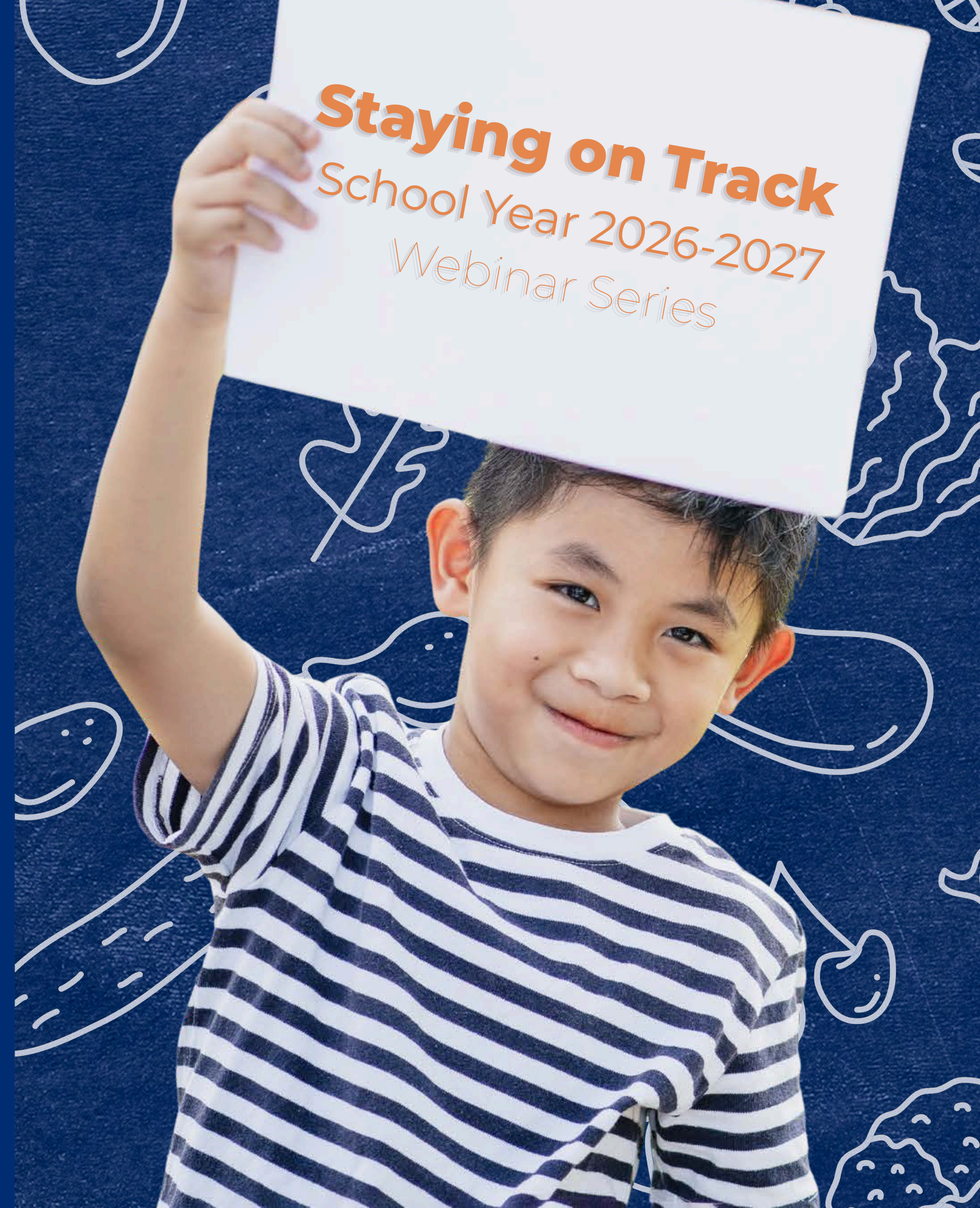


Staying on Track

September 2026



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) in Arizona.**



TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: September Staying on Track

Key Areas: 1000 - Nutrition, 2000 - Operations, 3000 - Administration

Learning Codes: 1100, 2200, 3100, 3200

Length: 1 Hour

Presenter: Jennifer Blankenship



Disclaimer

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.

OBJECTIVES

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

HNS is here to
help!

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



Questions

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



Agenda

Section 1: HNS Communications Recap

Section 2: Communication Hot Topics

Section 3: Last Month's Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1

August HNS Communications Recap



Announcements and Resources



WELCOME BACK TO SCHOOL LETTER FROM PRESIDENT TRUMP

USDA's Food and Nutrition Administration (FNA) has shared the attached "Welcome Back to School" letter from President Trump. Thank you for your continued partnership and commitment to supporting children through USDA's School Meal Programs.



LETTER FROM USDA SECRETARY ROLLINS ABOUT SCHOOL MEALS

Please see the **attached** letter from USDA Secretary Brooke L. Rollins reminding partners of the many ways to serve local foods in school meals.

Announcements and Resources



PROGRAM YEAR 2025-2026 BRAVOCADO! **EXCELLENCE AWARDEE**

Congratulations to the 2025-2026 BRAVOcado! Excellence Awardee Southgate Academy, Inc.! This award, for excellence operating the Fresh Fruit and Vegetable Program (FFVP) was given to **Southgate Academy, Inc.** for providing FFVP fruits and vegetables two times per week, serving 15 unique fruit and 15 unique vegetable varieties, serving local Arizona grown produce at least once per month, and partnering with Pivot Produce, Delgado's Food Service, and City of Tucson Parks and Recreation!



BRAVOcado!

