

# Staying on Track

January 2026



Health and Nutrition Services  
Arizona Department of Education

School Year  
2025-2026



# Intended Audience

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



## TRAINING HOURS

Information to include when documenting this training for Professional Standards:

**Training Title:** January Staying on Track

**Key Area:** 1000 - Nutrition, 2000 - Operations, 3000 Administration

**Learning Code:** 1130, 1170, 2430, 2410, 3430

**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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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 program directors an opportunity to ask for clarification.

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**

# 2025 STAYING ON TRACK

## 99% Satisfaction

of survey respondents are satisfied with the Staying on Track monthly webinars.

ADE HNS encourages feedback and hopes to gather more in 2026. Please share your thoughts in the survey when accessing your certificate.

## Additional trainings

Operators requested more webinars, and some have already been made available the Annual Financial Report, Local Wellness Policy, and Buy American in 2025. A Guide to Operating Residential Child Care Centers has been published.

## Looking ahead...

In 2026, HNS will continue offering webinars on the USDA Foods Ordering System, National School Lunch Program Meal Pattern, and vendor contract types.



SECTION 1  
December HNS  
Communications  
Recap



# Program Alerts

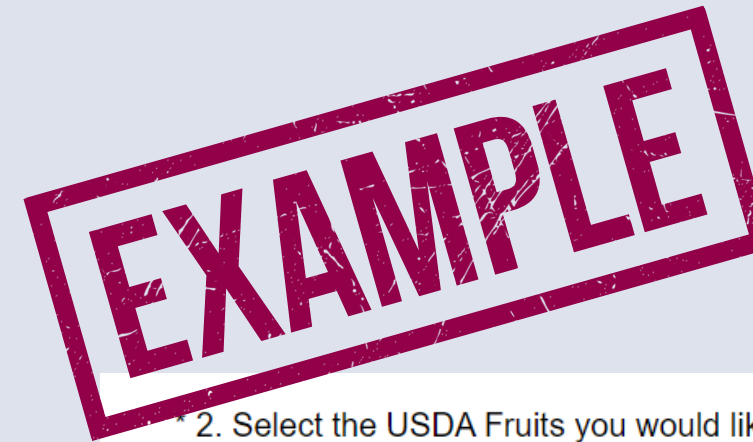


## **THE USDA FOODS ANNUAL PREFERENCE SURVEY OPENS TODAY!**

School Food Authorities (SFAs) that previously participated, or wish to participate, in the USDA Foods in Schools program are invited to provide input as to what food items should be available in Arizona for the upcoming school year (School Year 2026-2027).

The **survey will be open until January 16, 2026**. The Arizona Department of Education Health and Nutrition Services anticipates releasing the catalog of available materials for School Year 2026-2027 in February via the NEW CNP MyFoods.

**TAKE THE SURVEY**



2. Select the USDA Fruits you would like to see available in Arizona for SY 2024-25:

- |  |  |
|--|--|
| <input type="checkbox"/> None  | <input type="checkbox"/> Cherries, Tart, Pitted, Unsweetened, Frozen<br>40 lb pail<br>WBSCM: 100236                          |
| <input type="checkbox"/> Apples, Braeburn, Fresh<br>40lb case<br>WBSCM ID:100523         | <input type="checkbox"/> Cranberries, Dried, Individual Portion<br>300/1.16 oz bag<br>WBSCM: 110723                          |
| <input type="checkbox"/> Apples, Empire, Fresh<br>40lb case<br>WBSCM ID: 100517          | <input type="checkbox"/> Mixed Berries (Blueberries , Strawberries), Cups,<br>Frozen<br>96/4 oz cup<br>WBSCM: 110859         |
| <input type="checkbox"/> Apples, Fuji, Fresh<br>40 lb case<br>WBSCM ID: 100522           | <input type="checkbox"/> Mixed Fruit (Apples, Cherries, Cranberries,<br>Raisins), Dried<br>5/5 lb bag<br>WBSCM ID: 110161    |
| <input type="checkbox"/> Apples, Gala, Fresh<br>40 lb case<br>WBSCM ID: 100521           | <input type="checkbox"/> Mixed Fruit (Peaches, Pears, Grapes), Extra<br>Light Syrup, Canned<br>6/#10 can<br>WBSCM ID: 100212 |
| <input type="checkbox"/> Apples, Granny Smith, Fresh<br>40 lb case<br>WBSCM ID: 110543   | <input type="checkbox"/> Oranges, Fresh<br>34-39 lb case<br>WBSCM ID: 100283   |
| <input type="checkbox"/> Apples , Red Delicious, Fresh<br>40 lb case<br>WBSCM ID: 100514 |  |

# Program Alerts



## **INTERNAL ON-SITE MONITORING DUE**

What action is needed?

SFAs operating more than one site are required to conduct on-site reviews of the counting and claiming system and the readily observable areas of review annually at each site prior to February 1. This requirement includes reviews of breakfast and lunch. All lunch sites must be reviewed annually and 50% of breakfast sites must be reviewed annually.

Please note: If your sites are also participating in At-Risk Afterschool Meals, the internal on-site monitoring requirements align with NSLP requirements and must be conducted prior to February 1.

## **Follow these steps to access the Arizona Department of Education's monitoring forms:**

1. For breakfast and lunch forms, visit the NSLP Program Forms and Resources webpage <https://www.azed.gov/hns/nslp/forms>. For At-Risk snack and supper forms, visit the Afterschool Program Forms and Resources webpage <https://www.azed.gov/hns/afterschool/programforms>.
2. Click on the 'Operational' accordion.
3. Click on the **Internal On-Site Monitoring Form** for the meal service being reviewed.
4. Complete one form for each site and meal service review prior to **February 1**.
5. Keep the forms on file for a period of five years. (Do not submit to your specialist.)

SFAs may choose to use their own monitoring form; however, it must include all required areas.

SECTION 2  
**Hot Topics**



# Arizona Healthy Schools Act

## AASBO PRESENTATIONS

ADE HNS will be offering two presentations at the Arizona Association of School Business Officials (AASBO) Winter Conference. One presentation will be Food Service and the Annual Financial Report. The other presentation is What Schools Need to Know About Arizona Healthy Schools Act (or HB2164). To provide School Food Service Directors with a preview of this important information, HNS is sharing the presentation details in this edition of Staying on Track.

The information on the following slides regarding Arizona Healthy Schools Act will be presented at the AASBO Winter Conference. Both AASBO presentations are scheduled for **January 27, 2026**. For registration, visit the website at: <https://www.aasbo.org/page/Conferences>

