



TRAINING MANUAL

CNP ANNUAL

FINANCIAL REPORT

FOR NON-PUBLIC SCHOOLS

TABLE OF CONTENTS

INTRODUCTION.....	3
OVERVIEW OF CNP ANNUAL FINANCIAL REPORT.....	4
ACCESS TO CNP ANNUAL FINANCIAL REPORT.....	5
• Accessing the System.....	5
◦ Access and Security.....	5
◦ Requesting a New User Account.....	5
• The Security Agreement.....	5
• Changing Personnel.....	7
NAVIGATION.....	8
• Messages.....	8
◦ Process-Level Messages.....	9
◦ Field-Level Messages.....	10
CNP ANNUAL FINANCIAL REPORT.....	11
• SFA Tasks and Responsibilities.....	11
• ADE Tasks/Responsibilities.....	11
• Rules for Entering Data.....	11
• Buttons.....	12
• Annual Financial Report Index.....	13
• Creating a CNP Annual Financial Report.....	14
• CNP Annual Financial Report for Non-public Schools.....	18
• Errors on the CNP Annual Financial Report.....	18
• Submitting Annual Financial Report.....	19
• Revising CNP Annual Financial Report.....	19
• Printing a Report.....	19
APPENDIX A: FREQUENTLY ASKED QUESTIONS.....	20
APPENDIX B: ACCEPTABLE USE POLICY.....	21

INTRODUCTION

The Child Nutrition Programs (CNP) Annual Financial Report online reporting system is part of the Arizona Department of Education's (ADE) Common Logon security application.

CNP Annual Financial Report Training Manual explains the use of the online system to submit the CNP Annual Financial Report. This manual is designed for users that have basic computer knowledge of Microsoft Windows™ and Internet browsers.

After reviewing this manual, operators requiring additional assistance completing the Annual Financial Report are encouraged to review the trainings on ADE Health and Nutrition Services [Training Webpage for National School Lunch and School Breakfast Programs](#). Questions or concerns related to the AFR may be directed to Grants Management's request system, [HelpDesk](#).



This Training Manual is intended for Non-Public Schools only. Public Schools will submit their Annual Financial reports by upload via the School Finance Budget System on ADE's website by October 15. For assistance, please visit the [Arizona Auditor's Forms for School Districts webpage](#).

OVERVIEW OF CNP ANNUAL FINANCIAL REPORT

These are the main tasks ADE and School Food Authorities (SFAs) perform using CNP Annual Financial Report:

1. Using the Internet, non-public schools' SFAs fill out CNP Annual Financial Report and electronically submit it to ADE for review and approval.
2. ADE notifies SFA if the report is rejected.
3. SFA corrects the report or provides additional requested information and resubmits the report online.

The SFA may revise and resubmit the CNP Annual Financial Report during the school year, if necessary. ADE reviews and approves or rejects the report.

ACCESS TO CNP ANNUAL FINANCIAL REPORT

ACCESSING THE SYSTEM

Access and Security:

Please see Appendix B for the full Acceptable Use Policy.


The ADE Common Logon application provides access and the necessary security of data in CNP Annual Financial Report. CNP Annual Financial Report link will be available to all non-public school personnel with ADE Common Logon access.

The information in this section provides guidance on how to obtain a new user account and the security guidelines of using ADE Common Logon.

Requesting a New User Account:

Follow these steps to establish accounts for new CNP Annual Financial Report users.

1. If a new employee needs to be added as an authorized user, a Common Logon Permissions form will need to be completed via Adobe Acrobat Sign.
 - [Common Logon Permissions Form](#)



Common Logon Permissions for NSLP

Sponsor Name: **CTDS#:**

First Name: **Last Name:**

Username: **Work Email Address:**

Title: **Work Phone Number:** **Ext.:**

Permissions Section

Check here to request CNP Annual Financial Report (AFR) permissions OR to keep them if you received them previously.

Check here if the user should be DELETED.

Authorized Representative Name

Click here to sign

Authorized Representative Signature **Date**

Work E-mail Address **Work Phone Number:** **Ext.**

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract; or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy; is an employee with this organization; and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

ADE Notes:

ADE Use Only

Approved By: **Date**

ADE Child Nutrition Programs Representative

November 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

2. Once the Common Logon Permissions form is completed by the employee/user and signed by the designated official or signer of the Arizona Department of Education Food Program Permanent Service Agreement (FPPSA), the form will be electronically submitted to ADE via a HelpDesk ticket.
3. The Child Nutrition Program verifies that the individual authorizing the new account request is the current designated official or authorized signer of the FPPSA and the individual being authorized for a new account is an employee of the SFA Organization or School Food Service Authority. If necessary, additional information will be requested.
 - Individuals under contract, such as Food Service Management Company employees or outside consultants, may not have access to any of the CNP applications.
4. When approved, a new user account is created and your organization is notified via email. Once you have been notified that your username and password have been created, you are ready to begin using the CNP Annual Financial Report system.
5. The first time you connect to the system, you will be prompted to read and agree to the security policy and change your password.
 - The system is case sensitive. This means, an input must exactly match the specified combination of uppercase and lowercase letters to be recognized as correct. e.g. ADE1234 and ade1234 are different passwords.

