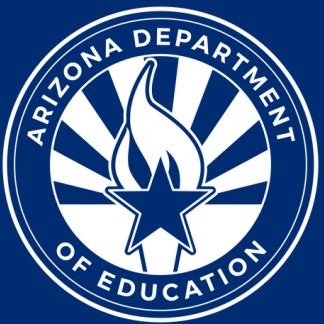


Staying on Track

November 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: November Staying on Track

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

Learning Code: 1110, 1130, 1170, 1230, 1310, 3110, 3120, 4120

Length: 1 Hour

Presenter: Jennifer Blakenship



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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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 asked in the Q&A at any time and will be answered by another HNS trainer during the webinar.
- At the end of the webinar, the trainer will answer new questions or questions that still need to be addressed.
- Any questions not addressed during the webinar should be directed to your HNS Specialist.



Agenda

Section 1: HNS Communications Recap

Section 2: Communication Hot Topics

Section 3: Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1
**October HNS
Communications
Recap**



Memorandums



HNS 10-2025: GUIDANCE ON CLAIMING ONE-TIME EXCEPTIONS FOR LATE REIMBURSEMENT CLAIMS UNDER USDA CHILD NUTRITION PROGRAMS

This memorandum serves to notify entities of the Arizona Department of Education, Health and Nutrition Services (HNS) updated guidance for submission of One-Time Exceptions (OTE) for late reimbursement claims under United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). This includes the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Seamless Summer Option, Special Milk Program, Summer Food Service Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Program.

One-Time Exception/Claim Revision Form
ARIZONA CHILD NUTRITION PROGRAM OPERATORS

7 CFR 210.8 (b)(1) and 225.9 (d)(6) states "A final Claim for Reimbursement shall be submitted to the State Agency not later than 60 days following the last day of the full month covered by the claim." However, if you failed to meet this requirement or you need to revise a prior submitted claim, you may be granted an exception or an approval for a revision. A single month's claim may be approved if a similar exception has not been granted during the previous 36-month period. For prior Federal Fiscal Year One-Time Exception (OTE) requests, the form must be approved by HNS on or before December 29. For example, the October 2024-September 2025 Child Nutrition Program (CNP) claim form must be approved by 12/29/2025.

Complete all of the fields below.

CTDS: Entity Name:

Contact: Title:

Child Nutrition Program:

Claim Month and Calendar Year:

I acknowledge that we are requesting a One-Time Exception. I understand that upon approval of my One-Time Exception, I will not be eligible to receive a One-Time Exception for the next 36 months from the claim month revised.

I certify that I have NOT been granted a similar exception during the previous 36-month period.

I acknowledge that I am requesting a revision to my claim, and understand that per 7CFR 210.24, 220.18 and 215.15; 2 CFR 200.338 if there are continued revisions payments could be withheld until the appropriate procedures are implemented. **(Does Not Apply To CACFP)**

Reason the claim was unable to be submitted within 60 days following the last day of the full month covered by the claim or the reason for the revision of the claim:

Provide a Corrective Action Plan detailing what steps have been instituted to the claims process to eliminate future adjustments:

As the Authorized Representative submitting this form, 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 for the above-named entity. I understand by sending this document I am certifying that all the above recorded information is true and accurate; and that the above recorded Corrective Action Plan will be implemented prior to the receipt of exception. **The Arizona Department of Education reserves the right to verify and/or request additional information to approve the request.**

Authorized Representative Printed Name:

Authorized Representative Signature: Date:

Submit the completed form to Grants Management via HelpDesk: <http://helpdeskexternal.azed.gov/>

October 2025 | Arizona Department of Education | Grants Management | USDA is an equal opportunity provider, employer, and lender.

Program Alerts



VERIFICATION BEGAN OCTOBER 1!

Annually, School Food Authorities (SFAs) will confirm the income eligibility or categorical eligibility reported on school meal applications. This process is referred to as Verification. SFAs will then report the results of these verification activities to the Arizona Department of Education, Health and Nutrition Services (HNS) by February 1.

Over the next month you will be invited to participate in webinars and individual meetings to aid in your success. Throughout the verification process, HNS will provide prompts to ensure timely completion of your verification activities.

There is a lot of help available. Download the [Verification Best Practices Calendar](#) and get access to all the forms, resources, and trainings linked within it.

Program Alerts



HEALTH AND NUTRITION SERVICES

Verification Officially Begins Today, October 1!

Annually, School Food Authorities (SFAs) will confirm the income eligibility or categorical eligibility reported on school meal applications. This process is referred to as Verification. SFAs will then report the results of these verification activities to the Arizona Department of Education, Health and Nutrition Services (HNS) by February 1.

