

Staying on Track

December 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: December Staying on Track

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

Learning Code: 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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 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: Last Month's Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1
**November HNS
Communications
Recap**



Announcements and Resources



DUE DATE EXTENDED FOR RECIPES!

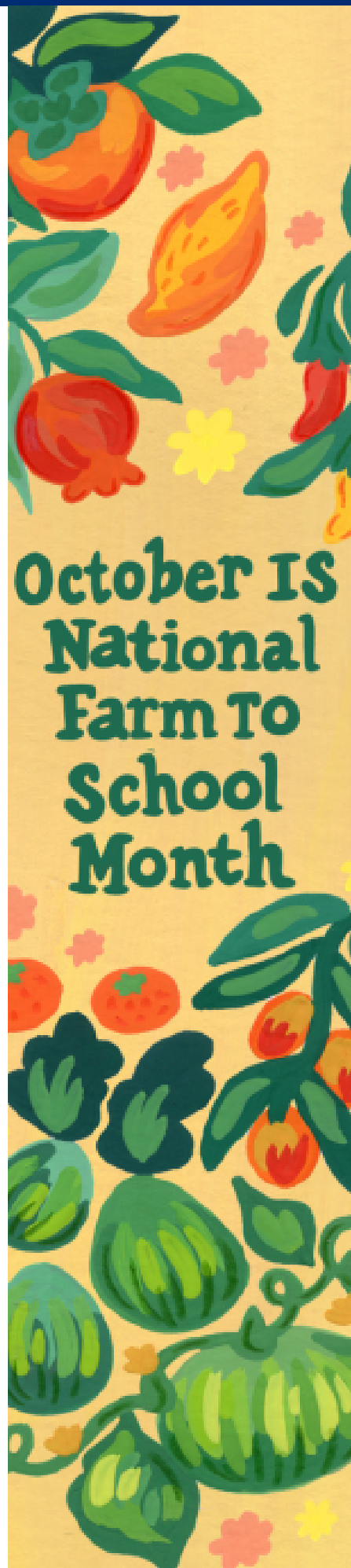
Thank you to those who have submitted recipes to help celebrate Farm to School month in Arizona! Due to the excitement around the recipe sharing we are extending this until the New Year. Please share your recipes no later than **December 31, 2025**.

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!



Announcements and Resources



ACCESSING MICROSOFT EDGE IN INTERNET EXPLORER MODE

CNPWeb, the ADEConnect application utilized by Child Nutrition Program operators to submit applications and monthly claims, is currently only accessible via Microsoft Edge – Internet Explorer mode. To assist operators in successfully accessing the CNPWeb, the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) has built a new resource - [Accessing Edge in Internet Explorer Mode](#).

HNS is here to help!

ADE IT and HNS are prioritizing a CNPWeb Platform Upgrade Project to expand the application's accessibility. In the meantime, operators are encouraged to contact their assigned HNS Specialist or submit a [HelpDesk ticket](#) when additional support is needed.

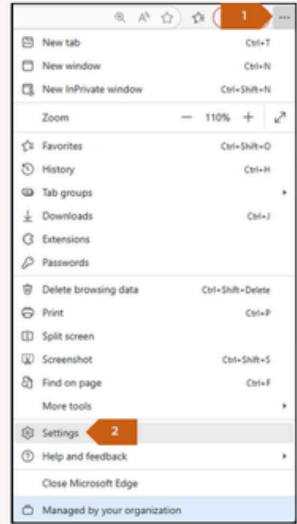
Access the New Resource:

- [Accessing Edge in Internet Explorer Mode](#)

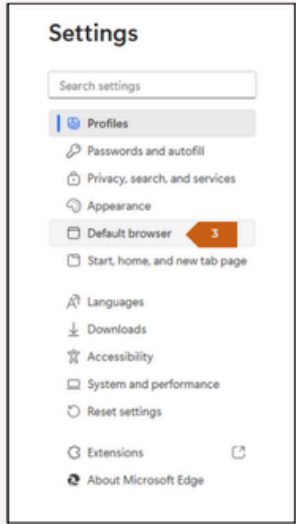
Accessing Edge in Internet Explorer Mode

This resource outlines the steps for loading the web-browser Microsoft Edge in Internet Explorer mode, which at this time is necessary for operators accessing applications and claims in the CNPWeb.