THE SECURITY AGREEMENT

Anyone using CNP Annual Financial Report must agree to the Agency's guidelines.

Listed below are general guidelines for using ADE applications.

- ADE Internet administrative application systems are the property of the Arizona Department of Education.
- Users are required to take all necessary steps to prevent unauthorized access to, or disclosure of non-public information.
- Users are responsible for the security of their passwords and accounts.
- Usernames and Passwords are not to be used by anyone other than the person assigned.
- All default passwords must be changed during first logon.
- Any guest or anonymous accounts are prohibited.
- Users should log off from their accounts when their workstation will be unattended.

CHANGING PERSONNEL

Any time there is a change in personnel, the designated official or an authorized signer on the Food Program Permanent Service Agreement is responsible for notifying ADE of accounts that are no longer being used. It is not acceptable policy to have a new person use the account of a former employee.

Use the following procedure to close accounts.

- Submit a [Common Logon Permissions Form](#) and check the box to DELETE a user.
- The account will be disabled.
- Submit a new form to request a user account for a new employee/user.

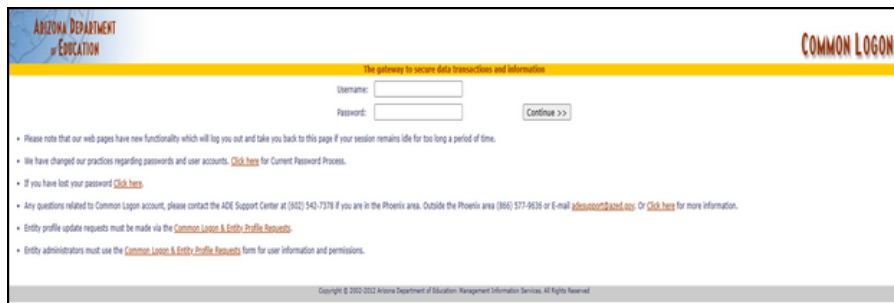
NAVIGATION

All users of CNP Annual Financial Report log in using their username and password created in the ADE Common Logon.

To log on to the CNP Annual Financial Report site complete the following steps.

1. Open the Internet browser.
2. In the Internet browser address field type the following.
 - <https://www.ade.az.gov/commonlogon>

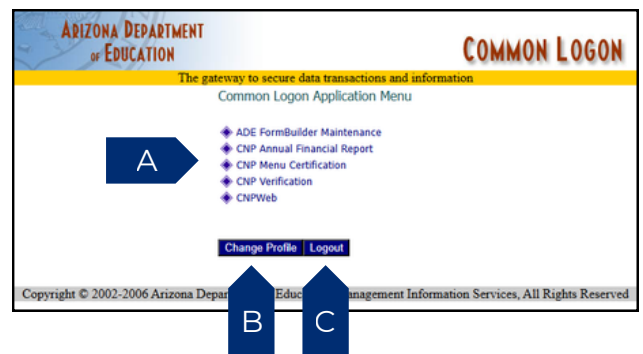
The ADE Common Logon page will load.



3. Input the username and password.
4. Click the Continue button.
5. The Common Logon Application Access Menu appears.

Note the following items on the Common Logon Application Menu:

- A** A customized list of all the ADE applications the user authorized to access.
- B** The Change Profile button lets the user change their password at any time.
- C** The Logout button returns the user to the ADE Common Logon page.

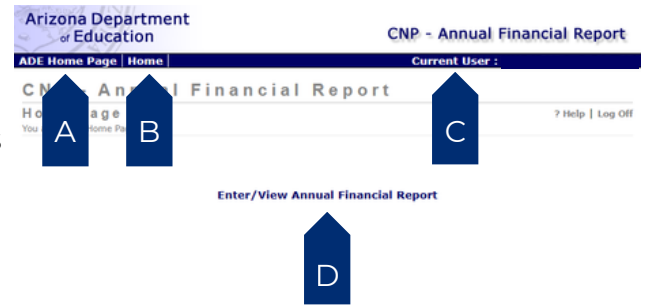


6. Click “CNP Annual Financial Report” from the list of applications on the Common Logon Applications Menu.

- If “CNP Annual Financial Report” is not a listed application, please revisit the steps outlined in the Access to CNP Annual Financial Report section of this manual.

