**  
 Effective July 1, 2025 – June 30, 2026

### National School Lunch Program

REGULAR		REGULAR + 9 CENTS		HIGH RATE		HIGH RATE + 9 CENTS	
Schools which served LESS than 60% Free and Reduced Lunches		Schools which served LESS than 60% Free and Reduced Lunches +9 Cents		Schools which served MORE than 60% Free and Reduced Lunches		Schools which served MORE than 60% Free and Reduced Lunches +9 Cents	
	RATES		RATES		RATES		RATES
Paid	\$0.44	Paid	\$0.53	Paid	\$0.46	Paid	\$0.55
Reduced-Price	\$4.20	Reduced-Price	\$4.29	Reduced-Price	\$4.22	Reduced-Price	\$4.31
Free	\$4.60	Free	\$4.69	Free	\$4.62	Free	\$4.71

### School Breakfast Program

NON-SEVERE NEED		SEVERE NEED	
	RATES		RATES
Paid	\$0.40	Paid	\$0.40
Reduced-Price	\$2.16	Reduced-Price	\$2.64
Free	\$2.46	Free	\$2.94

Afterschool Care Snack Program		At-Risk Afterschool Meals		Special Milk Program	
	RATES		RATES		RATES
Paid	\$0.11	Breakfast	\$2.46	Paid	\$0.2675
Reduced-Price	\$0.63	Lunch/Supper	\$4.60	Free	average cost of a 1/2 pint of milk
Free	\$1.26	Snack	\$1.26		

### Rates for Adult Meal Pricing

	RATES
USDA Food Value	<i>Not currently available.</i>
Performance-Based Reimbursement Rate	\$0.09

*These figures will be used when determining Adult Meal Pricing using the Adult Meal Pricing Tool.*

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SECTION 2  
**Hot Topics**



## How to Submit CNPWeb Applications for the National School Lunch Program



Health and Nutrition Services  
Arizona Department of Education



## CNPWEB APPLICATIONS FOR SCHOOL YEAR 2025-2026

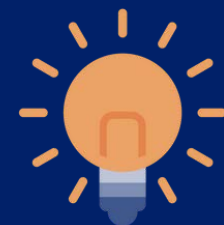
SFAs are encouraged to review [Step-by-Step Instruction: How to Submit CNPWeb Applications for the National School Lunch Program](#) that provides step-by-step instructions on navigating CNPWeb and completing the fields required in the Sponsor and Site Applications.

Please note those operators that have submitted applications for the Community Eligibility Program (CEP) must have all validation documentation approved prior to CNPWeb application approval. Validation specialists are working through documents in the order they were received and will notify applicants upon approval.

# CNPWeb Checklist Items

## **APPLICATIONS WILL NOT BE APPROVED UNTIL ALL APPLICABLE CHECKLIST ITEMS HAVE BEEN RECEIVED AND APPROVED**

- Custom, scannable, or electronic household meal application, parent letter, and/or notification of meal benefits
- Contractual agreements for vended meal service (Food Service Management Company, Caterers, SFAs serving as caterers)
- At-Risk Meals Component Principal Addendum
- Department of Economic Security (DES)/ Department of Human Services (DHS) License
- 501(c)(3) tax-exempt status
- Free and Reduced-Price Policy Statement/Addendums
- Food Program Permanent Service Agreement



Program operators may be requested to submit Area Eligibility documentation for sites operating At-Risk/ASCSP that are using school level data other than the site.

# Quiz Time

Per USDA, school year means a period of 12 calendar months beginning July 1 of any year and ending June 30 of the following year.

**A** True

**B** False

# Quiz Time

Per USDA, school year means a period of 12 calendar months beginning July 1 of any year and ending June 30 of the following year.

**A True**

**B False**

**The NSLP Program Year or School Year begins July 1 and ends June 30. This school year is SY 2025-26 (SY26).**

# Applying for SY 25-26

## AVAILABLE RESOURCES

NSLP Online Training Library:  
Visit HNS' online training library to access Step-by-Step Instructions.

- [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb](#)

## NSLP & SBP - Program Forms and Resources:

Visit the NSLP forms and resources webpage to access templates and fillable forms needed for CNPWeb Checklist Items and Additional Documentation.

- [School Meals Programs Application and USDA Foods Checklist](#)
- [At a Glance Calendar](#)
- [At a Glance Calendar for Special Provisions](#)