In Microsoft Edge, click on the 'Settings and more' menu by selecting the three dots (...) in the top-right corner of the browser window.



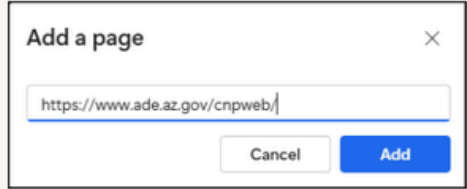
Within the Settings menu, select **Default browser** in the toolbar on the left side of the window.



Within the Default browser menu find **Internet Explorer mode pages** and click **Add page**.



A pop up will load. Add the following page: <https://www.ade.az.gov/cnpweb/>. Review to ensure it is free of typos and click **Add**.





November 2025 | Health and Nutrition Services | Arizona Department of Education
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Clearing Browsing History in an Internet Browser

To ensure the web browser is running optimally, the Arizona Department of Education encourages operators to regularly clear their browsing history by following the steps outlined below.

- Open **Microsoft Edge**, then press and hold the **Ctrl + Shift + Delete** keys on your keyboard. The **Clear Browsing Data** window should appear, allowing you to select the data you want to clear.


- Set **Time range** to **All time** and check the boxes for **browsing history, cookies and other site data, and cached images and files**. Click **Clear now**.


- Close **ALL** tabs and **ALL** browser windows completely, this is a good practice to ensure no session data lingers.



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SECTION 2
Hot Topics



Reminder!

VERIFICATION IS DUE BY FEBRUARY 1



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 - COMPLETE!

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.



Verification Best Practices Calendar



SEPTEMBER 1

Begin Phase 1 sites

OCTOBER 1

Begin Phases 2 & 3

NOVEMBER 15

- Phase 3 ends.
- Phase 4 begins.

FEBRUARY 1

Phase 4 deadline.

Verification Summary Report

PHASE 4: REPORTING NOVEMBER 16 - FEBRUARY 1

- Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.
- **Attend the upcoming webinars - *Submitting the Verification Summary Report for SFAs***
 - **DECEMBER 9, 2025, 1:30-2:30PM (Collected Applications)**
 - **DECEMBER 11, 2025, 1:30-2:30pm (Did not Collect Applications)**
- Begin Verification Summary Report in ADEConnect.
- Submit Verification Summary Report by February
*Please note February 1, 2026, falls on a Sunday.
Phase 4 of verification should be completed on or before this date.*



Reminder! Only register for the December 9th webinar if free and reduced meal applications were distributed and processed AND used in your verification process.



Were you flagged for AMELIORATIVE ACTION?
This training is a requirement!

Quiz Time

True or False: The Verification Summary Report is due February 15th.

A True

B False



Quiz Time

True or False: The Verification Summary Report is due February 15th.

A True

B False

The Verification Summary Report must be submitted by February 1.



At-Risk Afterschool Meals & School Breaks

YOU CAN SERVE AT-RISK AFTERSCHOOL MEALS THROUGH WINTER BREAK!

- If operators are operating At-Risk meals, they can increase their participation by continuing to provide meals throughout the winter break.
- Operators participating in the At-Risk Afterschool program can only claim one snack and one meal per day. All meals must be congregate.
- USDA Foods are available for At-Risk meals, and operators can place orders during the winter break if desired.
- Those interested in becoming an At-Risk operator should reach out to their assigned HNS specialist for further information.


Civil Rights Compliance Form

COMPLETE AND FILE BY DECEMBER 15

Each year, all SFAs are required to collect student racial and ethnic data, which is done by completing the Civil Rights Compliance Form. This form must be completed by **December 15th** each school year and the form must be kept on file for a minimum of five years.



The Civil Rights Compliance Form **does not** need to be sent to HNS. Please complete by December 15 and keep on file.