Note the following items on the CNP Annual Financial Report Home Page:

- A** The ADE Home button links the user to the Department's Home Page.
- B** The Home button links the user back to this welcome page.
- C** The name of the individual logged in will be listed as the Current User.
- D** The Enter/View Annual Financial Report will be selected to access the Annual Financial Report Index Page.



MESSAGES

To assist users in accurate completion of the Annual Financial Report, the CNP Annual Financial Report system may display process or field-level messages with explanation of errors.

Process-Level Messages:

Process-level messages appear when an action has been taken that is not allowed by the system. These messages appear in a box near the top of the form with a description of the problem. Each separate problem description is preceded by a yellow triangle containing an exclamation mark.

Example:



The CNP Annual Financial Report cannot be submitted if it contains errors. Errors are explained by Field Level Messages. Pages with errors must be revisited and corrected.

Field-Level Messages:

Field-level messages indicate:

- Error(s) preventing data from being saved from a field on the form to the database.
 - For example, entering text in a number field or entering a negative number in a field that requires a positive amount.
- Conditions that must be corrected before the form is valid.
 - For example, correct sum must be entered in “Total” field.

Field-level messages are displayed as a red diamond with an exclamation mark and red message text above the corresponding field.

Example:

 **Value for Total doesn't match values in lines 8 through 14.**

All field-level messages must be read and the condition that caused the error must be corrected. Changes must be saved.

CNP ANNUAL FINANCIAL REPORT

SFA TASKS AND RESPONSIBILITIES

CNP Annual Financial Report must be submitted via an Internet connection no later than:

- October 1 for non-public schools (private schools, residential child care institutions, Special Milk Program schools, and Bureau of Indian Affairs schools).
- October 15 for public and charter schools.

The SFA will be responsible for submitting a revised Annual Financial Report if contacted by ADE in case that the original report contains errors and/or is incomplete.



Reimbursement for Child Nutrition and USDA Foods will be withheld if the original report is not submitted by the due date or the revised report is not received by specified date.

ADE TASKS/RESPONSIBILITIES

Health & Nutrition Services will review and approve or reject the CNP Annual Financial Report. ADE will contact the SFA if the report contains errors and/or is incomplete.

RULES FOR ENTERING DATA

The system stores entered information only after the user clicks the Save button.

- Users are encouraged to click the Save button regularly.
- The Save button is located in the bottom left-hand corner of each Annual Financial Report form.

A blue arrow to the left of the field indicates that it is a required field. The report cannot be submitted until all of the required fields contain valid data.

BUTTONS

The following are the buttons embedded in the system and how they function:

- **Go Back:** Selecting 'Go Back' displays the previously viewed page.

- **Search:** The Search button will initiate a search based on preselected criteria.
- **Save:** Clicking the Save button saves the inputted data. The save button does not submit the report to ADE for approval.
- **Reset:** Clicking the Reset button deletes all information entered in displayed form.
*Only select the Reset button if the user wants to discard all data.

ANNUAL FINANCIAL REPORT INDEX

After selecting “Enter/View Annual Financial Report” from the CNP Annual Financial Report homepage, the Annual Financial Report Index will load. This page displays an Annual Financial Report for each school year, status of the report, the username of the last person to make updates, and the date of last update.

Report	Status	Last Update User	Last Update Date
2002 CNP AFR - Bureau of Indian Affairs School	Approved	mmakal	07/01/2003 09:37:01
2003 CNP AFR - Bureau of Indian Affairs School	Approved	mmakal	03/12/2004 15:23:00
2004 CNP AFR - Bureau of Indian Affairs School	Approved	mmakal	12/08/2005 14:06:55
2005 CNP AFR - Bureau of Indian Affairs School	Approved	mmakal	02/08/2006 16:24:15
2008 CNP AFR - Bureau of Indian Affairs School	Approved	mmakal	02/01/2010 16:52:41

The following items provide a description of the CNP Annual Financial Report Index Page:

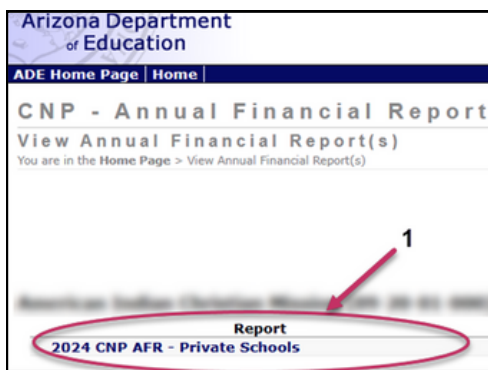
- The name of the SFA organization and the unique County/Type/District (CTD) number used to identify this SFA throughout ADE’s business applications.
- Clicking on the report will open a form for selected school year.
- Status** designates the state of the Annual Financial Report in the CNP system.
 - **Not Initiated** – A report form was never modified and does not contain any data.
 - **Pending** – Report data has been entered and saved. Until the user clicks submit, the report remains in Pending submission status.
 - **Submitted** – Report status changes to Submitted to ADE when the user electronically submits the report to ADE by clicking on Submit AFR link.
 - **Approved** – ADE has reviewed and approved the CNP Annual Financial Report.
 - **Rejected** – ADE has reviewed and rejected the CNP Annual Financial Report due to missing and/or inaccurate information. ADE will contact the user with error explanations.

