

WELCOME BACK!

Updates & Reminders for School Food Authorities

School Year 2026-2027



Health and Nutrition Services
Arizona Department of Education



Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the **National School Lunch Program (NSLP)**.

Objectives

At the end of this training, attendees should be able to:

- be familiar with the annual application requirements;
- understand how to access and utilize USDA Foods;
- recall updates to the School Nutrition Standards;
- understand training requirements and opportunities; and,
- be aware of all additional 2026-2027 updates and reminders.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: School Year 2026-2027 Updates & Reminders for School Food Authorities

Key Area: 3000 - Administration

Learning Code: 3200

Length: 30 minutes



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 USDA Child Nutrition Programs 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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



Agenda

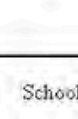
Section 1: Annual Application Requirements

Section 2: Accessing and Utilizing USDA Foods

Section 3: Updates to the School Nutrition Standards

Section 4: Training Requirements and Opportunities

Section 5: Additional Updates and Reminders



ARIZONA DEPARTMENT OF
EDUCATION

Original Signed

HNS #07-2026

MEMORANDUM

To: School Food Authorities Operating the National School Lunch Program

From: Melissa Conner, Senior Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Date: June 23, 2026

Subject: School Year 2026-2027 Updates and Reminders for School Food Authorities

The purpose of this memorandum is to announce the availability of School Year 2026-2027 (SY 2026-27) National School Lunch Program (NSLP) applications in CNPWeb, as well as to provide reminders and new information for School Food Authorities (SFAs) applying to operate the NSLP, School Breakfast Program (SBP), Special Milk Program (SMP), and/or Afterschool Care Snack Program (ASCSP) and At-Risk Afterschool Meals component of Child and Adult Care Food Program (CACFP) during SY 2026-27. This guidance also pertains to SFAs participating in the USDA Foods in Schools Program and the USDA Department of Defense Fresh Fruit and Vegetable Program (USDA DoD Fresh).

Annual Application Requirements

SFAs are encouraged to use the [School Meals Application Checklist](#) to ensure all application requirements are completed. SFAs will communicate with their assigned Arizona Department of Education (ADE) - Health and Nutrition Services (HNS) Specialist to complete the annual application requirements for SY 2026-27. The contact information for the assigned specialist can be found at the top of the sponsor application in CNPWeb. SFAs are encouraged to prepare and submit all components of the application as early as possible and should allow three weeks for the application approval process to be completed. SFAs must ensure that all applications and all required components are submitted with adequate time for approval and meet claiming deadlines.

The *Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb* is available to guide users through navigating CNPWeb and completing the fields required in the sponsor and site applications. The training is available in the [NSLP Online Training Library](#).

EOS Edits to Ensure Consistency

As a reminder, all users are responsible for ensuring that the information provided to ADE's School Finance unit is accurate and up to date. During the onboarding of a new Local Education Agency (LEA),

Tom Horne, Superintendent of Public Instruction

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We are a service organization committed to raising academic outcomes and empowering parents.

SECTION 1

Annual Application Requirements



CNPWeb Access

ACCESS TO CNP APPLICATIONS VIA ADECONNECT

ADEConnect provides a single sign-on for multiple applications used by ADE, for example, the CNPWeb. Access to CNPWeb is granted by the Entity Administrator (EA) established by and for the entity.

Whether the EA is listed as an Authorized Signer on the FPPSA or not, EAs, shall not grant Child Nutrition Programs' technology systems access to consultants, consulting firms or Food Service Management Companies (FSMCs) contracting with SFA.

The Child Nutrition Programs' technology systems within ADEConnect include:

- CNP MyFoods;
- CNPWeb;
- CNP Direct Certification/Direct Verification;
- CNP Verification;
- CNP Supplemental Payments; and
- CNP Summer EBT SUN Bucks – SFA.

The Child Nutrition Programs' technology systems outside of ADEConnect include:

- FFAVORS

CNPWeb Access

ACCEPTABLE USE POLICY

In addition to the Acceptable Use Policy, SFAs can review information about access to technology systems in the FPPSA, which is agreed upon by the Designated Official when the FPPSA is signed.

The Designated Official has the responsibility to ensure unauthorized individuals, including consultants and employees of FSMCs, are not granted access to the Child Nutrition Programs' technology systems.

Acceptable Use Policy

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

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

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

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

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

Ownership of Internet-Related systems

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

Monitoring

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

Security and Proprietary Information

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

Access and Authentication

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

Restrictions and Prohibitions on Use and Access

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

Resource: [Acceptable Use Policy](#)

Updates & Reminders

EOS EDITS TO ENSURE CONSISTENCY

As a reminder, all users are responsible for ensuring that the information provided to ADE's School Finance unit is accurate and up to date.

During the onboarding of a new Local Education Agency (LEA), a profile is created in ADE's Education Organization System (EOS), which serves as the source of information and designation of the LEA. School Finance maintains this data, and it is used to validate CNPWeb applications.

To avoid discrepancies or delays, CNPWeb information must match EOS records.

Contact Us

[Visit the HelpDesk](#)

SchoolFinance@azed.gov | [\(602\) 542-5695](tel:(602)542-5695)