2026

## AUDIT & COMPLIANCE

Winter Conference

**JANUARY 27, 2026**

Desert Willow Conference Center




# Arizona Healthy Schools Act

## ARIZONA HEALTHY SCHOOLS ACT

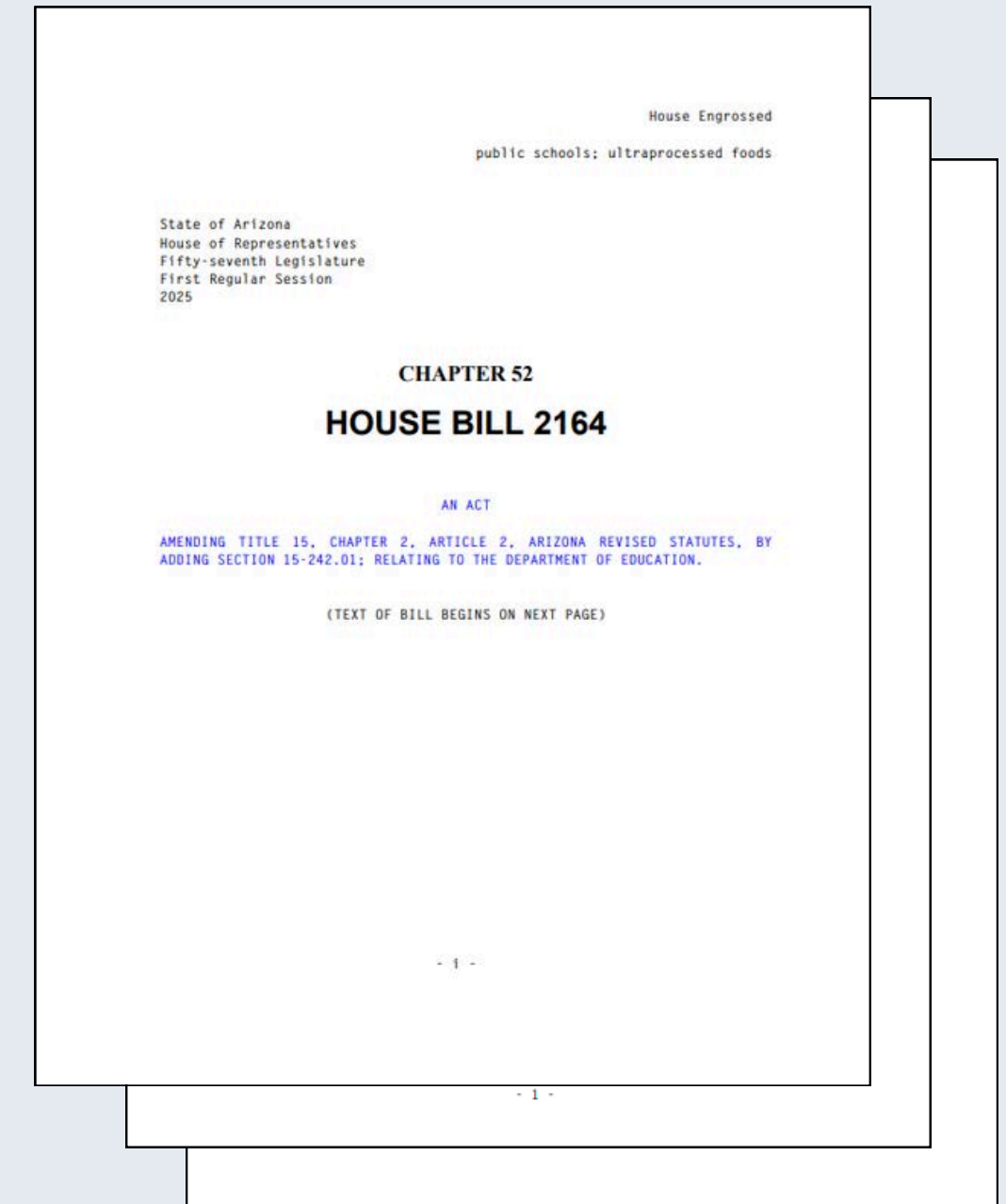
Arizona Healthy Schools Act, prohibits public schools participating in federally funded or assisted meal programs from serving, selling, or allowing a third party to sell ultraprocessed food on the school campus during the regular school day.

This new law led to the amendment of Title 15, Chapter 2, Article 2, Arizona Revised Statutes, by adding Section 15-242.01 (ARS 15-242.01).

The new law **takes effect at the start of the 2026-2027 school year**, giving schools over a year to review products sold and served on campus and to remove items that contain one or more ingredients prohibited by law.



ARS 15-242.01 does not prevent a student's parent or guardian from providing ultra-processed food to the student during the regular school day.



# Arizona Healthy Schools Act

## DEFINING ULTRA-PROCESSED FOODS

Arizona schools on the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are already required to meet federal guidelines for school meals. These standards limit calories, sodium, and unhealthy fats and mandate the inclusion of fruits, vegetables, and whole grains.

The law enhances the initiatives already in place by the NSLP and the SBP by focusing on the specific group of food additives that are not presently banned from federal regulations. The law defines ultra-processed foods as those with the following ingredients:

- potassium bromate;
- propylparaben;
- titanium dioxide;
- brominated vegetable oil;
- yellow dye 5 or 6;
- blue dye 1 or 2;
- green dye 3; or
- red dye 3 or 40.



LEA's must adhere to serving foods that do not contain the 11 specified food additives in lunches, vending machines, snack bars, and school stores **during the regular school day.**

# Arizona Healthy Schools Act

## DEFINING SCHOOL DAY

A school day, for the applicability of this law, is defined in Smart Snacks and Arizona Nutrition Standards guidance as: **midnight before to 30 minutes after the end of the instructional day.**

Additional information on Smart Snacks and the Arizona Nutrition Standards can be found in memorandum [HNS 04-2015](#).



LEA's must adhere to serving foods that do not contain the 11 specified food additives in lunches, vending machines, snack bars, and school stores **during the regular school day.**

H.B. 2164

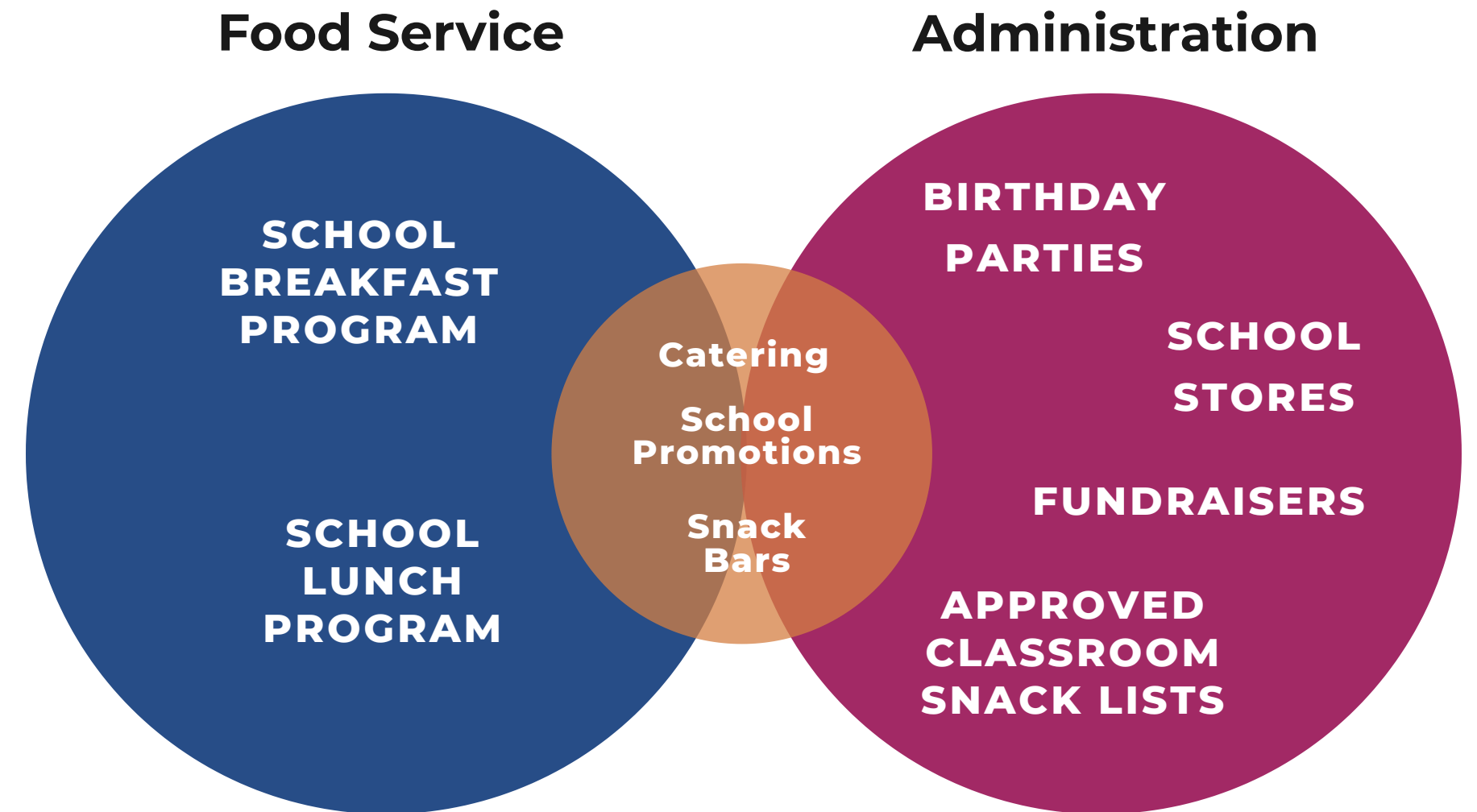
1 Be it enacted by the Legislature of the State of Arizona:  
 2 Section 1. Title 15, chapter 2, article 2, Arizona Revised  
 3 Statutes, is amended by adding section 15-242.01, to read:  
 4 15-242.01. Ultraprocessed foods; prohibition; definition.  
 5 A. BEGINNING IN THE 2026-2027 SCHOOL YEAR, ANY SCHOOL THAT  
 6 PARTICIPATES IN A FEDERALLY FUNDED OR ASSISTED MEAL PROGRAM SHALL NOT  
 7 SERVE, SELL OR ALLOW A THIRD PARTY TO SELL ULTRAPROCESSED FOOD ON THE  
 8 SCHOOL CAMPUS DURING THE NORMAL SCHOOL DAY. THIS SUBSECTION DOES NOT  
 9 PREVENT A STUDENT'S PARENT OR GUARDIAN FROM PROVIDING ULTRAPROCESSED FOOD  
 10 TO THE STUDENT DURING THE NORMAL SCHOOL DAY.  
 11  
 12 WEBSITE BOTH OF THE FOLLOWING:  
 13 1. A STANDARDIZED FORM THAT A PUBLIC SCHOOL MAY USE TO CERTIFY THAT  
 14 THE PUBLIC SCHOOL IS COMPLYING WITH THE REQUIREMENTS PRESCRIBED BY THIS  
 15 SECTION.  
 16 2. A LIST OF EACH PUBLIC SCHOOL THAT HAS CERTIFIED TO THE  
 17 DEPARTMENT THAT THE PUBLIC SCHOOL IS COMPLYING WITH THE REQUIREMENTS  
 18 PRESCRIBED BY THIS SECTION.  
 19 C. FOR THE PURPOSES OF THIS SECTION, "ULTRAPROCESSED FOOD" MEANS A  
 20 FOOD OR BEVERAGE THAT CONTAINS ONE OR MORE OF THE FOLLOWING INGREDIENTS:  
 21 1. POTASSIUM BROMATE.  
 22 2. PROPYLPARABEN.  
 23 3. TITANIUM DIOXIDE.  
 24 4. BROMINATED VEGETABLE OIL.  
 25 5. YELLOW DYE 5.  
 26 6. YELLOW DYE 6.  
 27 7. BLUE DYE 1.  
 28 8. BLUE DYE 2.  
 29 9. GREEN DYE 3.  
 30 10. RED DYE 3.  
 31 11. RED DYE 40.  
 32 Sec. 2. Legislative findings  
 33 The legislature finds that:  
 34 1. Childhood obesity, morbidity and wellness are matters of  
 35 statewide concern.  
 36 2. Ultraprocessed, industrially manufactured, nutrient-depleted  
 37 food with synthetic additives is undernourishing minors at public schools  
 38 and contributing to childhood obesity.  
 39 3. Any taxpayer-funded meal or snack program offered to minors at  
 40 public schools in this state should be nutritious and made primarily of  
 41 whole, minimally processed plant or animal products.  
 42 Sec. 3. Short title  
 43 This act may be cited as the "Arizona Healthy Schools Act".