- d. Last Update User displays the name of the person who last modified the report.
- Pending and Submitted status will display the name of the person creating and submitting the CNP Annual Financial Report.
 - Approved and Rejected status will display the name of the ADE internal user responsible for reviewing and approving of the CNP Annual Financial Report.
- e. Last Update Date indicates date and time when the last user modified the document.

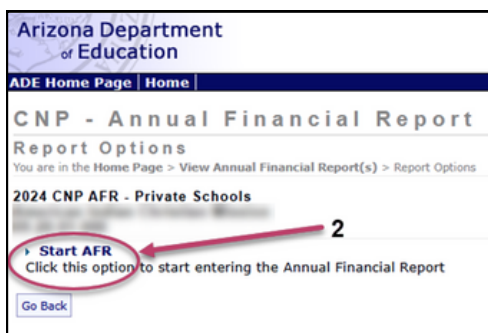
CREATING A CNP ANNUAL FINANCIAL REPORT

The CNP Annual Financial Report Index Page displays the name of the user's schools and all available reports. The following steps will allow the user to create a report in the system.

- 1 Click the report link for selected school year. The CNP Report Options Page will load.

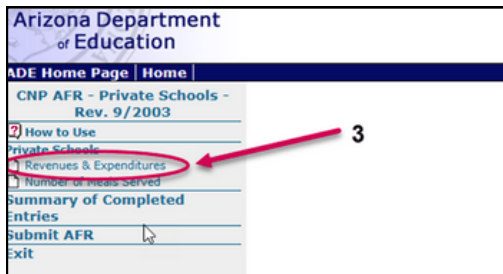


- 2 Click on Start AFR to display the Annual Financial Report Form.



Before proceeding, ensure you are prepared to report annual revenues, expenditures and meals served during the selected school year as this is the information collected in the Annual Financial Report.

- 3 Click on Revenue & Expenditures link to open first page of the CNP Annual Financial Report form.



CNP ANNUAL FINANCIAL REPORT FOR NON-PUBLIC SCHOOLS

The following Revenue & Expenditure page is designed for these SFAs:

- Bureau of Indian Affairs Schools
- Correctional Institutions/State Schools
- District SFAed Charter Schools (for detailed instructions see Appendix A)
- Private Schools
- Residential Schools/Institutions
- Special Milk SFAs

Report only those revenues and expenditures that are attributable to the operation of the Food Service Program. Documentation must be available for all the information on the report.

CNP - Annual Financial Report	
Current User :	
Revenues & Expenditures	2024 CNP AFR - Bureau of Indian Affairs School
Revenues & Expenditures	
General Information	
Number of Months of Operation	
Beginning Balance	
1. Beginning Balance	
Revenues	
2. Federal Reimbursement	
3. Bureau of Indian Affairs Funds	
4. Sales to Pupils	
5. Sales to Adults	
6. Other Revenue	
7. TOTAL REVENUE (Add Lines 2 through 6)	
Expenditures	
8. Salaries/Employee Benefits	<input type="text"/>
9. Supplies (Other Than Food)	<input type="text"/>
10. Food Purchases	<input type="text"/>
11. Utilities and Communications	<input type="text"/>
12. Furniture/Equipment	<input type="text"/>
13. Vehicles / Transportation Equipment	<input type="text"/>
14. Other Expenditures	<input type="text"/>
15. TOTAL EXPENDITURES (Add Lines 8 through 14)	<input type="text"/>
Ending Balance	
16. Ending Balance [Line (1+7) - 15]	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Section 1: General Information

Report the total number of months in which meals were served in the General Information section.

Section 2: Beginning Balance:

1. **Beginning Balance** is the amount of funds on hand as of July 1 of the reporting year if a separate Food Service account is maintained. Do not report a beginning balance if all funds are in a general operations account.

Section 3: Revenues

2. **Federal Reimbursement** field reports the amount of all reimbursements received from the Child Nutrition Programs based on the claims for the reporting year. Include all food service programs (school lunch, breakfast, snacks, summer food or seamless waiver).
3. **Funds from Other Governmental Entities** are reported if revenue was received from the Bureau of Indian Affairs (BIA Schools), State or County Funds (Correctional Institutions/State Schools) that were specifically designated for the food service program. If funds are in a general operations account, this figure should be the difference between the total expenditures and total revenues.
4. **Sales to Pupils** is the revenue received from all meals served to students, if applicable.
5. **Sales to Adults** is the revenue received from all meals served to adults.
6. **Other Revenues** is revenue received for the Food Service Program that cannot be attributed to any other revenue line, such as non-reimbursable snacks, a la carte and catering.