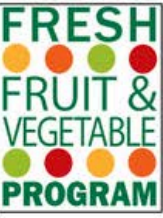
Excellence Awards

**Congratulations to our
2025-2026 Program Year
Awardee!**

Southgate Academy, Inc.

The awardee provided:

- FFVP fruits and vegetables two times per week;
- 15 unique fruit and 15 unique vegetable varieties;
- local AZ grown produce at least one time per month; and
- partnered with Pivot Produce, Delgado's Food Service, City of Tucson Parks and Recreation, and more!



Announcements and Resources



SCHOOL BREAKFAST PROGRAM OUTREACH REQUIREMENT

School Food Authorities (SFAs) participating in the School Breakfast Program (SBP) in School Year 2026-2027, must inform families of the availability of school breakfast just prior to or at the beginning of the school year, as well as send reminders multiple times throughout the school year.

HERE ARE A FEW IDEAS FOR MEETING THE SBP OUTREACH REQUIREMENT:

- Include a section about your breakfast program in your parent newsletter.
- Share your breakfast menu on social media.
- Promote your breakfast program on the marquee or the homepage of the school/district website.
- Request to have information about school breakfast included in the morning announcements.
- Have an informational booth at a parent/teacher conference.

Funding Opportunity



NO KID HUNGRY SUMMER GRANTS PRESS RELEASE

No Kid Hungry (NKH) Arizona granted over \$95k to summer meals programs in rural communities across the state. NKH, in coordination with the Arizona Food Bank Network, awarded a total of \$95,711 in grants to 8 organizations across the state to help reach more kids in rural communities with summer meals.

The following organizations received support to support their summer meals operations this year:

Arlington Elementary School

Hayden Winkelman Unified School District

Laveen Elementary District

Morristown Elementary School District

Page Unified School District #8

Topock Elementary School

Young Public School District 5

Yuma Union High School District No. 70

Partner Announcement



APPLICATIONS OPEN: 2027 HEALTHY SCHOOL FOOD PATHWAY FELLOWSHIP

Applications are now open for the Chef Ann Foundation's [2027 Healthy School Food Pathway Fellowship](#). This fully funded, 13-month program supports experienced school food professionals as they build the leadership skills, operational knowledge, and innovative vision needed to lead healthier, more equitable, and sustainable school food programs rooted in scratch cooking. Fellows join a national network of school food changemakers and gain the tools and support to drive meaningful change in their districts and beyond.

Applications close **September 8, 2026**, at 5:00 p.m. PT



To apply: [Visit the Chef Ann Fellowship Website](#)

Ready to lead the way for better school food?

Become a Healthy School Food Pathway Fellow!



www.chefannfoundation.org/fellowship



About the Fellowship

This **fully funded, 13-month program** supports experienced school food professionals as they build the leadership skills, operational knowledge, and innovative vision needed to lead healthier, more equitable, and sustainable school food programs rooted in scratch cooking.



Over 13 months, Fellows:

- Engage in 360+ hours of education and training in K-12 school food leaders.
- Receive \$5,000 to fund a self-directed capstone project that advances scratch cooking in your district.
- Take part in in-person experiences including site visits, culinary intensive, and leadership training.
- Gain access to a suite of professional certifications and microcredentials.
- Advocate for healthy school food policy on the national stage.



Apply today!



www.chefannfoundation.org/fellowship

Applications due **September 8** at 5:00 p.m. PT

Questions? Reach out to
fellowship@chefannfoundation.org



Partner Event



BLUE WATERMELON PROJECT'S: SCHOOL FOOD WORKSHOP SERIES: CHEF SKILLS LAB: KNIFE SKILLS, BATCH COOKING & VOLUME BAKING

Join the Blue Watermelon Project for their final installation in the School Food Workshop Series, in-person at St. Vincent De Paul in Phoenix for "Chef Skills Lab: Knife Skills, Batch Cooking & Volume Baking" on **Wednesday, September 16th from 1:30-4:00pm.**

Space is limited to 50 participants, so register early—and bring your kitchen team to learn, collaborate, and leave inspired. Blue Watermelon Project invites up to 10 attendees per district to attend this workshop.



YUMA COUNTY SCHOOL GARDEN SUMMIT

Yuma County Public Health Services is hosting a FREE educational opportunity designed for anyone interested in school gardens! Discover ideas, resources, and practical tips to help bring school gardening to life.

When: Saturday September 26, 2026

Registration, networking and continental breakfast:
8:30-9:00 am

Event: 9:00 am - 3:00 pm

Where: AWC Schoening Conference Center in Yuma, Arizona

Program Alert



PERIOD TWO COMPLETION REPORT DUE SEPTEMBER 30, 2026!

This is a reminder that the Fresh Fruit and Vegetable Program (FFVP) Period Two Completion Report is due September 30, 2026! Period 2 Completion Reports will open **September 1, 2026**.

What action is needed?

FFVP operators must log into [Grants Management Enterprise \(GME\)](#) and submit the Period 2 Completion Report prior to the deadline. **May** and **June** (if applicable) outstanding Reimbursement Requests must be included. Additional information on Completion Reports can be accessed in GME.

We are here to help!

Questions regarding reporting must be addressed through the [Grants Management HelpDesk](#). If any additional assistance is needed, contact your assigned specialist or submit a ticket through HelpDesk.



SECTION 2

Hot Topics



Administrative Reviews

- The [School Year 2026-2027 Administrative Review list](#) is now available on the HNS website!
- SFAs highlighted in copper be receiving a targeted (follow-up) review that will focus on specific areas identified in their previous administrative review.
- SFAs that are up for review are encouraged to review the [What to Expect: National School Lunch Program Administrative Review](#) training and refer to [HNS 04-2025](#).
- Please note that SFAs receiving an administrative review will also receive a procurement review that will be conducted virtually by a third-party vendor.