Civil Rights Compliance for School Food Authorities

The United States Department of Agriculture (USDA) outlines the responsibility of each School Food Authority (SFA) regarding Civil Rights Compliance. The following form collects information necessary to assess compliance with Civil Rights requirements in accordance with USDA FNS Instruction 113-1. **Please complete this form annually by December 15th and maintain on file for program review purposes.** Please note that the information gathered in this form is confidential and should only be made available to authorized State and Federal personnel.

LEA Name:	CTD Number:	Date of Completion:

	Yes	No	N/A
1. Is the complete nondiscrimination statement included on the parent letter and all other material?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Have any complaints of discrimination (written or verbal) been received this school year? a. If yes, have they been acted upon according to the SFA's written procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Is the program information made available to major employers contemplating layoffs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Is there a need for program materials to be printed in a language other than English? a. If yes, has this been done?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Do admission procedures restrict enrollment by minority persons?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Are disabled students (including those with dietary needs) provided program benefits as appropriate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Using the racial/ethnic information from the household applications for free and reduced-price meals, complete the data charts below. The purpose is to determine how effectively Child Nutrition Programs are reaching potential eligible persons and beneficiaries. Enrollment information may be used for SFAs that are not required to collect household applications.

Total Enrolled:		
ETHNICITY	Number	Percentage
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."		0.00%
Not Hispanic or Latino: A person who does not meet the description above.		0.00%
Total %		0.00%
	<i>Should be 100%</i>	


Please note, all students listed in the Ethnicity data chart above must also be included in the Race data chart shown below. For students who reported two or more races, please include their designations in each of the corresponding racial categories.

RACE	Number
American Indian or Alaskan Natives: A person having origins in any of the many indigenous peoples of North, Central, or South America, and who maintains cultural identification through tribal affiliations, community ties, or other indicators of tribal group identity.	
Asian: A person having origins in any of the many peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippines, Thailand, and Vietnam.	
Black or African American: A person having origins in any of the Black racial groups of Africa. The term "African American" can be used in addition to "Black or African American."	
Native Hawaiian or Other Pacific Islander: A person having origins in any of the many peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White: A person having origins in any of the many peoples of Europe, the Middle East, or North Africa.	
Unknown	

November 2024 | Health and Nutrition Services

How to Complete the Civil Rights Compliance Form for School Food Authorities

Health and Nutrition Services
Arizona Department of Education



For assistance and additional information about completing the [Civil Rights Compliance Form](#), please use HNS' [Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form](#).

SNPAC!

SCHOOL NUTRITION PROGRAMS ADVISORY COUNCIL

- 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.



SCHOOL NUTRITION PROGRAMS
Advisory Council
MEET THE MEMBERS
Program Year 2025



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.

SY 25-26 upLIFT

UPLIFT WEBINAR: NUTRITION EDUCATION AND TEACHING KIDS TO APPRECIATE HEALTHY EATING

upLIFT will be taking a break in December 2025!

Join us on January 20, 2026 for an invigorating session where we'll explore the importance of nutrition education and strategies for teaching kids to appreciate healthy eating. We will share insights into creating engaging lessons and activities that make learning about nutrition fun and impactful. This webinar is designed to equip you with practical tips and ideas. Don't miss out on this opportunity to inspire the next generation towards a healthier future. Register now to secure your spot!

[Click here to register!](#)



Taste AZ Promotion

MONTHLY HIGHLIGHT OF LOCALLY SOURCED FOOD AVAILABLE FOR SCHOOL NUTRITION PROFESSIONALS



TASTE



TEACH



CONNECT

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 December, the spotlight is on **Radishes!**

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 December Highlight:

RADISHES



TASTE AZ
HIGHLIGHTING LOCAL FOOD

RADISHES

FIND LOCAL RADISHES IN ARIZONA:
Harvest Months: Jan-May and Oct-Dec

Farms to get the local produce:

- Aguiar Farm, Paulden, AZ
- Agritopia Farm, Gilbert AZ
- Blue Sky Organic Farm, Litchfield Park, AZ

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

HACCP
To ensure food safety with radishes always thoroughly wash them under running water before cutting, eating and/or cooking.