Section 4: 7. Total Revenue

To calculate Total Revenue, add all reported revenues (lines 2 through 6).

Section 5: Expenditures

8. **Salaries and Employee Benefits** field contains the amount of salaries and employee benefits for all personnel whose job function is attributed to food service. For employees performing more than one job function, report only the portion of salaries and benefits related to food service tasks.
9. **Supplies (Other Than Food)** reports the cost of purchasing paper products, small utensils, cleaning supplies, etc.
10. **Food Purchases** are the purchases of all food. Do not report the value of any donated food on this line. Include the cost of transporting, processing and storing USDA Foods on this line, if applicable.

11. **Utilities & Communications** are reported only if there is a separate meter and/or phone line for the kitchen and cafeteria. Pro-rating the cost for utilities and communication in the food service area is not permitted.
12. **Furniture/Equipment** are expenditures for furniture or equipment. This includes items such as stoves, refrigerators, dishwashers, cafeteria tables and chairs, etc.
12. **Vehicles/Transportation Equipment** includes expenditures for the purchase of vehicles and transportation equipment designated for use in food service only.
- Gasoline and travel expenses must be reported on Line 14 (Other Expenditures).
14. **Other Expenditures** equals the total of all other expenditures incurred during the reporting year. This includes equipment repairs, laundry, storage, waste management services and gasoline or travel expenses.

Section 6: 15. Total Expenditures

To calculate Total Expenditures, add all reported expenditures (lines 8 through 14).

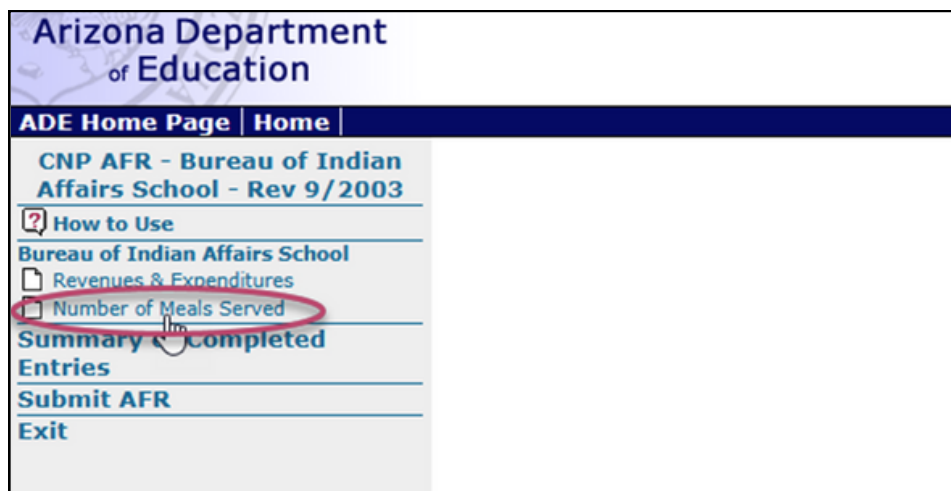
Section 7: Ending Balance

Ending Balance is calculated from the total of the Beginning Balance (Line 1) plus Total Revenue (Line 7) minus Total Expenditures (Line 15).



Make sure to click the “Save” button regularly. Not saving a page or clicking the Reset button will delete all entered information.

- 4 From the CNP Annual Financial Report Page, click “Number of Meals Served” link to report meals served during the school year.



The Number of Meals Served page will load.

Number of Meals Served		2024 CNP AFR - Bureau of Indian Affairs School	
Number of Meals Served			
Children Meals Served			
Number of Lunches Served		<input type="text"/>	
Number of Breakfasts Served		<input type="text"/>	
Number of Snacks Served (ASCS)		<input type="text"/>	
Adult Workers Meals Served			
Number of Lunches Served		<input type="text"/>	
Number of Breakfasts Served		<input type="text"/>	
Number of Snacks Served (ASCS)		<input type="text"/>	
Other Adults Meals Served			
Number of Lunches Served		<input type="text"/>	
Number of Breakfasts Served		<input type="text"/>	
Number of Snacks Served (ASCS)		<input type="text"/>	
Suppers / Non-reimbursable Snacks			
Number of Suppers Served		<input type="text"/>	
Number Non-reimbursable Snacks/ A la Carte / Catering Served		<input type="text"/>	
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

Follow the steps below to complete the Number of Meals Served page.