Administrative Review Schedule: School Year 2026-2027	
LEAs highlighted in CRIMSON will receive an administrative review of the National School Lunch Program as well as the Afterschool Care Snack Program, At-Risk Afterschool Meals, Special Milk Program, Fresh Fruit and Vegetable Program, and Seamless Summer Option of the Summer Food Service Program (if operating).	
LEAs highlighted in COPPER will receive a targeted follow-up review only in the area(s) where high-risk findings were noted in the previous administrative review.	
LEA Name	CTD
Academy Del Sol, Inc.	10-87-34
Academy of Tucson, Inc.	10-86-65
Acclaim Charter School	07-87-01
Ajo Unified District	10-02-15
American Charter Schools Foundation d.b.a. Alta Vista High School	10-87-94
American Charter Schools Foundation d.b.a. Apache Trail High School	11-87-03
American Charter Schools Foundation d.b.a. Crestview College Preparatory High School	07-89-50
American Charter Schools Foundation d.b.a. Estrella High School	07-89-48
American Charter Schools Foundation d.b.a. Sun Valley High School	07-89-53
Antelope Union High School District	14-05-50
Arizona Department of Corrections	21-10-02
Arlington Elementary District	07-04-47
ASU Preparatory Academy	07-85-46
Avondale Elementary District	07-04-44
Baboquivari Unified School District #40	10-02-40
Ball Charter Schools (Val Vista)	07-85-86
BASIS Charter Schools, Inc.	07-82-82
Blackwater Community School, Inc.	11-40-02
Blue Ridge Unified School District No. 32	09-02-32
Bowie Unified District	02-02-14
Buckeye Elementary District	07-04-33
CAFA, Inc. dba Learning Foundation and Performing Arts Gilbert	07-85-64
Camelback Education, Inc.	07-89-59
Camp Verde Unified District	13-02-28
Career Success Schools	07-85-24
CASA Academy	07-82-18
Casa Blanca Community School	11-40-01
Casa Grande Elementary Dis	
Catalina Foothills Unified Dist	
Cave Creek Unified District	
Challenge School, Inc.	
Chilchinbeto Community Sch	
Choice Academies, Inc.	
Continental Elementary Distri	
Cottonwood-Oak Creek Elem	
CPLC Community Schools dt	
CPLC Community Schools dt	

What to Expect: National School Lunch Program Administrative Review



Health and Nutrition Services
Arizona Department of Education



New Resource

NAVIGATING TO THE INDIRECT COST RATE IN GRANTS MANAGEMENT ENTERPRISE (GME) FOR SCHOOL FOOD AUTHORITIES (SFAS)

This resource will guide the user to the correct Indirect Cost Rate located within the GME system.

- The Indirect Cost Rate is the percentage used to allocate a school district's shared administrative and operational costs to the school nutrition program. These are costs that support the program but cannot be directly charged to it.
- The Indirect Cost Rate is applied to the Direct Cost Base to determine the maximum allowable indirect costs that may be charged to the nonprofit school food service account.



Navigating to the Indirect Cost Rate in Grants Management Enterprise (GME) for School Food Authorities (SFAs)

What are Indirect Costs? Indirect costs benefit more than one cost objective and are therefore not readily assignable to a specific cost objective. Direct costs are costs that provide measurable, direct benefits to specific programs or cost objectives. Examples of indirect costs might include administrative tasks, accounting services, human resources, building maintenance, and utilities.

- #### 1 Access the Indirect Cost Link

To access the Indirect Cost, once the user has logged into GME and has selected their organization, click on Indirect Cost link on the Entity Information page.

Please note: Do not click on the Indirect Cost Rate option.
- #### 2 Select Appropriate Fiscal Year

2024 ▼ Active ▼

LEA Supplement
General Statement of Assurances
Indirect Cost
Self Assessment
- #### 3 Select History Log

History Log

History Log
Create Comment

Organization Name
CTDS
Entity ID
Organization Type
Organization Status
Organization County
Indirect Cost Rate
Authorized Representative(s)

Legal Name
Location Code
Address
City
State
Zip Code
Congressional District
DUNS Number
UEI Number
Pay County
High Risk
SAM.gov Expiration
Risk Designation
General Statement of Assurance Upload Date
Funding Applications
Reimbursement Requests
Entity History
Entity Hold Administration
Interest Administration
General Statement of Assurances
Indirect Cost

Save And Go To

View All Status/Comments

Attention Needed	Date	User	Status (S) / Comment (C)
☐	6/26/2026 11:58:43 AM	GME Administrator	Restricted Rate: 7.71% Unrestricted Rate: 18%

The approved Indirect Cost Rate for the chosen Fiscal Year will be listed.

July 2026 | Health and Nutrition Services | USDA is an equal opportunity provider, employer, and lender.



Has your school certified?

ARIZONA HEALTHY SCHOOLS ACT

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

- Who Must Submit: Under A.R.S. §15-242.01, any public school that participates in a federally funded or assisted meal program is prohibited from serving, selling, or allowing a third party to sell ultraprocessed food on the school campus during the regular school day.
- How to Submit:
 - [Certification of Compliance for A.R.S. 15-242.01: Ultraprocessed Foods Prohibition](#)

HNS 05-2026



Administrators and School Leaders

[SUN Bucks](#)

[Prospective Waiver Request](#)

[The Basics of the Arizona Healthy Schools Act: Resource for School Administrators](#)

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

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

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

Verification Season

PHASE 1: PREPARING FOR VERIFICATION

Now-Oct 1: Start preparing for Verification!