School Finance Payment Team

SFPaymentteam@azed.gov | [\(602\) 542-5695](tel:(602)542-5695), Option 1

School Finance Budget Team

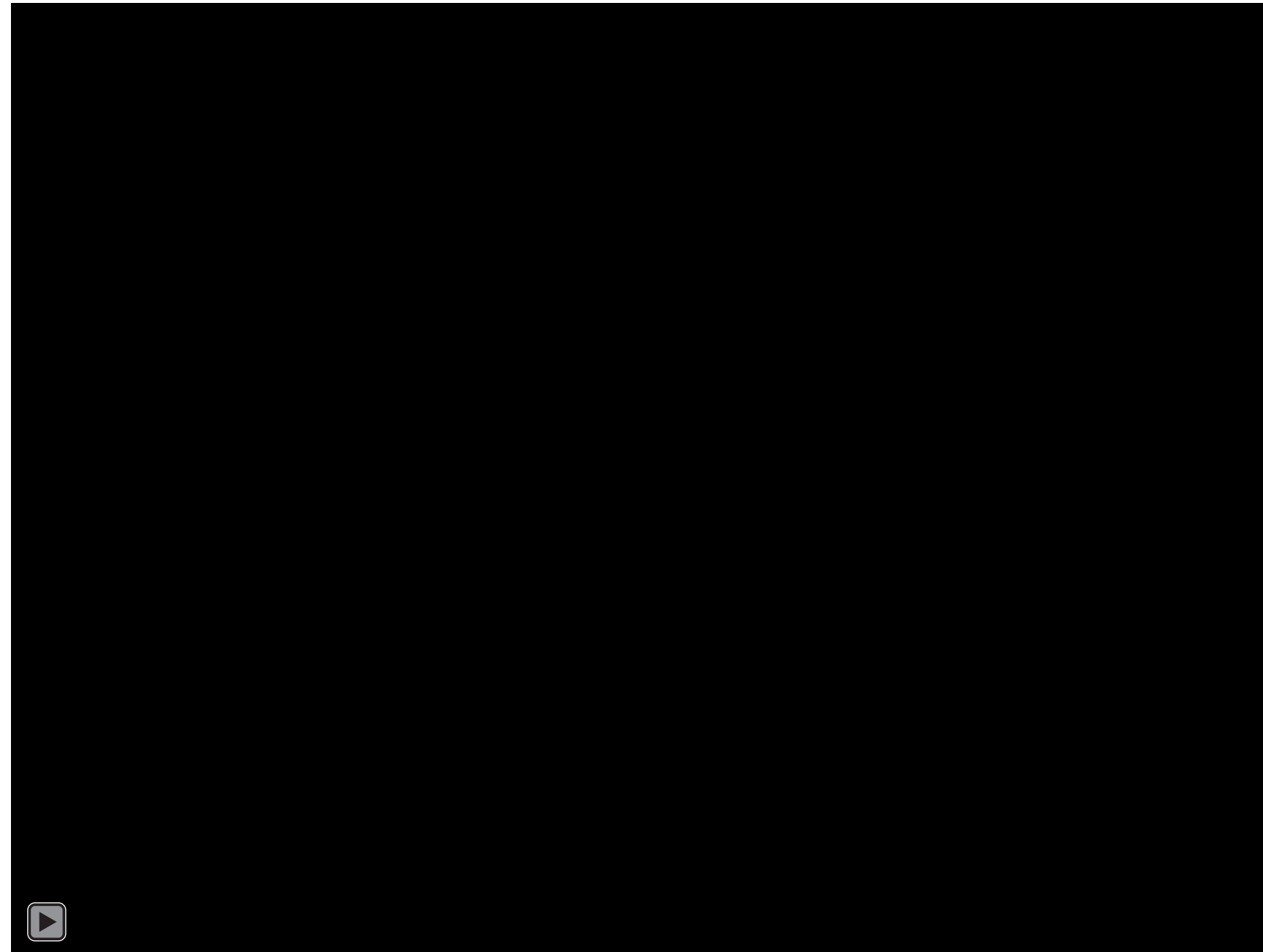
SFBudgetTeam@azed.gov | [\(602\) 542-5695](tel:(602)542-5695), Option 2

School Finance Operations Analyst Team

[Submit a HelpDesk ticket](#) | [\(602\) 542-5695](tel:(602)542-5695), Option 3

Any questions regarding the process should be directed towards [School Finance](#) for public entities and the assigned HNS specialist for non-public entities.

Updating Entity Information in EOS



Updates & Reminders

CNPWEB SITE AND SPONSOR APPLICATIONS

Each school year, SFAs are required to submit a sponsor application and an application for each site via CNPWeb. The sponsor application collects entity level information including contact information, program beginning and end dates, as well as indication of approved participation in one of the Special Provision Options (if applicable). The site application collects site level operational information including site contact information, meal service types, and identifies the site's intended participation in one or more of the Child Nutrition Programs.

The annual submission and approval of the site and sponsor applications is a required step for SFAs to submit reimbursement requests for meals served under the any of the following Child Nutrition Programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- School Milk Program (SMP)
- Afterschool Care Snack Program (ASCSP)
- At-Risk Afterschool Meals Component of the Child and Adult Care Food Program

Updates & Reminders

ADDING SITES

- SFAs adding sites to CNPWeb must complete and submit the Add/Change/Delete Form.
- Authorized signers can complete an Add/Change/Delete form through a HelpDesk ticket.
- User/Requestor submitting Add/Change/Delete form must be a Designated Official or an Authorized Signer listed on the Food Program Permanent Service Agreement.



Sites that are legally separate from the SFA require the submission of an Inter-Agency Partnership Agreement.

Digital Add/Change/Delete via HelpDesk

- *recommended*

- Log in to ADEConnect
- Click 'Help'
- Click 'Go to Help Desk'
- Click 'New Request'
- Locate Health and Nutrition Services templates
- Select 'HNS Add/Change/Delete Form'
- Complete all required fields and applicable optional fields within HelpDesk's Add/Change/Delete form

**User/Requestor submitting the Add/Change/Delete form must be submitted by an Authorized Signer listed on the Food Permanent Service Agreement*

Manual Add/Change/Delete Form (print, sign, scan, and email)

Applying for SY 26-27

AVAILABLE RESOURCES

NSLP Online Training Library:

Visit HNS' online training library to access Step-by-Step Instructions.

- [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb](#)

NSLP & SBP - Program Forms and Resources:

Visit the NSLP forms and resources webpage to access templates and fillable forms needed for CNPWeb Checklist Items and Additional Documentation.

- [School Meals Programs Application and USDA Foods Checklist](#)

CNPWeb Checklist Items

After application submission, the CNPWeb will produce a checklist of documentation that LEAs need to provide to ADE depending on the LEA type and/or how the LEA is operating the program. These items may be provided directly to the LEAs assigned HNS specialist. Not all LEAs will have pending checklist items.

Checklist items may include:

- Catering Contract
- Food Service Management Company Contract
- 501c3
- Customized Household application
- Food Program Permanent Service Agreement

The LEA's HNS Specialist will check the boxes once the documentation is received. The LEA cannot check these off themselves.