To help you follow all the verification reporting deadlines, HNS has put together a phased approach to keep you organized when using our resources.



Phase 1 – Prepare

Phase 2 – Calculate and Select Applications

Phase 3 – Verify

Phase 4 – Report

Over the next month you will be invited to participate in webinars and individual meetings to aid in your success. Throughout the verification process, HNS will provide prompts to ensure timely completion of your verification activities.

There is a lot of help available. Download the [Verification Best Practices Calendar](#) and get access to all the forms, resources, and trainings linked within it.

HNS looks forward to working with you. Your specialist is your point of contact for all things Verification. Please contact your HNS specialist for guidance at any time during your verification activities.

Arizona Department of Education
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Program Alerts



HOLIDAY DELIVERY SCHEDULE FOR USDA FOODS

The Arizona Department of Education Health and Nutrition Services (HNS) would like to wish everyone a happy holiday season and remind School Food Authorities (SFAs) that USDA Foods deliveries via the contracted warehouse, Shamrock Foods, will be paused for the dates listed below. School Food Authorities are reminded to plan accordingly and to also check their USDA Foods shipment schedules to ensure deliveries are not scheduled during school breaks. When deliveries cannot be accepted due to school break closures, restocking fees will be assessed.

Thanksgiving Day: No deliveries on **November 27, 2025**.

Winter Break: The last day to receive a shipment will be **December 5, 2025**, and shipments will resume on **January 5, 2026**.

We are here to help!

If you need assistance rescheduling shipments, please email USDAFoods@azed.gov.

Announcements and Resources



THERE IS STILL TIME TO SUBMIT YOUR RECIPES!

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.

- 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!

[Submit Recipes](#)



8 GRANTS AWARDED

Arizona's Farm to School Assistance and Services Grant awarded eight organizations for projects that advance farm to school and farm to Early Care and Education (ECE) efforts statewide. Each project supports one or more key areas of focus - increasing local food purchasing capacity for Child Nutrition Programs (CNP)s, providing local food promotional activities and/or nutrition and agriculture education to children participating in CNP's and strengthening connections and integration of farm to school and farm to ECE statewide. The awardees are Arizona Department of Health Services, Blue Watermelon Project, Community Food Bank of Southern Arizona, Kitchen Sync Strategies, Mollen Foundation for Childhood obesity, Pinnacle Prevention, The University of Arizona, Yuma County.

SECTION 2
Hot Topics



National School Lunch Week Recap

Last month, the Arizona Department of Education, Health and Nutrition services visited schools to celebrate National School Lunch Week. The incredible efforts of these operators deserve recognition, as they consistently ensure that students are well-fed and prepared to learn each day. Their daily influence on the hearts and minds of students is commendable. It is clear operators take great pride in the outstanding work they are doing.





'Tis the Season!

VERIFICATION IS IN FULL SWING!



PHASE 1: PREPARE - COMPLETE!

Organize all approved applications.



PHASE 2: CALCULATE AND SELECT - COMPLETE!

Determine how many applications will be verified and select the applications using an appropriate sampling method.