- Begin counting the total number of applications on file.
- Begin counting and categorizing applications by case number, foster, free by income, and reduced by income.
- Review the [Non-Response Rate Report](#) to see if you are eligible for an alternate sampling method.
- Use available resources:
 - View the [Verification Best Practices Calendar](#) to avoid missing any steps!
 - View the [Online Course: Verification Review](#)
 - **Best Practice:** Conduct Direct Certification
 - **Best Practice:** Use the [Student Eligibility Checklist](#)



VERIFICATION BEST PRACTICES CALENDAR

Phase 1: Prepare	Phase 2: Calculate and Select Applications
SEPTEMBER - OCTOBER 1	STARTS OCTOBER 1
STUDY UP ON VERIFICATION - Complete/review the following trainings and resources: Verification Review Webinar (register in APLD) Online Course: Verification Review Step-by-Step Instruction: How to Identify Error-Prone Household Applications USDA Student Eligibility Manual for School Meals Student Eligibility Checklist Why is the BID Important? PREPARE - Conduct Direct Certification again to ensure all matches are found before Verification - Use the Verification Counting Cheat Sheet and count the number of paper applications on file as of October 1. - Categorically free applications (Case Number, Foster) - Free by Income Applications - Reduced by Income Applications - Did NOT count any applications for students that were Directly Certified - Did NOT count any applications that have been copied - Did NOT count any applications that are incomplete (missing total household members, signature, etc.) - Count the number of error-prone applications on file as of October 1.	CALCULATE - Review the Verification Non-Response Rate Report. - 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. - Does your LEA qualify for use of Alternative Sample Size (copper)? _____ (yes or no) - Choose sampling method (Circle the method you plan to use): - Standard or Alternate 1 or Alternate 2 - 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).¹ SELECT APPLICATIONS - Randomly select the correct number of applications provided by the Verification Sample Size Calculator. - Applications selected are error prone (if Standard or Alternate 2). <i>If you need assistance calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.</i>
Phase 3: Verify	Phase 4: Report
OCTOBER - NOVEMBER 15	NOVEMBER 16 - FEBRUARY 1
VERIFICATION ACTIVITIES (OCTOBER 1 - NOVEMBER 15) - Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the form for each application selected. - Conduct Confirmation Review. - Run Direct Verification. - If household is not verified in Direct Verification, review documentation submitted by household (English/Spanish). - Utilize the Sources of Acceptable Income to determine if household documentation submitted by household. - Count the number of students on file as of October 1. - Students and extended household members: - SNAP - TANF - FDPIR - Medicaid data (DC-M Free; DC-M Reduced) - Students directly certified as homeless, migrant, or runaway - Students free due to a case number or foster - Students free by income applications. - Students reduced by income applications.	END OF VERIFICATION (NOVEMBER 15) All Verification Activities must be completed.
	REPORT Contact your Entity Administrator and request the CNP

Online Course:
Verification
Review



Verification Phase 1: Prepare

Student Eligibility Checklist

Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

1. At least one person in our organization has access to ADEConnect and can use CNP Direct Certification/Direct Verification.	☐ Yes	☐ No	
2. Ran CNP Direct Certification for our entire enrollment. Search method used:	☐ Yes	☐ No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDPIR.	☐ Yes	☐ No	
b. Our site did not extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	☐ Yes	☐ No	
3. Printed or saved the CNP Direct Certification Match results.	☐ Yes	☐ No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	☐ Yes	☐ No	☐ N/A
5. Reviewed Notice to Provider document that was submitted for Foster children.	☐ Yes	☐ No	☐ N/A
6. Reviewed documentation submitted for children from a liaison for homeless, migrant or runaway status.	☐ Yes	☐ No	☐ N/A
7. Reviewed SNAP, TANF and/or FDPIR letters submitted by the household for children receiving assistance programs.	☐ Yes	☐ No	☐ N/A
8. Processed all applications checking for completeness:			
a. We utilized a date stamp to indicate when applications were received.	☐ Yes	☐ No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations).	☐ Yes	☐ No	
c. We ensured the total household members box was filled out and that there was Social Security Number information on all income applications.	☐ Yes	☐ No	
d. We ensured all applications contained an adult signature.	☐ Yes	☐ No	
e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison.	☐ Yes	☐ No	
f. We marked which applications were error-prone.	☐ Yes	☐ No	
9. Entered all case numbers listed on case number applications through CNP Direct Certification.	☐ Yes	☐ No	

Verification | June 2020 | Arizona Department of Education | This institution is an equal opportunity provider