# Arizona Healthy Schools Act

## COMPLIANCE

ARS 15-242.01 is not specific to school meal service. Compliance is required in all areas of administration.

- Food service can be helpful to other areas of the school/district in identifying the ultra processed ingredients, but compliance must be adhered to at an LEA-wide level, not solely in school meals.
- School Administration must comply with the requirements of ARS 15-242.01.
- Schools are defined in ARS 15-101, which eliminates the federally funded Child Nutrition Programs (CNPs) that are not schools from having to comply (i.e., preschool and Child and Adult Care Food Program (CACFP) operators)



# Arizona Healthy Schools Act

## COMPLIANCE

ARS 15-242.01 is both a regulatory change and a student health initiative designed to maximize the health benefits of Arizona students.

Going forward, all school operations that involve food must be in compliance with the new regulations. Schools have until the start of the 2026-2027 school year to fulfill this requirement. However, ADE strongly recommends that operators begin this process as soon as possible to ensure they do not fall out of compliance in the future.

# 1



**Come into compliance**

**All schools must remove any items that contain the eleven banned ingredients.**

# 2



**Fill out attestation**

**LEA self-certification is crucial for demonstrating compliance with the new law.**

# 3



**ADE HNS Publishes list**

**The ADE website will feature a list of all schools that have certified compliance with ARS §15-242.01.**

# Arizona Healthy Schools Act

## EVALUATING FOODS

Foods often contain ultra-processed ingredients for several reasons tied to manufacturing: shelf life, cost, and consumer expectations.

Packaged products found in stores or vending machines are the most common sources of the 11 banned ingredients. These items typically depend on additives, artificial colors, and preservatives to ensure shelf life and visual appeal, which may make them a potential risk compared to freshly prepared foods.

Going forward all schools will need to do this and remove any items that have the 11 banned ingredients.



ARS 15-242.01 does not prevent a student's parent or guardian from providing ultra-processed food to the student during the regular school day.

# 1



**Come into  
compliance**

**All schools must  
remove any  
items that  
contain the  
eleven banned  
ingredients.**

# ASSESSMENT OF COMPLIANCE

Questions regarding compliance with ARS 15-242.01 should be directed to each LEA's Administration.

Administrators are encouraged to clarify questions regarding compliance scenarios by referencing the relevant statutory language.

## RECOMMENDED NEXT STEPS

- **Conduct a Compliance Audit:** Inventory all food/beverage sources on campus; compare ingredients to the banned-ingredient list.
- **Train Staff & Vendors:** Educate cafeteria, vending, store, and event personnel to identify disallowed ultra-processed foods.
- **Submit Certification:** Complete the attestation to confirm compliance status.
- **Update Community Communication:** Provide clear guidance to the public and external vendors on prohibited items.
- **Monitor Ongoing Compliance:** Review new products, fundraising plans, and third-party sales ahead of events.

# Arizona Healthy Schools Act

## COMMON ITEMS QUICK GUIDE

To assist in compliance, here are common items that may not meet the requirements of ARS 15-242.01

| Potassium Bromate                        | Propylparaben   | Titanium Dioxide                                   | Brominated Vegetable Oil                | Yellow Dyes 5 & 6                                  | Blue Dyes 1 & 2   | Green Dye 3                       | Red Dye 3  | Red Dye 40                    |
|--|---|--|---|--|---|-----------------------------------|--|-------------------------------|
| Commercial breads, rolls, hamburger buns | Packaged baked goods (tortillas, cookies, cinnamon rolls) | Frostings, icings, white glazes, ice cream, yogurt | Citrus-flavored sodas                   | Gummies, fruit snacks, gelatin desserts            | Colored candies, ice pops, yogurts, ice creams, frostings | Candies, dessert gels, drinks     | Candied cherries                                   | Candies, cake mixes, frosting |
| Pizza crusts                             | Packed snacks and trail mixes                             | Candies, chewing gum, confections                  | Select sports drinks                    | Bright colored cereals, chips, crackers            | Blue colored cereals, baked goods                         | Ice cream, baked goods            | Candy canes, gelatins, strawberry flavored dessert | Soft drinks, sport drinks     |
| Some crackers & pastries                 | Packaged dry sausage                                      | Powdered mixes, soups, snack bars                  | Select energy drinks and citrus punches | Soft drinks, energy drinks, sauces, salad dressing | Select sodas, energy drinks, and sports drinks            | Canned vegetables, salad dressing | Cake mixes, fruit snacks                           | Yogurt, cereal, red sauces    |

# Arizona Healthy Schools Act

## EVALUATING FOODS

|  |   |
|--|---|
| <b>MENUS</b>                               | <p>Start by analyzing current school menus.</p> <ul style="list-style-type: none"><li>• Schools must review and revise menus to eliminate the 11 banned ingredients.</li></ul>  |
| <b>À LA CARTE ITEMS OR SNACK BAR ITEMS</b> | <p>Schools serving a la carte items or snack bar items that are not part of the school meal menus must review and revise quick service items to eliminate banned ingredients.</p>   |
| <b>SCHOOL STORES AND VENDING MACHINES</b>  | <p>Schools that sell food items in stores or vending machines must evaluate these food items and eliminate those with banned ingredients.</p> <p>School stores and vending machines are typically not stocked by school food services. Those who stock and sell these items in the school must be made aware of and adhere to the regulations in ARS 15-242.01.</p> |
| <b>FUNDRAISERS</b>                         | <p>Analyze all school fundraisers to ascertain compliance with ARS 15-242.01.</p>   |

# Arizona Healthy Schools Act

## FUNDRAISERS

All competitive food sold on the school campus during the school day must meet Smart Snacks standards. This includes foods sold as a fundraiser.

