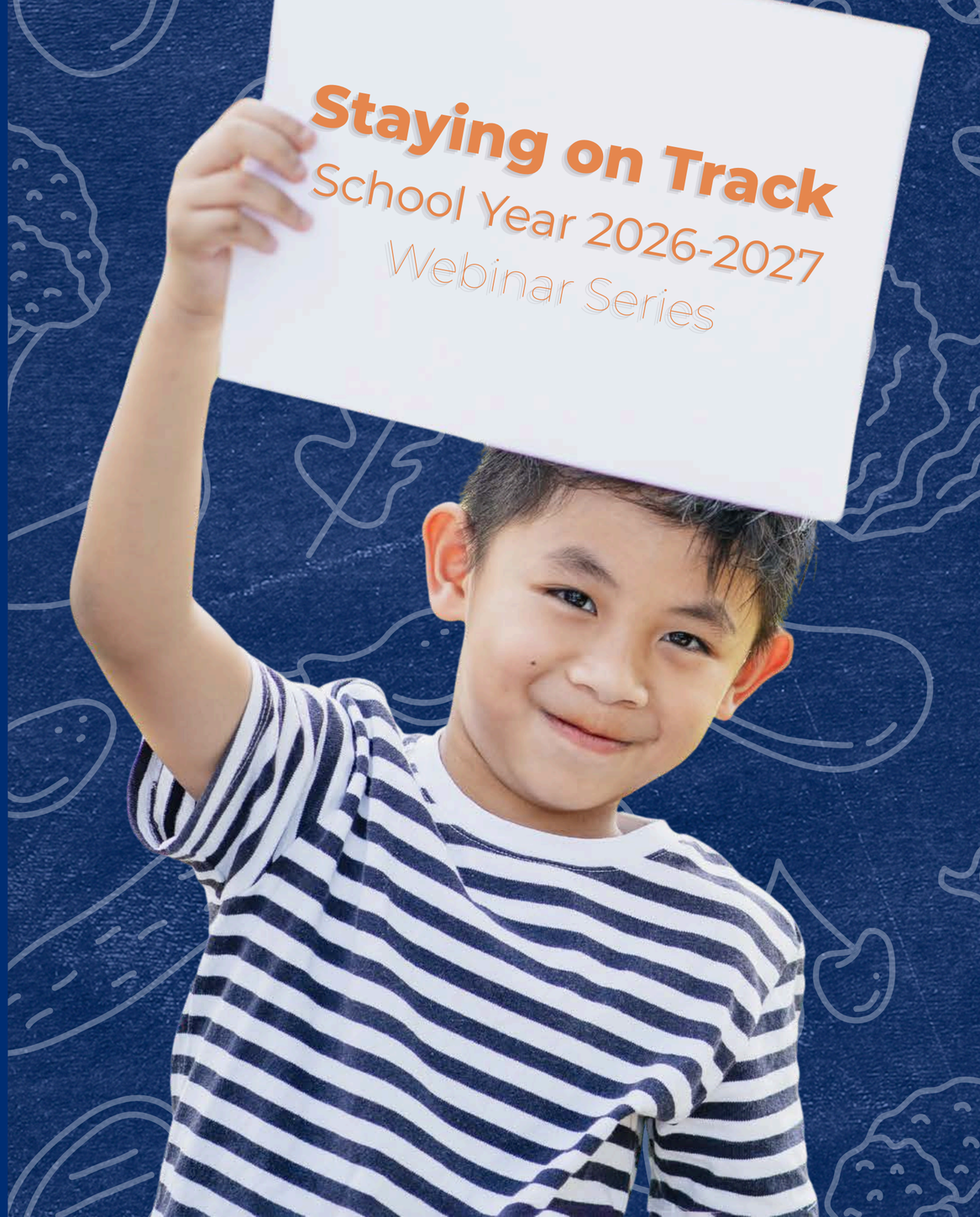
Staying on Track

November 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: November Staying on Track

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

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

Length: 1 Hour

Presenter: Jennifer Blakenship



Disclaimer

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.

OBJECTIVES

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

HNS is here to help!

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



Questions

- Questions can be asked in the Q&A at any time and will be answered by another HNS trainer during the webinar.
- At the end of the webinar, the trainer will answer new questions or questions that still need to be addressed.
- Any questions not addressed during the webinar should be directed to your HNS Specialist.