Verification Season

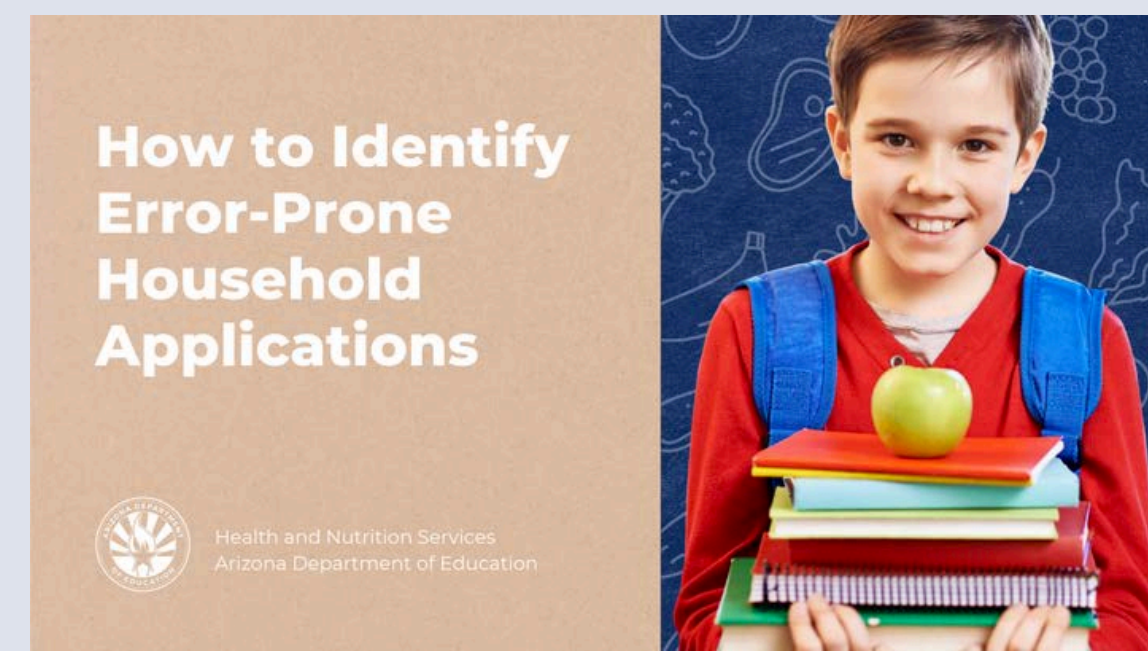
NON-RESPONSE RATE REPORT

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

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

Verification Non-Response Rate Report				
Important: For use in determining the allowability of an alternate sample size for Verification in SY 2026-2027				
Verification Non-Response Rate Report Key				
Sponsors highlighted in COPPER qualify for use of an alternate sample size during the 2026-2027 Verification reporting period.				
Sponsors highlighted in RED DO NOT qualify for use of an alternate sample size due to Verification reporting errors and must use the Standard Sampling Method for 2026-2027 Verification Reporting.				
Remaining Sponsors DO NOT qualify for use of an alternate sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2026-2027 Verification Reporting.				
CIDR	Name	Form	Submitted	
10-87-34-000	Academy Del Sol, Inc.	CNP Verification	Y	
07-82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y	
07-82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
10-87-13-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y	
10-86-65-000	Academy of Tucson, Inc.	CNP Verification	Y	
07-21-64-000	ACCEL	CNP Verification	Y	
07-87-01-000	Academ Charter School	CNP Verification	Y	
13-87-40-000	Acorn Montessori Charter School	CNP Verification	Y	
21-81-51-000	Adobe Mountain School	CNP Verification	Y	
07-82-50-000	Agua Fria Unified School District	CNP Verification	Y	
07-03-83-000	Agua Elementary District	CNP Verification	Y	
10-02-15-000	Agua Unified District	CNP Verification	Y	
07-04-68-000	Ahambra Elementary District	CNP Verification	Y	
10-03-51-000	Altamonte Elementary District	CNP Verification	Y	
10-87-84-000	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y	
11-87-03-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y	
07-89-90-000	American Charter Schools Foundation d.b.a. Cheshire College Preparatory High Sc	CNP Verification	Y	
07-89-47-000	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	Y	
07-89-48-000	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	Y	
07-89-51-000	American Charter Schools Foundation d.b.a. Pecos Academi-MSA + 5-888a + 5-8C4a / 5-5 + VC-1: Non-response percentage High School	CNP Verification	Y	
07-89-83-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y	
07-85-17-000	American Charter Schools Foundation d.b.a. South Ridge High School	CNP Verification	Y	
07-89-53-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y	
07-89-56-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y	
11-87-22-000	American Charter Schools Foundation dba Ridgeway College Preparatory High School	CNP Verification	Y	
07-87-25-000	American Leadership Academy, Inc.	CNP Verification	Y	
10-02-10-000	Amphitheater Unified District	CNP Verification	Y	
04-08-30-000	Antelope Valley High School District	CNP Verification	Y	
11-02-43-000	Apache Junction Unified District	CNP Verification	Y	
10-87-85-000	Aprende Tucson	CNP Verification	Y	
07-83-38-000	Arizona Adult Charter Schools, Inc.	CNP Verification	Y	
10-87-09-000	Arizona Community Development Corporation	CNP Verification	Y	
07-02-00-000	Arizona Department of Corrections	CNP Verification	Y	
21-10-02-000	Arizona Department of Corrections	CNP Verification	Y	
07-87-22-000	Arizona School For The Arts	CNP Verification	Y	
00-12-02-000	Arizona State Schools for the Deaf and the Blind	CNP Verification	Y	
07-04-47-000	Arlington Elementary District	CNP Verification	Y	
02-04-53-000	Ash Creek Elementary District	CNP Verification	Y	
13-02-31-000	Ash Fork Joint Unified District	CNP Verification	Y	
07-85-48-000	ASU Preparatory Academy	CNP Verification	Y	
07-04-44-000	Avondale Elementary District	CNP Verification	Y	
10-02-40-000	Babogavan Unified School District #40	CNP Verification	Y	
13-02-20-000	Baylor Unified District	CNP Verification	Y	
07-02-86-000	Bed Choke Schools District	CNP Verification	Y	

[Verification Non-Response Rate Report](#)



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



Verification Season

CONDUCTING DIRECT CERTIFICATION

Best Practice: Run Direct Certification (DC) Around October 1

- October 1 marks the start of Phase 2.
- Potentially reduces the number of applications needing verification.
- If a student is matched in DC, the household application is **not** subject to verification.
- Check SNAP/TANF case numbers - if matched in DC, all students on that application are directly certified.

