

Staying on Track

October 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: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration, 4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

Length: 1 Hour

Presenter: Jennifer Blankenship



Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more United States Department of Agriculture (USDA) Child Nutrition Programs (CNP) in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.

OBJECTIVES

- ✓ Review monthly communication distributed from HNS to ensure vital emails were not overlooked;
- ✓ Provide detailed training on important topics and deadlines;
- ✓ Provide directors an opportunity to submit questions, that ADE can expand on in later communications.

HNS is here to help!

We are here to provide assistance and help you make the very best of your program.



Questions

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



Agenda

Section 1: HNS Communications Recap

Section 2: Communication Hot Topics

Section 3: Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1
**September HNS
Communications
Recap**



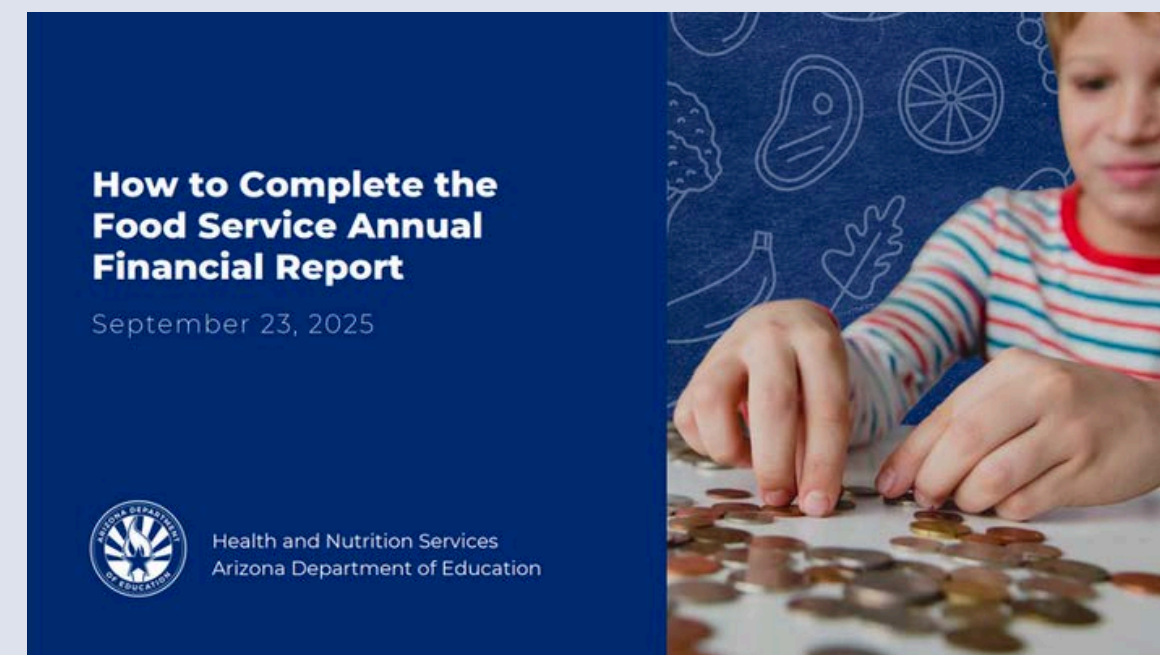
Memorandums



HNS 09-2025: REDUCED-PRICE SUBSIDY REPORTING ON FISCAL YEAR 2025 ANNUAL FINANCIAL REPORT

This memorandum is to inform all Public School Districts and Charter Schools how to report reduced-price subsidy reimbursement payments on the Fiscal Year (FY) 2025 Annual Financial Report (AFR). Reduced-price subsidy reimbursement payments are funds received from the FY 2025 State General Fund. The funds are distributed by the Arizona Department of Education (ADE) to National School Lunch Program and School Breakfast Program operators to cover the cost of eliminating meal co-payments that would otherwise be charged to children eligible for reduced-price meals.

All memorandums that pertain to operators of Child Nutrition Programs in Arizona are available online at www.azed.gov/hns/memos/.



How to Complete the Food Services AFR training webinar

[Recording](#) | [Slides](#)

This training is intended for operators of the National School Lunch Program (NSLP) completing the required Annual Financial Report (AFR).

