

How to Operate a Special Assistance Provision 2/3 Non-Base Year



Health and Nutrition Services
Arizona Department of Education





Disclaimer

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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This Online Course is intended for Local Education Agencies (LEAs) operating the National School Lunch Program (NSLP) who have passed a Provision 2/3 Base Year and will be operating their first program year of a Provision 2/3 Non-Base Year.

Objectives

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

- understand both Special Assistance Provisions 2 and 3 and their timelines;
- know how to properly conduct counting and claiming procedures during a non-base year;
- understand what administrative duties are required when operating Provision 2/3 non-base year;
- identify and conduct all non-base year operating procedures by the assigned due dates; and
- know where to locate other training materials and all additional guidance.

TRAINING HOURS

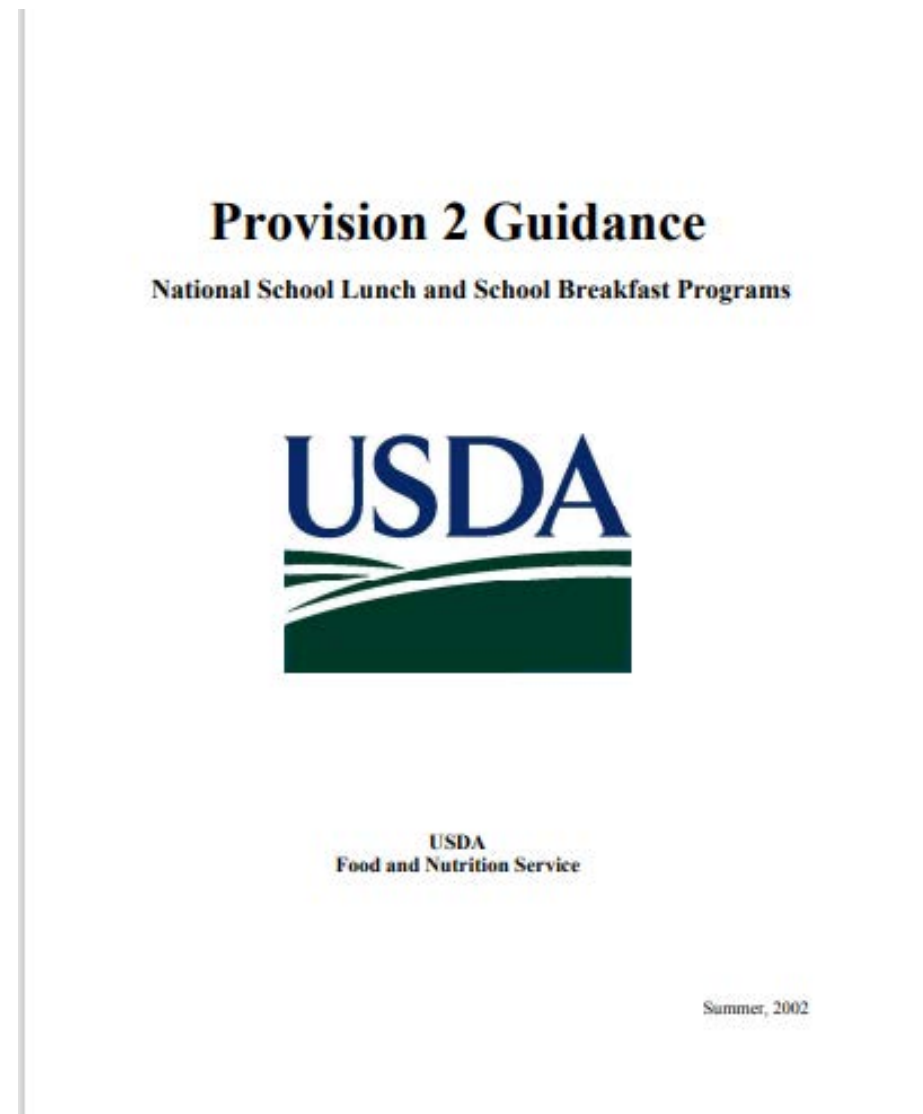
Information to include when documenting this training for Professional Standards:

Training Title: How to Operate a Special Assistance Provision 2/3 Non-Base Year

Key Area: 3000-Administration

Learning Code: 3110

Length: 1 hour



The instruction within this Online Course is based on directive from USDAs Special Assistance Guidance Manual.

It is recommended to review the Special Assistance Guidance Manual in addition to reviewing this course for complete guidance on Special Assistance.