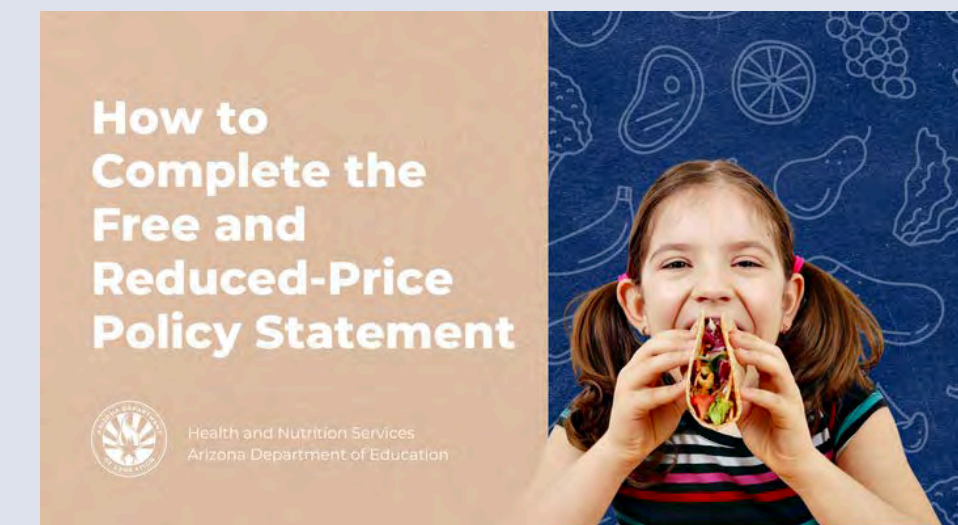


Applications will not be approved until all Checklist items have been received and approved

CNPWeb Checklist Items

FREE AND REDUCED-PRICE POLICY STATEMENT/ADDENDUMS:

- The SFA must review their free and reduced-price policy for substantive changes.
- The policy statement must be updated and resubmitted to their assigned HNS Specialist if there are any changes to the process or staff/position responsible for eligibility determinations.
- In all cases, the SFA must have an approved policy statement on file with ADE that accurately describes its current free and reduced-price policies.
- Amendments must be submitted for approval to their assigned HNS Specialist no later than October 15th each year. The [Free and Reduced Price Policy Statement](#) template can be accessed on ADE's [NSLP/SBP website](#) under the Resources for Operators - Program Forms and Resources area or by utilizing the link provided.



The following resource is also available: [How to Complete the Free and Reduced-Price Policy Statement](#).

CNPWeb Checklist Items

PAID LUNCH EQUITY

All School Food Authorities (SFAs), regardless of their current lunch prices, are required to conduct an annual review of their paid lunch prices to comply with the Paid Lunch Equity (PLE) requirement by using the USDA Paid Lunch Equity (PLE) Tool for the current year. **However, certain SFAs are NOT required to complete the Annual PLE Tool.**

School Food Authorities (SFAs) that are not required to complete the Annual PLE Tool include:

- SFAs that qualify for the school year 2026-2027 PLE exemption;
- Community Eligibility Provision schools;
- Non-pricing programs such as Provision 2 schools.



CNPWeb Checklist Items

PAID LUNCH EQUITY



Exempt

SFAs with a **positive or zero balance** in the nonprofit school food service account as of June 30, 2026, are exempt from PLE pricing requirements for SY 2026-2027. This can be shown with their current Annual Financial Report (AFR).



Not Exempt

SFAs that do not qualify for the PLE exemption due to a **negative balance** in the nonprofit school food service account as of June 30, 2026, **must follow PLE requirements** when establishing their paid lunch prices for SY 2026-2027.

OPTIONAL TOOL FOR EXEMPT SFAS

While not required, exempt SFAs may choose to use USDA's PLE tool to complete the steps necessary to determine their target SY 26-27 paid lunch price and adjust their paid lunch prices accordingly.

CNPWeb Checklist Items

PAID LUNCH EQUITY

SFAs may use the prices they last charged students as the basis for their SY 2026-2027 paid lunch price calculation, even if those prices were charged during a year the SFA was not required to comply with PLE requirements.

If an SFA did not charge for meals during SY 2025-2026, such as an SFA that operated the Community Eligibility Provision, or Provisions 2 or 3 and is returning to standard counting and claiming in SY 2026-2027, they may use the most recent paid lunch price data as the basis for its SY 2026-2027 paid lunch calculation.

SFAs are not required to raise their paid lunch price by more than 10 cents for SY 2026-2027 from the last year they charged for paid lunches. SFAs can still choose to raise the price by more than **10 cents**.

Keep Connecting with HNS

ADE HELPDESK

HNS encourages SFAs to HelpDesk, ADE's ticketing system, when in need of any assistance from HNS. In addition to current options in the Service Request Catalog, including one time exception requests, reimbursement claim/attendance factor issues, the Add/Change/Delete Form, application issues, and general inquiries.

HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account, will be prompted to create one.

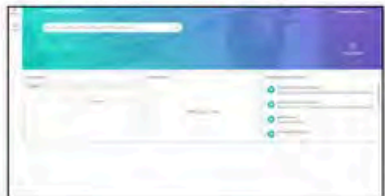
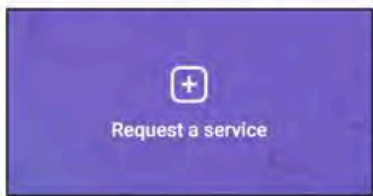


Connect with HNS using the HelpDesk

This resource outlines the steps for connecting with ADE HNS using the HelpDesk.

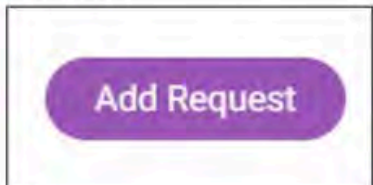
The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) uses the ticketing system, HelpDesk, to receive, track and respond to requests for various types of assistance. Child Nutrition Program Operators are encouraged to use HelpDesk when in need of any assistance from HNS. Unlike individual email-based requests, the HelpDesk provides the opportunity to be routed to the most appropriate staff member. Additionally, HelpDesk allows the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request. Follow the steps listed below to connect with HNS using the HelpDesk.

CREATING A HELPDESK TICKET

- 1 Open a web-browser and navigate to <https://helpdeskexternal.azed.gov>

- 2 Click the icon for 'Request a Service'

- 3 Locate and click 'Health and Nutrition Services'

- 4 Select the template* from the dropdown that most closely matches your need(s) to raise your request


*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5 Complete all required and applicable optional fields,* including attachments. Disregard fields that cannot be edited.