Children Meals Served

- Enter the number of children's reimbursable lunches.
- Enter the number of children's reimbursable breakfasts.
- Enter the number of children's reimbursable After School Care Snacks.

Adult Workers Meals Served

- Enter the number of lunches served to adult food service workers.
- Enter the number of breakfasts served to adult food service workers.
- Enter the number of After School Care Snacks served to adult food service workers.

Other Adults Meals Served

- Enter the number of breakfasts served to other adult workers.
- Enter the number of lunches served to other adult workers.
- Enter the number of After School Care Snacks served to other adult workers.


Suppers/Non-reimbursable Snacks

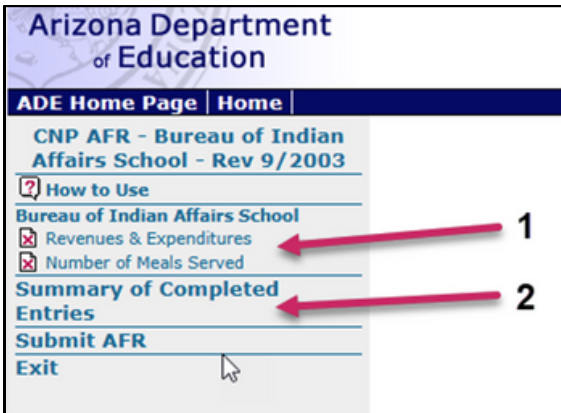
- Enter the number of suppers served.
- Enter the number of Non-reimbursable Snacks/A la Carte/Catering Served.



Make sure to click the "Save" button regularly. Not saving a page or clicking the Reset button will delete all entered information. On this page, the Save function will allow the user to save the Annual Financial Report even with errors; however, the system will not allow the user to submit the report until indicated errors are corrected.

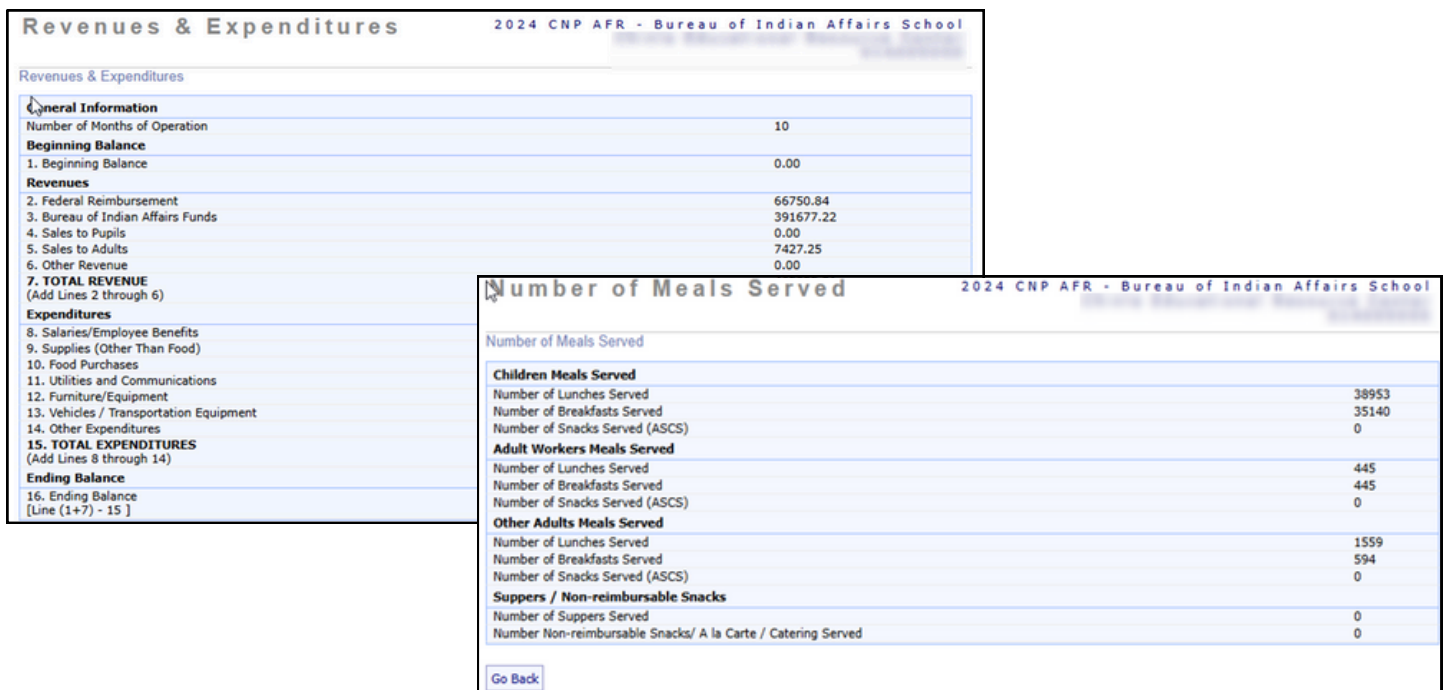
ERRORS ON THE CNP ANNUAL FINANCIAL REPORT

An icon  informs the user that the indicated form contains errors.