[Click here](#) to access the manual.

Quiz Time



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

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



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Provision 2/3 Non-Base Year



SECTION 1

Definitions

Special Assistance Provision 2

A four-year cycle that provides free meals to all students regardless of household income while reducing administrative duties and cost to participating LEAs.

Special Assistance Provision 3

A five-year cycle that can provide free meals to all students regardless of household income while reducing administrative duties and cost to participating LEAs.

Non-Pricing

When an LEA provides meals to students at no cost to the household regardless of their eligibility status.

Base Year

The first year of operating Provision 2 or 3 that establishes the LEA's claiming percentages to support the subsequent years' federal reimbursements.

Non-Base Year

The years of operating a provision following the base year where the school makes no new eligibility determinations and counts only the total number of reimbursable meals served each day.

Passing a Base Year

LEAS WILL BEGIN TO OPERATE THEIR FIRST NON-BASE YEAR AFTER THEY HAVE PASSED THEIR BASE YEAR AND RECEIVED APPROVAL FROM ADE TO OPERATE UNDER THE PROVISION.

During a base year LEAs were required to:

- Perform the regular administrative duties of the NSLP with no changes other than being non-pricing.
- Successfully complete an administrative review that looks at all certification procedures, counting and claiming procedures and point of service (POS) procedures.

Provision 2/3 Non-Base Year Responsibilities

NON-BASE YEARS ARE THE OPERATING YEARS FOLLOWING A BASE YEAR THAT ALLOWS SITES TO OPERATE WITH REDUCED ADMINISTRATIVE RESPONSIBILITIES SUCH AS:

- Distributing, collecting and certifying household applications
- Conducting verification activities
 - The Verification Summary Report (VSR) is still required for all LEAs
- Counting and claiming reimbursable meals in category of student eligibility

Please note that the responsibilities listed above are not allowed to be conducted while operating Provision 2/3 non-base years and if a LEA does proceed with these responsibilities, it will result in findings during an administrative review and potential rescinding of Provision approval.

Provision 2/3 Cycles

PROVISION 2 EXAMPLE CYCLE

Year 1	Year 2	Year 3	Year 4	Cycle End
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Base Year	Non-Base Year	Non-Base Year	Non-Base Year	Normal NSLP

PROVISION 3 EXAMPLE CYCLE

Year 1	Year 2	Year 3	Year 4	Year 5	Cycle End
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Base Year	Non-Base Year	Non-Base Year	Non-Base Year	Non-Base Year	Normal NSLP

How to Operate a Non-Base Year

SECTION 2



Required Duties During a Non-Base Year

EVEN THOUGH PROVISION 2/3 PROVIDES ADMINISTRATIVE RELIEF TO SFAS, THERE ARE STILL RESPONSIBILITIES REQUIRED OF EACH SITE OPERATING A NON-BASE YEAR*. LISTED BELOW ARE THE RESPONSIBILITIES FOR EACH NON-BASE YEAR OPERATING SITE:

- Media Release
- Conduct April 1st Direct Certification for CEP/Identified Student Data
- Daily counting and claiming
- Daily Edit Checks
- Verification Summary Report (VSR)
- Record Retention


*Failure to complete these responsibilities will result in corrective action.

Media Release

LEAS ARE REQUIRED TO PROVIDE MEDIA RELEASES TO THE PUBLIC STATING THAT NUTRITIOUS MEALS ARE STILL BEING SERVED, BUT NOW THEY ARE AVAILABLE AT NO CHARGE FOR EVERY STUDENT.

This notification must be provided to the public and all households must be mailed the Parent Letter for Provision 2/3 Non-Base Year to notify households that the school is now non-pricing.

- ADE’s Media Release template and parent letters can be [found here](#).



Please note that changes may occur on these templates each program year and it is important to ensure that the correct version of each form is being released.

PRESS (MEDIA) RELEASE

SENT TO (NAMES OF NEWS/MEDIA OUTLETS AND MAJOR EMPLOYERS CONTEMPLATING LAYOFF)

(Make appropriate changes as applicable to reflect the programs operated)

(Local school food authority) will be participating in the (School Breakfast Program and/or National School Lunch Program). As part of this program, (Local school food authority) will offer healthy meals every school day. Breakfast will cost (breakfast cost) and lunch will cost (lunch cost). Your child(ren) may qualify for free or reduced-price meals. Reduced-price meals cost (reduced-price breakfast cost) for breakfast and (reduced-price lunch cost) for lunch.