*Providing a detailed request will help it to be routed to the appropriate staff member.
- 6 Once the request template is complete with as many details as possible, click 'Add Request'


July 2024 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

Resource: [How to Connect with HNS using the HelpDesk](#)

SECTION 2

Accessing and Utilizing USDA Foods

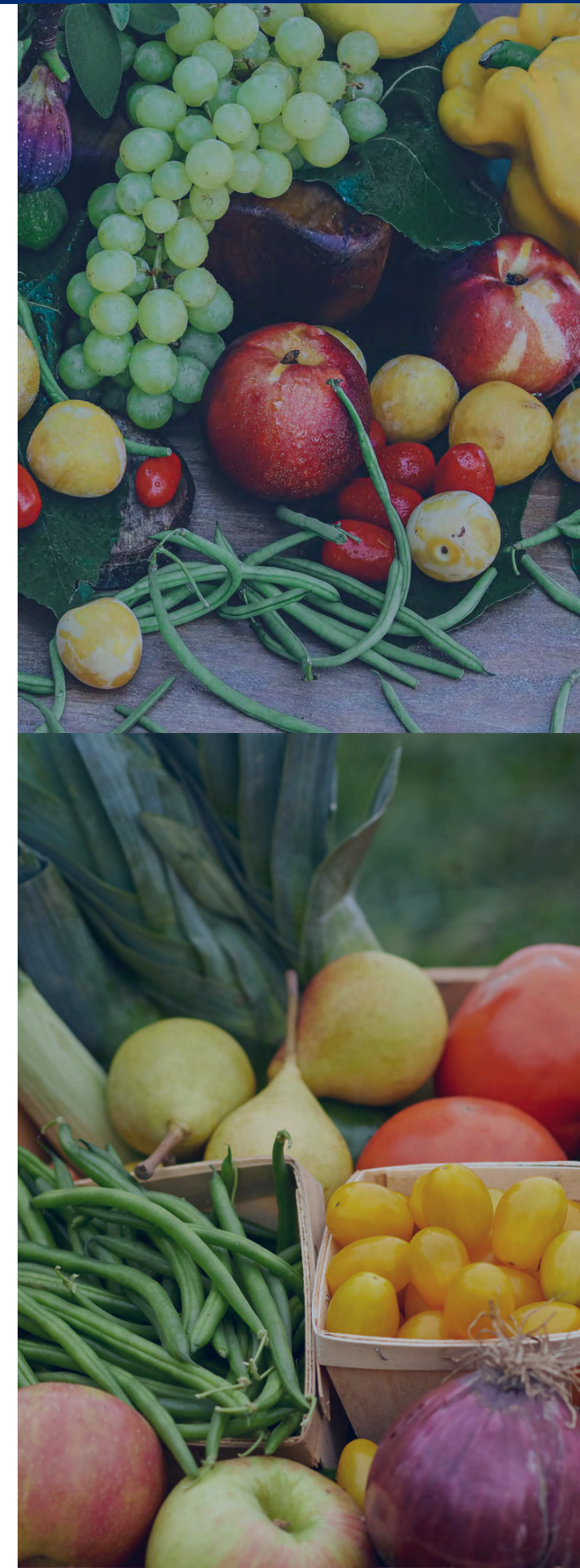


USDA Foods

USDA FOODS IN SCHOOLS - CNP MYFOODS

CNP MyFoods is the online portal that collects entity-level information, including contact and billing information, as well as site-level delivery information required by the ADE contracted warehouse responsible for receiving and distributing Direct Delivery products. SFAs must have an active status in CNP MyFoods to utilize their Planned Assistance Level (PAL) dollars provided through the USDA Foods in Schools program for SY 2026-27.

- Returning operators should use the School Meals Application Checklist to ensure all activities are completed. CNP MyFoods updates must be completed prior to ordering materials from USDA Foods Direct Delivery or DoD Fresh.
- For SY 2026-27, an approved CNPWeb application is not required prior to ordering.
- SFAs that have not previously accessed their PAL for USDA Foods in Schools may do so at any time. SFAs will contact HNS at USDAFoods@azed.gov to discuss the food assistance program and begin the process of establishing a CNP MyFoods account and delivery site(s).



Reminder

REMINDER OF HNS 06-2026 MANAGEMENT OF USDA FOODS INVENTORY AT PROCESSORS

To request additional pounds for SY 2026-27 and beyond, SFAs must submit a Calculator/Planner indicating the quantity and utilization for ADE approval. As the memo states after SY 2026-27, there will no longer be any carryover pounds in Arizona. All USDA Foods and Planned Assistance Level (PAL) must be used in the year that it is provided. ADE will transfer SFA unused pounds at processors to the state account for redistribution. For smooth implementation of this process, ADE will allow carryover from SY 2025-26.

HNS 06-2026



Legacy myFOODS

SY 2026 USDA FOODS PORTION OF THE ANNUAL FINANCIAL REPORT (AFR)

CNP MyFoods replaced the previous myFOODS system this last school year. However, the myFOODS system will need to be accessed to provide USDA Foods information for the AFR.

The legacy system will be available to SFAs for 5 years; however, ADE will not process any updates made to the system after June 30, 2026.



[How to Complete the USDA Foods Portion of the AFR](#)

SECTION 3

Updates to the School Nutrition Standards



Updated Nutrition Standards

EFFECTIVE JULY 1, 2025

The final rule titled, [Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans](#), effective July 1, 2024, is following phased-in implementation for required changes. The following NSLP and SBP meal pattern changes are effective July 1, 2025:



ADDED SUGARS

Schools must meet the following product-based added sugar limits:

- Breakfast cereals must contain no more than 6 grams of added sugars per dry ounce ([7 CFR 210.10\(c\)\(2\)\(iii\)\(B\)](#)).
- Yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams per ounce) ([7 CFR 210.10\(c\)\(2\)\(iv\)\(C\)](#)).
- Flavored milk must contain no more than 10 grams of added sugars per 8 fluid ounces, or 15 grams of added sugars per 12 fluid ounces for flavored milk sold as a competitive beverage for middle and high schools ([7 CFR 210.10\(d\)\(1\)\(iii\)](#)).

Updated Nutrition Standards

EFFECTIVE JULY 1, 2025

The final rule titled, [Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans](#), effective July 1, 2024, is following phased-in implementation for required changes. The following NSLP and SBP meal pattern changes are effective July 1, 2025:



NSLP AFTERSCHOOL SNACKS

Schools serving NSLP afterschool snacks to children in grades K-12 must serve the meal components and quantities found at [7 CFR 210.10\(o\)\(2\)](#). Two highlights include:

- No more than half of the weekly fruit or vegetable offerings at NSLP snacks may be in the form of juice.
- At least 80 percent of the grains offered during the week for NSLP snacks must be whole grain-rich.
- Grain-based desserts, except for sweet crackers such as animal and graham crackers, do not contribute toward the grains requirement.