Program Alert



THE ANNUAL FINANCIAL REPORT (AFR) IS DUE

- **October 15, 2025:** AFR due for non-public schools (private schools, residential child care institutions, Special Milk Program schools, and Bureau of Indian Affairs schools) **Please note this date was extended from October 1.*
- **October 15, 2025:** AFR due for public schools and charters

UPDATES AND RESOURCES

The Arizona Department of Education Health and Nutrition Services would like to provide a reminder of the due dates for the Annual Financial Report (AFR). A section of the AFR requires reporting USDA Foods Program spending. The [How to Complete the USDA Foods Portion of the AFR](#) step-by-step instruction guide is available to assist in completing this section of the AFR.

Additionally, operators must include revenues received for the State-funded reduced-price meal subsidy and for Local Foods for Schools (Arizona's 'Try it Local' Program) for the reporting year (July 1, 2024 - June 30, 2025).

For questions please visit: [Forms—School Districts | Auditor General \(azauditor.gov\)](#).

For HNS related memorandums visit:

- [TA 01-2025: School Year 2025-2026 State Match Requirements for Districts and Charter Schools](#)
- [HNS 09-2025: Reduced-Price Subsidy Reporting on Fiscal Year 2025 Annual Financial Report](#)

Please send any concerns and questions related to the AFR to Grants Management's request system, [HelpDesk](#).

Announcements and Resources



CELEBRATING FARM TO SCHOOL MONTH THIS OCTOBER!

The Patrick Leahy Farm to School program helps child nutrition program operators incorporate local foods into meal programs, supports the integration of agriculture and community food systems education into curriculum, and assists state agencies in deepening farm to school engagement in their communities.

As farm to school efforts continue to grow across the country, we invite you to spread the word! Order these fun 2-inch stickers to share with students to encourage them to go “Loco for Local”!



SCHOOL RESOURCE UPDATES FROM TEAM NUTRITION

Team Nutrition’s resources support U.S. Secretary of Agriculture Brooke Rollins’ guiding principle to “Strengthen strategies to encourage healthy choices, healthy outcomes, and healthy families.” Team Nutrition is pleased to share new and updated resources to support school menu planning and a healthy school environment.

Check out [Team Nutrition’s website](#) for more menu planning, nutrition education, and promotion materials

Funding Opportunity



FY 2026 FARM TO SCHOOL GRANT PROGRAM NOW ACCEPTING APPLICATIONS!

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) is pleased to announce the release of the Fiscal Year (FY) 2026 Farm to School Grant Program Request for Applications (RFA)!

To complete the application process, applicants must obtain a Unique Entity Identifier (UEI), register in the System for Award Management, and register at www.Grants.gov. Applicants are encouraged to begin this process as early as possible, as it can take multiple weeks to complete every step.

SECTION 2
Hot Topics

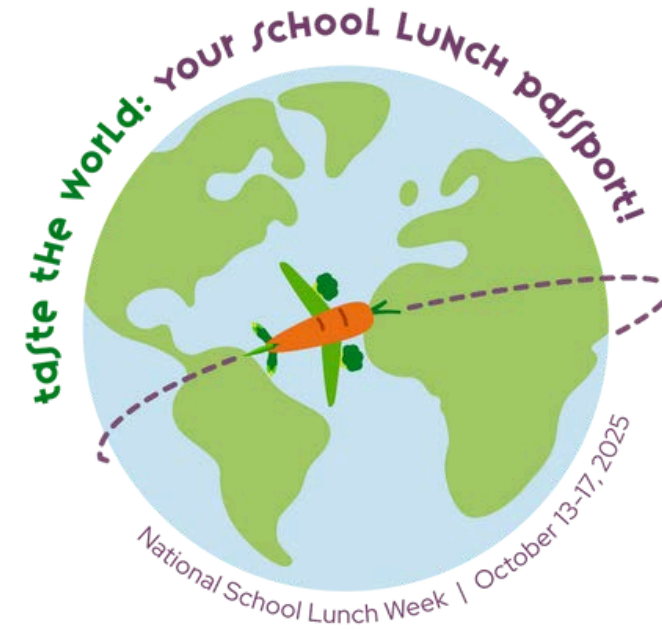


NATIONAL SCHOOL LUNCH WEEK

OCTOBER 13-17TH



National School Lunch Week



CELEBRATE #NSLW25 OCTOBER 13-17, 2025!