Currently, ADE HNS's fundraiser policy explains that food-related fundraisers must:

- Be infrequent, single events of duration not exceeding one week; and
- Not be in competition with school meals in the food service area during meal service.

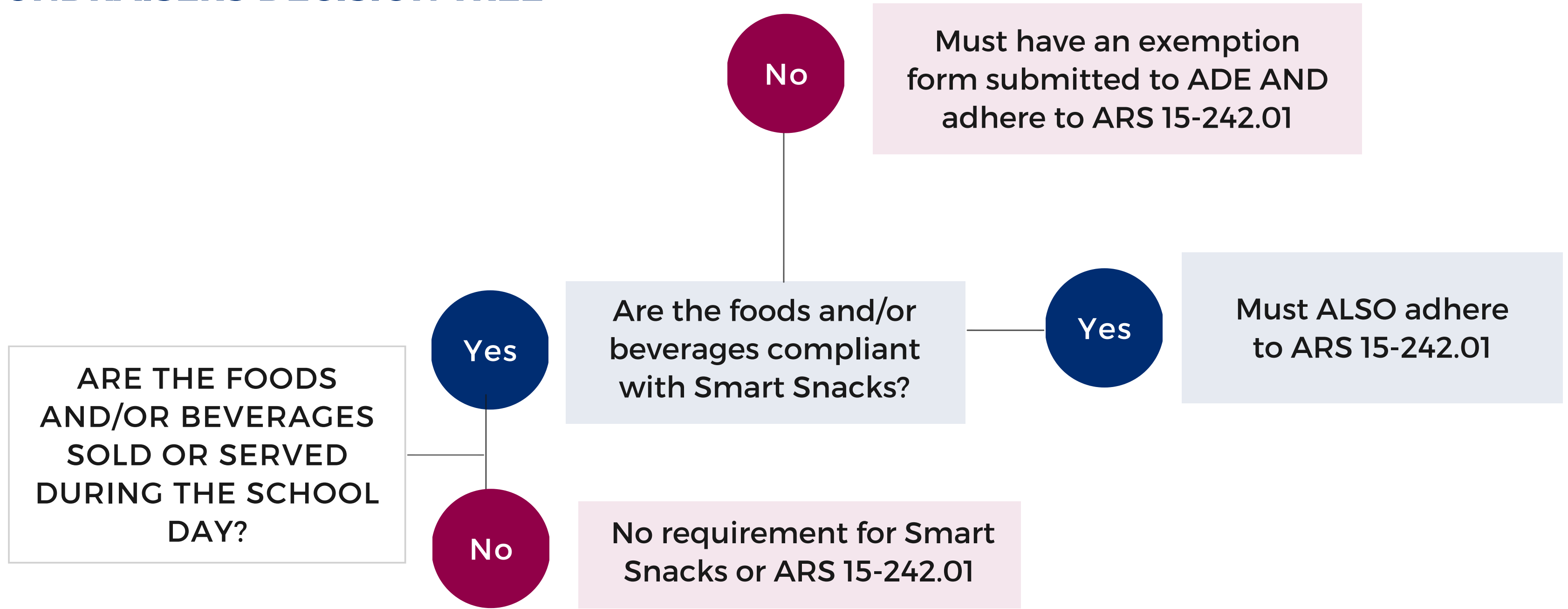
It also states that SFAs may request an exemption for up to 75 fundraisers involving foods/beverages that do not meet the Smart Snacks guidelines.

ARS 15-242.01 requirements are not exempted. The exemption only allows for food/beverages that do not meet Smart Snacks guidelines. Exempted fundraiser food must still comply with ARS 15-242.01.



# Arizona Healthy Schools Act

## FUNDRAISERS DECISION TREE




# Arizona Healthy Schools Act

## USDA FOODS COMPLIANCE

The foods available for direct delivery via USDA Foods are being reviewed for compliance with ARS 15-242.01. Only foods that are compliant will be available to schools in the 2026-2027 school year.

Schools that choose to process their USDA Foods into other end-products will be required to review each food label for compliance with ARS 15-242.01.

Department of Defense (DoD) Fresh foods are compliant as they do not contain added ingredients.



| Food Category          | Egg products   | Material Code   | 11713 Eggs, Patties, Cooked, 1.0 MDA, Frozen, Frozen   |
|------------------------|--|---|--|
| Product Description:   | This item is Grade A, AA, or Best-Best frozen, fully-cooked, scrambled, round patties made from pasteurized whole eggs with a color stabilizer. Egg patties are 3.25-3.5 inches in diameter and are frozen in a 25 pound plastic-lined cardboard case. |   |  |
| Vendor Name            | Cargill Poultry Products Div   | Echo Lake Foods   | Michael Foods Inc.   |
| Brand Name             | Sunny Fresh  | Echo Lake Foods   | PaperDly®  |
| GTIN                   | 1001807489113  | 1078624406397   | 10746025702204   |
| PRODUCT INFORMATION    |  |   |  |
| Serving Size           | 1 egg patty (1.25 ounce)   | 1.25 ounce patty  | 1.25 ounce patty   |
| Grams per Serving      | 35   | 35  | 35   |
| Servings per Case      | 320  | 320   | 320  |
| EN Coding              | Each 1.25 ounce scrambled egg patty provides 1.25 ounce equivalent meat alternate.   | Each 1.25 ounce egg patty provides 1.25 ounce equivalent meat alternate.                                      | A 1.25 ounce portion of fully cooked round scrambled egg patties counts as 1.25 ounce equivalent meat alternate. |
| NUTRIENTS              |  |   |  |
| Calories (kcal)        | 50   | 50  | 60   |
| Total Fat (g)          | 3  | 3   | 3  |
| Saturated Fat (g)      | 1  | 1   | 1  |
| Trans Fat (g)          | 0  | 0   | 0  |
| Cholesterol (mg)       | 125  | 125   | 125  |
| Sodium (mg)            | 30   | 30  | 50   |
| Total Carbohydrate (g) | 1  | 1   | 1  |
| Dietary Fiber (g)      | 0  | 0   | 0  |
| Total Sugar (g)        | 0  | 0   | 0  |
| Added Sugar (g)        | 0  | 0   | 0  |
| Protein (g)            | 4  | 4   | 4  |
| Vitamin D (mcg)        | 1  | 1   | 0.7  |
| Calcium (mg)           | 19   | 23  |  |
| Iron (mg)              | 1  | 1   |  |
| Potassium (mg)         | 47   | 53  |  |
| ALLERGENS              |  |   |  |
| Egg Allergen           | CONTAINS   | CONTAINS  |  |
| Fish Allergen          | FREE FROM  |   |  |
| Milk Allergen          | FREE FROM  | CONTAINS  |  |
| Peanut Allergen        | FREE FROM  |   |  |
| Sesame Allergen        | FREE FROM  |   |  |
| Shellfish Allergen     | FREE FROM  |   |  |
| Soy Allergen           | FREE FROM  |   |  |
| Tree Nut Allergen      | FREE FROM  |   |  |
| Wheat Allergen         | FREE FROM  |   |  |
| GLUTEN/ATKINS          |  |   |  |
| Kosher                 |  |   |  |
| Halal                  |  |   |  |
| INGREDIENTS            | Whole Eggs, Water, Modified Food Starch, Citric Acid, Guar Gum, Salt, Contains: Eggs.  | Whole Eggs, Non Fat Milk, Modified Corn Starch, Xanthan Gum, Citric Acid, Pepper, Salt, Contains: Eggs, Milk. |  |
| LAST UPDATED           | 10/23/2025   |   | 5/15/2023  |

Dark Meat Chicken, Water, Contains 2% or Less of Salt, Spices, Potassium Phosphates, Onion Powder, Garlic Powder, Dextrose, Chili Powder (Spices, Salt, Garlic), Modified Food Starch, Grill Flavor (Maltodextrin, Flavor [from Sunflower Oil], Modified Food Starch, Corn Syrup Solids, Tricalcium Phosphate), Lemon Powder (Corn Syrup Solids, Lemon Juice Solids, Natural flavors), Lime Juice Powder (Corn Syrup Solids, Lime Juice Solids, Natural Flavors), Vinegar Powder (Maltodextrin, White Distilled Vinegar, Modified Food Starch), Sugar,

# Arizona Healthy Schools Act

## SELF-CERTIFICATION

ADE is creating a standardized attestation for schools to certify compliance with ARS 15-242.01.