Updated Nutrition Standards

EFFECTIVE JULY 1, 2025

The final rule titled, [Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans](#), effective July 1, 2024, is following phased-in implementation for required changes. The following NSLP and SBP meal pattern changes are effective July 1, 2025:



BUY AMERICAN

Schools' non-domestic food purchases must not exceed 10 percent of total annual commercial food costs as outlined in 7 CFR 210.21(d)(5)(ii)(A) and 7 CFR 220.16(d)(5)(ii)(A). As outlined in recent guidance, State agencies have the ability to approve a temporary accommodation to those school food authorities that demonstrate they cannot meet the threshold requirement for non-domestic purchases (see [SP 09-2026](#)).

Updated Nutrition Standards

RESOURCES

To assist schools in meeting the updated nutrition standards, the following resources are available:

Team Nutrition and the Institute of Child Nutrition:

- [Crediting Tip Sheets in Child Nutrition Programs](#)
- [Reducing Added Sugars at School Breakfast](#)
- [The Whole Grain Resource for the National School Lunch and School Breakfast Programs](#)
- [Nutrition Standards for Added Sugars Fact Sheets](#)
- [Buy American Exceptions Summary Tool](#)

Arizona Department of Education, Health and Nutrition Services:

- [Overview of the Updated Nutrition Standards for School Meal Programs](#)
- Meal Pattern Charts
 - [National School Lunch Program \(3-day, 4-day, 5-day, 6-day, 7-day\)](#)
 - [School Breakfast Program \(3-day, 4-day, 5-day, 6-day, 7-day\)](#)
- Updated Medical Statement for Students with Special Dietary Accommodations Form ([English](#)). ([Spanish](#)).
- Accommodation Plan - [Webform Buy American Accommodation Plan](#)

Arizona Healthy Schools Act Certification of Compliance

HNS 05-2026 

Certification of Compliance with A.R.S. §15-242.01 and Public Posting

- Who Must Submit: All public districts and charter schools participating in National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program and Summer Food Service Program
- How to Submit: Certification of Compliance for A.R.S. 15-242.01: Ultraprocessed Foods Prohibition



[What Schools Need to Know About the Arizona Healthy Schools Act](#)

[Arizona Healthy Schools Act A.R.S. 15-242.01 Certification of Compliance](#)

[Arizona Healthy Schools Act List of Certified Schools](#)

Quiz Time

True or False. The Arizona Healthy Schools Act is a State law. Schools must certify compliance through the link on the HNS website.

A True.

B False.



Quiz Time

True or False. The Arizona Healthy Schools Act is a State law. Schools must certify compliance through the link on the HNS website.

A True.

B False.

- **Who Must Submit:** All public districts and charter schools participating in National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program and Summer Food Service Program
- **How to Submit:** Certification of Compliance for A.R.S. 15-242.01: Ultraprocessed Foods Prohibition



SECTION 4

Training Requirements and Opportunities

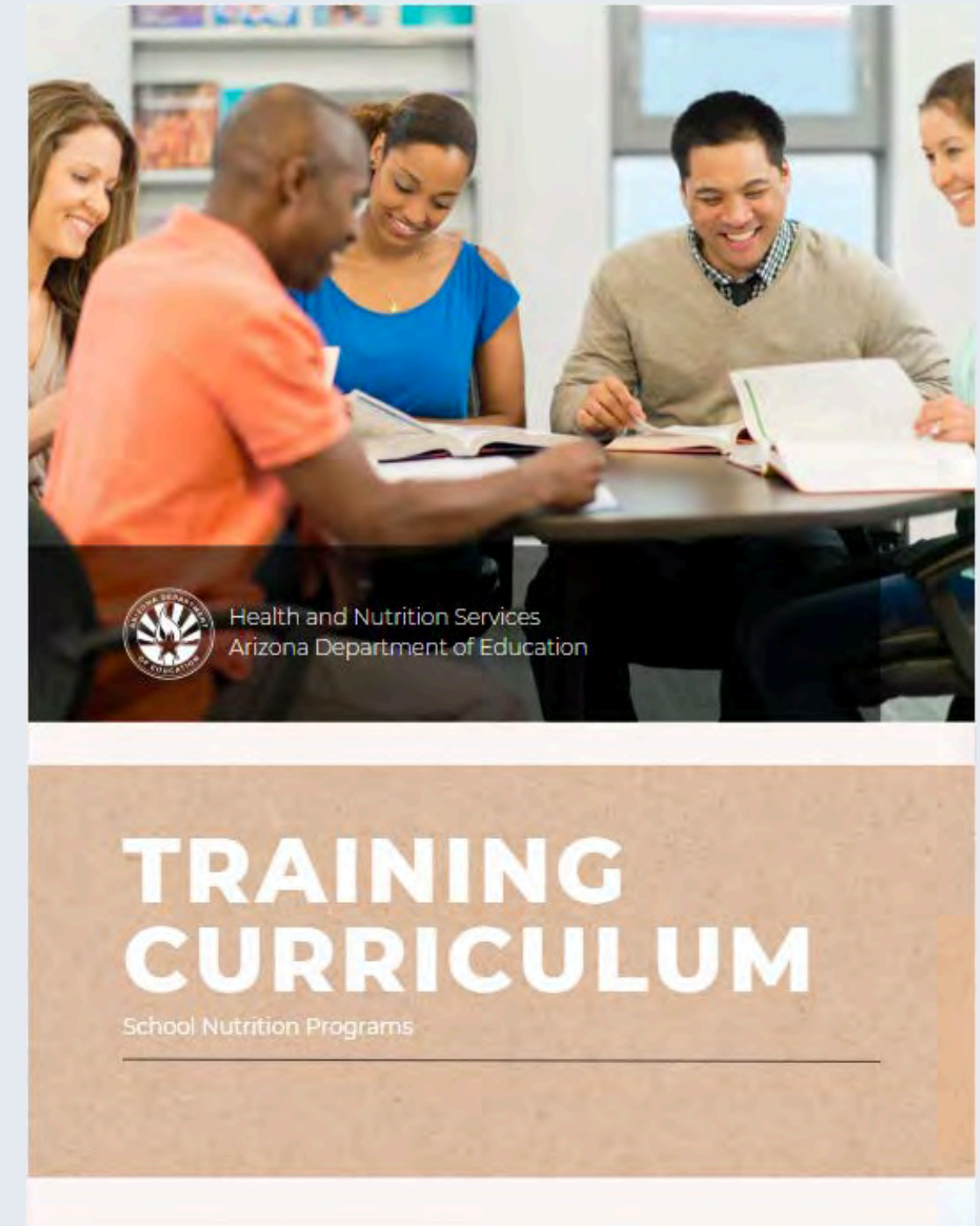


Training

FOR SCHOOL NUTRITION PROGRAMS

Training for School Nutrition Programs Annual Requirements: Effective July 1, 2015, **SFAs must ensure that all new and current school nutrition program staff meet the minimum annual training requirements per USDA's Professional Standards regulations.**