Qualifications for children to receive free or reduced-price meals include: belonging to a household whose income is at or below the Federal Income Eligibility Guidelines, belonging to a household that receives public assistance, or if the child is homeless, migrant, runaway, foster, or participates in a Head Start or Even Start pre-Kindergarten program.

Household size and income criteria are used to determine eligibility for free and reduced-price benefits if the household does not receive assistance or the children are not in the other categories mentioned above. Children can get free or reduced-price meals if the household's gross income falls at or below the limits on the Federal Income Eligibility Guideline chart.

Household Size	FREE			REDUCED-PRICE		
	Yearly Income	Monthly Income	Weekly Income	Yearly Income	Monthly Income	Weekly Income
1	\$18,954	\$1,580	\$365	\$26,973	\$2,248	\$519
2	\$25,636	\$2,137	\$493	\$36,462	\$3,041	\$702
3	\$32,318	\$2,694	\$622	\$45,991	\$3,833	\$885
4	\$39,000	\$3,250	\$750	\$55,500	\$4,625	\$1,068
5	\$45,682	\$3,807	\$879	\$65,009	\$5,418	\$1,251
6	\$52,364	\$4,364	\$1,007	\$74,518	\$6,210	\$1,434
7	\$59,046	\$4,921	\$1,136	\$84,027	\$7,003	\$1,616
8	\$65,728	\$5,478	\$1,264	\$93,536	\$7,795	\$1,799
Each additional person:	\$6,662	\$557	\$129	\$9,509	\$793	\$183

To apply for free or reduced-price meals, households can fill out the application and return it to the school unless the household has already received notification that their children are approved for free meals this year. Application forms are being distributed to all households with a letter informing households of the availability of free and reduced-price meals for their children and what is required to complete on the application. Applications also are available (insert locations where the applications are available, i.e., at the principal's office in each school, on the school's website).

Only one application is required for all children in the household and the information provided on the application will be used for the purpose of determining eligibility and verification of data. Applications may be verified at any time during the school year by the school or other program officials. An application for free or reduced-price benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability.

Families can apply for benefits at any time. If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the Federal Guidelines. Contact (school official) at any time to request an application.

Daily Counting and Claiming

THROUGHOUT NON-BASE YEARS, MEALS WILL STILL BE COUNTED AT THE POS AND ALL STUDENTS WILL RECEIVE SCHOOL MEALS AT NO CHARGE TO THE HOUSEHOLD.

- However, LEAs will use an alternate counting system that requires only total meals to be counted and the students' eligibility status will not be documented at any time. Claims will still be submitted monthly, but only the total meals served for the month will be entered into CNPWeb.

**THE SFA ONLY
COUNTS THE
TOTAL NUMBER
OF
REIMBURSABLE
MEALS THAT ARE
BEING SERVED
FOR THE DAY.**

**THERE WERE
800 TOTAL
REIMBURSABLE
MEALS SERVED
FOR THE MONTH
OF AUGUST.**

**THE SFA WILL ONLY
CLAIM 800 TOTAL
REIMBURSABLE
MEALS IN CNPWEB
AND WILL NOT
CATEGORIZE THEM
BY ELIGIBILITY.**

**CNPWEB WILL
AUTOMATICALLY
CATEGORIZE
MEALS BY
ELIGIBILITY.**

Claiming Differences

WHEN OPERATING A BASE YEAR THE LEA WILL CLAIM MEALS IN THE SAME ROUTINE THAT A REGULAR OPERATING SITE WOULD.

When the non-base years begin, the LEA will then receive the benefit of only counting and claiming the total number of meals served.

Provision 2/3 Base Year	Provision 2/3 Non-Base Year
Number of days served	Number of days served
Number of meals served by category: <ul style="list-style-type: none">• Free• Reduced• Paid	Total number of meals served
Participants enrolled: <ul style="list-style-type: none">• Free• Reduced• Paid	Total students enrolled

Submitting Claims in CNPWeb

CLAIMS ARE STILL SUBMITTED MONTHLY WHEN OPERATING A NON-BASE YEAR, BUT THE LEA WILL ONLY BE RESPONSIBLE FOR ENTERING IN THE NUMBER OF DAYS SERVED, ACTUAL TOTAL MEALS SERVED, AND PARTICIPANTS ENROLLED INTO CNPWEB.

When the LEA enters a claim, there will be fields available for the data that is necessary; all other fields will automatically fill in once the necessary data is entered.