Celebrate NSLW the second full week of October* every year! The theme this year is Taste the World: Your School Lunch Passport!

On fall break? Pick another week to celebrate!

Send pictures of your decorated kitchens and recipes for National School Lunch week to your specialist via HelpDesk.

Get more information and marketing materials for National School Lunch Week by [clicking here!](#)



Recipes

■ [Vietnam](#) 

■ [Mexico](#)

■ [Korea](#)

■ [India](#)

■ [United States](#)

Farm to School Month

WAYS TO CELEBRATE

October is Farm to School Month, a time to celebrate the connections happening all over the country between children and local food.

What is Farm to School?

Farm to school enriches the connection communities have with fresh, healthy food and local producers by enhancing food purchasing and education practices at schools and early care and education sites.

Ways to Celebrate in AZ:

- Submit your school recipes that use local ingredients!
- Connect with local farmers. Serve local products.
- Implement the National Farm to School Network's Celebration [toolkit](#).
- Spread the word with free stickers.

For information on submitting recipes click [here](#)!



Farm to School Month

WAYS TO CELEBRATE

October is Farm to School Month, a time to celebrate the connections happening all over the country between children and local food. *ADE HNS is celebrating by collecting YOUR school recipes that use locally sourced ingredients!*

Kitchen Creations Cookbook Collective

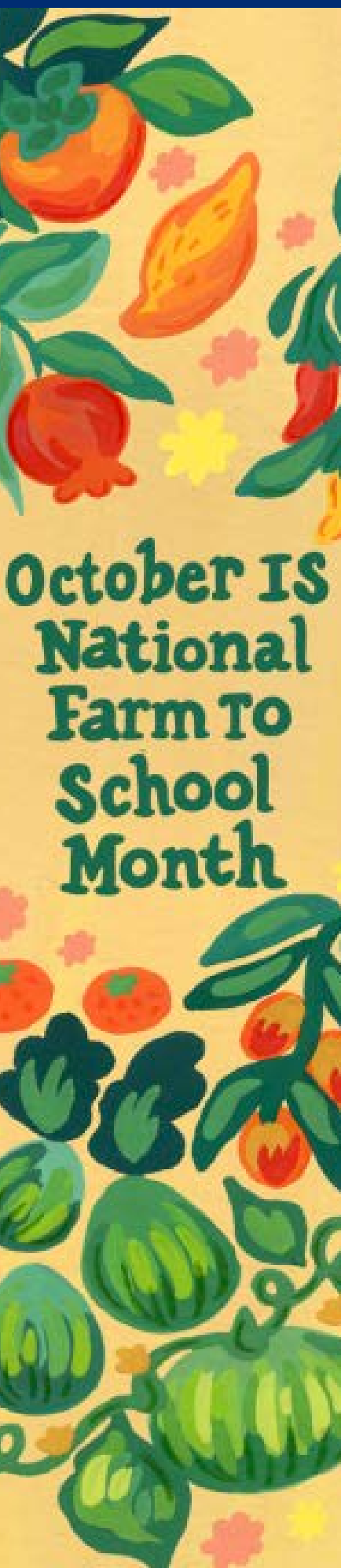
The Kitchen Creations project began by creating standardized recipes using local and native foods as primary ingredients. This Collective aims to expand the recipe collections to include those from schools in Arizona that use locally sourced ingredients as a way to celebrate National Farm to School Month.

How will you submit recipes?

- Click the submit recipe button.
- Once recipes are collected ADE HNS will work with USDA to ensure recipe standardization. The outcome will be a recipe collection that can be shared with schools across our great State!



[Click Here to Submit Recipes](#)



Verification Season

PHASE 2: OFFICIALLY BEGINS TODAY OCTOBER 1!



PHASE 1: PREPARE - COMPLETE!

- count the total number of applications on file
- count and categorize applications by case number, foster, free by income, and reduced by income



PHASE 2: CALCULATE & SELECT APPLICATIONS - HAPPENING NOW!

- determine which sampling method your SFA qualifies for based on the Verification Non-Response Rate Report
- locate the ADE Verification Sample Size Calculator
- calculate how many applications will need to be verified
- select verification applications



Follow along with the steps in the Verification Best Practices Calendar to ensure accurate and timely verification outcomes.