Agenda

Section 1: HNS Communications Recap

Section 2: Communication Hot Topics

Section 3: Training Opportunities

Section 4: Upcoming Deadlines and HNS Communications

SECTION 1

October HNS Communications Recap



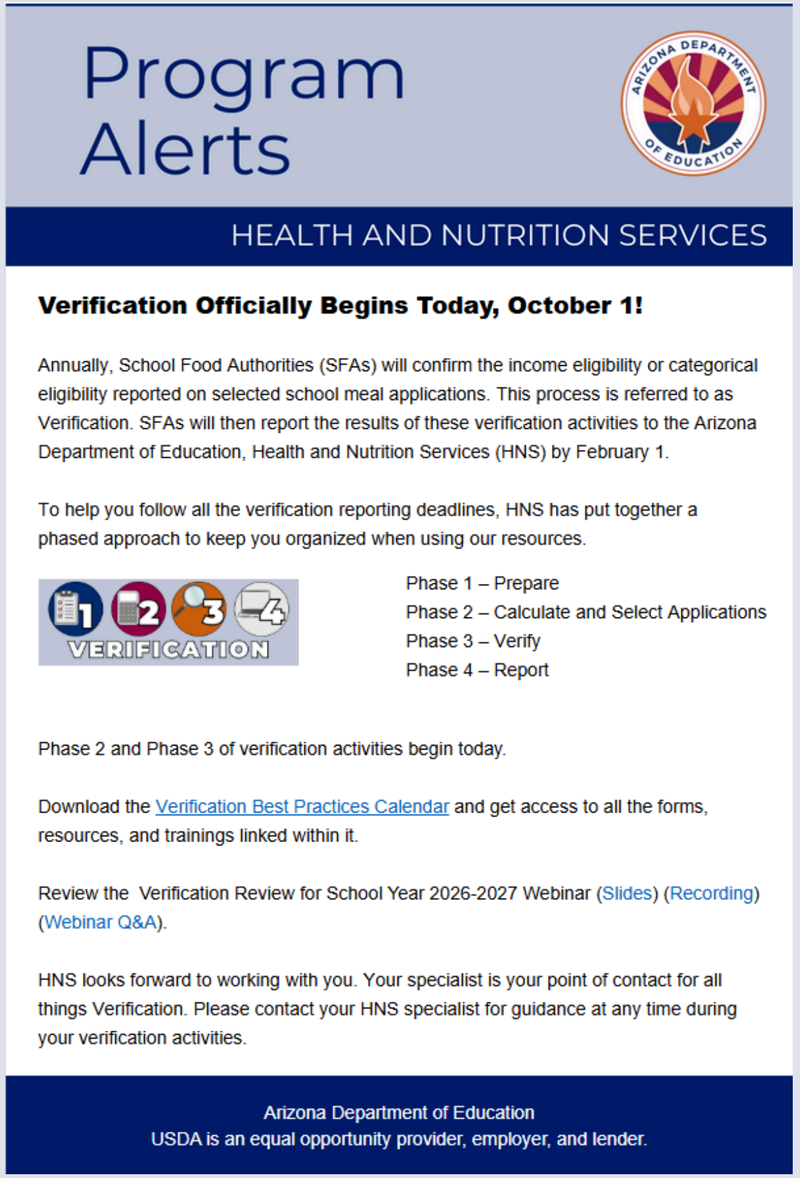
Program Alerts

VERIFICATION BEGAN OCTOBER 1!

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

Over the next month you will be invited to participate in webinars or an in-person workshop to aid in your success. Throughout the verification process, HNS will provide prompts to ensure timely completion of your verification activities.

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



Program Alerts

HEALTH AND NUTRITION SERVICES

Verification Officially Begins Today, October 1!

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

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

Phase 1 – Prepare
Phase 2 – Calculate and Select Applications
Phase 3 – Verify
Phase 4 – Report

Phase 2 and Phase 3 of verification activities begin today.

Download the Verification Best Practices Calendar and get access to all the forms, resources, and trainings linked within it.

Review the Verification Review for School Year 2026-2027 Webinar (Slides) (Recording) (Webinar Q&A).

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

Arizona Department of Education
USDA is an equal opportunity provider, employer, and lender.

Program Alerts

HOLIDAY DELIVERY SCHEDULE FOR USDA FOODS

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

Veteran's Day: No deliveries on **November 11, 2026.**
Thanksgiving Day: No deliveries on **November 26, 2026.**
Winter Break: The last day to receive a shipment will be **December 18, 2026**, and shipments will resume on **January 4, 2027**.

We are here to help!
If you need assistance rescheduling shipments, please email USDAFoods@azed.gov.

Program Alerts

REIMBURSEMENT REQUESTS FOR THE FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)

Reimbursement requests for the Fresh Fruit and Vegetable Program (FFVP) for September must be included in the Period 1 Completion Report.

Claims for FFVP September operation must be included in the Period 1 Completion Report in Grants Management Enterprise (GME). The Reimbursement Request for September is disabled in GME so September claims must be submitted through the Period 1 Completion Report.

While the Completion Report deadline is December 29, please be sure to submit your Completion Report to include your September reimbursement request by November 29 to meet the required 60-day claiming deadline.

Please note that November 29 falls on a Saturday. Plan accordingly and ensure your Period 1 Completion Report is submitted by that date.

Announcements and Resources

FISCAL YEAR 2027 CACFP & SFSP AREA ELIGIBILITY DATA NOW AVAILABLE

USDA's Food and Nutrition Administration (FNA) is excited to announce that the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) Area Eligibility Mapper has been updated for Fiscal Year (FY) 2027.

At the beginning of each fiscal year, USDA's FNA releases a special tabulation of American Community Survey data provided by the United States Census Bureau, which can be used to establish area eligibility in CACFP and SFSP. To make the data easier to use, the data release is accompanied by an interactive mapping tool, which now reflects the FY 2027 update.

The data set is also available for download on USDA's open data site. To learn more about using census data to establish area eligibility for CACFP and SFSP, please review SP 08, CACFP 04, SFSP 03-2017, Area Eligibility in Child Nutrition Programs.

Announcements and Resources

USDA PLEDGE FOR HEALTHIER SCHOOL MEALS TOOLKIT IS AVAILABLE

The U.S. Department of Agriculture released a toolkit to support the pledge for healthier school meals. This toolkit is intended to help schools implement options in the pledge to support healthier school meals.

Tip Sheets: Seven tip sheets provide actionable strategies, menu ideas, school success stories, and implementation activities focused on the key pledge areas:

- Offer Whole-Food Choices for Breakfast
- Healthy Cooking for Meats and Meat Alternates
- Serve 100% Whole Grain Products
- Improve Smart Snacks Served in Schools
- Prioritize Whole Fruit
- Offering Whole Milk in Schools
- Procuring Whole Foods

Checklist: The accompanying checklist helps schools evaluate current menus, procurement practices, and operations; identify areas of strength; and recognize opportunities for improvement. Together, these tools support schools in creating healthier, appealing meal environments that promote student well-being, support local food systems, and advance nutrition goals.

The toolkit also includes posters, flyers, social media graphics, and sample social media posts for States and schools to share that they are working to support healthier school meals.

Partner Announcement

PROGRAM YEAR 2026 SUMMER OPERATOR SURVEY

The State Nutrition Action Committee (SNAC) Summer Food Service Program (SFSP) Workgroup needs your input! This group is already making plans for Summer 2027 and would welcome your input and feedback on operations in Summer 2026 to help best support operators this coming summer. Please fill out the survey by scanning the QR code. The survey will close on **Friday, November 20, 2026**. Don't miss your chance to share your experiences and needs!

SECTION 2

Hot Topics



Celebrating the Impact of Our Programs

Feeding Program	Meals Served	Number of Students Participating
NSLP	97,060,620	591,840
SBP	46,260,004	280,677
SFSP	1,738,630	20,375

Data from the Food and Nutrition Administration Fiscal Year 2025 Child Nutrition Tables





National School Lunch Week Recap

Last month National School Lunch Week (NSLW) was celebrated. “Cafeteria Circus: Where Nutrition Takes Center Stage!” was the theme and HNS is happy to share some of the ways NSLW was celebrated throughout our State!