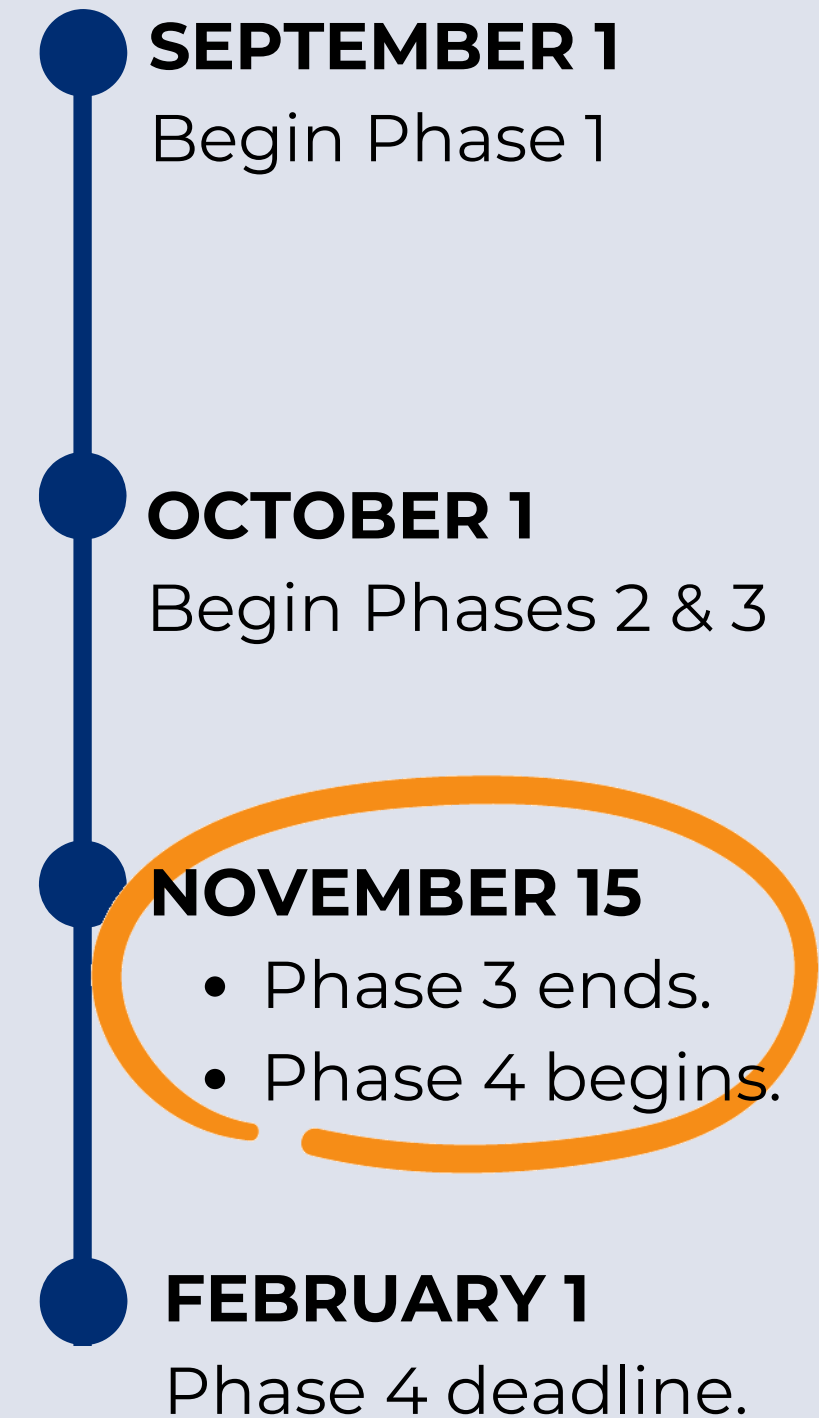
PHASE 3: VERIFY

Conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.



PHASE 4: REPORT

Log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.



Phases 1, 2 and 3 apply to regular counting and claiming NSLP schools, and Provision 2 or 3 base year sites required to conduct verification activities.

Verification Check-In

COMPLETING PHASE 3

Phase 3: Verify - In Progress! Due November 15

- Complete a Verification Tracking Form for each application being verified
 - Conduct Confirmation Review
 - Run Direct Verification
 - Send a Notice of Verification to households not verified in Direct Verification

- Count the number of students on file as of October 31
 - Total enrollment number is necessary for completing the Verification Summary Report and must be reported by all SFAs *including those not required to complete verification activities (e.g. CEP and Provision 2 and 3 non base year)*