TEACH **ARIZONA HARVEST FACTS!**

- Despite the harsh desert climate, radishes flourish in Arizona due to their adaptability to various soil types and climates. They can mature quickly, often in just 3 to 4 weeks, making them a popular choice for local gardeners.
- Radishes are rich in essential nutrients such as vitamin C, folate, and potassium. They support a healthy diet and can boost your immune system.
- Radishes are mostly consumed fresh in salads, but roasted radishes are tasty too. Some compare the flavor and texture are similar to roasted potatoes.
- The radish greens are edible. Try them cooked or raw!
- The "hot" flavoring of a radish is found in the skin so if you peel the radish, you will lose most of the flavor.
- The peppery taste of radishes comes from natural compounds called glucosinolates. This spicy flavor can add a refreshing bite to salads and other dishes

TASTE **LOCAL RECIPE:**
[Simple Roasted Radishes](#)

Roasting radishes transforms both their flavor and texture significantly. The heat diminishes the sharpness of a raw radish, bringing out their natural sweetness, similar to carrots or beets. Additionally, they become more tender, resembling the texture of roasted potatoes.

La Noche de los Rábanos: "The Night of the Radishes" is celebrated in Oaxaca, Mexico on December 23rd every year.

Enhance your holiday meal with a delightful edible radish carving that adds a colorful and peppery touch to your plate. Feel free to keep it simple or go all out with an elaborate design!

TEACH **QUICK MATH: RADISH**

1 LB FRESH RADISHES AS PURCHASED (AP) YIELDS

12.5, (1/4 cup) whole, fresh radishes, without tops	15, (1/4 cup) raw, sliced radishes, without tops	10, (1/4 cup) cooked radishes, without tops
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Credits as "other vegetables" sub-group

upLIFT
LEARN. INSPIRE. FEED. TEACH.

December 2025 | TASTE AZ | The Arizona Department of Education
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[TASTE AZ December Highlight: Radish](#)

FFAVORS catalog

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

- Pears
- Multiple varieties of apples
- Multicolor cauliflower
- Radishes
- Dark leafy greens

New catalog is available every Sunday for the following week.

USDA Foods Direct Delivery is paused in December.



The screenshot displays the 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' interface. At the top right, there are links for 'Home', 'Help', and 'Logout'. The date 'Friday, October 31, 2025' is shown in the top right corner. The main heading is 'Catalog Report', with a sub-instruction: '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.'

The form includes the following fields and options:

- Search By:** Radio buttons for 'Vendor' (selected) and 'District'.
- *Vendor:** A dropdown menu currently showing 'CHARLIE'S PRODUCE - SPE300-25-DSB20'.
- *Catalog Effective Date:** An empty dropdown menu.

A red asterisk indicates that the fields marked with an asterisk are required. At the bottom of the form, there are two buttons: 'View Report' and 'Report Help'.

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. When deliveries cannot be accepted due to school break closures, restocking fees will be assessed.

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.



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:

- Entity Administrators will be able to add the application to their school staff beginning in January.
- SFAs can check their ADEConnect account to see the new application.

COMING SOON!



Food Distribution

CNP MyFoods

INTRODUCTION TO CNP MYFOODS

Training Webinar

CNP MyFoods enhances the process by which Arizona schools apply for and receive USDA Foods. Through a single sign-in, users can efficiently complete catalog requisitions, review available items, confirm allocations, and monitor entitlements. Designed to save time and minimize errors, this platform facilitates improved forecasting, streamlined communication, and real-time management throughout the academic year. This training will review the new system Arizona will be using to manage USDA Foods in Schools.

LIVE WEBINAR!

INTRODUCTION TO CNP MYFOODS

- 1:30 pm, **01/28/2026**
- Location: virtual
- Registration Link:
<https://azed.geniussis.com/Registration.aspx?aid=11110>

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

Turnip the Beet

AWARDS AND INFORMATIONAL WEBINAR

The Turnip the Beet Awards recognize outstanding Summer Food Service Program and Seamless Summer Option sponsors across the nation who work hard to offer children high-quality meals that are appetizing, appealing, and nutritious during the summer months.

USDA FNS will be hosting a webinar to provide an overview of the Turnip the Beet Awards. The session will cover alignment with USDA priorities, eligibility and award levels, the nomination and review process, tips for submitting a strong nomination packet, and resources available.