It is not possible for LEAs to record their own free, reduced, and paid meals in their claim when operating a non-base year.

Breakfast - Severe Need	
Number of Days Served:	17
Free Meals Served:	3619
Reduced-Price Meals Served:	303
Paid Meals Served:	519
Total Meals Served:	4441
Participants Enrolled:	310
Lunch - High Rate	
Number of Days Served:	16
Free Meals Served:	2955
Reduced-Price Meals Served:	302
Paid Meals Served:	801
Total Meals Served:	4058
Participants Enrolled:	310
Attendance Factor	
Attendance Factor:	94.28 %



In the CNPWeb claim example above, only the highlighted fields are required for the SFAs to enter when submitting a monthly claim.

Claims During Non-Base Years

PLEASE NOTE THAT THE CLAIMING PERCENTAGE CALCULATIONS WILL BE DONE FOR EACH SITE OPERATING A PROVISION AND LEAS WILL ONLY HAVE TO COMPLETE THE CLAIMING INFORMATION LISTED ON THE PREVIOUS SLIDE.

Below are the claiming differences between operating Provision 2 and Provision 3 Non-Base Year.

Provision 2 Non-Base Year	Provision 3 Non-Base Year
Only total meals are counted at the POS.	Only total meals are counted at the POS.
The claims are based off of the claiming percentages established in the corresponding month from the base year.	The claims are based off of the actual meals served in the corresponding month from the base year. These meals are adjusted for number of days served and enrollment.



The main difference between Provision 2 and Provision 3 is the way CNPWeb calculates the claim.


Daily Edit Checks

DAILY EDIT CHECKS ARE STILL REQUIRED TO ENSURE THAT LEAS ARE NOT CLAIMING MORE MEALS THAN ENROLLED STUDENTS.

Since claims only require a total meal count, the Daily Edit Checks are now simplified including the following required information:

- Total students
- Total meals
- Attendance factor
- Days served

Click [here](#) to locate ADE’s Simplified Daily Edit Check Worksheet during Non-Base Years.



Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____

Month: _____ Attendance Factor (AF): _____

☐ National School Lunch Program

☐ School Breakfast Program

BREAKFAST

Day of Month:	A	B	C	D	TOTAL COUNTS:
	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	
1		0.00%	0		0
2		0.00%	0		0
3		0.00%	0		0
4		0.00%	0		0
5		0.00%	0		0
6		0.00%	0		0
7		0.00%	0		0
8		0.00%	0		0
9		0.00%	0		0
10		0.00%	0		0
11		0.00%	0		0
12		0.00%	0		0
13		0.00%	0		0
14		0.00%	0		0
15		0.00%	0		0
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17		0.00%	0		0
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19		0.00%	0		0
20		0.00%	0		0
21		0.00%	0		0
22		0.00%	0		0
23		0.00%	0		0
24		0.00%	0		0
25		0.00%	0		0
26		0.00%	0		0
27		0.00%	0		0

LUNCH

Day of Month:	A	B	C	D	TOTAL COUNTS:
	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	
1		0.00%	0		0
2		0.00%	0		0
3		0.00%	0		0
4		0.00%	0		0
5		0.00%	0		0
6		0.00%	0		0
7		0.00%	0		0
8		0.00%	0		0
9		0.00%	0		0
10		0.00%	0		0
11		0.00%	0		0
12		0.00%	0		0
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20		0.00%	0		0
21		0.00%	0		0
22		0.00%	0		0
23		0.00%	0		0
24		0.00%	0		0
25		0.00%	0		0
26		0.00%	0		0
27		0.00%	0		0

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Verification Summary Report (VSR)

LEAS OPERATING UNDER PROVISION 2/3 DURING A NON -BASE YEAR DO NOT HAVE TO CONDUCT VERIFICATION ACTIVITIES, BUT MUST STILL SUBMIT THE VERIFICATION SUMMARY REPORT (VSR) BY THE DUE DATE OF FEBRUARY 1ST .

- The report will be open for submission from November 16th – February 1st each year.
- LEAs who are operating a non-base year do not have to complete all fields of the report because they do not collect or verify household applications.
- To locate ADE's verification guide titled, Sites operating in their Non-Base Years, [click here](#).

In order to complete this report, LEAs will need to gather their October claim data from their base year and their October claim data from their current non-base year.

The VSR will require each LEA operating a non-base year to report the number of free and reduced students from that current non-base year.