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024		
PHASE 1: Prepare SEPTEMBER – OCTOBER 1	PHASE 2: Calculate and Select Applications STARTS OCTOBER 1	PHASE 4: Report NOVEMBER 16 – FEBRUARY 1
<p>STUDY UP ON VERIFICATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend the Verification Review School Year 2023-2024 webinar. <input type="checkbox"/> Review the Online Course: Verification Review. <input type="checkbox"/> Review the USDA Student Eligibility Manual for School Meals (Section 6 begins Verification guidance). <p>PREPARE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete/Review the Student Eligibility Checklist and Why the BID is Important. <input type="checkbox"/> Conduct Direct Certification again (best to find all matches <i>before</i> Verification!). <input type="checkbox"/> Use Verification Counting Cheat Sheet and count number of paper applications on file as of October 1. <input type="checkbox"/> Categorically free applications (Case number, Foster). <input type="checkbox"/> Free by income applications. <input type="checkbox"/> Reduced by income applications. <input type="checkbox"/> Did NOT count any applications for students that were Directly Certified. <input type="checkbox"/> Did NOT count any applications that have been copied. <input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.). <input type="checkbox"/> Count the number of error prone applications on file as of October 1. 	<p>CALCULATE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the Verification Non-Response Rate Report <ul style="list-style-type: none"> • If your LEA is highlighted in copper, you can use any sampling method (Standard, Alternate 1, or Alternate 2). • If your LEA is not highlighted in copper, (no highlight or red), must use Standard sampling method. <input type="checkbox"/> Does your LEA qualify for use of Alternative Sample Size (copper)? _____ (yes or no) <input type="checkbox"/> Choose sampling method (Circle the method you plan to use): <ul style="list-style-type: none"> • Standard or Alternate 1 or Alternate 2 <input type="checkbox"/> Use the Verification Sample Size Calculator in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size). <p>SELECT APPLICATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Randomly select the correct number of applications provided by the Verification Sample Size Calculator. <input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2). <p style="text-align: center; border: 1px dashed black; padding: 5px;">If you need assistance with calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.</p>	
<p>PHASE 3: Verify OCTOBER – NOVEMBER 15</p> <p>VERIFICATION ACTIVITIES- October 1-November 15</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected. <ul style="list-style-type: none"> • Conduct Confirmation Review. • Run Direct Verification. • If household is not verified in Direct Verification, send a Notice of Verification (English/Spanish) to household, review documentation submitted by household and send a Letter of Verification Results (English/Spanish). • Utilize the Sources of Acceptable Income Documentation (English/Spanish) when reviewing documentation submitted by household. <input type="checkbox"/> Count the number of students on file as of October 31: <ul style="list-style-type: none"> <input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with: <ul style="list-style-type: none"> <input type="checkbox"/> SNAP. <input type="checkbox"/> TANF. <input type="checkbox"/> FDP/IR. <input type="checkbox"/> Medicaid data (DC-M Free; DC-M Reduced). <input type="checkbox"/> Students directly certified as homeless, migrant, runaway, Head Start, or Foster. <input type="checkbox"/> Students free due to a case number or foster application. <input type="checkbox"/> Students free by income applications. <input type="checkbox"/> Students reduced by income applications. 	<p>END OF VERIFICATION- November 15</p> <p>All Verification Activities must be completed.</p> <p>Verification is complete when:</p> <ul style="list-style-type: none"> • Household is verified in Direct Verification. • Household responded, LEA received documentation that confirmed eligibility. • The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent. • Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household. • Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household. 	<p>REPORT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account <input type="checkbox"/> Begin Verification Summary Report in ADEConnect. <input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1. <p style="text-align: center; border: 1px dashed black; padding: 5px;">*If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist.</p>

This institution is an equal opportunity provider.

Additional information and links to forms, trainings, and resources are available in the [Verification Best Practices Calendar](#).

Verification Check-In

LOOKING AHEAD TO PHASE 4

Phase 4: Report - On Deck! November 16 - February 1

- Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account
- Begin Verification Summary Report in ADEConnect
- Submit Verification Summary Report to ADE

HNS is here to help!

Please email your assigned HNS Specialist for targeted technical assistance, review trainings available on HNS' online training library, and register for the upcoming webinars



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR SFAS

- 1:30 pm, **12/09/2025**
- Location: virtual
- Registration Link:
<https://azed.geniussis.com/PublicStudentSignUp.aspx?aid=10995>

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR SFAS

WHO DID NOT COLLECT HOUSEHOLD APPLICATIONS

- 1:30 pm, **12/11/2025**
- Location: virtual
- Registration Link:
<https://azed.geniussis.com/PublicStudentSignUp.aspx?aid=10996>

Quiz Time

True or False: Verification activities need to be completed by November 15th.

A True

B False



Quiz Time

True or False: Verification activities need to be completed by November 15th.

A True

B False

Verification activities must be completed by November 15, which is the last day of Phase 3. This will be reported on your Verification Summary Report which is due on February 1.



SNPAC is Back!

SCHOOL NUTRITION PROGRAMS ADVISORY COUNCIL

SY 2025-2026 Kick-off Meeting

- The SNPAC was created to strengthen the relationship between HNS and CNP Operators. This group provides insight to HNS regarding challenges faced by operators and aims to continuously improve the nutritious meals contributing to the wellbeing of all students.
- The SNPAC consists of 10 individuals representing 235 sites in Arizona. The council members were carefully selected to create a diverse and representative sample of LEAs in Arizona. The SNPAC will be meeting monthly in Program Year 2026.
- The kick-off meeting highlighted the Peer-to-Peer Support program, key trends from the PY26 SNPAC Input Survey, and priority themes identified by members. These themes include Nutrition Education, School Meal Misconceptions, Farm to School, and Program Marketing. These themes, along with additional priorities, will shape discussions and guide initiatives throughout Program Year 2026.



SCHOOL NUTRITION PROGRAMS
Advisory Council
MEET THE MEMBERS
Program Year 2026



Peer to Peer Support

This program is available for ALL Arizona child nutrition professionals through SNPAC. This resource will pair the requestor with a SNPAC peer from a similar demographic to provide support or just make a connection.