NSLP AT A GLANCE CALENDAR			
<p><b>JUNE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> JUNE 1-15 (best practice) Submit May reimbursement claim.</li> <li><input type="checkbox"/> JUNE 1-BEFORE OPERATION Submit Site and Sponsor applications through CNPWeb.</li> <li><input type="checkbox"/> Be sure program forms are current for the new school year. Go to: <a href="https://www.azed.gov/cnpweb/forms">https://www.azed.gov/cnpweb/forms</a></li> <li><input type="checkbox"/> Household Application for the current SY</li> <li><input type="checkbox"/> Income Eligibility Guidelines for the current SY</li> <li><input type="checkbox"/> Confirm Nondiscrimination Statement is up-to-date.</li> <li><input type="checkbox"/> Double-check that your food safety/HACCP plan is up-to-date.</li> <li><input type="checkbox"/> Review signers on the Food Program Permanent Service Agreement. If the signers have changed, submit a new agreement. Go to: <a href="https://www.azed.gov/cnpweb/forms">https://www.azed.gov/cnpweb/forms</a></li> <li><input type="checkbox"/> Review and update your Local Wellness Policy. Go to: <a href="https://www.azed.gov/cnpweb/forms">https://www.azed.gov/cnpweb/forms</a></li> <li><input type="checkbox"/> Update your Impact Meal Charge Policy.</li> <li><input type="checkbox"/> Subscribe to receive automated matching emails in CNP Web Certification.</li> </ul>	<p><b>JULY / AUGUST</b></p> <p><b>READ MEMOS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">INSURANCE Memorandum, Website</a></li> <li><input type="checkbox"/> <a href="#">NO SOONER THAN JULY 1</a></li> <li><input type="checkbox"/> Send out Public Media Release.</li> <li><input type="checkbox"/> Conduct first direct certification through CNP Direct Certification, send notification letters, and update BID.</li> <li><input type="checkbox"/> Distribute household applications with parent letter to only those students who are not directly certified.</li> <li><input type="checkbox"/> Begin processing household applications with Income Eligibility Guidelines for the current SY, update BID, and send notification letters.</li> <li><input type="checkbox"/> Send a request to the local health department for 2 food safety inspections to be conducted at all operating sites during the school year.</li> <li><input type="checkbox"/> Confirm delivery site, contact information, food service director, program contact, and billing contact in myFOODS.</li> </ul> <p><b>BEFORE SCHOOL STARTING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide outreach to households for School Breakfast Program (SBP) at the beginning of school and at least once again during the SY (required only if operating SBP).</li> <li><input type="checkbox"/> Print HNS Training Curriculum &amp; Brochure. Go to: <a href="https://www.azed.gov/cnpweb/forms">https://www.azed.gov/cnpweb/forms</a></li> <li><input type="checkbox"/> Create Professional Standards plans for all School Nutrition Program Staff, including mandatory Civil Rights training.</li> <li><input type="checkbox"/> Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable.</li> <li><input type="checkbox"/> Annual training on procurement for required individuals, reviewing all procurement methods (micro, small, and formal) prior to purchasing.</li> <li><input type="checkbox"/> Update Adult Meal Prices.</li> <li><input type="checkbox"/> Set meal prices in accordance with Paid Lunch Equity (PLE).</li> </ul> <p><b>AFTER FIRST DAY OF SCHOOL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at point of service (POS) and complete Daily Edit Checks.</li> <li><input type="checkbox"/> <b>ON SIXTH OPERATING DAY</b> discontinue previous benefits for households without eligibility documentation for the previous SY.</li> <li><input type="checkbox"/> AUGUST 1-15 (best practice) Submit July reimbursement claim (if operated in July).</li> </ul>	<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SEPTEMBER 1-15 (best practice) Submit August reimbursement claim.</li> <li><input type="checkbox"/> SEPTEMBER 30 (best practice) Conduct direct certification.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Start preparing for Verification Post-off of the Verification Best Practices Calendar.</li> <li><input type="checkbox"/> Register for HNS Verification Review Webinar! <a href="#">Register in AZED</a></li> </ul> <p><b>UPLIFT</b></p> <p>WASH. STATE. FEB. 2024.</p> <p>Want to get inspired by your peers across the state? Our UPLIFT page provides a platform where school nutrition professionals can connect to share tips, knowledge gained, and lessons learned while navigating the upcoming school year. Visit <a href="https://www.azed.gov/cnpweb/forms">www.azed.gov/cnpweb/forms</a> to get involved!</p>	<p><b>WANT MORE?</b> REGISTER FOR THE STAYING ON TRACK WEBINAR SERIES! Visit our Training for the National School Lunch and School Breakfast Programs webpage to learn more: <a href="https://www.azed.gov/cnpweb/forms">https://www.azed.gov/cnpweb/forms</a></p>
<p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OCTOBER 1-15 (best practice) Submit September reimbursement claim.</li> <li><input type="checkbox"/> OCTOBER 1 Annual Financial Report due for private schools, BIA schools and RDCs.</li> <li><input type="checkbox"/> OCTOBER 15 Annual Financial Report due for public schools.</li> <li><input type="checkbox"/> OCTOBER 1-15 Complete the Farm Fresh Challenge.</li> <li><input type="checkbox"/> OCTOBER 31 (best practice) Conduct direct certification.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at Point of Service (POS) and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Celebrate National Farm to School Month and National School Lunch Week.</li> </ul>	<p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NOVEMBER 1-15 (best practice) Submit October reimbursement claim.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Register for "Submitting the Verification Summary Report for SFAR" Webinar! <a href="#">Register in AZED</a></li> <li><input type="checkbox"/> Don't forget, each operating site will need two food safety inspections during the program year!</li> </ul>	<p><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DECEMBER 1-15 (best practice) Submit November reimbursement claim.</li> <li><input type="checkbox"/> DECEMBER 15 Last day to complete Civil Rights Compliance Form.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Consider applying to serve At-Risk After-School Meals during winter break (programs eligible to apply must be at a site or in the attendance area of a site with at least 50% of enrolled students eligible for free or reduced-price meals). <a href="https://www.azed.gov/cnpweb/forms">https://www.azed.gov/cnpweb/forms</a></li> </ul>	<p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> JANUARY 1-15 (best practice) Submit December reimbursement claim.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Review all Professional Standards training requirements, register for training <a href="https://www.azed.gov/cnpweb/forms">https://www.azed.gov/cnpweb/forms</a></li> <li><input type="checkbox"/> Check your enrollment for Direct Delivery, processing, and D&amp;D to ensure 50% usage.</li> <li><input type="checkbox"/> Review Site/Sponsor applications in CNPWeb and make updates if anything has changed.</li> </ul>
<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FEBRUARY 1 Last day to submit Verification Summary Report to ADE through CNP Verification Reporting.</li> <li><input type="checkbox"/> FEBRUARY 1 Last day to complete Internal On-site Monitoring Form (required if more than one site).</li> <li><input type="checkbox"/> FEBRUARY 1 NSLP Equipment Grant application opens in GME.</li> <li><input type="checkbox"/> FEBRUARY 1-15 (best practice) Submit January reimbursement claim.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Submit catalog requests for upcoming school year in myFOODS.</li> </ul>	<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MARCH 1-15 (best practice) Submit February reimbursement claim.</li> <li><input type="checkbox"/> Celebrate National School Breakfast Week.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Apply for Fresh Fruit and Vegetable Program (if applicable).</li> </ul>	<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> APRIL 1 Conduct direct certification for progress of Annual Identified Student and Enrollment Data.</li> <li><input type="checkbox"/> APRIL 1-15 Submit to ADE Annual Identified Student and Enrollment Data.</li> <li><input type="checkbox"/> APRIL 1-15 (best practice) Submit March reimbursement claim.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Submit Summer Food Service Program (SFS) or Seamless Summer Option (SSO) application(s), if applicable, and prepare to participate in the Farm to Summer Challenge in June.</li> </ul>	<p><b>MAY/ JUNE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If applicable, apply for Special Assistance Provision 203 application (due June 1) or CEP application (due June 30).</li> <li><input type="checkbox"/> MAY 1-15 (best practice) Submit April reimbursement claim.</li> <li><input type="checkbox"/> Complete Production Records daily.</li> <li><input type="checkbox"/> Count meals at POS and complete Daily Edit Checks.</li> <li><input type="checkbox"/> Provide outreach to households for availability of Summer Food Service Program (SFS) feeding sites.</li> <li><input type="checkbox"/> Plan all end-of-year orders for Direct Delivery, processing, and D&amp;D.</li> <li><input type="checkbox"/> JUNE 1-30 Complete the Summer Farm Fresh Challenge!</li> </ul>
<p>Revised June 2024   Health and Nutrition Services   Arizona Department of Education   This institution is an equal opportunity provider.</p>			

# State-funded Reimbursement for Reduced-Price Meals in SY 2025-26

## **HNS 07-2025**

Under traditional operations of the NSLP and SBP, families with students who qualify for reduced-price meal benefits may incur a fee of up to \$0.40 for each lunch and up to \$0.30 for each breakfast. Within the state fiscal year 2026 budget, the Arizona legislature appropriated one-time funding to reduce or eliminate copayments that would otherwise be charged to children eligible for reduced-price meals.