To demonstrate and certify compliance, LEAs must:

1. Use the standardized attestation provided by the Arizona Department of Education (ADE).
2. Submit the attestation to ADE.
3. Continue to meet existing federal guidelines under the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Annual self-certification should be at the LEA level. \*

School administrators should aim to comply by the start of the 2026-2027 school year.\*



**Fill out  
attestation**

**LEA self-  
certification is  
crucial for  
demonstrating  
compliance with  
the new law.**



ARS 15-242.01 does not prevent a student's parent or guardian from providing ultra-processed food to the student during the regular school day.

# Arizona Healthy Schools Act

## LIST OF COMPLIANT SCHOOLS

The ADE website will feature a publicly accessible list of all schools that have certified compliance with ARS §15-242.01.

LEAs must:

- Complete an attestation provided by the Arizona Department of Education (ADE).
- Attest annually to demonstrate compliance.
- Be listed on ADE's public registry of compliant schools.

Annual self-certification should be at the LEA level. \*

School administrators should aim to comply by the start of the 2026-2027 school year.\*

# 3



ADE HNS  
Publishes list

The ADE website will feature a list of all schools that have certified compliance with ARS §15-242.01.

# Arizona Healthy Schools Act

## LOCAL WELLNESS POLICY

Updating the Local Wellness Policy to reflect the ARS 15-242.01 statute is recommended as a strategic step towards compliance with the new law.

This will help provide a more seamless alignment with ARS 15-242.01 that will extend beyond school meals. Since the LWP should be consistent with both State and Federal regulations, it is recommended that the LWP for the 2026-2027 school year be updated to include compliance with ARS 15-242.01.

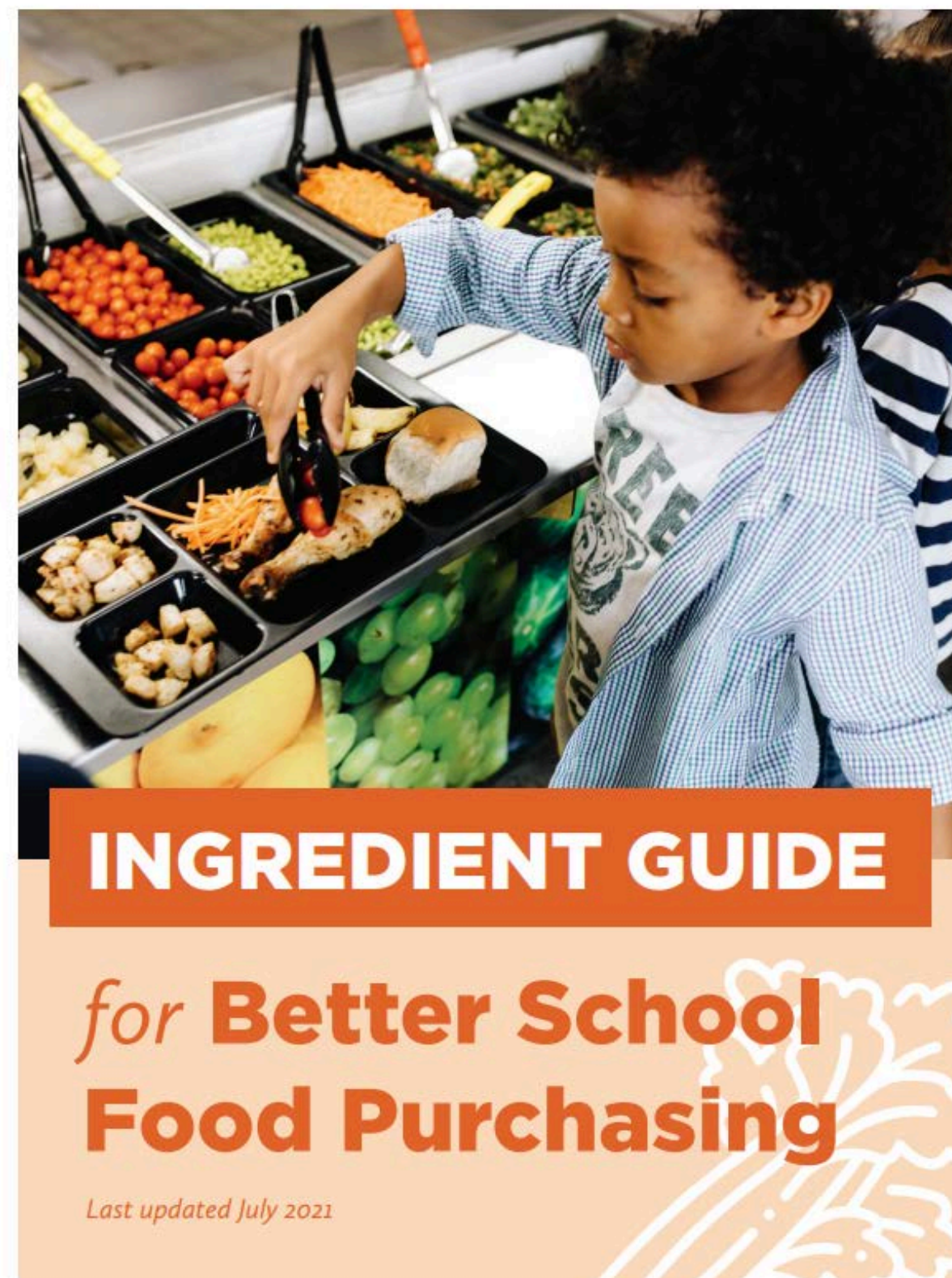


# Arizona Healthy Schools Act

## INGREDIENT GUIDE FOR BETTER SCHOOL PURCHASES

This [guide](#) serves as a valuable resource for both school food leaders and manufacturers dedicated to enhancing the overall quality, nutritional value, and safety of food served to every student across all schools.

It emphasizes ingredients to avoid and those to be cautious about as new food products are created and existing ones are modified.



# Arizona Healthy Schools Act

## INGREDIENT GUIDE FOR BETTER SCHOOL PURCHASES

This guide is designed for school districts of any size or location and can be utilized for the following purposes:

- **Collaboration with Industry Partners:** Share this guide with manufacturers, food entrepreneurs, brokers, and anyone interested in entering the school nutrition sector. It aids in their decision-making when developing new products or modifying existing ones for schools, helping to clarify expectations and assess market demand.
- **Purchasing and Recipe Development:** This guide can be directly applied in food bids or Requests for Proposals (RFPs) to inform purchasing decisions and recipe creation.
- **Communication of Food Philosophy:** Use this guide to convey your food philosophy to students and families through school nutrition websites or social media platforms, guiding the overall menu direction and program vision.
- **Expert Assistance:** If school nutrition operators have questions regarding the usage of specific ingredients, we encourage them to reach out directly to the manufacturer or vendor for clarification.

# Arizona Healthy Schools Act

## GREEN ONION

Green Onion is a free online tool for school nutrition professionals and purchasing cooperatives to analyze their products for ingredients of concern based on the [Ingredient Guide for Better School Food Purchasing](#).

After creating your free school district or purchasing cooperative account, you may begin utilizing this online tool as a supplemental resource for compliance.