- 1 Click on the form with the error icon.
- 2 Update the form to resolve the error.
- 3 Click "Save."
- 4 Click on "Summary of Completed Entries" to display completed Annual Financial Report

The completed Annual Financial Report will load. Review the entire page for accuracy.

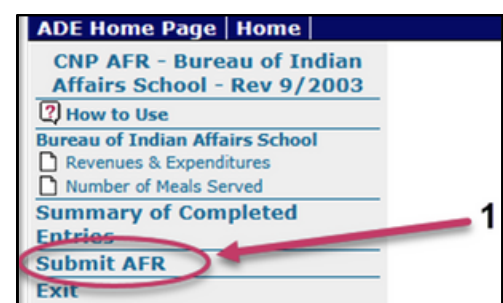


General Information	
Number of Months of Operation	10
Beginning Balance	
1. Beginning Balance	0.00
Revenues	
2. Federal Reimbursement	66750.84
3. Bureau of Indian Affairs Funds	391677.22
4. Sales to Pupils	0.00
5. Sales to Adults	7427.25
6. Other Revenue	0.00
7. TOTAL REVENUE (Add Lines 2 through 6)	
Expenditures	
8. Salaries/Employee Benefits	
9. Supplies (Other Than Food)	
10. Food Purchases	
11. Utilities and Communications	
12. Furniture/Equipment	
13. Vehicles / Transportation Equipment	
14. Other Expenditures	
15. TOTAL EXPENDITURES (Add Lines 8 through 14)	
Ending Balance	
16. Ending Balance [Line (1+7) - 15]	

Number of Meals Served	
Children Meals Served	
Number of Lunches Served	38953
Number of Breakfasts Served	35140
Number of Snacks Served (ASCS)	0
Adult Workers Meals Served	
Number of Lunches Served	445
Number of Breakfasts Served	445
Number of Snacks Served (ASCS)	0
Other Adults Meals Served	
Number of Lunches Served	1559
Number of Breakfasts Served	594
Number of Snacks Served (ASCS)	0
Suppers / Non-reimbursable Snacks	
Number of Suppers Served	0
Number Non-reimbursable Snacks/ A la Carte / Catering Served	0

SUBMITTING ANNUAL FINANCIAL REPORT

After reviewing the saved Annual Financial Report, click Submit AFR link on the report page to send the report to ADE for approval. The report status will change from Pending to Submitted.



1. To display the submitted AFR, select “View Submitted AFR.”
2. Click the ‘Go Back’ button to return to AFR Index page.



REVISING CNP ANNUAL FINANCIAL REPORT

The CNP online system provides instant access and allows the user to revise the Annual Financial Report in Pending, Approved or Rejected status. The following steps will let the user modify and resubmit the report. These steps may vary according to the status of the Annual Financial Report.

Pending – Report data has been entered and saved. Until the user submits a report to ADE, it remains in Pending submission status and can be modified as needed without affecting its status.

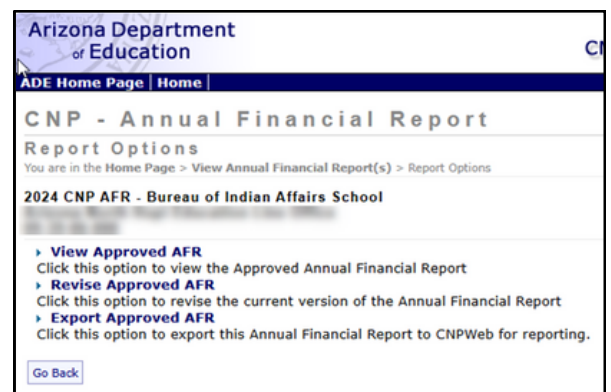
- To modify a pending Annual Financial Report, select the report on the Annual Financial Report index page.
- Click on Edit AFR link.



Submitted – Report has been electronically submitted. The user will **not** be able to make any changes until the report is either approved or rejected by ADE.

Approved – ADE has reviewed and approved the CNP Annual Financial Report. The user can view or revise an approved report.

Rejected – ADE has reviewed and rejected the CNP Annual Financial Report due to missing and/or inaccurate information. The user can view or revise the rejected report.



PRINTING A REPORT

To print a copy of the claim, click the print icon on the browser tool.