### Responsibilities of SFAs:

- Communicate the availability of breakfast and lunch meals at no charge to families whose children qualify for reduced-price meal benefits
- Indicate \$0 for the price of reduced-price meals in CNPWeb application and parent letters
- Continue to certify students for reduced-price meals and claim those eligible in the reduced category of the monthly claim

# Annual SNP Training Requirements

SFAs must ensure that all new and current school nutrition program staff meet the minimum annual training requirements per USDA's Professional Standards regulations. HNS has drafted a specialized [NSLP Training Curriculum](#) based on job duties.

Civil Rights Training is required annually. HNS provides a Civil Rights Compliance for Child Nutrition Operators.

- ONLINE COURSE ([English](#)) ([Spanish](#)).

SNP directors, management, and staff tasked with NSLP procurement responsibilities must complete training on Federal procurement standards annually. HNS provides a [Procurement Basics](#) ONLINE COURSE.



# Prior to School Starting

## **MAKE SURE TO:**


- Provide outreach to households for School Breakfast Program (SBP) at the beginning of school and at least once again during the SY (required only if operating SBP).
- Print HNS' Training Curriculum & Brochure. Go to: <https://www.azed.gov/hns/nslp/training>.
- Create Professional Standards plans for all School Nutrition Program Staff, including mandatory Civil Rights training.
- Post point of service (POS) meal signage. Train Offer vs. Serve (OVS) to all staff, if applicable.
- Annual training on procurement for required individuals, reviewing all procurement methods (micro, small, and formal) prior to purchasing.
- Update Adult Meal Prices.
- Set meal prices in accordance with Paid Lunch Equity (PLE).

# Reminder to Keep Connecting with HNS

## ADE HELPDESK

HNS uses the ticketing system, HelpDesk, to receive, track, and respond to requests for various types of assistance. Operators are encouraged to use HelpDesk when needing assistance from HNS. Unlike individual email-based requests, the HelpDesk provides the opportunity to be routed to the most appropriate staff member. Follow the steps in this handout to connect with HNS using the HelpDesk

*HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account, will be prompted to create one.*


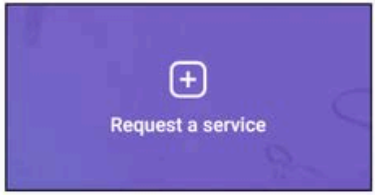





## Connect with HNS using the HelpDesk

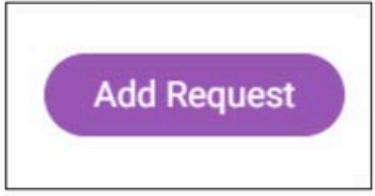
This resource outlines the steps for connecting with ADE HNS using the HelpDesk.

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) uses the ticketing system, HelpDesk, to receive, track and respond to requests for various types of assistance. Child Nutrition Program Operators are encouraged to use HelpDesk when in need of any assistance from HNS. Unlike individual email-based requests, the HelpDesk provides the opportunity to be routed to the most appropriate staff member. Additionally, HelpDesk allows the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request. Follow the steps listed below to connect with HNS using the HelpDesk.

### CREATING A HELPDESK TICKET

- 1** Open a web-browser and navigate to <https://helpdeskexternal.azed.gov>

- 2** Click the icon for 'Request a Service'
 
- 3** Locate and click 'Health and Nutrition Services'
 
- 4** Select the template\* from the dropdown that most closely matches your need(s) to raise your request
 

\*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5** Complete all required and applicable optional fields,\* including attachments. Disregard fields that cannot be edited.
 

\*Providing a detailed request will help it to be routed to the appropriate staff member.
- 6** Once the request template is complete with as many details as possible, click 'Add Request'
 

July 2024 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

**Resource:** [How to Connect with HNS using the HelpDesk](#)



# Alternative Income Form

- [Alternative Income Forms](#) (Alternative Form for Income-based Eligibility) can be completed by families in replacement of free and reduced-price meal applications when utilizing the Special Provision Option (Community Eligibility Provision (CEP), Provision 2/3), or when schools do not operate NSLP.
- These Title I applications provide individual student income data lost by not collecting free and reduced-price meal applications.
- Alternative income forms are not used to certify students for free or reduced-priced meals. Instead, they provide individual student income data that can be used for programs and funding sources that previously relied on meal application data. When operating NSLP, the NSLP household application and direct certification must be used to support student income eligibility.

**Alternative Form for Income-Based Eligibility**

The Arizona Department of Education provides the following Fiscal Year 2026 Income Guidelines for determining income eligibility for a various state and federal programs. This form should be utilized by households with students that attend schools that do not offer the National School Lunch Program (NSLP) or by households with students that attend schools operating a special provision option in a non-base year for the NSLP. Organizations should retain completed forms for a period of five years.

**Definition of Income:** all items such as wages and salaries before any deductions, and other income, such as self-employment, welfare, social security, retirement benefits, unemployment compensation, worker's compensation, aid for dependent children, alimony, child support, pensions, insurance, or annuity payments, etc.

**Exclusion:** the value of meals, milk, or EBT benefits to children shall NOT be considered income in the household.

Is your household at or below the current income guidelines based on the attached Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act Income Eligibility Guidelines Schedule?

Yes, Income Eligibility 2 (Indicator 2 in AzEDS):

Yes, Income Eligibility 1 (Indicator 1 in AzEDS):

No:

If your household qualifies, please complete the following information for each student:

Student's Name	Name of School
_____	_____

Eligibility status is only recognized from the date of the signature until the end of the respective school year.