- Remember, LEAs should not be collecting income information from households.
- The way to determine these free and reduced students without collecting applications is to fill out the "Special Assistance Adjusted Eligible Calculator".



Record Retention

IT IS IMPORTANT TO KEEP ALL RECORDS THROUGHOUT THE ENTIRE PERIOD THAT THE SITE IS OPERATING UNDER PROVISION 2/3, PLUS FIVE YEARS INCLUDING ALL PROVISION EXTENSIONS.

LEAs must keep records for longer than five years if they receive any type of review findings, and must keep these records until the finding is resolved per your administrative reviewer.

Remember, if base year records were not retained, the site will not be able to apply for any provision extensions.

Record Retention

NON-BASE YEAR RECORDS INCLUDE:

- ✓ TOTAL DAILY MEAL COUNTS OF REIMBURSABLE MEALS
- ✓ APPLICATIONS FOR FREE AND REDUCED MEALS COLLECTED DURING THE BASE YEAR
- ✓ DAILY EDIT CHECKS
- ✓ ON-SITE REVIEW DOCUMENTATION
- ✓ EXTENSION DOCUMENTATION (IF APPLICABLE)
- ✓ DIRECT CERTIFICATION DOCUMENTATION
- ✓ BENEFIT ISSUANCE DOCUMENTS
- ✓ VERIFICATION DOCUMENTATION
- ✓ MEDIA RELEASES AND PARENT/GUARDIAN LETTERS

Non-Base Year Responsibilities

	Counting and Claiming	Household Applications	Verification Activities
Base Year:	Reimbursable meals will be counted at the POS by category of F/R/P and claims will be submitted by category each operating month.	Household applications will be distributed, collected, and processed to establish the site's claiming percentages during the non-base years.	Verification activities will take place from October 1st – November 15th and the Verification Summary Report is due no later than February 1 st .
Non-Base Year:	Only the total number of reimbursable meals served will be counted at the POS and those total monthly meals will be claimed in CNPWeb. SFAs are not allowed to count meals by category of F/R/P.	It is unallowable to distribute household applications, to conduct Direct Certification (except for April 1 data), or make eligibility determinations for any student.	Verification activities will not be conducted or obtainable because the site will not be collecting applications. The modified Verification Summary Report (VSR) will still be due on February 1st .

Non-Base Year Restrictions

SECTION 3



Reduced Administrative Responsibilities

THERE ARE MANY BENEFITS WHEN OPERATING PROVISION 2/3, WHICH INCLUDE THE REDUCTION OF ADMINISTRATIVE RESPONSIBILITIES LEAS WOULD BE REQUIRED TO CONDUCT WHEN OPERATING REGULAR NSLP.

- These reduced responsibilities are also restrictions for sites that are operating non-base years.

Reduced administrative responsibilities:

- Counting and claiming by category
- Distributing, collecting, and processing household applications
- Verification activities (excluding the Verification Summary Report)

Use of Alternate Income Applications

LEAS ARE NOT ALLOWED TO DISTRIBUTE THE NSLP APPLICATION FOR FREE AND REDUCED PRICE SCHOOL MEALS AND ARE PROHIBITED FROM MAKING ANY ELIGIBILITY DETERMINATIONS DURING THE NON-BASE YEARS OF OPERATION.

Click [here](#) to access Alternate Income Applications.

However, some LEAs may need to collect income information for other programs outside of the School Nutrition Programs.

- These programs could include Title 1 funding, E-Rate, other grant opportunities, etc.
- In the absence of the NSLP eligibility information, it is important that LEAs work with the grants program contact to determine if an alternate income application is needed and how to proceed.



Please note, if an alternate income application is used, NSLP funds cannot be utilized for printing, labor hours, or processing of these applications.

Provision Responsibilities

IT IS IMPORTANT TO NOTE THAT EVEN THOUGH WHILE OPERATING UNDER A PROVISION THE LEA IS GIVEN REDUCED ADMINISTRATIVE RESPONSIBILITIES, THERE ARE STILL MAIN NSLP GUIDELINES AND REGULATIONS THEY MUST OPERATE AND ABIDE BY.

Listed below are a few program reminders that all LEAs must be in compliance with, even when operating Provision 2/3:

- The Meal Pattern
- Professional Standards
- Local Wellness Policy
- Civil Rights



For more information on these program requirements, visit our [NSLP Training](#) webpage.