## HOW TO USE GREEN ONION

- 1** Send the [Green Onion Product Upload Template](#) to your distributors and request a report of your products in this format.
- 2** Schedule a Green Onion training call.
- 3** Review your dashboard, and learn which products contain ingredients of concern.
- 4** Review suggested replacement products.
- 5** Choose your replacements, and track progress.

# Arizona Healthy Schools Act

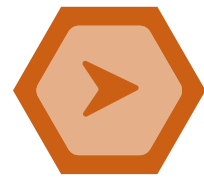
## ARIZONA HEALTHY SCHOOLS ACT: FAST FACTS

- ✔ Passed by the Arizona Legislature to improve student health and nutrition.
- ✔ Prohibits schools from serving or selling ultraprocessed foods during the regular school day.
- ✔ Applies to all public schools participating in federal meal programs.
- ✔ Effective starting school year 2026–2027. Early planning will ease the transition before the 2026–2027 deadline.
- ✔ This is a student health initiative, not just a regulatory change.
- ✔ Collaboration between nutrition staff, vendors, school staff, and administrators is essential.



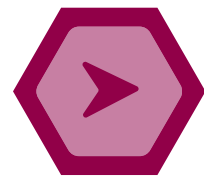
# Arizona Healthy Schools Act

## RESOURCES



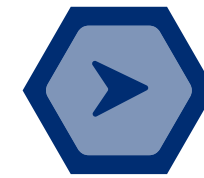
### Regulations and Memorandums

- [Memorandum HNS 04-2015](#)
- [ARS 15-242.01](#)
- [HB 2164](#)



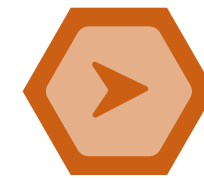
### Forms and Websites:

- [upLIFT](#)
- [AZ Farm to School Network](#)
- [Center for Science in the Public Interest](#)
- Self-Certification Attestation (Coming Soon!)



### Trainings:

- [Local Wellness Policy: A Guide to Success](#)
- [How to Comply with Smart Snacks and Competitive Food Standards in Arizona](#)



### Tools and Guides:

- [Ingredient Guide – for Better School Food Purchasing](#)
- [Green Onion — Life Time Foundation](#)

# Quiz Time

True or False. The new Arizona Healthy Schools act has 15 banned ingredients that schools are no longer allowed to serve.

**A** True

**B** False

# Quiz Time

True or False. The new Arizona Healthy Schools act has 15 banned ingredients that schools are no longer allowed to serve.

**The law defines ultra-processed foods as those with one or more of the following 11 banned ingredients:**

**A True**

**B False**

- potassium bromate;
- propylparaben;
- titanium dioxide;
- brominated vegetable oil;
- yellow dye 5 or 6;
- blue dye 1 or 2;
- green dye 3; or
- red dye 3 or 40.

# Reminder!

## VERIFICATION IS DUE BY FEBRUARY 1



### PHASE 1: PREPARE - COMPLETE!

Organize all approved applications.



### PHASE 2: CALCULATE AND SELECT - COMPLETE!

Determine how many applications will be verified and select the applications using an appropriate sampling method.



### PHASE 3: VERIFY - COMPLETE!

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



### PHASE 4: REPORT

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

## Verification Best Practices Calendar

A black hand cursor icon with yellow rays emanating from the index finger, pointing towards the calendar title.

### SEPTEMBER 1

Begin Phase 1 sites

### OCTOBER 1

Begin Phases 2 & 3

### NOVEMBER 15

- Phase 3 ends.
- Phase 4 begins.

### FEBRUARY 1

Phase 4 deadline.

# Quiz Time

True or False. Special Provision Options should submit their Verification Summary Report in CNP Verification Reporting.

**A** True

**B** False

# Quiz Time

True or False. Special Provision Options should submit their Verification Summary Report in CNP Verification Reporting.

**A True**

**B False**

Although Special Provision Options do not conduct verification, they must still submit a Verification Summary Report on CNP Verification Reporting prior to February 1st.

# FFVP

## School Year 26-27

### COMING SOON!

The Fresh Fruit and Vegetable Program (FFVP) is a federally funded program that provides free fresh fruits and vegetables to children at participating elementary schools during the school day. The goal of the FFVP is to introduce children to a variety of fresh fruits and vegetables, including new and diverse options, and to increase their overall acceptance and consumption of fresh, unprocessed produce. The FFVP also encourages healthier school environments by promoting nutrition education.

### FFVP HIGHLIGHTS

- Opens January 26, 2026
- Closes February 27, 2026
- Elementary schools with the highest free and reduced-price enrollment will be given priority for participation



Stay tuned for more information from HNS Communications!

**How to apply:** The applications will be available in Grants Management Enterprise within the Grants Management application in ADEConnect.

# Taste AZ Promotion

## MONTHLY HIGHLIGHT OF LOCALLY SOURCED FOOD AVAILABLE FOR SCHOOL NUTRITION PROFESSIONALS



TASTE



TEACH



CONNECT

### WHAT IS IT?

This promotion showcases Arizona's very own locally grown produce and available food options.

### HOW DOES IT WORK?

Each month, HNS highlights a locally sourced food that is easily available by providing an informative resource. This includes fun facts, availability timelines, and unique recipes. For December, the spotlight is on **oranges!**

### WHY TASTE AZ?

HNS is thrilled to facilitate connections between SFAs and the farmers and producers who can incorporate these Arizona foods into school meals! This promotion will draw parallels to the Farm Fresh Challenge and will include the logos for Taste, Teach, and/or Connect when the information complements the challenge criteria.

# TASTE AZ January Highlight:

## ORANGES





# ORANGES

### FIND LOCAL ORANGES IN ARIZONA:

**Harvest Months: November-February**

**Farms to get the local produce:**

- Agritopia Farms: Gilbert, AZ
- Aravaipa Farms Orchard and Inn: Winkelman, AZ
- Justice Brothers Ranch: Waddell, AZ
- Orchard Community Learning Center: Phoenix, AZ

Connect with Local Producers!  
**SCHOOL INTEREST FORM**



To ensure food safety with **oranges** always thoroughly wash them under running water before cutting and eating.

### TEACH ARIZONA HARVEST FACTS!

- The word "orange" for the fruit came before the color name in English.
- Oranges are a rich source of vitamin C, which is crucial for maintaining a healthy immune system. They also contain fiber, folate, and antioxidants, contributing to overall health.
- Oranges have a high water content, making them an excellent fruit for staying hydrated.
- Oranges are typically in season during the winter months, providing a refreshing burst of sunshine and vitamin C when other fruits may be less available.
- Oranges are one of the most efficient fruits for juicing, yielding a high amount of juice. Valencia oranges are prized for their juiciness and are often used commercially to make orange juice.
- Whether used for their juice, zest, or whole, oranges can elevate both sweet and savory dishes with their vibrant flavor and aroma.
- Popular varieties of oranges grown locally include AZ Sweets, Blood, Cara Cara, Navel, Mandarin, Sweet Tangelos, Tangerines, and Valencia.

### TASTE LOCAL RECIPE:

**Spicy Cucumber & Orange Salad**

Makes 4 servings: Fruit ½ cup and ¾ cups Vegetables

**Ingredients**

- 2 medium cucumbers
- 2 medium oranges
- 1 medium lemon or lime, juiced
- 1/2 teaspoon chili powder
- 1/4 teaspoon salt

**Directions**

- Wash the cucumbers, oranges, and lemon or lime under cold running water.
- Slice the cucumbers. Peel and cut the oranges into small pieces.
- Place cucumber slices and orange pieces in a medium-sized bowl. Add chili powder, lemon or lime juice, and salt.



### QUICK MATH: ORANGES



**1 LB FRESH ORANGES  
AS PURCHASED (AP) YIELDS**

|   |  |                            |
|---|--|----------------------------|
| Approximately<br>4-5 oranges<br>(2.5 inch diameter) | 0.73 lb<br>(about 2-1/2 cups)<br>ready-to-serve<br>oranges | 0.48 lb<br>(7/8 cup) juice |
|---|--|----------------------------|

**1 orange (2.5 inch diameter)  
credits 1/2 cup fruit and liquid**



January 2026 | TASTE AZ | The Arizona Department of Education  
USDA is an equal opportunity provider, employer, and lender.