I hereby certify that all the above information is true and correct:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Arizona Department of Education May 2025

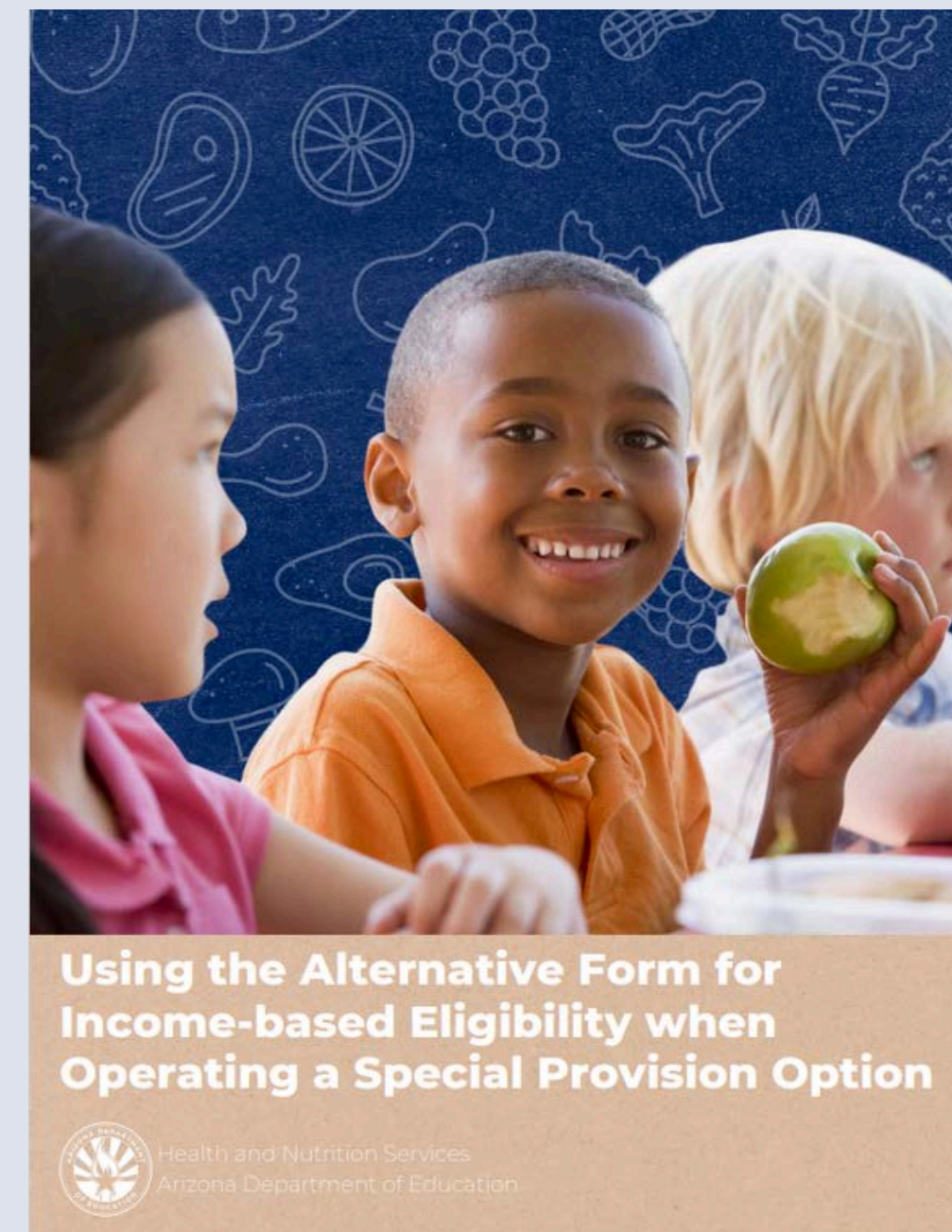
Processing alternative income forms is not an allowable expense from the non-profit school food service account. The district must pay for the cost of processing forms or reimburse the non-profit school food service account for this cost.

# Alternative Form for Income-based Eligibility

The purpose of this quick guide is to review the parts of the Alternative Form for Income-based Eligibility, also known as, an Alternative Income Form. This form can be completed by families and used by the Local Educational Agency (LEA) to collect individual student income data otherwise obtained with a free and reduced-price meal application when operating a Special Provision Option (SPO), or when eligibility cannot be obtained through SNAP, direct certification, or the household meal application.

[Memorandum: Administration of the Alternative Form for Income Eligibility 1 and 2](#)

## AVAILABLE RESOURCE



[Using the Alternative Form for Income-based Eligibility when Operating a Special Provision Option Quick Guide](#)



# Quiz Time

Food services must process the alternative income forms.

**A** True

**B** False

# Quiz Time

Food services must process the alternative income forms.

**A True**

**B False**

**Processing alternative income forms is not an allowable expense from the non-profit school food service account. The district must pay for the cost of processing forms or reimburse the non-profit school food service account for this cost.**

# Buy American Tracking and Temporary Accommodation

## QUICK GUIDE

Beginning July 1, 2025, SFAs must ensure non-domestic food purchases do not exceed 10 percent of total annual commercial food costs. See [HNS 05-2025](#)

HNS has provided the Buy American Tracking and Temporary Accommodation Quick Guide. This guide will walk the operator through the steps necessary to track the use of exceptions as well as the non-domestic purchase amounts to ensure compliance or the need to submit for the temporary accommodation.



**Resource:** [Buy American Tracking and Temporary Accommodation Quick Guide](#)

# USDA Foods in Schools in SY 25-26

## MYFOODS SYSTEM UPDATES

The myFOODS system has rolled to the new school year. All system dates will default to SY 25-26.

Need Help? Refer to the [myFOODS Systems Manual](#) for system functions.

## ACTION ITEMS

- Existing users must update any contact and site information within the system.
- New users of the myFOODS system must contact ADE for access by emailing [USDAFoods@azed.gov](mailto:USDAFoods@azed.gov) or calling 602-542-8729.
- To receive Direct Delivery material shipments from Shamrock Foods, SFAs must first submit a valid Purchase Order or Letter of Responsibility to Shamrock Foods for delivery fees published in [2025-2026 USDA Foods in Schools Program Administrative Fee Structure](#).
- All catering sites are being verified with approved CNPWeb applications and will remain in unapproved status pending verification. If you are contracting with a caterer and having foods delivered to the caterer, please email [USDAFoods@azed.gov](mailto:USDAFoods@azed.gov).

# USDA Foods in SY 2025-2026

## **ADMINISTRATIVE FEE STRUCTURE**

The [USDA Foods in Schools Program Administrative Fee Structure](#) is effective July 1, 2025- June 30, 2026.