Honoring Native American Heritage Month

CELEBRATE WITH KITCHEN CREATIONS RECIPES

[Blue Corn Mush with Roast Squash & Pepitas](#)

[Blue Corn Mush with Roasted Corn](#)

[Blue Corn Mush with Strawberries, Banana and Honey](#)

[Soam Bavĩ \(Brown Tepary Bean\) Bowl](#)

[Three Sisters Enchilada Casserole](#)

[Triple Berry Parfait with Fresh Berries](#)

[Triple Berry Parfait with Fresh Strawberries and
Blueberry Compote](#)



Submit the [School Interest Form](#) and HNS will be in contact to connect you with producers that can supply these recipe ingredients with local foods! Bonus: you can get those local foods reimbursed through Try it Local!

Honoring Native American Heritage Month

CELEBRATE WITH THE KITCHEN CREATIONS TOOLKIT

The Toolkit for Indigenous Foods in Arizona School Meals was created for food service directors operating the National School Lunch and School Breakfast Programs (NSLP and SBP) to support the procurement and successful incorporation of indigenous foods into their menus.

This resource is located on the NSLP [upLIFT webpage](#) under the Kitchen Creations accordion.

[Access this Resource](#)



Toolkit for Indigenous Foods in Arizona School Meals



Health and Nutrition Services
Arizona Department of Education

Taste AZ Promotion

MONTHLY HIGHLIGHT OF LOCALLY SOURCED FOOD AVAILABLE FOR SCHOOL NUTRITION PROFESSIONALS

The word "TASTE" is written in white, bold, sans-serif capital letters on a dark red, brush-stroke background. To the left of the text is a small white icon of a fork.The word "TEACH" is written in white, bold, sans-serif capital letters on a dark blue, brush-stroke background. To the left of the text is a small white icon of an open book.The word "CONNECT" is written in white, bold, sans-serif capital letters on an orange, brush-stroke background. To the left of the text is a small white icon of a person.

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 November, the spotlight is on **l'ittoi Onions!**

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 November Highlight:

I'TOI ONIONS





I'TOI ONION ("EE-TOY")

FIND LOCAL I'TOI ONION IN ARIZONA:

HARVEST MONTHS: JULY - OCTOBER

Farms to get the local produce:

- AZ Artisan Farms, Waddell, AZ
- Maya's Farms, Phoenix, AZ

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



To ensure food safety with fresh, I'toi onion always thoroughly wash them under running water before cutting, eating and/or cooking.

TEACH ARIZONA HARVEST FACTS!

- I'toi onions, also known as wild onions, are significant to four of Arizona's native sister tribes Tohono O'odham, Gila River, Ak-Chin, and Salt River Communities.
- In the 17th century, these onions were first harvested in southern Arizona on I'toi Mountain (also known as the Baboquivari Mountain), a place sacred to the O'odham Nation.
- Known for its mild, slightly sweet flavor, the I'toi onion is often compared to shallots or green onions. Its subtle taste makes it versatile in a variety of dishes.
- I'toi onions are a multiplier onion. From just a single bulb, the magic of nature unfolds. Plant it once, and it multiplies into 8 or 10 (or even more) bulbs.
- I'toi onions are a good source of vitamins A and C, as well as antioxidants. They contribute to a healthy diet, especially when used in their fresh state.

TASTE LOCAL RECIPE: I'TOI RICE
"Blue Watermelon Project - I'toi Onion Recipe"

Recipe provided by
[Chef Alyssa Dixon, a member of the Gila River Indian Community](#)

Ingredients:

- 1 cup of jasmine rice
- 1 1/2 cup of water
- 2 tablespoons of butter
- 1 tablespoon of olive oil
- 1 teaspoon of chicken bouillon
- 1-2 medium size I'toi onions

Instructions:

- Mince onion.
- Rinse rice until water runs clear.
- Heat up butter and olive oil in a sauté pan. Add in the onion and cook until fragrant.
- Add cleaned rice to onion and stir together.
- Add in water and chicken bouillon and bring to boil.
- Cover the pan, turn the heat down to low and cook until the rice is tender, about 15 mins.
- Top your cooked rice with additional fresh chopped onions.

QUICK MATH I'TOI ONION



1 LB FRESH I'TOI ONION AS PURCHASED (AP) YIELDS:

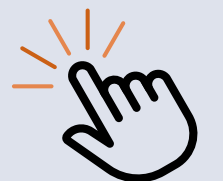
15 (1/4 cup) raw vegetable, with tops	13.5 (1/4 cup) cooked with tops	6.5 (1/4 cup) raw chopped or sliced vegetable without tops
---------------------------------------	---------------------------------	--

Credits as "other vegetables" sub-group




November 2025 | TASTE AZ | The Arizona Department of Education
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TASTE AZ November Highlight: I'toi Onions



Surplus Catalog

myFOODS

- The myFOODS Surplus Catalog is updated daily to reflect current availability. We strongly recommend checking the catalog frequently to take advantage of newly listed items and ensure timely ordering.
- Regardless of any “Must Ship By Date” listed in myFOODS, All USDA Materials are to be moved within 45 days of the original “Date Received at Warehouse”.



