

Reminders

- Please allow three weeks for approval of the site and sponsor applications.
- The site application(s) must be submitted before the sponsor application.
- Accuracy of contact information on the site and sponsor applications is critical for the ADE to provide SFAs with program information throughout the year. Our primary method of communication will be via email, which will be sent to the person listed as the School Food Authority Contact and Program Contact sponsor application.
- Review the application checklist to ensure that all of the required documents have been submitted. **The online sponsor application in CNPWeb will not be approved until all the “checklist items” are submitted and approved.**
- LEAs contracting with a vendor, a food service management company, or are a district that provides meals to schools outside of the district:
 - A new contract or renewal of the existing contract will be required prior to approval of the sponsor application. Visit <http://www.azed.gov/health-nutrition/nslp/operate-nlsp/contracting-service/> for more information.
- LEAs adding sites to the CNPWeb system:
 - Must complete and submit the Add/Change/Delete Health & Nutrition Services-Entity Data Form to ADE to add a new school to the online application. The form is located at: <http://www.azed.gov/health-nutrition/nslp/program-forms/>.
- LEAs with sites that have a separate Head Start/Preschool operation on their campus to which they provide and claim meals:
 - Must enter the Head Start/Preschool information as a part of the online site application for the site providing the meals (not as a separate site application in CNPWeb).
 - Make sure to note the separate Head Start/Preschool operation in the point of service description section (part 6 of the sponsor application).

ADEConnect

In early July, CNPWeb will only be accessible through ADEConnect. **The Common Logon will no longer be used** as the access portal for CNPWeb, CNPDirect Certification/Direct Verification, CNP Verification, or CNP Annual Financial Report. Training and more information regarding this transition to ADEConnect is forthcoming. LEAs are encouraged to review and submit their site and sponsor applications in CNPWeb as soon as possible in June to avoid any delay during the transition to ADEConnect.

Applications & Certification Documents Sent to Households

HNS will implement one change to the USDA Prototype Application and accompanying materials for SY2017-2018.

For Office Use Only

The household application will now include a “date of disregard” in the “Office Use Only Section”. The date of disregard should be used when all children listed on the application are



determined categorically eligible through direct certification. Although this “Office Use Only” section is not a required element of the free and reduced-price household applications, LEAs are reminded that per the Eligibility Manual for School Meals, all applications must be retained and the date of disregard must be documented.

Please note, the last major update to the USDA Prototype Application was made prior to the start of the 2016-2017 school year. Please refer to SP34-2016 on our memos page at <http://www.azed.gov/health-nutrition/memorandum/> for details on USDA’s policy changes and design overview. Also note that there is no requirement to utilize the USDA or ADE templates, provided that the applications/forms used are in compliance with the Eligibility Manual for School Meals (Part 2: Application). If the LEA chooses to develop custom applications/forms, they will need to be submitted to their School Nutrition Programs Specialist for review, in order to ensure compliance with USDA requirements.

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- LEAs cannot accept and process any household applications before the beginning of the federally defined school year (July 1 through June 30).
- LEAs operating on a year-round schedule should distribute applications and base eligibility determinations on the current fiscal year income guidelines on/or after July 1.
- Approved household applications from the previous school year are only valid for the first 30 days of operation of the new school year.**

**** Note:** *The 30 day roll-over of eligibility does not apply to LEAs operating Provision 2 or Provision 3. LEAs that are completing their last non-base year cycle in SY2016-2017 and starting their next base year in SY2017-2018 must start the school year with all students in the paid category until a new certification can be determined. Please refer to the Provision 2 & 3 Guidance Manual for additional options and guidance at: <http://www.azed.gov/health-nutrition/special-assistance/>.*

Training

HNS will continue to offer training opportunities through regional in-person trainings, online web-based courses, professional development, and live webinars to learn and practice the fundamentals of the NSLP and SBP. Trainings are designed for the various job duties of school nutrition professionals and meet the USDA Professional Standards Learning Objectives. Additionally, regional in-person trainings are offered in two levels: level 1 is recommended for new staff members with 0-1 year of experience and level 2 for staff with 2+ years of experience and prior knowledge. The current training schedule for June through May is posted on the training website at <http://www.azed.gov/health-nutrition/nslp/training/>.

Health and Nutrition Services continues to offer in-person trainings and drop-in workshops according to the time of school year to coordinate with required reporting and operation. These trainings focus on specific program regulations and will also provide opportunities to work one-on-one with a School Nutrition Programs Specialist. The [2017-2018 Training Brochure](#) found



on the training website www.azed.gov/health-nutrition/nslp/training/ includes descriptions about these regional trainings and drop-in workshops. This year's training schedule also includes training dates for the School Food Programs, including myFOODS, Procurement, and Menu Planning with USDA Foods among others. Online registration will be required for all regional trainings.

Online Course Library

HNS continues to expand its Online Training Library which currently houses 11 “How-to Guides” that have been made available in Spanish. Topics include How to Process Household Applications, How to Create a Benefit Issuance Document, Introduction to CNP Direct Certification, and all of the methods to run direct certification, as well as Meal or No Meal, which provides attendees an opportunity to practice identifying a reimbursable meal under offer versus serve. These guides are offered in addition to the other 28 web-based trainings that meet one of the USDA Professional Standards Learning Objectives. No registration is required; trainings and their descriptions can be accessed here: <http://www.azed.gov/health-nutrition/nslp/training/>. A survey link will be made available at the end of each online training and users are encouraged to complete this survey in order to receive a certificate of completion.

Expanded Webinar series

HNS will resume the Staying On Track webinar series which will be offered the first Tuesday of each month from 1:30pm-2:30pm beginning in July. These webinars will provide LEAs with reminders about the tasks, deadlines and activities that should be occurring to maintain compliance with program regulations, and highlight the resources available for these tasks.

In addition to the Staying on Track series, HNS will also be offering webinars for managers and staff, as well as occasional webinars for other school officials such as administrators, teachers, and business managers. Topics will include Production Record Overview, Recognizing a Reimbursable Meal at the Point of Service, Overview of the National School Lunch Program Requirements among others. An exhaustive list of these new webinars and their descriptions is available on the [2017-2018 Training Brochure](http://www.azed.gov/health-nutrition/nslp/training/) available at: <http://www.azed.gov/health-nutrition/nslp/training/>. All webinars will include a designated time for the trainer to answer questions that may arise. Additionally, all webinars are recorded and made available along with their corresponding slides on the Training Webpage following completion of the live webinar, these can be found at <http://www.azed.gov/health-nutrition/nslp/training/>.

USDA Foods Program

All LEAs participating in NSLP may also participate in the USDA Foods Program. Schools participating in the NSLP will receive USDA Foods at a value of approximately 33 cents for each lunch served in SY2017-2018. USDA entitlement may be set aside to be used in the Department of Defense (DoD) Fresh program to purchase fresh fruits and vegetables. While there is no entitlement for USDA Foods in the School Breakfast Program (SBP), USDA Foods may be served in the SBP. For more information on the USDA Foods Program, visit:



www.azed.gov/health-nutrition/food-distribution/ or contact a member of the School Foods team at FDP@azed.gov or (602) 542-8729.

For questions regarding this memo, please contact your School Nutrition Programs Specialist whose contact information is located on the NSLP CNPWeb home page or send an email to ADESchoolNutrition@azed.gov.

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