For USDA Foods Direct Delivery materials delivered by Shamrock Foods, the fee structure is:

- Prep Site delivery \$6.64 per case (20-case minimum)
- Warehouse delivery \$6.39 per case (100-case minimum)
- Pick Up \$4.14 per case (100-case minimum)
- Restocking fee \$1.50 per case

Additionally, ADE assesses administrative fees for the following:

- Processing bulk product \$0.02 per pound
- Excess storage \$1.50 per case
- Direct shipments from USDA \$0.25 per case



# Processing Diversion

## **BULK POUNDS**

SY 25-26 bulk foods have been diverted to the processors specified in the Processing Surveys within myFOODS. SFAs are required to monitor pound usage via the processor designated websites:

- K12 Foodservice ( <https://www.k12foodservice.com> )
- ProcessorLink (<https://www.processorlink.com>)
- Nardone Bros. via in-house sales contact ([Contact - Nardone Bros](#))

SFAs with carryover from SY 24-25 will be contacted directly to submit plans for use. SFAs can elect to relinquish carryover pounds to the State general account for redistribution.

## **NEED HELP NAVIGATING THE SYSTEMS?**

Processor Link Training Videos:

- [ProcessorLink Training Videos - YouTube](#)

K12 Training Videos:

- [K12 Training Videos - YouTube](#)

# DoD Fresh Fruit & Vegetable Program

## **YOUR ENTITLEMENT IS READY FOR USE!**

Funds set aside during the catalog requisition period are in the FFAVORS system for immediate use in the CNPs.

- For SFAs currently operating SFSP, additional funds are available right now by selecting the Summer Budget.
- FFAVORS funds will be available for SFSP until September 30th or until funds are used, whichever comes first
- FFAVORS funds for SY26 NSLP are available for use beginning July 1st.



## Orientation to the Fresh Fruit and Vegetable Program



Health and Nutrition Services  
Arizona Department of Education



# SY 25-26 FFVP Awardees

## **COMPLETE ORIENTATION TRAINING**

Complete [Orientation to the Fresh Fruit and Vegetable Program](#) and email a certificate of completion to your assigned HNS Specialist.

**ISSUANCE:**

2025 SUN Bucks benefits continue to be issued to children determined eligible on or before August 5, 2025, the end of the AZ covered summer period.

**2025 APPLICATION PERIOD CLOSING:**

The ADE SUN Bucks household application is closing August 5. Applications received on or before close of business August 5 will be processed. Additionally, the CNP Summer EBT SUN Bucks portal will be closed for edits and new eligibles as of close of business August 5.



**THANK YOU FOR ALL THE HARD  
WORK TO MAKE THIS SUMMER'S  
SUN BUCKS A SUCCESS!**

**MORE INFORMATION ABOUT  
SUMMER EBT: SUN BUCKS 2026 WILL  
BE RELEASED AT A FUTURE DATE!**

# WHAT IS



## upLIFT Review

**JOIN US NEXT MONTH TO KICK OFF THE SY 25-26 INITIATIVE: PLATE TO PALATE: TRANSFORMING SCHOOL MEAL PERCEPTIONS**

### Learn.

Find monthly webinars, research articles, and fact sheets to help expand nutrition knowledge and gain confidence teaching staff, supervisors, and community members.

### Inspire.

HNS collects photographs and success stories from AZ school nutrition programs to share and inspire other school nutrition professionals.

### Feed.

The TASTE AZ promotion showcases Arizona's very own local produce and available food options. Each month, HNS highlights a food that is grown in Arizona or local products easily available to operators.

### Teach.

Here you will find resources to help teach colleagues about programs and initiatives related to school nutrition. This year keep a lookout for the Fresh Perspectives series.



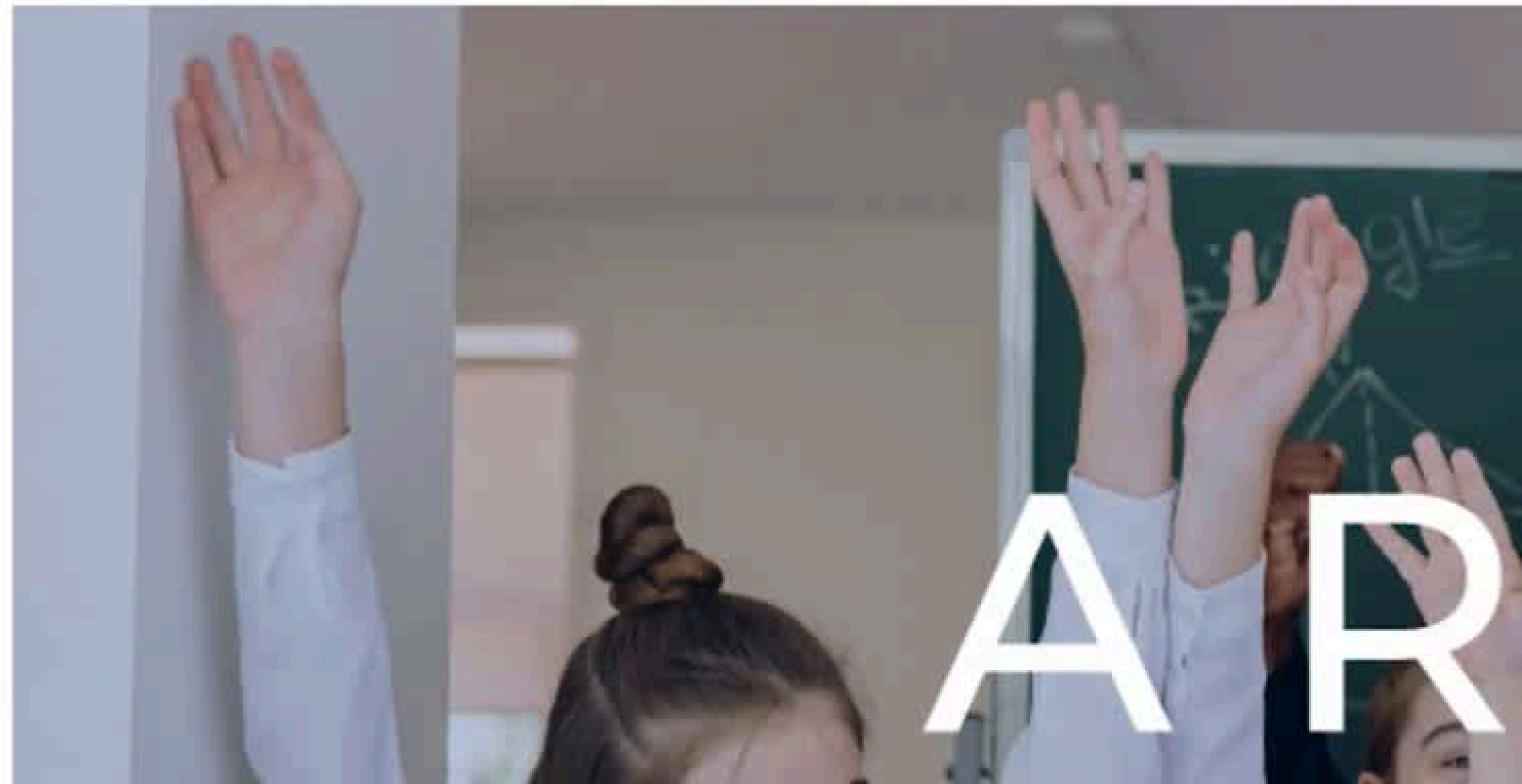
# ARIZONA DEPARTMENT OF **EDUCATION**

[Parents](#)