[TASTE AZ January Highlight: Oranges](#)

# USDA Foods


## Market Forecast

This is a list of what is expected to come in January for USDA Foods Direct Delivery: HNS will be providing this list monthly to complement your USDA Foods ordering!

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

- Broccoli
- Celery
- Multiple varieties of apples
- Multiple varieties of oranges

The new catalog is available every Sunday for the following week.

|  <b>USDA FOODS MARKET FORECAST<br/>DIRECT DELIVERY<br/>JANUARY 2026</b> |          |                      |
|--|----------|----------------------|
| Key: <span style="color: blue;">■</span> Shipped <span style="color: orange;">■</span> Arrived <span style="color: pink;">■</span> Cancelled               |          |                      |
| <b>GRAINS</b>  |          |                      |
|  | <b>#</b> | <b>Category</b>      |
| RICE BRN US#1 LONG PARBOILED PKG-24/2 LB   | 100500   | Grains               |
| PANCAKES WHOLE WHEAT FZN-144 COUNT   | 110393   | Grains               |
| <b>VEGETABLES</b>  |          |                      |
|  | <b>#</b> | <b>Category</b>      |
| BEANS GREEN CAN-6/10   | 100307   | Vegetables           |
| BROCCOLI FRZ CTN-30 LB   | 110473   | Vegetables           |
| CORN FRZ CTN-30 LB   | 100348   | Vegetables           |
| CORN WHOLE KERNEL(LIQ) CAN-6/10  | 100313   | Vegetables           |
| POTATOES OVENS FRY PKG-6/5 LB  | 100357   | Vegetables           |
| POTATOES WEDGE FAT FREE FRZ PKG-6/5 LB   | 100356   | Vegetables           |
| <b>MEAT/MEAT ALTERNATES</b>  |          |                      |
|  | <b>#</b> | <b>Category</b>      |
| BEANS PINTO CAN-6/10   | 100365   | Meat/Meat Alternates |
| BEANS REFRIED CAN-6/10   | 100362   | Meat/Meat Alternates |
| BEEF CRUMBLES W/SPP PKG-4/10 LB  | 100134   | Meat/Meat Alternates |
| BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB   | 110711   | Meat/Meat Alternates |
| CHICKEN DICED CTN-40 LB  | 100101   | Meat/Meat Alternates |
| CHICKEN FAJITA STRIPS CTN-30 LB  | 100117   | Meat/Meat Alternates |
| CHICKEN FILLETS UNBRD FRZ CTN-30 LB  | 110921   | Meat/Meat Alternates |
| PORK PULLED CKD PKG-8/5 LB   | 110730   | Meat/Meat Alternates |
| TURKEY BREAST DELI SLICED FRZ PKG 8/5 LB   | 111900   | Meat/Meat Alternates |
| TURKEY HAM SMKD SLC FRZ PKG-8/5 LB   | 111893   | Meat/Meat Alternates |
| TURKEY TACO FILLING CTN-30 LB  | 100119   | Meat/Meat Alternates |

# CNP MyFoods

## IN ADECONNECT

The myFOODS USDA Foods ordering system will be replaced for the 2026-2027 school year. We will introduce the new and enhanced CNP MyFoods system in a memorandum and webinar coming later this month.

What to Expect:

- Entity Administrators can begin adding the application to their applicable school staff.
- SFAs can check their ADEConnect account to see the new application.

**System is LIVE!**



**Food Distribution**

SECTION 3  
**Training  
Opportunities**



# December's Training Opportunities

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



## [Staying on Track: December](#)



## [Submitting the Verification Summary Report for SFAs That Collected Applications](#)



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

*[Reviews how to plan meals that meet the daily requirements when offering At-Risk Supper.](#)*



## [Submitting the Verification Summary Report for SFAs That Did NOT Collect Applications](#)

# Procuring Local

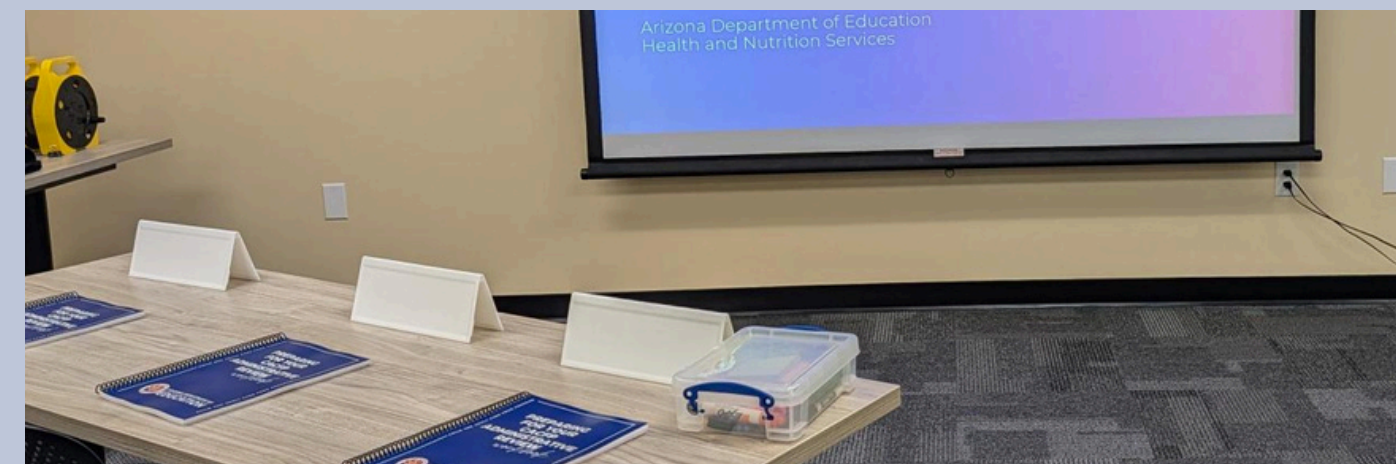
## IN-PERSON WORKSHOP

This workshop will cover various topics such as the benefits of sourcing ingredients locally and strategies for establishing successful partnerships with local producers. By the end of the workshop, attendees will have a solid understanding of how to support local producers while providing nutritious meals for students. Join us to learn how you can make a difference in your school's meal procurement process!

Registration is available in the [ADE Professional Learning and Development \(APLD\)](#). We ask that only one attendee per entity register, as space is limited and is offered on a first-come first-served basis.

### PHOENIX

- 9:30 am -12:00 pm **01/14/2026**
- Location: 1535 W Jefferson St, Phoenix, AZ 85007 Conference Room B2
- Registration Link:  
<https://azed.geniussis.com/Registration.aspx?aid=11086>



# CNP MyFoods

## INTRODUCTION TO CNP MYFOODS

### Training Webinar

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



### INTRODUCTION TO CNP MYFOODS

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

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

# SY 25-26 upLIFT

## **UPLIFT WEBINAR: NUTRITION EDUCATION AND TEACHING STUDENTS TO APPRECIATE HEALTHY EATING WITH OSBORN SCHOOL DISTRICT**

Join us on January 20, 2026, for an engaging webinar focused on Nutrition Education in school food programs! Osborn School District will join us and offer unique insights and share success stories related to this topic. You can expect to gain valuable knowledge and practical strategies for promoting healthy eating habits among students. Listen as our expert speakers present evidence-based approaches to nutrition education and learn how to effectively incorporate them into your own school nutrition programs. Don't miss out on this opportunity! Register today and take part in this engaging conversation!

[Click here to register!](#)



# upLIFT 2025-2026 Initiative

## **PLATE TO PALATE: TRANSFORMING SCHOOL MEAL PERCEPTIONS**

This year's upLIFT initiative focuses on the TEACH component of the four upLIFT pillars and its role in increasing awareness of nutrition among students and staff. By using storytelling to illustrate the journey of ingredients from local farms to students' plates and address common misconceptions about school meals, the initiative aims to build understanding and highlight the process behind the meals provided. This initiative also aligns nicely with eliminating ultraprocessed ingredients from students meals and snacks.