Because the trainings offered are vast in quantity and diverse in content, HNS has drafted specialized Training Curriculum for School Nutrition Programs based on job duties to help directors get started creating training plans for the year. For more information on Professional Standards, visit the NSLP Training webpage, under the "Build Your Employee Training Plans" accordion.



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



Training Requirement

ANNUAL CIVIL RIGHTS TRAINING

Civil Rights Training is required annually to ensure all staff are aware of and understand the civil rights requirements. HNS provides a Civil Rights Compliance for Child Nutrition Operators Online Course (English) (Spanish). This training can count towards Professional Standards requirements.



Civil Rights Compliance for Child
Nutrition Operators

*Required for all employees every
year*

(English) (Spanish)



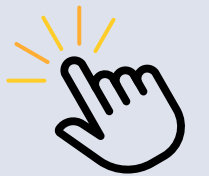
Training Requirement

PROCUREMENT

School nutrition program directors, management, and staff tasked with NSLP procurement responsibilities must complete training on Federal procurement standards annually. HNS provides a Procurement Basics online course. This training can count towards Professional Standards requirements.



[Procurement Basics](#)



Additional Training

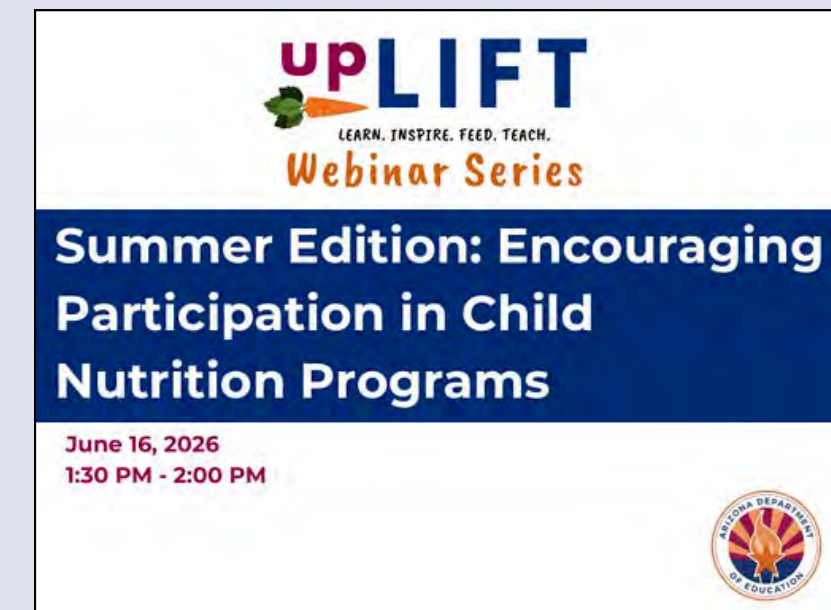
MONTHLY WEBINARS

These webinars are designed to support the school nutrition community by providing practical, real-world strategies to strengthen and improve nutrition programs. While upLIFT focuses on sharing insights, best practices, and innovative approaches from the field, Staying on Track covers timely and essential topics to help school nutrition professionals remain informed, compliant, and successful throughout the school year.

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



[Staying on Track: June](#)



[upLIFT Webinar Series](#)

Additional Training

IN-PERSON WORKSHOPS

These workshops enhance practical knowledge in school nutrition program directors and operators by providing hands-on learning experiences that bridge the gap between theory and daily practice. Unlike self-paced online training, workshops allow participants to actively apply concepts, practice skills, and receive immediate feedback from subject matter experts and peers.

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



NATIONAL SCHOOL LUNCH PROGRAM

FALL 2026

IN-PERSON WORKSHOP SCHEDULE

Aug 26	NSLP Preparing for the Administrative Review (Regular and Special Provision Options) • 9:00 AM – 12:00 PM <i>This workshop provides an overview of the NSLP Administrative Review process and is recommended for program directors, managers, and staff responsible for compliance. Topics include review preparation, required documentation, recordkeeping, reporting requirements, and key strategies for meeting program regulations.</i>	Click to Register 
Sep 3	NSLP Preparing for the Administrative Review (Regular and Special Provision Options) • 9:00 AM – 12:00 PM <i>This workshop provides an overview of the NSLP Administrative Review process and is recommended for program directors, managers, and staff responsible for compliance. Topics include review preparation, required documentation, recordkeeping, reporting requirements, and key strategies for meeting program regulations.</i>	Click to Register 
Sep 17	NSLP Financial Management Workshop • 9:00 AM – 1:30 PM <i>This workshop will provide practical insights and engage attendees in interactive activities to confidently create budgets, understand financial reporting, and define cost control. Skills developed will include monitoring financial data, applying ethical decision-making, and implementing strategies to improve Child Nutrition Programs' efficiency.</i>	Click to Register 
Sep 23	Preparing for Verification Workshop • 9:00 AM – 12:00 PM <i>This session provides an overview of the NSLP Verification process and is recommended for program directors, managers, and staff responsible for eligibility determinations. Topics include verification requirements, timelines, household notifications, documentation requirements, and key steps leading up to submission of the Verification Summary Report.</i>	Click to Register 