Verification Season

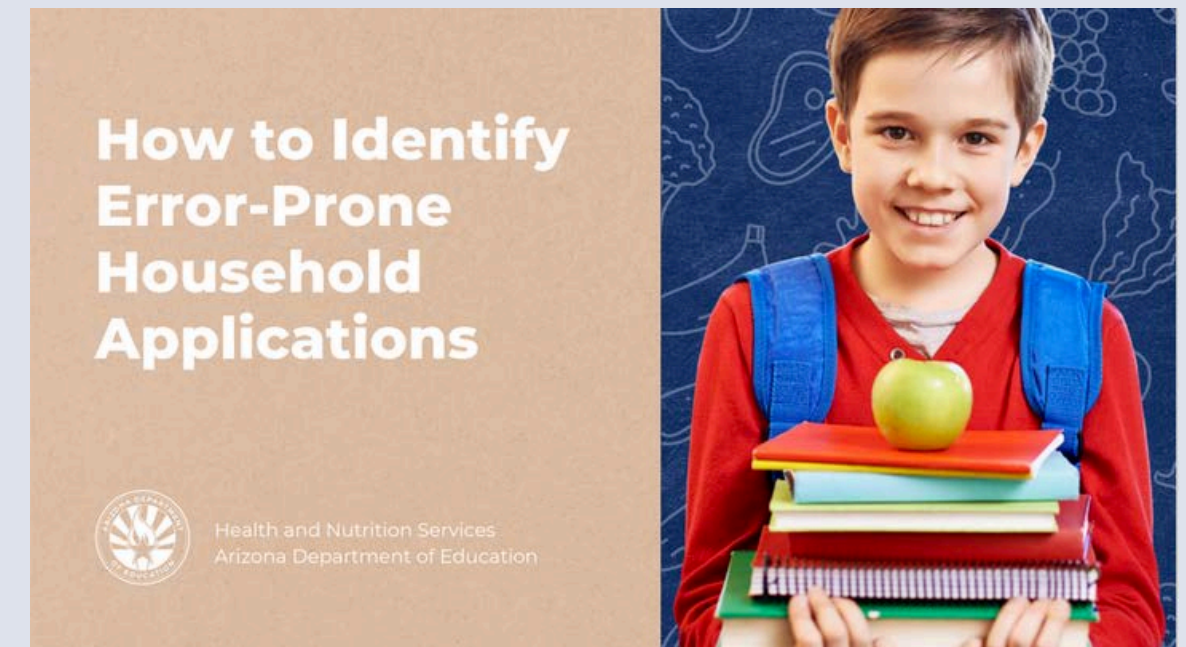
NON-RESPONSE RATE REPORT

SFAs must review the [Verification Non-Response Rate Report](#) to determine which sampling method, Standard, Alternative 1 (Random Sampling), or Alternative 2 (Focused Sampling), they can use to calculate the number of applications that need to be verified. *This review also helps determine whether error-prone applications must be documented.*

- **COPPER:** SFAs may choose from any of the three sampling methods
- **RED** or **NO HIGHLIGHT:** SFAs with red or no highlight must use the Standard Sampling Method and determine Error-Prone applications.

Verification Non-Response Rate Report				
Important: For use in determining the allowability of an alternate sample size for Verification in SY 2023-2024				
Verification Non-Response Rate Report Key				
Sponsors highlighted in COPPER qualify for use of an alternative sample size during the 2023-2024 Verification reporting period.				
Sponsors highlighted in RED DO NOT qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2023-2024 Verification Reporting.				
Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2023-2024 Verification Reporting.				
CTDS	Name	Form	Submitted	
07-21-22-000	A New Leaf	CNP Verification	Y	
11-87-20-000	A+ Charter Schools	CNP Verification	Y	
07-82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y	
10-87-13-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
07-82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
10-36-65-000	Academy of Tucson, Inc.	CNP Verification	Y	
07-21-64-000	ACCEL	CNP Verification	Y	
07-87-01-000	Acclaim Charter School	CNP Verification	Y	
13-07-03-000	Acclaim Montessori Charter School	CNP Verification	Y	
23-91-01-001	Adobe Mountain School	CNP Verification	Y	
07-05-16-000	Agua Fria Union High School District	CNP Verification	Y	
07-03-63-000	Agua Fria Elementary District	CNP Verification	Y	
10-02-15-000	Ajo Unified District	CNP Verification	Y	
07-04-68-000	Alhambra Elementary District	CNP Verification	Y	
10-03-51-000	Altair Valley Elementary District	CNP Verification	Y	
10-87-94-000	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y	
11-87-03-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y	
07-89-09-000	American Charter Schools Foundation d.b.a. Creative College Preparatory High Sc	CNP Verification	Y	
07-89-47-000	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	Y	
07-89-48-000	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	Y	
07-89-51-000	American Charter Schools Foundation d.b.a. Pioma Accelerated High School	CNP Verification	Y	
07-89-63-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y	
07-89-17-000	American Charter Schools Foundation d.b.a. South Ridge High School	CNP Verification	Y	
07-89-53-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y	
07-89-56-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y	
11-87-22-000	American Charter Schools Foundation dba Ridgeview College Preparatory High School	CNP Verification	Y	
07-87-25-000	American Leadership Academy, Inc.	CNP Verification	Y	
10-02-10-000	Amphitheater Unified District	CNP Verification	Y	
14-05-50-000	Antelope Union High School District	CNP Verification	Y	
11-02-43-000	Apache Junction Unified District	CNP Verification	Y	