[Educators & Administrators](#)

[Programs](#)

[About](#)



# Taste AZ Promotion

## MONTHLY HIGHLIGHT OF LOCALLY SOURCED FOOD AVAILABLE FOR SCHOOL NUTRITION PROFESSIONALS



### 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 locally sourced food that is easily available by providing an informative resource. This includes fun facts, availability timelines, and unique recipes. For August, the spotlight is on **CANARY MELONS!**

### WHY TASTE AZ?

HNS is thrilled to facilitate connections between SFAs and the farmers and producers who can incorporate these Arizona foods into school meals! This promotion will draw parallels to the Farm Fresh Challenge and will include the logos for Taste, Teach, and/or Connect when the information complements the challenge criteria.

# TASTE AZ August Highlight:

## MELONS: CANARY





## CANARY MELONS

**FIND LOCAL CANARY MELONS  
IN ARIZONA:**

**HARVEST MONTHS: July, August, September**

- Agritopia Farms, Gilbert, AZ
  - via Sun Produce
- Arevalos Farm, McNeal, AZ
  - via Pivot Produce
- Blooming Reed Farms, Paulden, AZ
  - via Sun Produce
  - via Pivot Produce



Connect with Local Producers!  
[SCHOOL INTEREST FORM](#)

**TEACH**

**ARIZONA HARVEST FACTS!**

- Canary melons are named for their bright, canary-yellow skin which resembles the color of a canary bird.
- The flesh of the canary melon is pale ivory or light green and is known for its mildly sweet, tangy, and refreshing flavor, similar to cantaloupe.
- Canary melons are a good source of vitamins A and C, which are important for maintaining healthy skin and boosting the immune system. They also provide dietary fiber, which aids in digestion.
- With over 90% water content, canary melons are a fantastic way to stay hydrated, especially during the hot summer months.
- When selecting a canary melon, look for one that is vibrant in color and feels heavy. A ripe canary melon will have a slight give when gently pressed at the blossom end.
- To test the ripeness of a canary melon, give it a light tap. A ripe melon will produce a deep, hollow sound, indicating that it is juicy and ready to eat.

**TASTE**

**LOCAL RECIPE:  
SUMMER MELON SALAD**

Serving size: ½ cup, Yield 16 servings  
NSLP/SBP Crediting Information: ½ cup Fruit

Summer Melon Salad is a zesty, sweet and refreshing salad. It features canary and cantaloupe melons, fresh mint, and lemon juice.

- 4 cups diced Cantaloupe melon
- 4 cups diced Canary melon
- 1 Lemon
- Mint leaves, finely chopped





To ensure food safety with melons always thoroughly wash them under running water before cutting and eating.

**QUICK MATH:  
CANARY (YELLOW) MELONS**

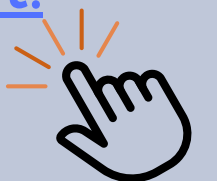


1 pound whole, fresh melon yields approximately 1 cup of cubed, ready to eat melon




August 2025 | TASTE AZ | The Arizona Department of Education | USDA is an equal opportunity provider, employer, and lender.

[TASTE AZ August Highlight:  
Canary Melon](#)



# Preparing for Your Administrative Review

## IN-PERSON WORKSHOP

This workshop will equip School Food Authorities with the tools to effectively navigate the NSLP Administrative Review while complying with program regulations. Participants will take part in engaging activities that will deepen their understanding of the process and pinpoint the essential documentation required for a smooth experience. They will discover best practices for record-keeping, the significance of accurate documentation, and strategies for fulfilling all regulatory obligations.

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#). Please only register for one in-person session (all sessions are the same) nearest to your entity (Tucson or Phoenix). We ask that only one attendee per entity register, as space is limited and is offered on a first-come first-served basis.

## PHOENIX

- 9:30 am - 12:00 pm **08/13/2025**
- Location: 1400 W Washington St, Phoenix, AZ  
85007 Conference Rm: 1104
- Registration Link:  
<https://azed.geniussis.com/Registration.aspx?aid=10335>

## TUCSON

- 9:30 am -12:00 pm **08/14/2025**
- Location: 416 W Congress St, Tucson, AZ  
85701 Conference Room 105
- Registration Link:  
<https://azed.geniussis.com/Registration.aspx?aid=10334>

# Preparing for Your AR Special Provision Option

## IN-PERSON WORKSHOP

This workshop will equip School Food Authorities with the tools to effectively navigate the NSLP Administrative Review while complying with program regulations. Participants will take part in engaging activities that will deepen their understanding of the process and pinpoint the essential documentation required for a smooth experience. They will discover best practices for record-keeping, the significance of accurate documentation, and strategies for fulfilling all regulatory obligations.

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#). Please only register for one in-person session (all sessions are the same) nearest to your entity (Tucson or Phoenix). We ask that only one attendee per entity register, as space is limited and is offered on a first-come first-served basis.

## PHOENIX

- 9:30 am - 12:00 pm **08/20/2025**
- Location: 1400 W Washington St, Phoenix, AZ  
85007 Conference Rm: 1104
- Registration Link:  
<https://azed.geniussis.com/Registration.aspx?aid=10335>

## TUCSON

- 9:30 am -12:00 pm **08/21/2025**
- Location: 416 W Congress St, Tucson, AZ  
85701 Conference Room 105
- Registration Link:  
<https://azed.geniussis.com/Registration.aspx?aid=10334>