National School Lunch Week Recap

IMAGINE SCHOOLS WEST IN MESA

Step right up and view the circus themed menu from **Imagine Schools West in Mesa**!



National School Lunch Week Recap

IMAGINE SCHOOLS WEST IN MESA

The Imagine Schools West in Mesa performers took center stage for National School Lunch Week serving fun and festive meals!



National School Lunch Week Recap

CRANE ELEMENTARY DISTRICT

Crane Elementary District celebrated NSLW with various activities across their schools.

- Spiced things up with a new sauce!
  Hot Honey
- Brought back fan favorites!
  Walking Taco and Chicken Teriyaki
- Philly Cheesesteak Taste Test!





Crane School Nutrition Department is at **Crane School District.**
4d ·

Two fan favorites made a delicious comeback for National School Lunch Week. 🌟 😋 Our cafeteria brought back TWO classic meals this week, and they were packed with flavor. ❤️ Tuesday was Walking Taco Day. Students enjoyed a tasty combination of seasoned turkey taco meat and beans for a fun lunchtime favorite. 🌮

Thursday brought Chicken Teriyaki. This delicious meal featured brown rice, steamed broccoli, a crispy egg roll, and a fortune cookie to top it all off. 🥡 🥠 Bringing back these classics was a wonderful way to celebrate National School Lunch Week and remind everyone that school lunch is anything but boring. 🍎 👏

#WeAreCrane #LeadersInNutrition #NSLW26







National School Lunch Week Recap

LEGACY TRADITIONAL SCHOOLS

Legacy Traditional Schools celebrated by embracing the theme of Cafeteria Circus: Where Healthy Eating Takes Center Stage!

- Themed decorations and staff attire!











National School Lunch Week Recap

LEGACY TRADITIONAL SCHOOLS

Legacy Traditional Schools celebrated by embracing the theme of Cafeteria Circus: Where Healthy Eating Takes Center Stage!









- Themed decorations and staff attire!
- Circus themed menu options daily!
  - 🍗 *Chicken Strips with a Funnel Cake Waffle*
  - 🥨 *Large Pretzel with Cheese Sauce*
  - 🍔 *Crispy Chicken Sandwich with Seasoned Curly Fries*
  - ✨ *Churros*
  - 🍒 *Frozen Fruit Cups*

National School Lunch Week Recap

CHANDLER UNIFIED SCHOOL DISTRICT

Chandler Unified School District encourages cross-district NSLW celebrations with an optional **annual service line decoration contest!**

- 7 schools participated!



National School Lunch Week Recap

CHANDLER UNIFIED SCHOOL DISTRICT

Chandler Unified School District encourages cross-district NSLW celebrations with an optional **annual service line decoration contest!**

- 7 schools participated!
- Public gets to vote!
  Site's decorations are promoted on social media with an online voting form for the public to vote.
  - *Just under 700 voters this year!*



National School Lunch Week Recap

HUMBOLDT UNIFIED SCHOOL DISTRICT

Humboldt Unified School District's celebration ensured students of every age were invited into the big top to discover that healthy choices can be both nutritious and fun.

- Themed circus menus!
- Themed prizes at the elementary schools!
- NSLW coloring pages and art contests!
- Colorful decorations and balloons at every school!













National School Lunch Week Recap

CAVE CREEK UNIFIED SCHOOL DISTRICT

Cave Creek Unified School District transformed into a big top spectacle for NSLW.

- Banners, decorations, and costumes in the cafeteria!
- Prizes and games!









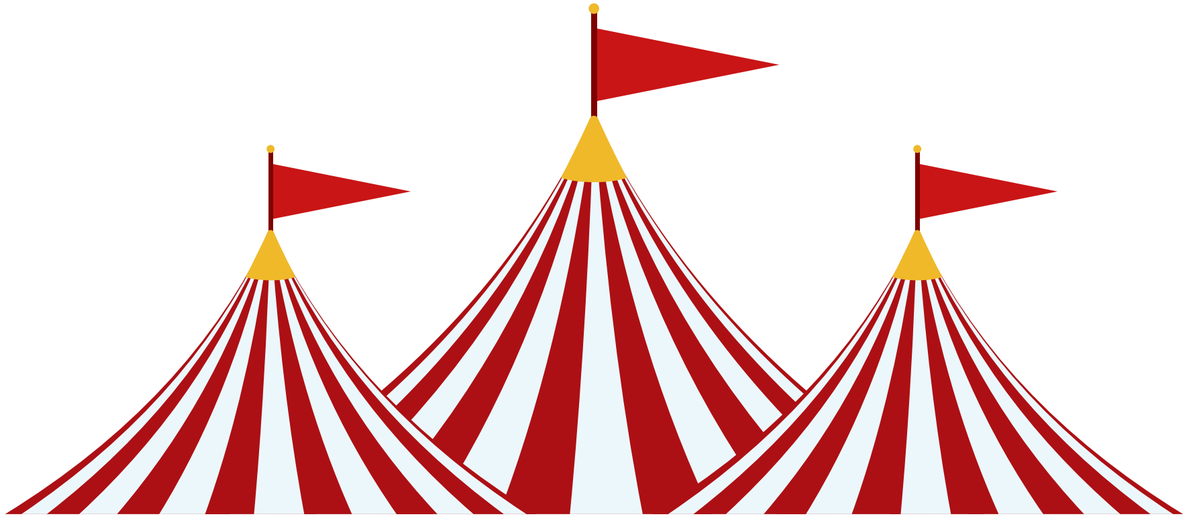
National School Lunch Week Recap

ALHAMBRA UNIFIED SCHOOL DISTRICT

Check out these NSLW celebrations from **Alhambra Unified School District!**

- Served up some Circus Food!
  Homemade Cinnamon Sugar Churro Cookies
- Second Annual Cafeteria Decorating Contest!
  - *14 Schools Participated. One school awarded Cafetería Con Estilo (Stylish Cafeteria)*
  - *Global Academy of Phoenix won for the second year in a row!*
- Lucky Tray Awards
  *To engage more students in the celebration, they selected 2-3 Lucky Tray winners who had the chance to win a **Barnes & Noble gift card, tickets to a Phoenix Rising soccer game, or a special taste test experience for the winner's class**.*





National School Lunch Week Recap

ADDITIONAL CELEBRATIONS

A charter district decorated the cafeteria circus themed, had games and a crazy hat day with prizes!