[Verification Non-Response Rate Report](#)



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

Adult Meal Pricing

PRICING NON-PROGRAM ADULT MEALS


- SFAs must price adult meals so that adult payments cover the overall cost of meals, including the value of donated foods (USDA Foods) used in the production of adult meals.
- The minimum adult payment should reflect the price charged to students paying full price, plus the reimbursement rate received for a full-price meal and the value of donated foods.
- In **non-pricing programs** (e.g., Special Assistance Provisions), the adult meal price should be at least the amount of reimbursement received for a free meal, plus the value of donated foods.

Adult Meal Pricing

PRICING NON-PROGRAM ADULT MEALS

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

To assist operators in pricing adult meals, the Arizona Department of Education Health and Nutrition Services has created the following resource, which is available now.



Adult Meal Pricing Tool

School Food Authorities (SFAs) who decide to provide adult meals are required to set their own purchase price. This tool is intended to assist SFAs in determining the price requirement based on reimbursement and the value of donated foods. SFAs are encouraged to review the [Step-by-Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool](#) prior to completing this tool.

METHOD 1: RECOMMENDED FOR PRICING SITES

BREAKFAST	
Enter your highest paid student price for breakfast	
Enter the paid breakfast reimbursement rate for the current school year	
Enter the USDA Food value for the current school year* <small>* include only if USDA entitlement or donated foods are used to prepare meals</small>	
Sub-total <small>(highest paid student breakfast price + paid breakfast reimbursement rate)</small>	0
Suggested adult breakfast price (round up to the nearest \$.05)	

LUNCH	
Enter your highest paid student price for lunch	
Enter the paid lunch reimbursement rate for the current school year	
Enter the performance-based reimbursement rate for the current school year	
Enter the USDA Food value for the current school year	
Sub-total <small>(highest paid student lunch price + paid lunch reimbursement rate + performance-based rate + USDA Food value)</small>	0
Suggested adult lunch price (round up to the nearest \$.05)	

METHOD 2: RECOMMENDED FOR NON-PRICING SITES

BREAKFAST	
Enter the free breakfast reimbursement rate for the current school year	
Enter the USDA Food value for the current school year* <small>* include only if USDA entitlement or donated foods are used to prepare meals</small>	
Sub-total <small>(free breakfast reimbursement rate + USDA Food value (if applicable))</small>	0
Suggested adult breakfast price (round up to the nearest \$.05)	

LUNCH	
Enter the free lunch reimbursement rate for the current school year	
Enter the performance-based reimbursement rate for the current school year	
Enter the USDA Food value for the current school year	
Sub-total <small>(free lunch reimbursement rate + performance-based reimbursement rate + USDA Food value)</small>	0
Suggested adult lunch price (round up to the nearest \$.05)	

For more information and assistance using this tool, please review the [Step-by-Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool](#) or connect with your assigned HNS Specialist.

April 2025 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

[Adult Meal Pricing Tool](#)

Adult Meal Pricing

PROGRAM VS NON-PROGRAM ADULT

Funds from the non-profit school food service account may not be used to provide free or discounted meals to adults unless the individual meets the definition of a **program adult**.