Please note, case numbers that do not match in DC are still free applications that are subject to verification, as long as the case numbers appear to be valid.

How-To Guide	Step-by-Step Instruction: How to Directly Certify a Partial Match	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification using State Match	0.25 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification using File Upload	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification using Individual Student Lookup	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Conduct Direct Certification Using Other Documentation	0.5 hour
How-To Guide	Step-by-Step Instruction: How to Complete Direct Certification Using Medicaid Data	0.25 hour
Online Course	Optimizing CNP Direct Certification: Maximizing Student Eligibility Matches	1 hour

[Training for the National School Lunch and School Breakfast Programs](#)



Verification Season

CONFIRMATION REVIEW WAIVER

Confirmation Review: Process of reviewing applications that were selected for verification to ensure they were certified correctly.

The confirmation review requirement can be waived if the SFA uses a technology-based system with a high level of accuracy in processing initial eligibility determinations.

For more information about the Confirmation Review Waiver, including what must be submitted to HNS to request the waiver, please review [How to Submit a Verification Confirmation Review Waiver](#).

REQUESTING A WAIVER

To apply for a confirmation review waiver, SFAs must submit a request to their assigned HNS Specialist on school/district letterhead **before beginning the verification process**.

The request must include:

- the name of the software system the SFA uses to process household applications;
- an explanation of how the software demonstrates a high degree of accuracy;
- supporting documentation that shows the software's IEGs and Error-Prone Guidelines match USDA's for the current year; and,
- a signature from an authorized representative.

Verification Season

VERIFICATION REVIEW FOR SY 26-27

Join us for our webinar or in-person workshop on Verification Review for School Year 2026-2027.

WEBINAR: SEPTEMBER 16, 1:30 - 2:30 PM

WORKSHOP: SEPTEMBER 23, 9:00 - 12:00 PM

Both will include:

- Discussing the details for the first three phases of Verification.
- Reviewing all the important deadlines to remember.
- Preparing for submission of the Verification Summary Report.



[Register here for the webinar!](#)

[Register here for the workshop!](#)



SFAs with all sites on an active Provision 2/3 non-base year or CEP cycle are prohibited from collecting school meal applications and do not conduct verification activities. These sessions do not apply to these operators.

Quiz Time

Verification begins on September 1.

A True

B False

Quiz Time

Verification begins on September 1.

A True

B False

Verification begins on October 1. The month of September should be spent preparing for verification.

Food Program Permanent Service Agreement

(FPPSA)

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

- Electronic FPPSA (complete initiation form, agreement is emailed to signers directly by AdobeSign, electronic signature) [FPPSA Initiation Form for AdobeSign](#)
- [Manual FPPSA](#) (print, sign 1 original, mail to ADE for approval)

 ARIZONA DEPARTMENT OF EDUCATION Health and Nutrition Services 1535 West Jefferson Street Phoenix, Arizona 85007	
FOOD PROGRAM PERMANENT SERVICE AGREEMENT Revised Summer 2019	
SIGNATURE PAGE	
AGREED TO AND SIGNED:	
1. (Print or Type Name and Title)	 (Signature of Designated Official if applicable) [Same as item (6) on Certification Page]
 (SFA)	 (Date)
Address	
OTHER AUTHORIZED SIGNERS	
2. (Print or Type Name and Title)	 (Signature)
3. (Print or Type Name and Title)	 (Signature)
4. (Print or Type Name and Title)	 (Signature)
FOR OFFICIAL USE ONLY STATE BOARD OF EDUCATION	
(Superintendent of Public Instruction or Designee) 1535 West Jefferson, Phoenix, Arizona 85007 (Date)	

Updates to the Annual Financial Report for Non-Public Schools

COMMON LOGON CNP AFR DISABLED

Common Logon CNP AFR has been removed from use permanently by all users; ADE IT is currently developing a new reporting tool within the CNPWeb.

The deadline to submit the Non-public Schools Food Service AFR will be determined upon the release of the new AFR reporting tool.

HNS will release a memorandum regarding the new report and permissions once more information is available. Please review HNS Communications for information regarding this reporting requirement.

There has been no change to the Public School AFR reporting deadline or AFR guidance. Public schools are reminded to submit their AFR by the October 15th deadline.

Reminder SY 2026-2027

AZEDS

STUDENT SCHOOL FOOD SERVICE PROGRAM REPORTING

Public districts and charters that participate in the NSLP/SBP and report student data to ADE via the district/charter student information system are required to complete the following data fields for free or reduced-price eligible students:

- **Record Begin Date:** Enter the date free or reduced-price was established; do not report free/reduced rollover statuses
- **Record End Date:** Enter date of any change of eligibility status or withdrawal date
- **Eligibility Source:** Direct Certification, USDA Income Application and Other Source Categorically Eligible
- **Eligibility Status:** Free or Reduced-Price; [Full Pay Optional]



Please submit any questions about this update to [School Finance](#) using [HelpDesk](#).

AZEDS

SCHOOL FOOD SERVICE PROGRAM REPORTING

Azed Report: FSP10 will display the food service program data that was successfully submitted into the AzEDS.

SFA Role: Please work with the person responsible for reporting AzEDS student data to ADE to ensure the NSLP/SBP eligibility information is reported accurately. CEP and Provision 2 and 3 non-base year schools must report free or reduced-price eligibility for students **using Direct Certification only**.