Morristown Elementary School had circus decorations and circus food!



Thank you!

ADE-HNS continues to be blown away by the impact of Arizona SFAs.

NSLW is intended to celebrate healthy school meals and hardworking cafeteria staff.

Thank you for sharing your celebrations with us!

Farm to School Census

NEW CENSUS IS COMING MAY 2027 COLLECTING FARM TO SCHOOL DATA FROM 2026-2027

The Farm to School Census is conducted periodically to assess the state of farm to school activities across the U.S. The Census surveys all school food authorities (SFAs) participating in the National School Lunch Program. USDA conducted the first Farm to School Census in 2013, 2015, and again in 2019. The most recent Farm to School Census was conducted in the fall of 2023.

Participation in the Census provides valuable information on the use of local foods in school meal programs at the federal, state, and local levels. The data collected helps inform policies, programs, and partnerships that support farm-to-school efforts, strengthen local food systems, and expand access to nutritious, locally sourced foods for students nationwide.

For questions regarding Farm to School or the Census please submit a HelpDesk ticket or contact your HNS Specialist.

FARM TO SCHOOL CENSUS PROMOTION TOOLKIT

The U.S. Department of Agriculture (USDA) Food and Nutrition Administration (FNA) has released the 2027 Farm to School Census Promotion Toolkit to support participation in the upcoming 2027 Farm to School Census.

The toolkit includes:

- Building Your Farm to School Census Team Guide
- Farm to School Census Preparation Workbook and Tracker
- Sample Blogs and Social Media
- 2027 Census Frequently Asked Questions

Farm to School Census Promotion Toolkit Resources





FARM TO SCHOOL CENSUS PREPARATION WORKBOOK

A TRACKER FOR YOUR DISTRICT'S FARM TO SCHOOL ACTIVITIES

The 2027 Farm to School Census Workbook (.xlsx), is designed to help track relevant information needed when the time comes to complete the Census starting on May 3, 2027.

This workbook is optional. However, using it throughout the year will help to more quickly and seamlessly complete the survey.

FARM TO SCHOOL CENSUS TEAMS

TEAM-BASED APPROACH TO CENSUS REPORTING

Accurately capturing farm to school efforts takes a team. FNA encourages SFAs to engage existing groups and key partners, such as educators, garden coordinators, and food service staff, to ensure the full scope of their farm to school programs is reflected in 2027 Census responses.

Build your Farm to School Census Team with this resource:
https://www.fna.usda.gov/f2s/census/resources/promotion-toolkit/team

‘Tis the Season!

VERIFICATION IS IN FULL SWING!

PHASE 1: PREPARE - COMPLETE!
Organize all approved applications.

PHASE 2: CALCULATE AND SELECT - COMPLETE!
Determine how many applications will be verified and select the applications using an appropriate sampling method.

PHASE 3: VERIFY
Conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.



PHASE 4: REPORT
Log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

SEPTEMBER 1
Begin Phase 1

OCTOBER 1
Begin Phases 2 & 3

NOVEMBER 15
- Phase 3 ends.
- Phase 4 begins.

FEBRUARY 1
Phase 4 deadline.

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

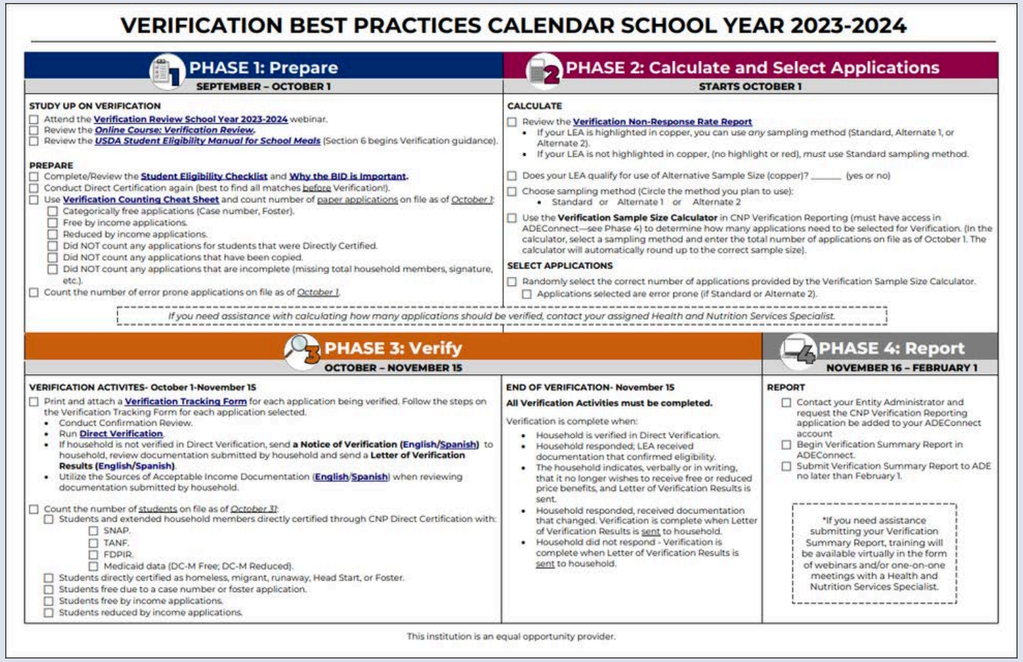
Verification Check-In

COMPLETING PHASE 3

Phase 3: Verify - In Progress! Due November 15

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

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



VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024

PHASE 1: Prepare — SEPTEMBER – OCTOBER 1

STUDY UP ON VERIFICATION
- ☐ Attend the Verification Review School Year 2023-2024 webinar.
- ☐ Review the *Online Course: Verification Review*.
- ☐ Review the *USDA Student Eligibility Manual for School Meals* (Section 6 begins Verification guidance).

PREPARE
- ☐ Complete/Review the Student Eligibility Checklist and Why the BID is Important.
- ☐ Conduct Direct Certification again (best to find all matches before Verification!).
- ☐ Use Verification Counting Cheat Sheet and count 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.