Program Adult: may be served a meal at no charge, but may not claim the meal for reimbursement

- directly involved in the operation and administration
- food service directors, kitchen managers, cooks, servers, cashiers, etc.

Non-Program Adult: must be charged a sufficient amount to cover the overall cost of the meal

- not directly involved in the operation and administration
- school administrators, custodians, teachers, etc.



More detailed guidance is available in [Step-by-Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool](#)

Quiz Time

True or False: Custodians are considered a Program Adult.

A True

B False



Quiz Time

True or False: Custodians are considered a Program Adult.

A True

B False

Although custodians work in the cafeteria around school food service, this is not a school food service staff who is performing Program requirements that require training through the School Nutrition Programs.

These types of adults are considered Nonprogram Adults.



Quiz Time

True or False: Funds from the non-profit school food service account may be used to provide free or discounted meals to non-program adults.

A True

B False



Quiz Time

True or False: Funds from the non-profit school food service account may be used to provide free or discounted meals to non-program adults.

A True

B False

Funds from the non-profit school food service account can only be used to cover meals for adults who work directly with the school food service and are considered program adults.

Non-program adults are required to be charged for meals.



Quiz Time

Which HNS resource walks SFAs through the Verification timeline and provides all needed forms and resources?

- A** Verification Non-Response Rate Report
- B** Verification Tracking Form
- C** Verification Best Practices Calendar



Quiz Time

Which HNS resource walks SFAs through the Verification timeline and provides all needed forms and resources?

A Verification Non-Response Rate Report

B Verification Tracking Form

C Verification Best Practices Calendar

The Verification Best Practices Calendar provides all steps, forms, and resources to Phases 1-4 of Verification.

HNS created this resource to assist SFAs through Verification to ensure accurate and timely reporting.



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 **Peppers!**

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 October Highlight:

PEPPERS



SWEET BELL PEPPERS




FIND LOCAL BELL PEPPERS IN ARIZONA:

HARVEST MONTHS: JULY - OCTOBER

Farms to get the local produce:

- Aguiar Farms, Paulden, AZ
- Mortimer Farm, Dewey, AZ
- Whipstone Farm, Paulden, AZ

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

FOOD SAFETY To ensure food safety with fresh, bell peppers always thoroughly wash them under running water before cutting, eating and/or cooking.

TEACH ARIZONA HARVEST FACTS!

- Bell peppers come in a variety of colors, including green, red, yellow, orange, and even purple.
- Bell peppers are an excellent source of vitamins A and C. In fact, red bell peppers contain more than twice the vitamin C of green ones and are also a great source of beta-carotene.
- Unlike their spicy relatives, bell peppers contain almost no capsaicin, the compound responsible for the heat in chili peppers. This makes them sweet and mild in flavor.
- Bell peppers are native to Central and South America. They were introduced to Europe in the late 15th century and have since become a staple in many global cuisines.
- Bell peppers are incredibly versatile. They can be eaten raw, roasted, grilled, sautéed, and stuffed.
- Although commonly referred to as vegetables, bell peppers are technically fruits because they contain seeds and develop from the flowering part of plants.
- Bell peppers thrive in warm climates and are typically grown in summer. They require plenty of sunlight and well-draining soil to flourish.

TASTE RECIPES:

HIGHLIGHT FRESH, BELL PEPPER DISHES FROM AROUND THE WORLD DURING NSLW25
October 13-17, 2025



[Chicken Cacciatore](#)

[Southwestern Pepper Cups](#)



[Chicken Fajita w/ Peppers and Onions](#)

[Chinese-Style Vegetables](#)

[Vegetable Salsa](#)

TEACH QUICK MATH:

Sweet Bell Peppers



1 LB FRESH BELL PEPPERS AS PURCHASED (AP) YIELDS:

About 9.5, 1/4 cup servings of raw diced or chopped vegetable.	About 14, 1/4 cup servings of raw vegetable strips.	About 9.5, 1/4 cup servings of cooked , drained vegetable strips.
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October 2025 | TASTE AZ | The Arizona Department of Education
USDA is an equal opportunity provider, employer, and lender.


[TASTE AZ October Highlight:](#)



Food Program Permanent Service Agreement (FPPSA)

Reminder →

Check your FPPSA. Are all the signers still with your organization? If yes, you are all set! If not, this document should be updated and resubmitted!