Introducing Plate to  
Palate: Transforming  
School Meal Perceptions!

**upLIFT**  
A stylized illustration of a carrot with green leaves, positioned below the 'u' and 'p' of the upLIFT logo.  
**LEARN. INSPIRE. FEED. TEACH.**

**Webinar Series**

# upLIFT 2025-2026 Initiative

## FRESH PERSPECTIVES SERIES

The goal of this series is to provide a monthly resource with data and talking points to help school food professionals share information within their communities. Each edition will be a concise **one-pager** designed for quick reference.

It is intended to give LEAs **clear, current information** about school nutrition programs, including key facts and considerations. By offering these resources, the series aims to support informed communication and understanding of program operations!

### Claim

## Fresh Perspectives Series

Examining common misconceptions surrounding school meals to offer guidance on how to steer the conversations within your community!



### Claim: "School Meals are Too Processed" Let's Take a Closer Look...

**Response:** The concern that school meals are "too processed" is common among parents and the general public. While some processed foods are included, the United States Department of Agriculture ensures that meals meet specific **nutritional standards** under the National School Lunch Program. In general, while school meals incorporate processed ingredients, **many schools are actively working to increase the amount of fresh, whole foods on their menus.** To better understand the reality of what is served in schools, it is essential to know the difference between processed and ultra-processed foods:



#### Processed Foods

**Definition:** Any food that has been changed from its raw, natural state.

**Examples:** Washing, cutting, cooking, canning, freezing, drying, mixing, and packaging.



#### Ultra-Processed Foods

**Definition:** Foods that have been heavily altered through industrial processing and contain numerous additives

**Examples:** Often high in sugar, salt, unhealthy fats, artificial colors, flavors, and preservatives.

### Facts

### Talking Points

### Crucial Points to Chat About...

Here are our recommended points to offer up during any discussion to effectively **express your commitment and efforts** to offer minimally processed foods at your sites!

- ✿ **Processed Foods in Meal Service:** It's a fact that school meals often feature kid-friendly favorites like pizza, burgers, and chicken nuggets. However, these food items are held to nutrition standards and are typically more healthful than what you find at the store.
- ✿ **Serving Fresh Foods:** Alongside the main entrée, school meals incorporate fresh fruits and vegetables as side options **minimally processed** by washing, slicing and packaging.
- ✿ **Federal Nutritional Guidelines:** School meals must adhere to specific nutritional standards, which include restrictions on fat, saturated fat, sugar, and sodium. This means that when processed foods are served, they may be prepared with healthier, lower-fat ingredients and complemented with nutritious sides.
- ✿ **Variety in School Meals:** Schools are encouraged to provide dishes that reflect the community's preferences, while also prioritizing scratch-made items alongside the processed options they offer.
- ✿ **Impact of Grants:** Local Foods for Schools: Participating schools receive reimbursements for using minimally processed local and regional foods in their meal programs.



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# Suggested Trainings

Thinking of applying for the Fresh Fruit and Vegetable Program (FFVP)?

Let us walk you through the basics of the program, how to apply in Grants Management Enterprise, and introduce additional resources available to ensure successful implementation if selected to operate:

- [Orientation to the Fresh Fruit and Vegetable Program](#)



# Training for School Nutrition Programs

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

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



Health and Nutrition Services  
Arizona Department of Education

## TRAINING CURRICULUM

School Nutrition Programs

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



SECTION 4  
**Upcoming  
Deadlines &  
Communications**



# Mark Your Calendars!

## JANUARY EVENTS & OPPORTUNITIES

HNS is devoted to empowering all Child Nutrition Program operators with training tailored to nurture your and your teams' professional growth. We stand ready to assist you in elevating your skills, fulfilling those annual training requirements, ensuring seamless operations, and enhancing Child Nutrition Programs throughout the enchanting landscape of Arizona!



**10 live training opportunities await School Nutrition Professionals this January.**

| For School Nutrition Professionals  |   |
|---|---|
|    | <p>Staying on Track - January<br/>January 6, 1:30-2:30 pm MST<br/>Webinar   <a href="#">Register in APLD</a><br/>Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 2000 Operations, 3000 Administration, 4000 Communications and Marketing</p> |
|    | <p>H.R. 1 SNAP Cuts Will Impact the Child Nutrition Programs<br/>January 7, 3:00-4:00 pm EST<br/>Webinar   <a href="#">Register with FRAC</a><br/>Professional Standards Key Area(s): Not Applicable</p>  |
|    | <p>Local Food in Schools Community of Practice SY 2025-2026<br/>January 7, 3:00-4:00 pm EST<br/>Webinar   <a href="#">Register with AZ Farm to School Network</a><br/>Professional Standards Key Area(s): Not Applicable</p>                                |
|    | <p>School Nutrition Industry Conference [Austin, TX]<br/>January 11-13<br/>In-Person Conference   <a href="#">Register with SNA</a><br/>Professional Standards Key Area(s): Varies on session completion</p>  |
|    | <p>Procuring Local Workshop [Phoenix]<br/>January 14, 9:30-12:00 pm MST<br/>In-Person Workshop   <a href="#">Register in APLD</a><br/>Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>  |
|   | <p>School Garden &amp; Education Community of Practice SY 2025-2026<br/>January 14, 3:00-4:00 pm EST<br/>Webinar   <a href="#">Register with AZ Farm to School Network</a><br/>Professional Standards Key Area(s): Not Applicable</p>                       |
|  | <p>upLIFT - Nutrition Education and Teaching Kids to Appreciate Healthy Eating<br/>January 20, 2026<br/>Webinar   <a href="#">Register in APLD</a><br/>Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 4000 Communications and Marketing</p> |
|  | <p>Summer Meals Student Staffing Workshop<br/>January 21, 3:00-4:00 pm EST<br/>Webinar   <a href="#">Register with No Kid Hungry</a><br/>Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>                                       |
|  | <p>SNA Advocacy in Action<br/>January 26, 3:00-4:00 pm EST<br/>Webinar   <a href="#">Register with SNA</a><br/>Professional Standards Key Area(s): 2000 Operations, 3000 Administration</p>   |
|  | <p>Introduction to CNP MyFoods<br/>January 28, 2026<br/>Webinar   <a href="#">Register in APLD</a><br/>Professional Standards Key Area(s): Key Areas: 1000 Nutrition, 4000 Communications and Marketing</p>   |

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

# In Our Drafts

## KEEP A LOOK OUT FOR THE FOLLOWING EMAILS THIS MONTH:

- TASTE AZ for February: Broccoli
- The new CNP MyFoods System announcement memorandum
- USDA Foods Entitlement for SY 2026-27
- The Equipment Grant
- 2026-2027 Renewal Email Notifications for FSMC and Formal Catering Contracts



# January Checklist

## January 1 - January 10

Submit December reimbursement claims (best practice)

## January 16

Deadline to submit your USDA Foods Annual Preference Survey

## January 30

Ensure Verification Summary Report is Submitted

## January 30

Ensure internal onsite monitoring is complete

## January 30

60-day deadline to submit November claims

## Daily

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

# This month...

- Don't forget, each operating site will need two food safety inspections during the program year!
- Submit Annual Financial Report (AFR) (if not already submitted)
- Check your entitlement for Direct Delivery, Processing, and DoD Fresh to ensure 50% usage, (if applicable).
- Keep an eye out for the new SNPAC survey.
- Review all Professional Standards training requirements, register for training as needed: <https://www.azed.gov/hns/nslp/training>



# Join Us Next Month!

## Staying On Track: February

**February 3, 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.



**Happy New Year!**

**from**

**Health and Nutrition Services**





# Congratulations

---

**You have completed the Online Course:  
Staying on Track: January 2026**

Information to include when documenting this training for Professional Standards:

**Training Title:** January Staying on Track

**Key Area:** 1000 - Nutrition, 2000 - Operations, 3000 Administration

**Learning Code:** 1130, 1170, 2430, 2410, 3430

**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:** January Staying on Track

**Key Area:** 1000 - Nutrition, 2000 - Operations, 3000 Administration

**Learning Code:** 1130, 1170, 2430, 2410, 3430

**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](mailto:program.intake@usda.gov).

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