APPENDIX A: FREQUENTLY ASKED QUESTIONS

Q. What is ADE Common Logon?

A. ADE Common Logon is a security database that is used for some of the department's online applications.

Q. How do Public/Charter schools submit their Annual Financial Report?

A. Public and charter schools submit through ADE Connect/School Finance using the template from the AZ Auditor General's office. [Forms—School Districts | Auditor General](#). There is a tab in the Annual Financial Report Package named Food Service.

Q. What is the deadline for submitting the CNP Annual Financial Report?

A. Non-public schools are required to submit the Annual Financial Report no later than October 1, and public/charter schools no later than Oct 15.

Q. What happens if I do not submit the report on time?

A. The reimbursement for Child Nutrition and USDA Foods will be withheld until the Annual Financial Report is submitted.

Q. What happens if my report has been rejected?

A. The ADE will notify the user when the report has been rejected. Correct and resubmit the report by the indicated date.

Q. Do I need to submit a hardcopy of the CNP Annual Financial Report?

A. No, online submission replaces a hard copy.

Q. What if I cannot submit my CNP Annual Financial Report because my Internet access is down?

A. Submit the CNP Annual Financial Report online using another computer (home, library, Regional Training Center).

APPENDIX B: ACCEPTABLE USE POLICY

The following policy covers the use of electronic communication networks and computer-based administrative applications of the Arizona Department of Education (ADE). This policy applies to all personnel using these intranet, extranet, internet, and administrative resources, including, but not limited to, officials and employees of schools, school districts, charter schools, and ADE.

Administrative applications may require the collection, storage, and transmission of sensitive, confidential, private, or proprietary information. Such information must be properly safeguarded at all times, and procedures to ensure its security must be adhered to. Such information should be accessible only to properly authorized personnel, and confidential or sensitive information must be securely encrypted during transmission over electronic communication networks.

Use of ADE electronic communication networks and computer-based administrative applications is limited exclusively to business related to ADE. Use for other purposes is not acceptable.

It is not acceptable to use ADE intranet, extranet, internet, and administrative resources for any purposes which violate U.S. or state laws. It is not acceptable to use these resources so as to interfere with or disrupt network users, services or equipment. Users agree to waive any claim and release ADE, its employees, and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of use of ADE resources, including but not limited to any loss of stored data. Users understand and agree that each time they access ADE resources, they are bound by the terms of this agreement along with any changes or additions to this agreement and the terms of all ADE policies that are in effect at the time they access the system.

Use of ADE resources constitutes acceptance by the user of the terms of this agreement.

OWNERSHIP OF INTERNET-RELATED SYSTEMS

ADE Internet-related administrative application systems are the property of the Arizona Department of Education. They are to be used for business purposes in serving the interests of the ADE and its clients and in the course of normal operations.

MONITORING

ADE reserves the right to monitor all usage to ensure proper working order, appropriate use, the security of data, and to retrieve the contents of any user communication in these systems.

SECURITY AND PROPRIETARY INFORMATION

Information contained on ADE's Internet-related systems may be either public information or non-public information. Users are required to take all necessary steps to prevent unauthorized access to or disclosure of non-public information.

ACCESS AND AUTHENTICATION

Users are required to keep their passwords secure and unknown to all other persons and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed quarterly and should be at least 8 alphanumeric characters. All default passwords must be changed and all guest or anonymous accounts are prohibited. Authorized users should take steps to prevent unauthorized access to their accounts by logging off when their workstation will be unattended.

RESTRICTIONS AND PROHIBITIONS ON USE AND ACCESS

Communications and Internet access should be conducted in a responsible and professional manner reflecting commitment to honest, ethical and non-discriminatory business practice. In furtherance of these goals the following restrictions and prohibitions apply for data security:

DATA SECURITY

1. Users must safeguard their logon ID and password from disclosure to any person. Users may not access a computer account that belongs to another user. Users must use their own logon ID and password only, are responsible for all activity on their logon ID, and must report any known or suspected compromise of their ID to ADE Network Administration.
2. Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited.
3. Attempting to monitor, read, copy, change, delete, or tamper with another user's electronic communications, files or software without the express authorization of the user is prohibited.
4. Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited.
5. Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is fraud and is prohibited.

To promote the efficient use and to avoid misuse of Internet-related systems, a copy of this policy statement will be distributed to and must be accepted by all users. Users are required to familiarize themselves with the contents of this statement.

ADE is responsible for protecting users and the system from abuses of this policy. Pursuant to this duty, the system administrator(s) may take any of the following actions reasonably appropriate to the nature of the offense:

1. Temporary reduction or suspension of computer system privileges.
2. Referral to the offending user's supervisor.
3. Permanent access revocation.
4. For misuse amounting to criminal behavior, referral to appropriate law enforcement agencies.

The ADE as necessary may review sanctions. Alleged violations will be reviewed on a case by case basis.

Thank you!

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, 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.

USDA is an equal opportunity provider, employer, and lender.