 **ARIZONA DEPARTMENT OF EDUCATION**
 Health and Nutrition Services
 1535 West Jefferson Street
 Phoenix, Arizona 85007

**FOOD PROGRAM
 PERMANENT SERVICE AGREEMENT**
 Revised Summer 2019

SIGNATURE PAGE

AGREED TO AND SIGNED:

1. _____
 (Print or Type Name and Title) (Signature of Designated Official if applicable)
 [Same as item (6) on Certification Page]

_____ (SFA) _____ (Date)

Address _____

OTHER AUTHORIZED SIGNERS

2. _____ (Signature)
 (Print or Type Name and Title)

3. _____ (Signature)
 (Print or Type Name and Title)

4. _____ (Signature)
 (Print or Type Name and Title)

FOR OFFICIAL USE ONLY
STATE BOARD OF EDUCATION

 (Superintendent of Public Instruction or Designee) (Date)
 1535 West Jefferson, Phoenix, Arizona 85007



All documents can be submitted via HelpDesk.

FFAVORS Receipting Requirement

REMINDERS

- ✔ Receipts are considered past due if they have not been entered in FFAVORS by the end of the 2nd business day after the scheduled Received Delivery Date (RDD).
- ✔ When there are past due receipts, no orders can be placed by (or on behalf of) the customer. The order block is removed after these receipts are entered.



Try it Local! Local Food for Schools

ARE YOU PARTICIPATING?

- **\$1.9 million in remaining funds**

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

- Located under the 'Try it Local' accordion

Join in to get reimbursed for minimally processed local and regional foods used in school meals.

azed.gov/hns/nsfp



CNP MyFoods

IN ADECONNECT

The myFOODS USDA Foods ordering system will be replaced for the 2026-2027 school year. We will introduce the new and enhanced CNP MyFoods system in the coming months.

What to Expect:

- Formal Announcement
- Scheduled Virtual Training Sessions
- Instructional Materials



Food Distribution

SECTION 3
**Training
Opportunities**



September's Training Opportunities

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



[Staying on Track: September](#)



[Verification Review for School Year 2025-2026](#)



[How to Complete the Food Services AFR training webinar](#) Support operators when completing the required Annual Financial Report (AFR).



Introducing Plate to Palate: Transforming School Meal Perceptions!

September 16, 2025
1:30 PM - 2:00 PM
 Professional Standards Learning Codes: 4110, 4120



[September upLIFT](#)
Provides an introduction to USDA Foods, supplementing summer menus with USDA Foods, and tips for utilizing USDA Foods during the summer service.

SY 25-26 upLIFT

UPLIFT WEBINAR: INNOVATIVE MENU DESIGN: CREATING TEMPTING AND NUTRITIOUS SCHOOL MEALS

Join us on **October 21** where we will discuss how you can craft school menus that are both appealing and nutritious. In this webinar, we will explore innovative strategies to design meals that excite students' taste buds while also meeting dietary guidelines. We look forward to sharing tips on incorporating seasonal ingredients, balancing flavors, and presenting meals in a way that captivates and engages students. Don't miss this webinar that will provide valuable insights to enhance your menu planning process!

[Click here to register!](#)



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. 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 **10/22/2025**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Conference Room B12
- Registration Link: <https://azed.geniussis.com/Registration.aspx?aid=11029>



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. We ask that only one attendee per entity register, as space is limited and is offered on a first-come first-served basis.

PHOENIX

- 1:00 pm - 4:30 pm **10/22/2025**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Conference Room B12
- Registration Link: <https://azed.geniussis.com/Registration.aspx?aid=11030>



NSLP New Director Workshop

IN-PERSON WORKSHOP

This workshop will equip School Food Authorities with the essential knowledge and skills to successfully manage their National School Lunch Program. Participants will engage in interactive activities that enhance their understanding of how to effectively run their NSLP program. They will identify key documentation needed to ensure a smooth operation. Attendees will learn best practices and acquire strategies to meet all regulatory requirements.

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#). Please only register for one in-person session. 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 **11/19/2025**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Conference Room B12
- Registration Link: <https://azed.geniussis.com/Registration.aspx?aid=11045>



Suggested Trainings

Are you new to planning menus or returning and could use a refresher? Please Review:

- [**How to Plan a Lunch Menu for the National School Lunch Program**](#)
- [**How to Plan a Breakfast Menu for the School Breakfast Program**](#)



Training for School Nutrition Programs

Because the trainings offered by HNS are vast in quantity, diverse in content, and is consistently being 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.