Selecting Materials from the Surplus Catalog

REMINDERS

- ✓ **AN SFA SHOULD ONLY SELECT MATERIALS THAT COULD BE RECEIVED ON THE NEXT AVAILABLE DELIVERY DAY**
- ✓ **AN SFA SHOULD ONLY SELECT MATERIALS THAT CAN BE USED IN A TIMELY MANNER**
- ✓ **AN SFA WILL USE ENTITLEMENT FOR REQUESTED MATERIALS UNLESS NO REMAINING ENTITLEMENT IS AVAILABLE - THE REQUESTED MATERIALS ARE THEN "BONUS"**
- ✓ **AN SFA SHOULD REQUEST ENOUGH MATERIALS TO MEET MINIMUM CASE REQUIREMENTS IF NO OTHER MATERIALS WILL BE SCHEDULED**



USDA Foods Surplus & Inventory

REMINDERS

- Surplus Intent: Request only items you can receive on your next scheduled delivery.
- Timely Use: Select items you can use promptly to avoid waste.
- Delivery Scheduling: All USDA Foods must be scheduled for shipment within 45 days of warehouse arrival.
- 'Must Ship By' Dates: Monitor closely to prevent product loss and excess storage fees. Although the “Must Ship By Date” can indicate longer than the 45 Days, the 45 days is actually calculated by the original “Date Received at Warehouse”.
- Daily Updates: Check the myFOODS Surplus Catalog regularly for new availability.



USDA Foods Market Forecast

This is a list of what is expected to come in November for USDA Foods Direct Delivery: HNS will be providing this list monthly to complement your USDA Foods ordering!

Keep an eye out in your FFAVORS catalog for these featured items for November:

- Apples
- Tomatoes
- Carrots

New catalog is available every Sunday for the following week.

[USDA Foods Market Forecast](#)

USDA FOODS MARKET FORECAST DIRECT DELIVERY NOVEMBER 2025		
Key: ■ Shipped ■ Arrived ■ Cancelled		
GRAINS		
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB	# 100500	Category: Grains
VEGETABLES		
BEANS GREEN CAN-6/10	# 100307	Category: Vegetables
CORN WHOLE KERNEL(LIQ) CAN-6/10	# 100313	Category: Vegetables
MEAT/MEAT ALTERNATES		
BEANS PINTO CAN-6/10	# 100365	Category: Meat/Meat Alternates
CHICKEN DICED CTN 40 LB	# 100101	Category: Meat/Meat Alternates
TURKEY HAM SMKD SLC FRZ PKG-8/5 LB	# 11893	Category: Meat/Meat Alternates
FRUITS		
APPLESAUCE CUP-96/4.5	# 110361	Category: Fruits
APPLESAUCE UNSWEETENED CAN-6/10	# 110541	Category: Fruits
MIXED BERRY FRZ CUP-96/4.OZ	# 110859	Category: Fruits
MIXED FRUIT EX LT CAN-6/10	# 100212	Category: Fruits
PEACHES CLING DICED EX LT CAN-6/10	# 100220	Category: Fruits
PEACHES CLING SLICES EX LT CAN-6/10	# 100219	Category: Fruits
PEARS DICED EX LT CAN-6/10	# 100225	Category: Fruits
STRAWBERRY FRZ CUP-96/4.5 OZ	# 100256	Category: Fruits

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[Home](#) [Help](#) [Logout](#)



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Friday, October 31, 2025

Catalog Report

Fill out criteria and Select 'View Report' to run report.

The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Search By: Vendor
 District

*Vendor: CHARLIE'S PRODUCE - SPE300-25-DSB20

*Catalog Effective Date:

* Denotes a Required Field

[View Report](#)

[Report Help](#)

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 in January
- Instructional Materials
- ADEConnect will house the new Program in January



Food Distribution

SECTION 3
**Training
Opportunities**



October'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: October



Preparing for Your Administrative Review
In-person workshop detailing the focus areas of the Administrative Review.



Designing Your Employee Training Plan

Reviews the hiring and training regulations of Professional Standards.



October upLIFT

Provides an introduction to the benefits of innovation in school meals, key principles of innovative menu design, and tips for collaboration and monitoring success.