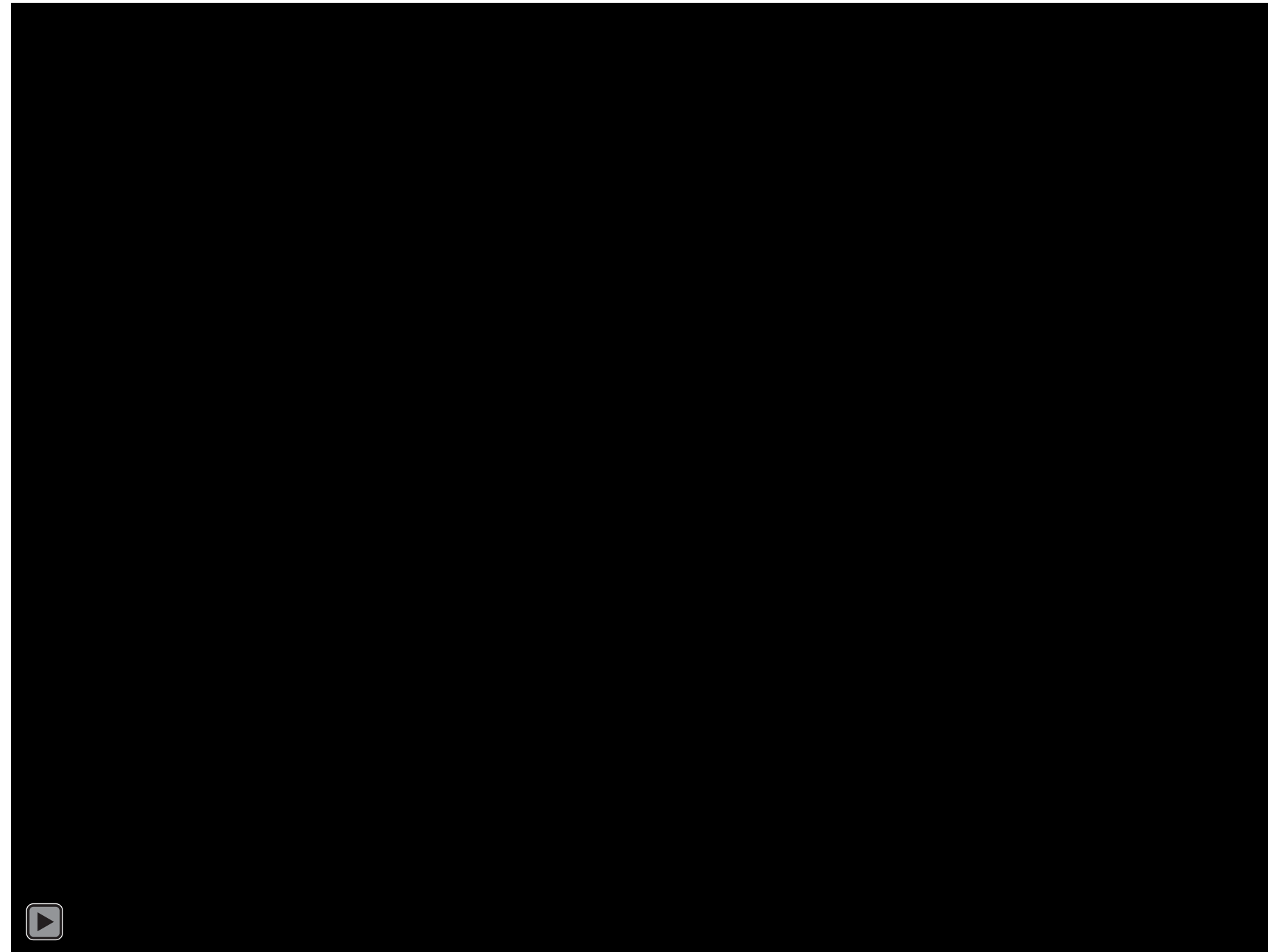
Oct 21	NSLP New Director • 9:00 AM – 12:30 PM <i>This workshop provides an engaging and informative overview of the responsibilities of a School Food Service Director. Includes program applications and website, and best practices for record-keeping and documentation. This workshop intended to support new directors.</i>	Click to Register 
Oct 21	NSLP Food Production • 9:00 AM – 12:00 PM <i>This workshop teaches kitchen managers and school nutrition staff how to accurately complete USDA-compliant food production records, including forecasting, meal count documentation, and recordkeeping for successful Administrative Reviews.</i>	Click to Register 
Dec 3	NSLP New Director • 9:00 AM – 12:30 PM <i>This workshop provides an engaging and informative overview of the responsibilities of a School Food Service Director. Includes program applications and website, and best practices for record-keeping and documentation. This workshop intended to support new directors.</i>	Click to Register 
Dec 9	Submitting the Verification Report • 9:00 AM – 12:00 PM <i>Provides guidance on completing and submitting the Verification Summary Report (VSR) and is recommended for program directors, managers, and staff responsible for verification reporting. Participants will work with their assigned specialist to review reporting requirements, enter data accurately, and successfully submit the VSR.</i>	Click to Register 

WORKSHOP REMINDERS

- Seating is limited for all workshops. If you are unable to attend, please notify your specialist as soon as possible so the Arizona Department of Education can make the seat available to another participant. To ensure fair access, participants who repeatedly fail to attend registered workshops may be ineligible for future workshop enrollment.
- Continuing Education Units (CEUs) earned through these workshops may count toward Professional Standards and other required training hours.
- Participants are encouraged to arrive on time and attend the full session to receive applicable training credit.
- Registration does not guarantee CEU approval by all agencies or employers. Participants are responsible for verifying applicable training requirements.
- Workshop dates, times, and locations are subject to change. Registered participants will be notified of any updates.

[NSLP Fall In-Person Workshop Schedule](#)

Staying on Track Monthly Webinar





Training

UPLIFT WEBINAR SERIES

upLIFT was created for the child nutrition professional, providing materials to help LEARN about nutrition, INSPIRE healthy and creative recipes, FEED students healthy meals, and TEACH others in the community about child nutrition programs! upLIFT provides monthly webinars, research articles, and fact sheets to help expand nutrition knowledge and gain confidence in teaching staff, supervisors, and community members. HNS collects photographs and success stories from Arizona school nutrition programs to share and inspire other school nutrition professionals. The TASTE AZ promotion showcases Arizona's very own local produce and available food options. Each month, HNS highlights a food that is grown in Arizona, or local products easily available to operators. Additionally, operator

[Register in the ADE Professional Learning and Development \(APLD\).](#)

SY 2026-27 Initiative



COMMUNITY TO CAFETERIA

For the 2026–2027 school year, Community to Cafeteria is a focused initiative aimed at increasing participation in the National School Lunch Program (NSLP) while enhancing meal quality through strong community engagement. Food Service Directors will be empowered to implement targeted marketing and outreach strategies to promote school meals, improve student and family perceptions, and build meaningful partnerships with local organizations and businesses, and public health agencies. These efforts are designed to increase awareness, strengthen trust, and create a shared investment in student nutrition and wellness.