PHASE 2: Calculate and Select Applications — STARTS 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).

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).

If you need assistance with calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.

PHASE 3: Verify — OCTOBER – NOVEMBER 15

VERIFICATION ACTIVITES- October 1-November 15
- ☐ Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.
  - Conduct Confirmation Review.
  - Run Direct Verification.
  - If household is not verified in Direct Verification, send **a Notice of Verification (English/Spanish)** to household, review documentation submitted by household and send a **Letter of Verification Results (English/Spanish)**.
  - Utilize the Sources of Acceptable Income Documentation (English/Spanish) when reviewing documentation submitted by household.
- ☐ Count the number of students on file as of October 31:
  - ☐ Students and extended household members directly certified through CNP Direct Certification with:
    - ☐ SNAP.
    - ☐ TANF.
    - ☐ FDPIR.
    - ☐ Medicaid data (DC-M Free; DC-M Reduced).
  - ☐ Students directly certified as homeless, migrant, runaway, Head Start, or Foster.
  - ☐ Students free due to a case number or foster application.
  - ☐ Students free by income applications.
  - ☐ Students reduced by income applications.

END OF VERIFICATION- November 15

All Verification Activities must be completed.

Verification is complete when:
- Household is verified in Direct Verification.
- Household responded; LEA received documentation that confirmed eligibility.
- The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent.
- Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is sent to household.
- Household did not respond - Verification is complete when Letter of Verification Results is sent to household.

PHASE 4: Report — NOVEMBER 16 – FEBRUARY 1

REPORT
- ☐ Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account
- ☐ Begin Verification Summary Report in ADEConnect.
- ☐ Submit Verification Summary Report to ADE no later than February 1.

*If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist.

This institution is an equal opportunity provider.

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

Submitting the VSR

LOOKING AHEAD TO PHASE 4: VERIFICATION SUMMARY REPORT

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

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

HNS is here to help!
Please email your assigned HNS Specialist for targeted technical assistance, review trainings available on HNS' online training library, and register for the upcoming webinars or workshop!



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR SFAS

- 1:30 pm, **12/08/2026**
- Location: virtual
- Registration Link: https://azed.geniussis.com/Registration.aspx?aid=11701

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR SFAS WHO DID NOT COLLECT HOUSEHOLD APPLICATIONS

- 1:30 pm, **12/10/2026**
- Location: virtual
- Registration Link: https://azed.geniussis.com/Registration.aspx?aid=11700

Submitting the VSR

VERIFICATION SUMMARY REPORT IN-PERSON WORKSHOP

Prefer one-on-one, in-person support with your Verification Summary Report (VSR)? Sign up for our VSR Workshop! We'll walk through the report together and provide dedicated time with HNS specialists who can answer your specific questions. **This workshop is intended for operators who have already completed all verification activities and are ready to review their VSR and finalize their submission.** We look forward to seeing you there!

Sign up to attend in the morning or afternoon. Specialists will connect with attendees to specify a time for one-on-one assistance.

To get the most out of the workshop, please bring:
- Your laptop
- Your Verification information and supporting paperwork



SUBMITTING THE VERIFICATION SUMMARY REPORT IN-PERSON WORKSHOP

- **12/9/2026**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Tacitus Conference Room
- Registration Links:
  - **9:00 AM -12:00 PM:** https://azed.geniussis.com/Registration.aspx?aid=11566
  - **12:00 PM-3:00 PM:** https://azed.geniussis.com/Registration.aspx?aid=11802

- Upon registration, HNS will contact you with an appointment time within your session to ensure you are provided one-on-one assistance.

Quiz Time

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

A True

B False



Quiz Time

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

A True

B False

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



Reminder: AFR Due Date for Non-Public Schools

NOVEMBER 15, 2026

Non-public schools will no longer be able to access Common Logon to submit the Annual Financial Report (AFR). This report is now located in CNPWeb. Public and Charter schools were to submit the AFR via the AFR Portal located in the Arizona Auditor General website and was due October 15th. The AFR report that is now located in CNPWeb is specific to Non-Public schools ONLY.

NEW

FOR NON-PUBLIC SCHOOL AFR REPORTING ONLY!



REVISED RESOURCE: CNP ANNUAL FINANCIAL REPORT TRAINING MANUAL FOR NON-PUBLIC SCHOOLS

SNPAC is Back!

SCHOOL NUTRITION PROGRAMS ADVISORY COUNCIL

SY 2026-2027 Kick-off Meeting

- The School Nutrition Program Advisory Council (SNPAC) was created to ensure that the voices and experiences of Child Nutrition Program (CNP) operators help inform the work of Health and Nutrition Services (HNS). This group of school nutrition professionals provides feedback, insights, and expertise that help inform statewide priorities and support continuous program enhancement.

- The SNPAC consists of 11 individuals representing over 200 sites in Arizona. The council members were carefully selected to create a diverse representation of LEAs in the state. The SNPAC will meet monthly from October 2026 to May 2027.

- The Kick-Off Meeting highlighted the Peer-to-Peer Support Program, key trends, and priority themes identified through the SY 2026-2027 SNPAC Input Survey. These themes include Participation, Administrative Reviews, and Meal Standards and Regulatory Changes. Together with additional priorities identified throughout the year, these topics will guide council discussions and inform future initiatives.





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

Farm to School Month Recap

Last month, the Arizona Department of Education, Health and Nutrition services sent out a promotional graphic campaign to celebrate Farm to School month.











Honoring Native American Heritage Month



CELEBRATE WITH KITCHEN CREATIONS RECIPES

- Blue Corn Mush with Roast Squash & Pepitas
- Blue Corn Mush with Roasted Corn
- Blue Corn Mush with Strawberries, Banana and Honey
- Soam Bavĭ (Brown Tepary Bean) Bowl
- Three Sisters Enchilada Casserole
- Triple Berry Parfait with Fresh Berries
- Triple Berry Parfait with Fresh Strawberries and Blueberry Compote



Honoring Native American Heritage Month

CELEBRATE WITH THE KITCHEN CREATIONS TOOLKIT

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

This resource is located on the NSLP upLIFT webpage under the Kitchen Creations accordion.

Access this Resource



Advertisement List

ADDITIONAL FOODS IN CNP MYFOODS

Advertisement List is now 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.