- This requirement is separate from Title 1 reporting.



Please submit any questions about this update to [School Finance](#) using [HelpDesk](#).

SUN Bucks Program Updates

SUMMER EBT PROGRAM

The CNP Summer EBT - SUN Bucks Data Portal closed for edits on August 12, 2026. If assistance is needed for 2026 SUN Bucks, please email sunbucks@azed.gov.

2027 SUN Bucks information will be communicated via HNS Communications as it is received.

COMING SOON



USDA Foods in Schools

SY 26-27 REMINDERS

- ✔ Shipments from **Shamrock Foods** must be **20 cases or more**.
- ✔ Orders from **DoD Fresh** must be a **minimum of \$150.00**.



CNP MyFoods

DECLINING USDA FOODS HAS CHANGED IN CNP MYFOODS

In the legacy system, under the available materials list, the "Decline" button was used to return USDA Foods from the recipient agency (RA) to ADE for redistribution.

In CNP MyFoods, this action is now completed using the "Transfer USDA Foods" function.

The screenshot displays the CNP MyFoods interface. On the left is a sidebar menu with options: Catalogs, Orders/Receipts, Inventory, Transfers, Transfer USDA Foods, Transfer List, Advertisement List, Recalls/Complaints, and Reports. The 'Transfer USDA Foods' and 'Transfer List' items are highlighted with red boxes. A red line connects the 'Transfer USDA Foods' item to a text box that reads: **Transfer USDA Foods** = Decline USDA Foods/materials. Another red box highlights the 'Transfer List' item, with a red line connecting it to a text box that reads: **Transfer List** allows SFAs to view previously submitted transfer requests and monitor their status. The main content area shows a form for creating a transfer, including fields for 'Recipient Agency To:*' (set to (4000417) STATE ACCOUNT), 'Shipping Location:*' (set to (5007101) SHAMROCK FOODS COMPANY), and a 'Comments' field. Below the form is a table titled 'Transfer List' with columns: Item Number, Item Name, Total Available QTY, and Units. The table contains one row with Item Number 110730, Item Name F, Total Available QTY 1, and Units 1. A 'Transfer Quantity' field is visible at the bottom right.

Item Number	Item Name	Total Available QTY	Units
110730	F	1	1

CNP MyFoods

LOOKING FOR ADDITIONAL USDA FOODS?

Advertisement List will soon be available to order USDA Foods.

- To add USDA Foods to inventory, use the Advertisement List (formerly known as the Surplus Catalog).
- The Advertisement List is the appropriate location to request available foods.

Applications

Catalogs

Orders/Receipts

Inventory

Transfers

Transfer USDA Foods

Transfer List

Advertisement List

Recalls/Complaints

Advertisement List

School Year:2026 - 2027Program:NSLPItem Type:-- ALL --Status:-- ALL --

Apply

Advertisements List

Advertisement Number	Item Type	Open Date	Close Date	Status	Responded	Acknowledgement Form	Acknowledged By
No records to display.							

DoD Fresh Fruits and Vegetables

Keep an eye out in your FFAVORS catalog for these featured items for September 2026:
The new catalog is available every Sunday for the following week.

- Apples
- Broccoli
- Cabbage
- Cantaloupe
- Carrots
- Cauliflower
- Celery
- Grapes
- Honeydew Melon
- Nectarines
- Romaine
- Peaches
- Plums
- Strawberry
- Tomatoes



SY 26-27 upLIFT

INTRODUCING COMMUNITY TO CAFETERIA: ENGAGING THE COMMUNITY TO ELEVATE YOUR CHILD NUTRITION PROGRAMS

Join us for an exciting webinar as we introduce the upLIFT initiative for this year: Community to Cafeteria: Engaging the Community to Elevate Your Child Nutrition Programs!

Join as we kick-off this year's monthly upLIFT webinar series on **Tuesday, September 15!**

- [Click here to register!](#)



National School Lunch Week

CELEBRATE #NSLW26 OCTOBER 12-16, 2026!

Celebrate NSLW the second full week of October* every year! The theme this year is **Cafeteria Circus: Where Nutrition Takes Center Stage!**

*On fall break? Pick another week to celebrate!



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



National School Lunch Week

CELEBRATE #NSLW26 OCTOBER 12-16, 2026!

How to Celebrating the Cafeteria Circus: Where School Meals Take Center Stage:

- *The Main Attraction:* Highlighting the nutrient-dense “star performers” on your menus
- *Feats of Strength:* Celebrating the resilience and dedication of your kitchen staff
- *A Ringmaster’s Precision:* Showcasing the administrative excellence required to run a world-class nutrition program



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



Poll Question

Are you planning to celebrate National School Lunch Week?

A Yes

B No



Poll Question

Are you planning to celebrate National School Lunch Week?

A Yes

B No

For those that answered yes, please share your celebrations with your assigned HNS specialist so we can highlight your activities in an upcoming communication or webinar!



SECTION 3
**Last Month's
Training
Opportunities**



August's Virtual 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: August



How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool

Reviews the details of completing the Adult Meal Pricing Tool to ensure adult meals are priced correctly.



How to Complete the Medical Statement for Students with Special Dietary Accommodations

Reviews the process of completing the medical statement.



Spanish: Production Record Overview

Provided in Spanish, this webinar reviews production record requirements.

Training for School Nutrition Programs

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

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



 Health and Nutrition Services
Arizona Department of Education

TRAINING CURRICULUM

School Nutrition Programs

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



SECTION 4
**Upcoming
Deadlines &
Communications**



Mark Your Calendars!