In addition, the initiative includes key projects to support program growth and sustainability, such as expanding Farm to School efforts, incorporating more locally sourced foods, strengthening food safety knowledge and practices, and reviewing and enhancing Local Wellness Policies. Schools will also build capacity in grant writing to secure additional resources. Together, these strategies will support high-quality, appealing meals and foster a connected, community-driven approach to child nutrition programs.

[Register in the ADE Professional Learning and Development \(APLD\)](#)

SECTION 5

Additional Updates and Reminders



Updates & Reminders

MANDATORY REPORTING

SFAs electing to operate NSLP and/or SBP under a Special Provision Option must have completed the provision application process prior to CNPWeb application approval.

As with prior years, applications for Provision 2, Provision 3, and the Community Eligibility Provision are due June 30.

APRIL 1

SFAs determine identified student and enrollment counts

APRIL 15

Deadline for LEAs to submit identified student and enrollment counts to ADE for each site within CNP Direct Certification in ADEConnect 'CEP Data Collection'

MAY 1

ADE publishes a site level notification list of all eligible and near eligible CEP sites

JUNE 30

CEP application and supporting documentation are due to ADE

Updates & Reminders

FOOD PROGRAM PERMANENT SERVICE AGREEMENT

The Food Program Permanent Service Agreement (FPPSA) is undergoing revisions to encompass new and/or modified laws, regulations, and statutes.

Execution of the updated FPPSA is required to maintain program participation, and SFAs must comply with all terms and conditions. SFAs must complete and submit the updated FPPSA by the required due date and whenever there are changes to the SFA's Designated Official or Authorized Signers.

Failure to submit a completed and signed FPPSA may result in the inability to begin or continue program operations and receipt of reimbursement. More detailed instructions, including a due date for submission, will be communicated during SY 2026-27.

Updates & Reminders

FISCAL YEAR 2027 REDUCED-PRICE MEAL SUBSIDY

The **FY 2027 state budget**, enacted by the Arizona Legislature, **appropriated one-time funding to reduce or eliminate copayments** that would otherwise be charged to children eligible **for reduced-price meals**.

The state appropriation will be provided to the NSLP and SBP operators by ADE as a per-meal reimbursement. If the appropriated amount is insufficient to cover all meals served to students certified as eligible for reduced-price meal benefits, ADE will reduce the funding proportionately and notify the impacted SFAs.

To obtain the per meal reimbursement, all SFAs, *except those operating CEP or Provision 2 or 3 in a non-base year*, shall continue to follow their Free and Reduced-Price Policy which includes the distribution of the Household Application for Free and Reduced-Price Meals, use of the CNP Direct Certification system to certify students for free or reduced-price meal benefits, and track the eligibility on the benefit issuance document. Meals served to children certified as eligible for reduced-price meal benefits are then claimed in the reduced category of the CNPWeb monthly claim. SFAs must also notify families and offer meals free of charge to the students who are certified as eligible for reduced-price meal benefits.

Administrative Review

Frequent Findings

MEAL PATTERN ERRORS

This is most often tied to insufficient quantities findings that occur consistently throughout the month.

Common systemic issues in this area include:

- Only offering ½ cup fruit at breakfast
- Offering a 1.0 oz eq grain item at breakfast each day resulting in insufficient weekly grain quantities (e.g., cereal)
- Insufficient quantities of a specific vegetable subgroup at lunch
- Insufficient vegetable quantities at lunch

MEAL COUNTING PROCEDURES

- Use HNS Meal Count Templates
- Ensure Daily Edit Checks are conducted daily

ERRORS IN ELIGIBILITY DETERMINATION

- Update BID
- Provision 2 and 3 BASE YEAR
Operators must continue to distribute household applications and parent letters and claim meals by each student's eligibility

NONPROFIT SCHOOL FOOD SERVICE ACCOUNT

- Indirect Cost
- Adult Meal Prices

Quiz Time

True or False. Serving a breakfast entree of Ready to Eat cereal that credits as 1 oz/eq as one of my breakfast entrees, will fulfill the weekly grain serving requirement.

A True.

B False.



Quiz Time

True or False. Serving a breakfast entree of Ready to Eat cereal that credits as 1 oz/eq as one of my breakfast entrees, will fulfill the weekly grain serving requirement.

A True.

B False.

Serving a daily 1 oz/eq cereal only totals 5 oz/eq for the week, should a student choose that option each day. This is an insufficient amount of grain for the minimum weekly requirement.



Updates & Reminders

ARIZONA EDUCATIONAL DATA STANDARDS (AZEDS)

As of SY 2024-25, public school districts and charter districts that participate in the NSLP/SBP and that report to the ADE Arizona Educational Data Standards (AzEDs) reporting system via their student information system are required to populate **Student School Food Service Program data fields** for each student via the AzEDS enrollment record.

SFAs must confer with Student Information System (SIS) coordinators to ensure the accurate reporting of student eligibility status and source in the Student School Food Service Program Association (SSFSPA) section of AzEDS.

SFAs shall establish, or review, policy and procedures to ensure the secure transmission of NSLP/SBP information, and that confidentiality measures are in place.



Updates & Reminders

ARIZONA EDUCATIONAL DATA STANDARDS (AZEDS)

Reminders:

- Enrolled students with paid eligibility status are not required to be reported in the SSFSPA section
- CACFP students should not be reported in the SSFSPA
- The Alternative Form for Income Based Eligibility does not convey eligibility for the NSLP/SBP
- Where applicable, SSFSPA data may be used to determine individual, student level eligibility for 2027 SUN Bucks (Summer EBT) benefits.



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



[HelpDesk](#)



www.azed.gov/hns





Congratulations

School Year 2026-2027 Updates & Reminders for School Food Authorities

Information to include when documenting this training for Professional Standards:

Training Title:
School Year 2026-2027
Updates & Reminders for
School Food Authorities

Key Area: 3000 -
Adminstration
Learning Code: 3200
Length: 30 Minutes

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:
School Year 2026-2027
Updates & Reminders
for School Food
Authorities

Key Area: 3000 - Administration
Learning Code: 3200
Length: 30 Minutes

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. 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, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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