Health and Nutrition Services
Arizona Department of Education

TRAINING CURRICULUM

School Nutrition Programs

[Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program](#)



SECTION 4
**Upcoming
Deadlines &
Communications**



Mark Your Calendars!

OCTOBER EVENTS & OPPORTUNITIES

Arizona Department of Education (ADE) Health and Nutrition Services (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.



Nine live training opportunities await School Nutrition Professionals this October.

For School Nutrition Professionals	
	<p>October is National Farm to School Month Check out the Farm-to-School Toolkit for more information!</p>
	<p>National School Lunch Week: October 13-17, 2025 Check out the SNW website for more information!</p>
	<p>CICN: Making Time for Scratch Cooking: Operational Efficiencies and Strategies to Streamline Food Production in School Meals October 2, 3:00-4:00 pm EST Webinar Register with Eventbrite Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations</p>
	<p>State Nutrition Action Committee Summer Food Service Program Work Group October 6, 1:00-2:00 pm MST Web Group Meeting Register to Zoom Professional Standards Key Area(s): Not Applicable</p>
	<p>Staying on Track - October October 7, 1:00-2:00 pm MST Webinar Register to ADEL Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations, 2000 Administration, 3000 Communication and Marketing</p>
	<p>FRAC's Benefit Breakfast 2025 October 8, 8:00 am EST In Person Event Register with FRAC Professional Standards Key Area(s): Not Applicable</p>
	<p>State Nutrition Action Committee Summer Food Service Program Work Group October 20, 1:00-2:00 pm MST Web Group Meeting Register to Zoom Professional Standards Key Area(s): Not Applicable</p>
	<p>upLIFT: Introducing Plate to Palate: Innovative Menu Design: Creating Tempting and Nutritious School Meals October 21, 1:00-2:00 pm MST Webinar Register to ADEL Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations</p>
	<p>Preparing for Your Administrative Review Workshop (Phoenix) October 22, 9:30-12:00 pm MST In Person Workshop Register to ADEL Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>
	<p>Preparing for Your Administrative Review: Special Provision Option Workshop (Phoenix) October 22, 1:00-2:30 pm MST In Person Workshop Register to ADEL Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>
	<p>Smart Snacks: Practical Solutions for Meeting New School Meal Requirements October 29, 3:00-4:15 pm EST Webinar Register with SNWA Professional Standards Key Area(s): 1000 Nutrition</p>

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- TASTE AZ: I'ittoi Onions
- Honoring Native American Heritage Month
- Processing Diversion Memorandum
- Submitting the Verification Summary Report Webinars
- New CNP MyFoods
- Announcement of the Arizona Farm to School Assistance and Services Grant Awards



October Checklist

October 1 - October 10

Submit August reimbursement claims (best practice)

October

60-day deadline to submit July claims

October 1

Verification Begins

Conduct direct certification (best practice to find all matches before Verification!)

October 15

Deadline to submit the Annual Financial Report

October 21

upLIFT: Innovative Menu Design: Creating Tempting and Nutritious School Meals

Daily

- Complete Production Records (if applicable)
- Count meals at POS and complete Daily Edit Checks

This month...

- **Begin verifying household income applications that were picked for verification.**
- **Celebrate National School Lunch Week!**
- **Celebrate Farm to School Month!**
- **Complete the AFR**
- **Ensure Adult Meal Prices are correct using the Adult Meal Pricing Tool.**
- **Order peppers locally and get reimbursed through Try it Local!**



Join Us Next Month!

Staying On Track: November

November 4, 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

**You have completed the Online Course:
Staying on Track: October 2025**

Information to include when documenting this training for Professional Standards:

Training Title: October Staying on Track

Key Area: 1000 - Nutrition, 3000 - Administration,
4000 - Communications and Marketing

Learning Code: 1130, 1230, 1310, 3120, 3130, 3350, 4120

Length: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

- **Training Title:** October Staying on Track
- **Key Area:** 1000 - Nutrition, 3000 - Administration, 4000 - Communications and Marketing
- **Learning Code:** 1130, 1230, 1310, 3120, 3130, 3350, 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.

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