SY 25-26 upLIFT

UPLIFT WEBINAR: FROM FARM TO CAFETERIA: SOURCING FRESH, LOCAL INGREDIENTS FOR SCHOOLS

Join us on **November 18** where we will discuss procurement of local foods from a different lens. Procurement is successful when all parties involved are committed to the goods and services you want to purchase. In this webinar, we will discuss how you can leverage your stakeholders, including parents, teachers, and administrators, to achieve maximum success in your ventures to purchase from farms and aggregators, while also changing the perception of your menus!

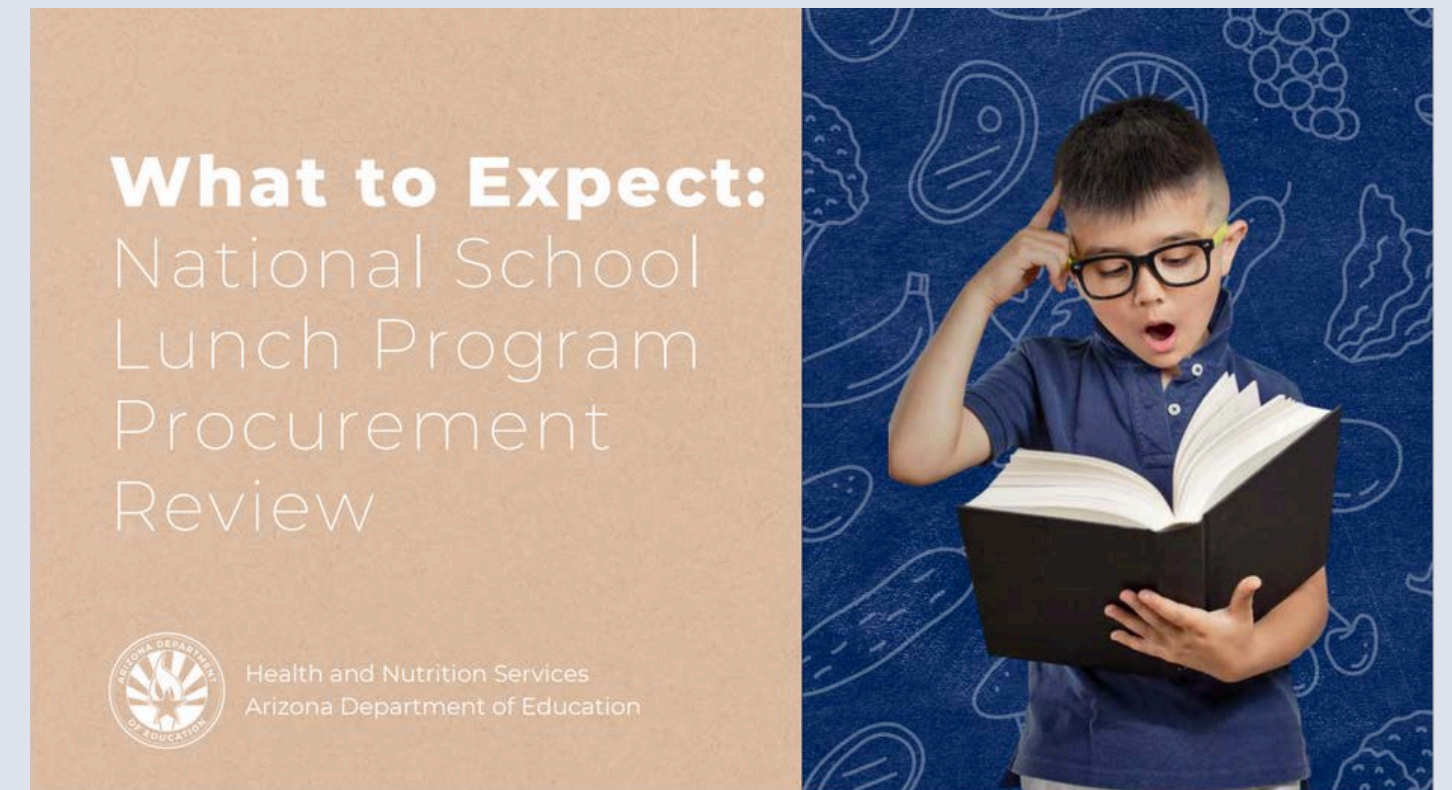
[Click here to register!](#)



Suggested Trainings

ADE HNS has released a new training to assist operators in preparing for their Procurement Review.