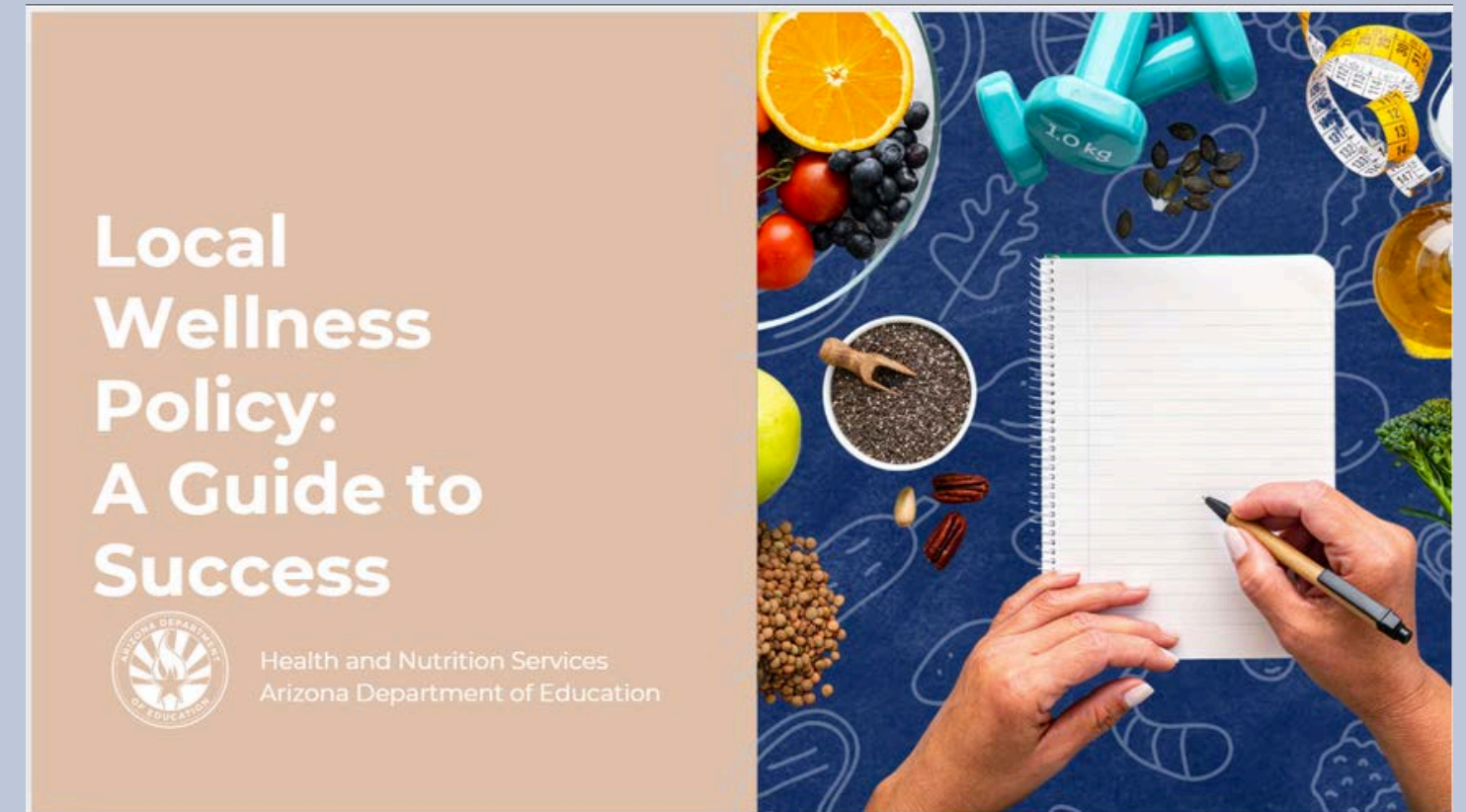
# Local Wellness Policy: A Guide to Success

## WEBINAR

This webinar is designed for School Nutrition Directors and program operators who are required to meet USDA Local Wellness Policy requirements as part of their National School Lunch Program operations.

Key Focus Areas:

- Overview of the Local Wellness Policy and its requirements
- Steps to develop, implement, evaluate, and monitor the Local Wellness Policy
- Tools provided to assist in development, implementation, and monitoring
- Clear records demonstrating compliance with Federal regulations
- Evaluation (assessment) of progress towards each goal outlined in the policy



## ONLINE

- 1:30 pm -2:30 pm **08/27/2025**
- Registration Link:  
<https://azed.geniussis.com/Registration.aspx?aid=10943>

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#).

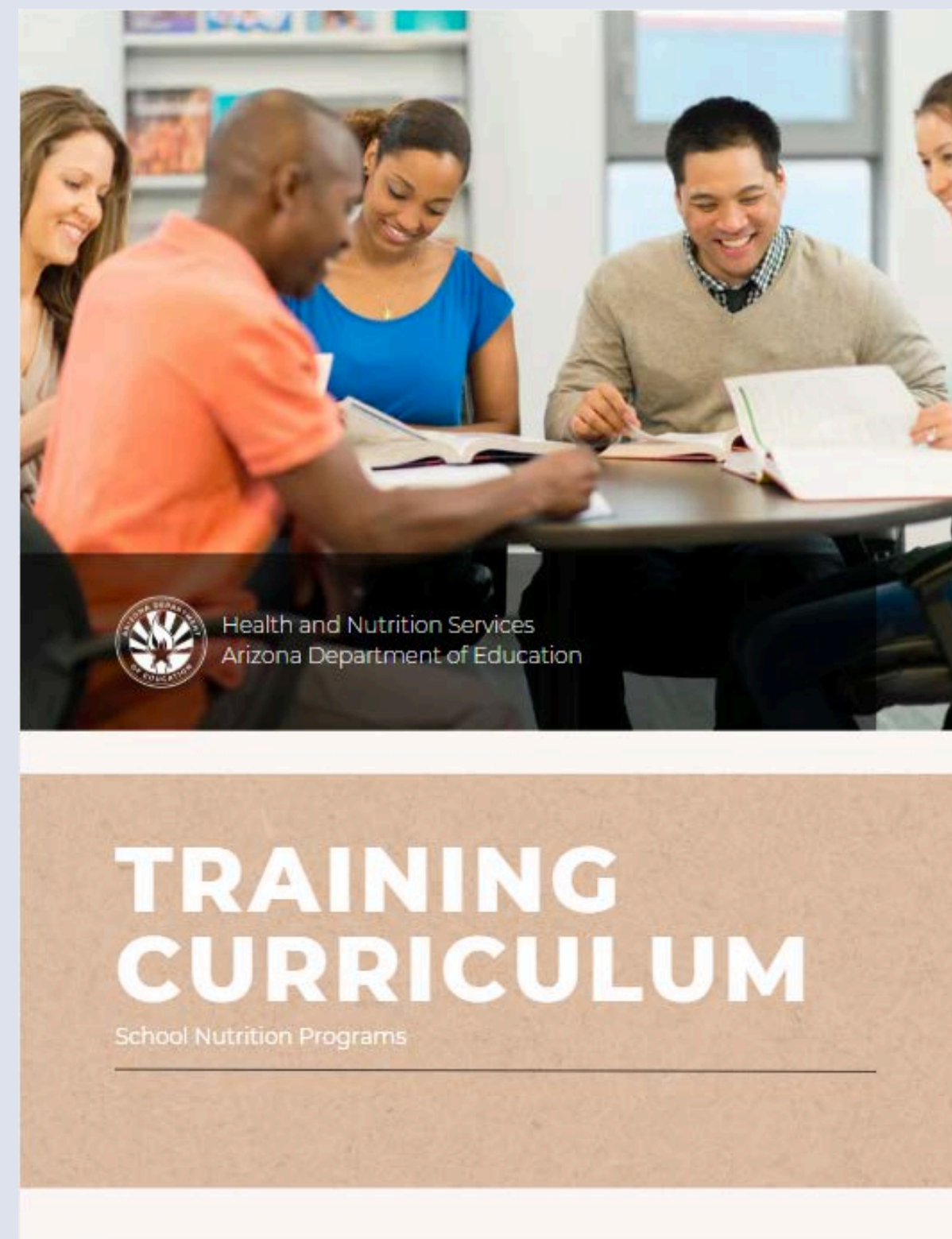
SECTION 3  
**Last Month's  
Training  
Opportunities**