SEPTEMBER 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.

- 18 Training or event opportunities for School Nutrition Professionals in September

 Staying on Track: September September 1, 1:30-2:30 pm Webinar December in AZ Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 3000 Administration, 4000 Communications and Marketing	 Alternatives Rook: Menu Inclusivity Is More Than Removal September 16, 3:00-4:00 pm EST Webinar December with SNAs Professional Standards Key Area(s): 1000 Nutrition
 Beyond the Numbers: The Human and Economic Impact of H.R. 1's SNAP Cuts September 1, 3:00-4:00 pm EST Webinar December with FRAC Professional Standards Key Area(s): 2000 Operations	 NSLP Financial Management Workshop September 17, 8:00 am-1:30 pm In-Person Workshop December in AZ Professional Standards Key Area(s): 3000 Administration
 NSLP Preparing for the Administrative Review Workshop (Regular and Special Provision Options) September 3, 8:00 am-12:00 pm In-Person Workshop December in AZ Professional Standards Key Area(s): 3000 Administration	 Boosting Budgets with Sustainable After-school Meal Programs September 17, 3:00-4:00 pm EST Webinar December with FRAC Professional Standards Key Area(s): 2000 Operations
 The Reach and Impact of CEP: Insights from a Decade+ of Implementation September 3, 3:00-4:00 pm EST Webinar December with FRAC Professional Standards Key Area(s): 2000 Operations	 State Nutrition Action Committee Summer Food Service Program Work Group September 21, 1:00 - 2:00 pm MST Work Group Meeting December in AZ Professional Standards Key Area(s): Not Applicable
 State Nutrition Action Committee Summer Food Service Program Work Group September 3, 1:00 - 2:00 pm MST Work Group Meeting December in AZ Professional Standards Key Area(s): Not Applicable	 Preparing for Verification Workshop September 23, 8:00 am-12:00 pm In-Person Workshop December in AZ Professional Standards Key Area(s): 3000 Administration
 Local Procurement 101: A Refresher for the 2028-2027 School Year September 8, 3:00-4:00 pm EST Webinar December with USDA Professional Standards Key Area(s): 1000 Nutrition	 Shared Purpose: CACFP & School Meals 101 September 24, 2:00-2:30 pm EST Webinar December with NCS CDE Available: 1.0 CDE
 Protecting Access: Why School Meal Applications and Household Income Forms Matter September 10, 3:00-4:00 pm EST Webinar December with FRAC Professional Standards Key Area(s): 2000 Operations	 Annual Financial Report Webinar September 24, 2028 1:30-2:30 pm Webinar December in AZ Professional Standards Key Area(s): 2000 Operations, 3000 Administration
 upLIFT - September 2028 September 16, 2028 1:30-2:30 pm Webinar December in AZ Professional Standards Key Area(s): 2000 Operations, 3000 Administration	 3ML: Safe by Design: Kitchen Layouts and Equipment Use that Support Food Safety August September 24, 3:00-4:00 pm EST Webinar December with 3ML Professional Standards Key Area(s): 2000 Operations
 3Y 28-27 Verification for School Nutrition Professionals Webinar September 16, 2028 1:30-2:30 pm Webinar December in AZ Professional Standards Key Area(s): 2000 Operations, 3000 Administration	 Spanish: Meal Counting Do's and Don'ts Webinar September 28, 2028 1:30-2:30 pm Webinar December in AZ Professional Standards Key Area(s): 2000 Operations, 3000 Administration

For more information and links to register, check your inbox for the [HNS Events Forecast: September 2026](#) from HNS Communications!

HNS Live Events: September

IN-PERSON WORKSHOPS

September 3: Preparing for Your Administrative Review

September 3: Preparing for Your Administrative Review for Special Provision Options Operators

September 17: Financial Management

September 23: Preparing for Verification



HNS Live Events: September

LIVE WEBINARS

September 15: upLIFT: Community to Cafeteria

September 16: Verification Review

September 24: Completing the Annual
Financial Report

September 29: Spanish: Meal Counting Do's
and Don'ts

Qué Hacer y Qué No Hacer: Conteos De Comidas

Septiembre 29, 2026



Servicios de Salud y Nutrición
Departamento de Educación de Arizona



upLIFT
LEARN. INSPIRE. FEED. TEACH.



Verification Review for School Year 2026-2027

September 16, 2026



Health and Nutrition Services
Arizona Department of Education



In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Annual Financial Report (AFR) guidance and reminders
- How to Complete the USDA School Food Authority Procurement Table Quick Guide



September Checklist

September 1 - September 10

Submit August reimbursement claims (best practice)

September 29

60-day deadline to submit July claims

September 30

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

Daily

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

This month...

- Start preparing for Verification! Print off the [Verification Best Practices Calendar](#).
- [Register](#) for the "Verification Review for School Year 2026-2027" Webinar or Workshop.
- Review the [Online Course: Verification Review](#) and the [How-To Guide: How to Identify Error-Prone Household Applications](#).
- Complete/Review the [Student Eligibility Checklist](#) and [Why the BID is Important](#).



Join Us Next Month!

Staying On Track: October

October 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: September 2026**

Information to include when documenting this
training for Professional Standards:

Training Title: September Staying on Track

Key Areas: 1000 - Nutrition, 2000 - Operations, 3000 -
Administration

Learning Codes: 1100, 2200, 3100, 3200

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: September Staying on Track

Key Areas: 1000 - Nutrition, 2000 - Operations, 3000 - Administration

Learning Codes: 1100, 2200, 3100, 3200

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.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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. 20260-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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