What to Expect: National School Lunch Program Procurement Review



NSLP New Director Workshop

IN-PERSON WORKSHOP

This workshop will equip new School Food Service Directors with the tools to effectively navigate their new role while complying with program regulations. Participants will take part in engaging activities that will deepen their understanding of the responsibilities of Food Service Directors and provide guidance on how to navigate the ADE applications and website for a successful 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 **11/19/2025**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Conference Room: B2
- Registration Link: <https://azed.geniussis.com/Registration.aspx?aid=11046>

PHOENIX

- 9:30 am - 12:00 pm **12/4/2025**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Conference Room: B12
- Registration Link: <https://azed.geniussis.com/Registration.aspx?aid=11046>



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.



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!

NOVEMBER 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.

- 11 Live Training opportunities for School Nutrition Professionals in November.

Events Forecast



HEALTH AND NUTRITION SERVICES

11,045
Current Attendees

463
Available Courses

55,089
Total Enrollments

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.

The HNS Communications Events Forecast is a monthly email that announces the events being offered by HNS or external partners for Child Nutrition Program operators. For self-paced online courses or recorded webinars, visit the applicable Child Nutrition Program's webpage at www.azed.gov.

For School Nutrition Professionals

	<p>Summer Food Service Program Operator Meeting November 3, 1:00-3:00 pm MST Work Group Meeting Register on Zoom Professional Standards Key Area(s): Not Applicable</p>		<p>State Nutrition Action Committee Summer Food Service Program Work Group November 17, 1:00-2:00 pm MST Work Group Meeting Register on Zoom Professional Standards Key Area(s): Not Applicable</p>
	<p>Best of ANC25: Meal Appeal = More Participation! Tricks to Elevate School Meals November 5, 12:00-1:00 pm EST Webinar Register with SNS Professional Standards Key Area(s): 4000 Communications and Marketing</p>		<p>National School Lunch Program (NSLP) New Director Workshop (Phoenix) November 18, 8:30-12:00 pm MST In-Person Workshop Register on AVE Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>
	<p>CICN: Training Staff for Scratch Cooking in Schools November 8, 3:00-4:00 pm EST Webinar Register with SNS Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>		<p>Best of ANC 25: Fostering Effective Teams: Creating and Sustaining a Positive Team Culture November 18, 3:00-4:15 pm EST Webinar Register with SNS Professional Standards Key Area(s): 3000 Administration</p>
	<p>STAR: Strategies to Reduce Food Waste in Schools November 20, 3:00-4:00 pm EST Webinar Register with SNS Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>		<p>upLIFT: From Farm to Cafeteria: Sourcing Fresh, Local Ingredients for Schools November 21, 1:30-2:00 pm MST Webinar Register on AVE Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations</p>
	<p>Staying on Track - November November 4, 1:30-2:30 pm MST Webinar Register on AVE Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations, 3000 Administration, 4000 Communications and Marketing</p>		<p>upLIFT: From Farm to Cafeteria: Sourcing Fresh, Local Ingredients for Schools November 21, 1:30-2:00 pm MST Webinar Register on AVE Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations</p>
	<p>SNA Advocacy in Action - November 2025 November 24, 3:00-4:00 pm EST Webinar Register with SNS Professional Standards Key Area(s): Not Applicable</p>		<p>Best of ANC 25: #StandingOnBusiness: Changing the Perception of Child Nutrition Through Marketing November 12, 3:00-4:15 pm EST Webinar Register with SNS Professional Standards Key Area(s): 4000 Communications and Marketing</p>

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- TASTE AZ for December: Radish
- Submitting the Verification Summary Report Webinars
- New CNP MyFoods



November Checklist

November 1 - November 10

Submit August reimbursement claims (best practice)

November

60-day deadline to submit August claims

November 15

Verification ENDS

November 16

Verification Reporting can begin

November 18

upLIFT: from Farm to Cafeteria: Sourcing Fresh, Local Ingredients for Schools

Daily

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

This month...

- Register for “Submitting the Verification Summary Report for SFAs” or “Submitting the Verification Summary Report for SFAs who did NOT Collect Household Applications” Webinars: Register in APLD
- Don't forget, each operating site will need two food safety inspections during the program year!
- Before finalizing USDA Foods orders, please check the delivery date options in myFOODS to confirm that no deliveries coincide with school breaks.
- Order l'ittoi Onions locally and get reimbursed through Try it Local!



Join Us Next Month!

Staying On Track: December

December 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

**You have completed the Online Course:
Staying on Track: November 2024**

Information to include when documenting this training for Professional Standards:

Training Title: November Staying on Track

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

Learning Code: 1110, 1130, 1170, 1230, 1310, 3110, 3120, 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: November Staying on Track

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

Learning Code: 1110, 1130, 1170, 1230, 1310, 3110, 3120, 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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