# 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](#)



# July'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: July



## Online Course: Verification Review

*Reviews the purpose and process of verification from start to finish.*



## How to Conduct Direct Verification

*This step-by-step guide reviews the process of conducting Direct Verification in CNP Direct Certification/Direct Verification during the process of Verification.*



## July upLIFT

*Provides an introduction to USDA Foods, supplementing summer menus with USDA Foods, and tips for utilizing USDA Foods during the summer service.*

# Suggested Trainings

## Operating At Risk Afterschool Meals?

- Please Review: [Online Course: Operating At-Risk Afterschool Meals for School Food Authorities](#)

## Operating the Afterschool Snack Program?

- Please Review: [Step by Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program](#)



SECTION 4  
**Upcoming  
Deadlines &  
Communications**



# Mark Your Calendars!

## AUGUST EVENTS & OPPORTUNITIES

HNS is dedicated to providing all Child Nutrition Program operators with training to support you and your teams' professional learning needs to fulfill annual training requirements, support program integrity, and elevate Child Nutrition Programs across Arizona.

- 9 training opportunities for School Nutrition Professionals in August

For School Nutrition Professionals	
	<p><b>Staying on Track - August</b> August 5, 1:30-2:30 pm MST Webinar   <a href="#">Register in APLD</a> Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations, 3000 Administration, 4000 Communications and Marketing</p>
	<p><b>CICN: How to Incorporate Fresh Produce into Scratch Cooking</b> August 7, 3:00-4:00 pm EST Webinar   <a href="#">Register with the ICN</a> Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations</p>
	<p><b>State Nutrition Action Committee Summer Food Service Program Work Group</b> August 11, 1:00-2:00 pm MST Work Group Meeting   <a href="#">Register in Zoom</a> Professional Standards Key Area(s): Not Applicable</p>
	<p><b>Preparing for Your Administrative Review: NSLP [Phoenix]</b> August 13, 9:30-12:00 pm MST In-Person Workshop   <a href="#">Register in APLD</a> Professional Standards Key Area(s): 3000 Administration</p>
	<p><b>Preparing for Your Administrative Review: NSLP [Tucson]</b> August 14, 9:30-12:00 pm MST In-Person Workshop   <a href="#">Register in APLD</a> Professional Standards Key Area(s): 3000 Administration</p>
	<p><b>Fueling Success: Creating a Strong Afterschool Meals Program to Keep Children Fed</b> August 14, 3:00-4:00 pm EST Webinar   <a href="#">Register with FRAC</a> Professional Standards Key Area(s): 3000 Administration</p>
	<p><b>Preparing for Your Administrative Review: NSLP SPO [Phoenix]</b> August 20, 9:30-12:00 pm MST In-Person Workshop   <a href="#">Register in APLD</a> Professional Standards Key Area(s): 3000 Administration</p>
	<p><b>Preparing for Your Administrative Review: NSLP SPO [Tucson]</b> August 21, 9:30-12:00 pm MST In-Person Workshop   <a href="#">Register in APLD</a> Professional Standards Key Area(s): 3000 Administration</p>
	<p><b>State Nutrition Action Committee Summer Food Service Program Work Group</b> August 25, 1:00-2:00 pm MST Work Group Meeting   <a href="#">Register in Zoom</a> Professional Standards Key Area(s): Not Applicable</p>

For more information and links to register, check your inbox for the [HNS Events Forecast: August2025](#) from HNS Communications!

# In Our Drafts

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

- Preparing for Verification
- Processing Diversion Carry Over Plans



# August Checklist

## August 1 - August 10

Submit July reimbursement claims (best practice)

## August 29

June 60-day claiming deadline

## Prepare for the school year:

- Send out Public Media Release.
- Conduct first direct certification through CNP Direct Certification, send notification letters, and update Benefit Issuance Document (BID).
- Distribute household applications with parent letters to only those students who are not directly certified.
- Begin processing household applications with Income Eligibility Guidelines for the current school year (SY), create BID, and send notification letters.
- Confirm delivery site, contact information, food service director, program contact, and billing contact in myFOODS.

## Prior to School Starting

- Provide outreach to households for the School Breakfast Program (SBP) at the beginning of school and at least once again during the school year (required only if operating SBP).
- Print Training Curriculum & Brochure and create Professional Standards plans for all School Nutrition Program Staff, including mandatory Civil Rights training.
- Post point of service (POS) meal signage.
- Train Offer vs. Serve (OVS) to all staff, if applicable.
- Yearly Procurement Training for necessary staff.

## After the First Day of School

- Complete Production Records daily.
- Count meals at the POS.
- Complete Daily Edit Checks.
- ON 30TH OPERATING DAY discontinue prior year benefits for households without current year eligibility documentation.



# Join Us Next Month!

## Staying On Track: September

**September 2, 2025**

1:30-2:30 pm

We will review recently released HNS Communications, 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: August 2025**

Information to include when documenting this training for Professional Standards:

**Training Title:** August Staying on Track

**Key Areas:** 1000 Nutrition, 2000 Operations, 3000 - Administration

**Learning Codes:** 1100, 2200, 3100, 3200

**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

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## 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:** August Staying on Track

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

**Learning Codes:** 1100, 1170, 2200, 3100, 3200, 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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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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