Important Note: Once Advertisement List inventory has been approved and transferred to the Recipient Agency (RA), it will be visible in **Inventory > Delivery Ordering**, where the RA can review available inventory and manage Delivery Orders.

Selecting Materials

ADVERTISEMENT LIST REMINDERS

- An RA should only select materials that could be received with their next available delivery day.
- An RA should only select materials that can be used in a timely manner.
- An RA will use entitlement for requested materials unless no remaining entitlement is available – the request materials are then “bonus”.
- An RA should request enough materials to meet minimum case requirements with materials that will be ordered.

Inventory

REMINDERS

- Advertisement List: Request only items you can receive on your next scheduled delivery.
- Timely Use: Select items you can use promptly to avoid waste.
- Delivery Scheduling: All USDA Foods must be scheduled for shipment within 45 days of warehouse arrival.
- Inventory Storage Days: Monitor the Aging Inventory Report closely to prevent excess storage fees. The Inventory Storage Days is calculated by the original “Received Date” of when it arrived to the contracted warehouse.
- Daily Updates: Check the CNP MyFoods Advertisement List regularly for new availability.



Reporting Delivery Order Discrepancies

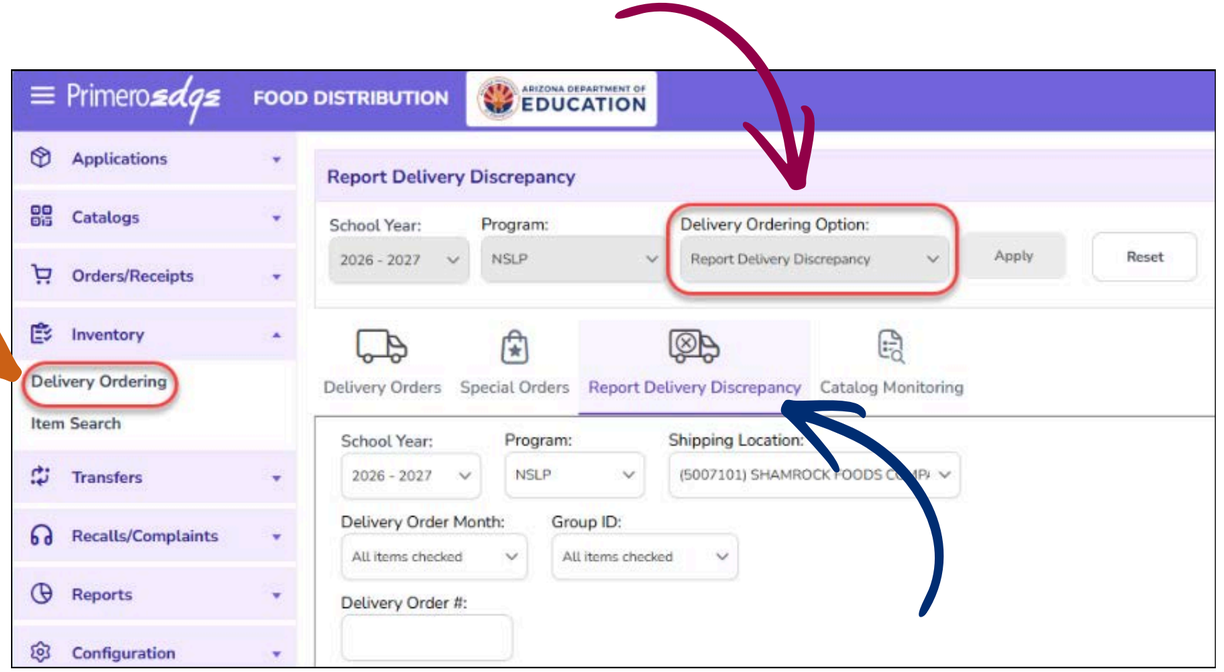
IN CNP MYFOODS

If there is a discrepancy with an order, such as receiving less product than was ordered, please report the discrepancy in CNP MyFoods by navigating to:

Delivery Ordering →
Delivery Ordering Options →
Report Delivery Discrepancy.

- Note: There is no longer a **Verify** button in CNP MyFoods like there was in Legacy myFOODS.

If your shipment was received as expected and there were no discrepancies, no further action is required.



Schools should only accept materials that they have ordered and should reject any items that were not included in their order. If items are not rejected on the day of the delivery, schools must contact ADE to arrange a pick-up.

DoD Fresh Fruits and Vegetables

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

- Apples
- Broccoli
- Cucumber
- Carrots
- Cauliflower
- Celery
- Grapes
- Green Leaf Lettuce
- Kale
- Oranges
- Pears
- Potato
- Romaine
- Salad Mix
- Spinach
- Yams



SECTION 3

Training Opportunities

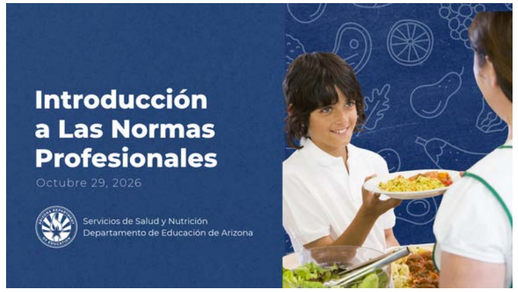


October's Training Opportunities

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



Staying on Track: October



Spanish Webinar: Professional Standards 101 (Slides) (Recording)

This webinar is provided in Spanish and reviews the hiring and training requirements of Professional Standards.