- [2025 Turnip the Beet Awards Informational Webinar](#) Tuesday, December 9, 2025 | 2:00pm EST

More information can be found on the [Turnip the Beet webpage](#).

Award Overview

The Turnip the Beet! Awards recognize outstanding summer meal program sponsors across the nation who work hard to offer high quality meals that are appetizing, appealing, and nutritious to children during the summer months.



Summer meals are critical in the lives of millions of our nation's youth, whose risk for hunger increases during the summer months when they no longer have access to the school meal programs. Summer meal programs, including the Summer Food Service Program (SFSP/SUN Meals) and the Seamless Summer Option (SSO), present the opportunity to help alleviate summertime hunger and positively impact children's growth and development by offering nutritious meals. High quality summer meals provide daily energy and help make sure children are healthy and ready to learn when they return to school in the fall.

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

2025 Turnip the Beet! Awards

We are pleased to share the 2025 Turnip the Beet! nomination packet.

- [2025 Turnip the Beet! Nomination Packet](#)
- [2025 State Agency and FNS Regional Office Checklist](#)
- [Tips for Sponsors: Completing the Nomination Packet](#)

2024 Turnip the Beet! Award Winners

For summer 2024, we recognize 199 winners from all seven FNS regions, with a total of 86 gold, 91 silver, and 22 bronze recipients. Congratulations to all awardees.

Gold
Silver
Bronze

Resources for Serving High Quality Meals

We have an abundance of resources available to sponsors to help make summer meals more appetizing, appealing, and nutritious:

- [The Nutrition Guide for Sponsors](#) includes best practices and tips for serving high quality meals and incorporating local foods, as well as sample cycle menus.
- [The Team Nutrition Resource Library](#) has free nutrition education materials to help reinforce and complement the nutrition messages taught by serving healthful foods.
- [The Farm to Summer Factsheet](#) describes how to "bring the farm" to summer sites.

SECTION 3
**Training
Opportunities**



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://ad.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: Plato/Gibbon
- Registration Link: **Registration Full**

November's Training Opportunities

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



[Staying on Track: November](#)

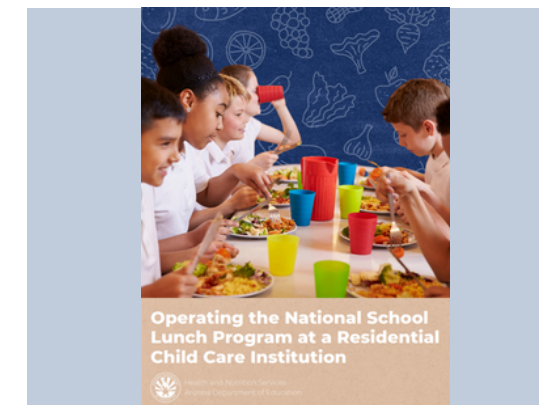


[upLIFT: From Farm to Cafeteria: Sourcing Fresh, Local Ingredients for Schools](#)



[How to Plan a Supper Using the National School Lunch Program Meal Pattern](#)

Reviews the supper meal plan when offering At-Risk Afterschool Meals.



[Operating the National School Lunch Program at a Residential Child Care Institution](#)
Offers valuable insights and practical tools to support RCCI program development

Suggested Trainings

Make sure you are serving food safely!
HNS has released the first in a series of
Food Safety Trainings:

- [How to Develop a School Food Safety Program Based on the Process Approach to HACCP Principles](#)



Training for School Nutrition Programs

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

Each curriculum includes a list of recommended trainings offered by HNS and the Institute of Child Nutrition (ICN) for specific roles, the format of each training, the Professional Standards hours each training provides, and where to access the training or registration.



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 3
**Upcoming
Deadlines &
Communications**



Mark Your Calendars!

DECEMBER 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.

- 10 Live Training opportunities for School Nutrition Professionals in December.