End of a Special Assistance Provision Cycle

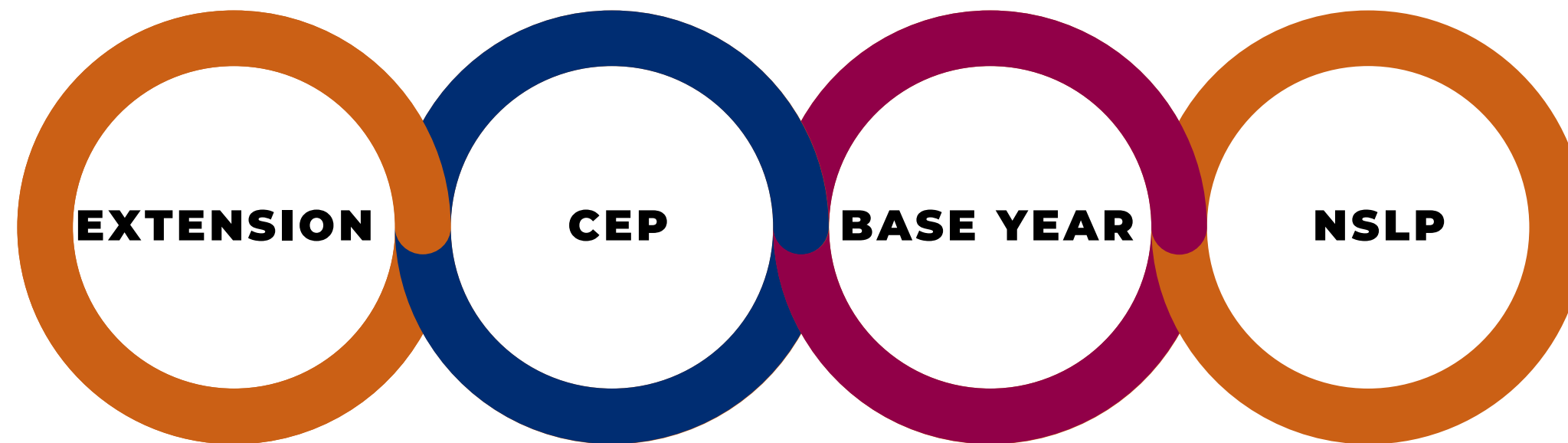
SECTION 4



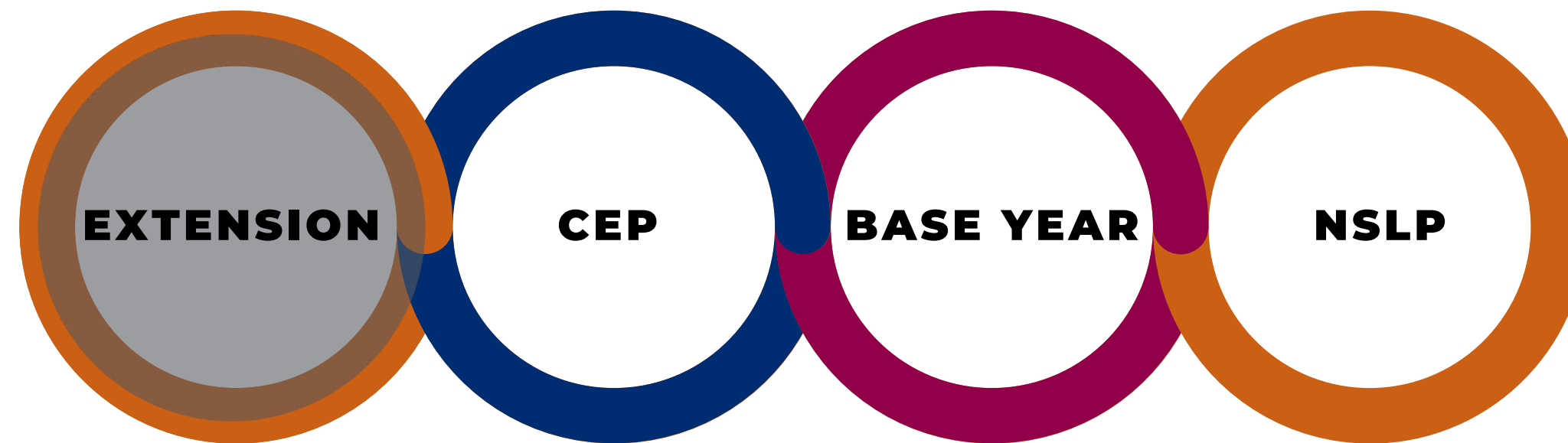
Completing the Cycle

WHEN A SITE IS APPROACHING THE COMPLETION OF THEIR PROVISION 2/3 CYCLE, THE LEA HAS FOUR OPTIONS:

- Apply for an extension
- Apply for Community Eligibility Provision (CEP)
- Apply for a new base year
- Return to regular NSLP operations



Applying for an Extension

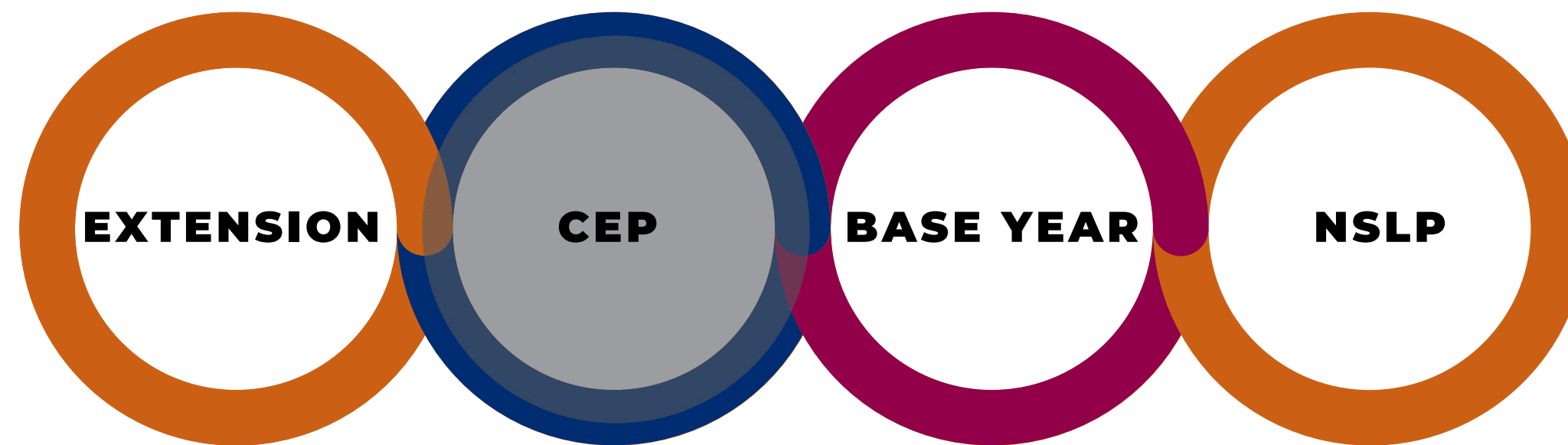


LEAS WHO WISH TO APPLY FOR A PROVISION 2/3 EXTENSION MUST:

- Submit the Special Assistance Extension Application Packet on the second to last non-base year by May 1st
- Submit socioeconomic data to ADE on the last non-base year by March 1st

Upon extension approval, the next four years would operate as non-base years.

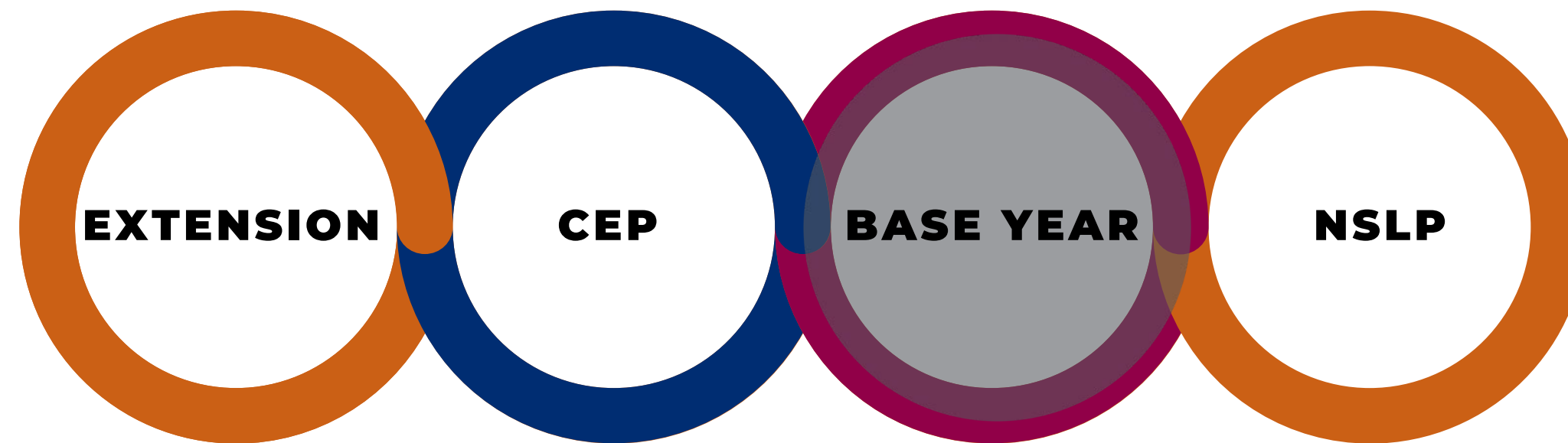
Applying for Community Eligibility Provision (CEP)



