



Recipient Agency Training - Editing Applications: Questions & Answers

Answers to the questions asked in HNS' **Recipient Agency: Editing Applications** webinar.

Please note, operators are responsible for remaining up-to-date on program guidance/regulations. The following answers reflect the information available at the time of the live webinar and may be subject to change.

QUESTIONS & ANSWERS

Q: Under Applications, are any actions required if the “Delivery site waiting for approval” message is displayed?

A: After completing actions detailed in the HNS 07-2026, School Year (SY) 2026-2027 Updates and Reminders for School Food Authorities and CNP MyFoods Application Checklist items, the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) will approve delivery sites.

- [HNS 07-2026: School Year 2026-2027 Updates and Reminders for School Food Authorities](#)
- [School Meals Programs Application and USDA Foods Checklist](#)

Q: If we have an ‘Approved Status’ under the Applications section, do we still need to reopen this section to complete this area?

A: No, please review the training slides or view the recording for assistance completing the necessary updates to your approved application. Please follow the steps for updating sponsor and site data outlined in the [School Meals Programs Application and USDA Foods Checklist](#).

- Recipient Agency Training: Editing Applications ([Slides](#)) ([Recording](#))

Q: Will the ‘Certify’ and ‘Submit’ apply to all sites? If no changes are required on the sites page, is nothing needed there?

A: ‘Certify’ & ‘Submit’ applies to the Recipient Agency as a whole so it includes all sites. The Application - Site(s) tab is informational and there is nothing to do there beyond verifying the delivery sites are accurate.

Q: Will catering companies show up under the food service management list for the application?

A: This application area is under revision and should be available for completion soon to include catering companies. HNS will announce updates to the system via communications and within the Staying on Track (SOT) webinar series. If you are not receiving HNS communications, please sign up for notifications on the ADE HNS website. Additionally, register for the SOT webinar series via the ADEConnect, ADE Professional Learning and Development (APLD) application.

Q: Is it ok if my school’s primary USDA Foods Contact did not use CNP MyFoods to apply for SY 2026-2027 but applied in the myFOODS (old) system.

A: No, only the new CNP MyFoods will be used for SY 2026-2027. The legacy myFOODS system will only be used for reports needed for Annual Financial Reports (AFRs) and Auditors.

Q: Will we get an email when HNS makes an update?

A: Yes, HNS will send email notifications when updates are made. To help reduce the frequency of emails, HNS will make every effort to consolidate multiple issues, updates, or changes into a single notification whenever possible. This approach will keep stakeholders informed while minimizing unnecessary email traffic.

QUESTIONS & ANSWERS

Q: I noticed one of our school sites is not listed on the Delivery Site List. Can I add the missing school site?

A: Yes, you may. It will be sent to HNS for approval.

Q: If operators need assistance, may they contact the HNS team?

A: Yes! Please email USDAFoods@azed.gov to connect with a member of the Food Acquisition and Nutrition Systems team.

Q: Do I need to update my USDA contacts in CNP MyFoods before my sites are approved?

A: Yes, HNS highly recommends updating all contact information! This update does not have to occur prior to sites being approved.