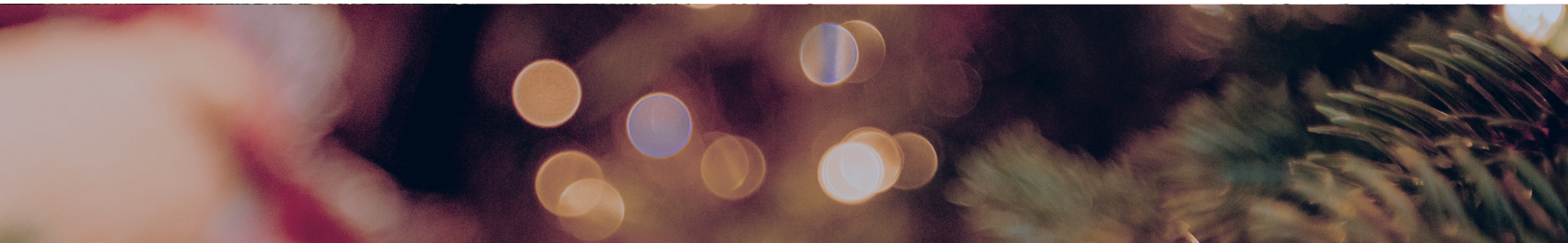
For School Nutrition Professionals	
	Staying on Track - December December 2, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Areas: Key Areas: 1000 Nutrition, 2000 Operations, 3000 Administration, 4000 Communications and Marketing
	Protecting Older Adults: The Impact of Chronic Funding Shortfalls, Cuts and Policy Changes on Senior Nutrition and Wellbeing December 3, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Areas: 4000 Communications and Marketing
	Local Food in Schools Community of Practice SY 2025-2026 December 3, 3:00-4:00 pm EST Webinar Register with AZ Farms to School Network Professional Standards Key Areas: Not Applicable
	National School Lunch Program (NSLP) New Director Workshop (In-person) December 4, 9:30-12:00 pm MST In-Person Workshop Register in APLD Professional Standards Key Areas: 2000 Operations, 3000 Administration
	Submitting the School Year 2025-2026 Verification Summary Report for School Food Authorities December 9, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Areas: Key Areas: 2000 Operations, 3000 Administration
	2025 Turnup the Beat Awards Informational Webinar December 9, 2:00-3:00 pm EST Webinar Register with USDA Professional Standards Key Areas: Not Applicable
	SNAI and Immigrant Communities: Understanding Eligibility Changes and Protecting Access After H.I.C. 1 December 9, 3:00-4:00 pm EST Webinar Register with FRAC Professional Standards Key Areas: 4000 Communications and Marketing
	School Garden & Education Community of Practice SY 2025-2026 December 10, 3:00-4:00 pm EST Webinar Register with AZ Farms to School Network Professional Standards Key Areas: Not Applicable
	Submitting the School Year 2025-2026 Verification Summary Report for School Food Authorities who did NOT Collect Household Applications December 11, 1:30-2:30 pm MST Webinar Register in APLD Professional Standards Key Areas: Key Areas: 2000 Operations, 3000 Administration
	State Nutrition Action Committee Summer Food Service Program Work Group December 15, 1:00-2:00 pm MST Work Group Meeting Register in Zoom Professional Standards Key Areas: Not Applicable

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

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- TASTE AZ January: Oranges
- Catalog Requisitions



December Checklist

December 1 - December 10

Submit November reimbursement claims (best practice)

December 15

Complete and file Civil Rights Compliance Form

December 29

Submit FFVP Period 1 Completion Report prior to this date

December 30

60-day deadline to submit October claims

Daily

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

This month...

- Attend the “Verification Reporting” Webinars: Register in APLD
- Submit the USDA Foods Preference Survey
- Don’t forget, each operating site will need two food safety inspections during the program year!
- Submit Annual Financial Report (AFR) (if not already submitted)
- Consider applying to serve At-Risk Afterschool Meals during winter break (programs eligible to apply must be at a site or in the attendance area of a site with at least 50% of enrolled students eligible for free or reduced-price meals).
- Order RADISHES locally and get reimbursed through Try it Local!





Join Us Next Month!

Staying On Track: January

January 6, 2026

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: December 2025**

Information to include when documenting this training for Professional Standards:

Training Title: December Staying on Track

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

Learning Code: 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

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: December Staying on Track

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

Learning Code: 1130, 1230, 2430, 2450, 3110, 3130, 3340, 4120, 4150

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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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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