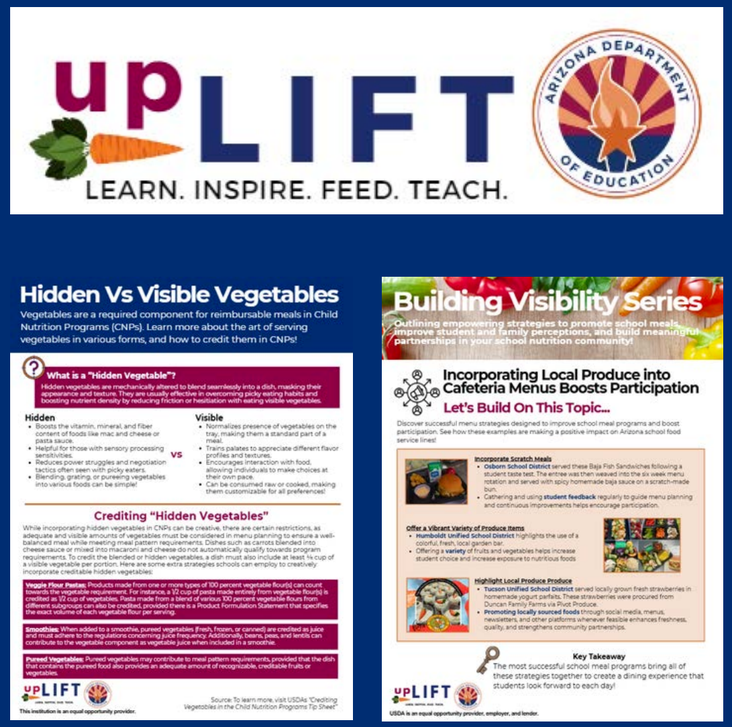
CNP MyFoods Application Training for Receiving Entitlement

This training provides instructions for completing and submitting an application in the CNP MyFoods system.



October upLIFT

Community to Cafeteria: Connecting with Local Farms & Farm to School. This webinar will attemot to bridge the gap between local farms and educational institutions.



SY 26-27 upLIFT

UPLIFT WEBINAR: INCREASING STUDENT PARTICIPATION IN RURAL COMMUNITIES

Join us on **November 17** as we explore strategies to boost student participation in rural communities. We'll cover potential partnerships, marketing strategies, and much more! Don't miss this chance to engage with educators and community leaders who are dedicated to improving educational involvement. This webinar will offer valuable insights and practical steps to foster positive change. Register now to secure your spot and be part of this conversation!

Click here to register!

Suggested Trainings

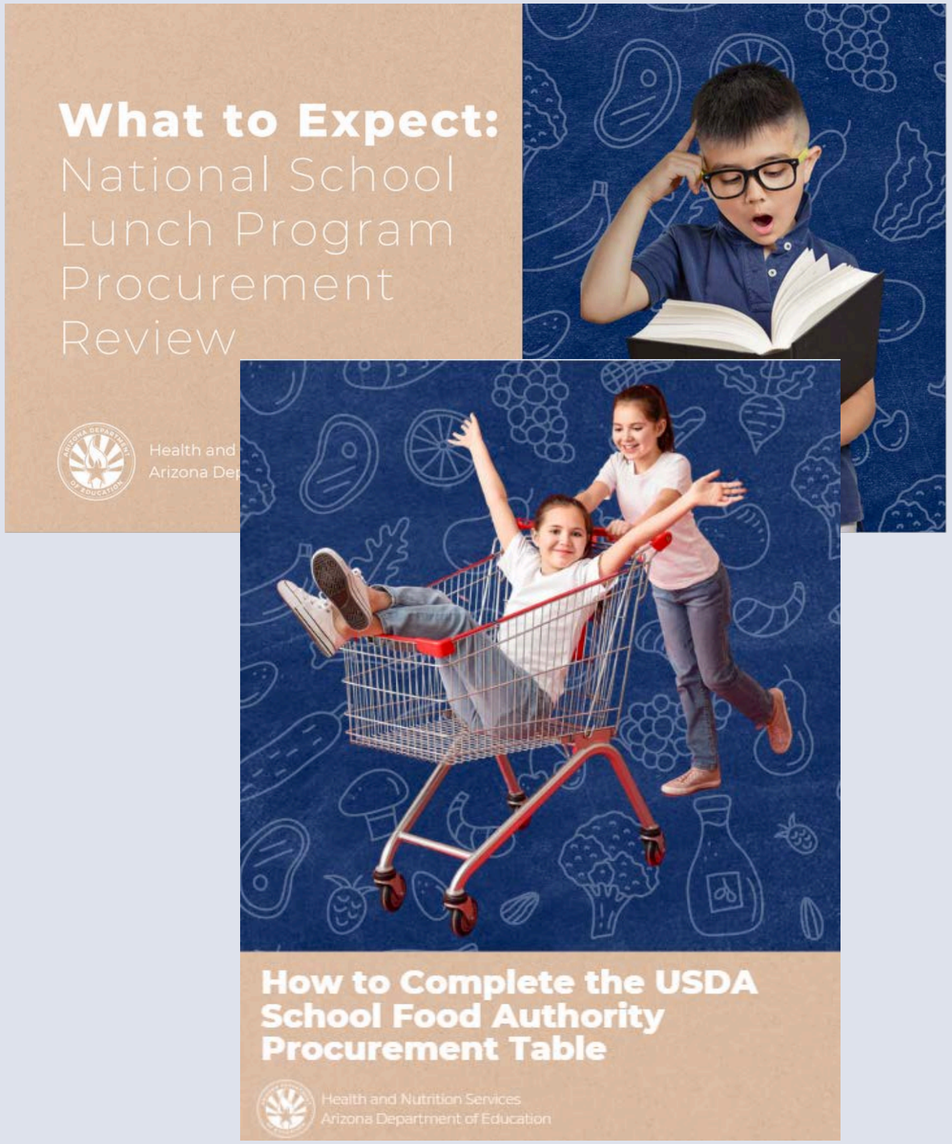
ADE HNS has provided this online training to assist operators in preparing for their Procurement Review.

What to Expect: National School Lunch Program Procurement Review

New Resource

ADE HNS has released a new Quick Guide as a complimentary resource to the What to Expect: National School Lunch Procurement Review training, to provide assistance in gathering the necessary documentation and completing the SFA Procurement Table to support the procurement review process.

Quick Guide: How to Complete the USDA School Food Authority Procurement Table



NSLP New Director Workshop

IN-PERSON WORKSHOP

This workshop will equip new School Food Service Directors with the tools to effectively navigate their new role while complying with program regulations. **This workshop is presented by Deborah Riley, RDN, who has more than 10 years of experience working as a Food Service Director in Arizona.**

Participants will take part in engaging activities that will deepen their understanding of the responsibilities of Food Service Directors and provide guidance on how to navigate the ADE applications and website for a successful experience. They will discover best practices for record-keeping, the significance of accurate documentation, and strategies for fulfilling all regulatory obligations.

Registration is available in the **ADE Professional Learning and Development (APLD)**.



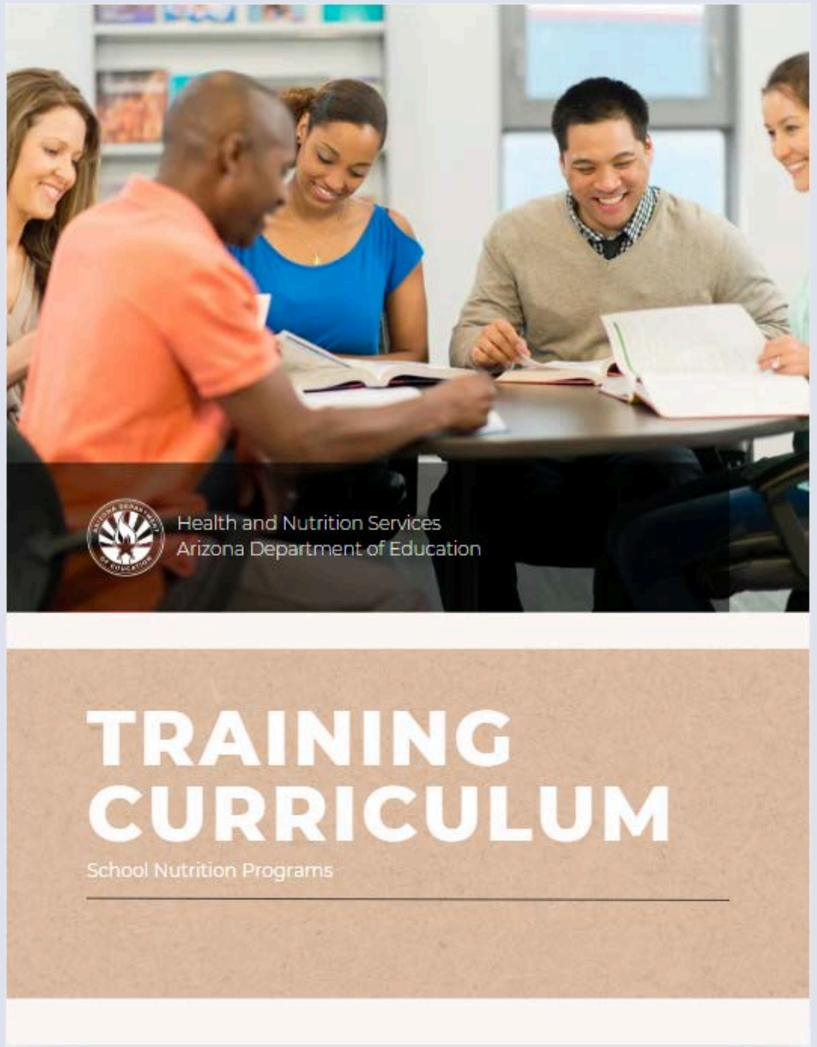
PHOENIX

- 9:30 am - 12:00 pm **12/3/2026**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Conference Room: Plato
- Registration Link: https://azed.geniussis.com/Registration.aspx?aid=11568

Training for School Nutrition Programs

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

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



Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program

SECTION 4

Upcoming Deadlines & Communications



Mark Your Calendars!

NOVEMBER EVENTS & OPPORTUNITIES

HNS is dedicated to providing all Child Nutrition Program operators with training to support you and your teams' professional learning needs to fulfill annual training requirements, support program integrity, and elevate Child Nutrition Programs across Arizona.

- 7 Live Training or Event opportunities for School Nutrition Professionals in November.



State Nutrition Action Committee Summer Food Service Program Operator Meeting
November 2, 1:00 - 2:00 pm MST
Operator Meeting | Register in Zoom
Professional Standards Key Area(s): Not Applicable

WIC 101: How WIC Works and How You Can Work to Support WIC
November 2, 3:00-4:00 pm EST
Webinar | Register with FRAC
Professional Standards Key Area(s): 2000 Operations

Staying on Track: November
November 3, 1:30-2:30 pm
Webinar | Register in APLD
Professional Standards Key Area(s): 1000 Nutrition, 2000 Operations, 3000 Administration, 4000 Communications and Marketing

Grow A La Carte Sales Without Losing Reimbursable Meals
November 12, 3:00-4:00 pm EST
Webinar | Register with SNA
Professional Standards Key Area(s): 1000 Nutrition

upLIFT - November 2026: Increasing Student Participation in Rural Communities
November 15, 2026 1:30-2:30 pm
Webinar | Register in APLD
Professional Standards Key Area(s): 2000 Operations, 3000 Administration

Spanish Webinar: Using Appropriate Serving Utensils
November 19, 2026 1:30-2:30 pm
Webinar | Register in APLD
Professional Standards Key Area(s): 2000 Operations

State Nutrition Action Committee Summer Food Service Program Work Group
November 30, 1:00 - 2:00 pm MST
Work Group Meeting | Register in Zoom
Professional Standards Key Area(s): Not Applicable

For more information and links to register, check your inbox for the HNS Events Forecast: November 2026 from HNS Communications!

In Our Drafts

KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- Submitting the Verification Summary Report Webinars and Workshop
- Farm to School Census
- CNP MyFoods Applications for School Year 2027-2028



November Checklist

November 1 - November 10
Submit August reimbursement claims (best practice)

November
60-day deadline to submit August claims

November 15
Verification ENDS

November 15
Deadline for Non-Public School AFR Submission

November 16
Verification Reporting can begin

November 17
upLIFT: Increasing Student Participation in Rural Communities

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

This month...

- Register for “Submitting the Verification Summary Report for SFAs” or “Submitting the Verification Summary Report for SFAs who did NOT Collect Household Applications” Webinars; or the Verification Summary Reporting Workshop: Register in APLD

- Don’t forget, each operating site will need two food safety inspections during the program year!

- Before finalizing USDA Foods orders, please check the delivery date options in CNP MyFoods to confirm that no deliveries coincide with school breaks.



Join Us Next Month!

Staying On Track: December

December 1, 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: November

Information to include when documenting this training for Professional Standards:

Training Title: November Staying on Track

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

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

Length: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

TAKE SURVEY

Information to include when documenting this training for Professional Standards:

Training Title: November Staying on Track

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

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

Length: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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