IN ORDER TO BE ELIGIBLE FOR CEP, A SITE NEEDS AN ISP OF AT LEAST 40% AND MUST APPLY BY JUNE 30TH OF THE PREVIOUS YEAR TO WHEN THE LEA WISHES TO OPERATE. SHOULD A SITE WANT TO START OPERATING CEP PRIOR TO THE END OF THEIR PROVISION CYCLE, THIS IS ALLOWABLE WITH APPROVAL FROM ADE

For more information on ISPs and CEP, [click here](#).

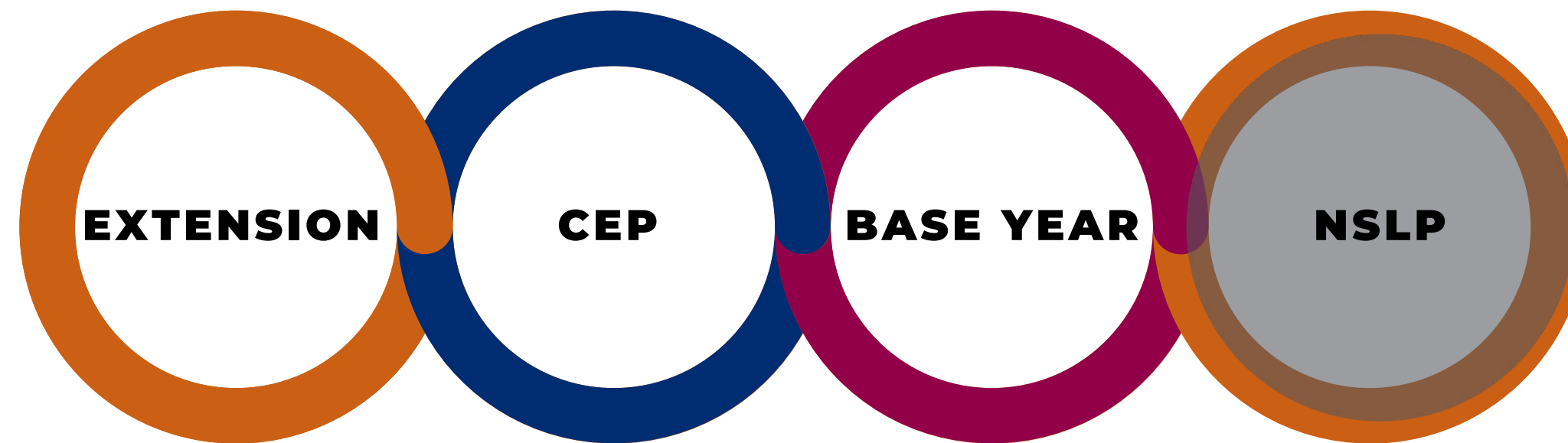
Applying for a New Base Year



IN ORDER TO APPLY FOR A NEW BASE YEAR, THE SFA MUST SUBMIT THE SPECIAL ASSISTANCE APPLICATION TO ADE BY MAY 1ST OF THE LAST NON-BASE YEAR.

Upon approval, the following school year would operate as another base year and household applications would be required to be collected in order to establish the site's new claiming percentages.

Returning to Regular NSLP



IF A SITE DECIDES TO RETURN TO REGULAR COUNTING AND CLAIMING PROCEDURES, THE SFA DOES NOT NEED TO NOTIFY ADE, BUT WILL NEED TO ENSURE THAT THEY ARE DISTRIBUTING HOUSEHOLD APPLICATIONS ALONG WITH TAKING ACCOUNTABILITY FOR ALL NSLP ADMINISTRATIVE RESPONSIBILITIES.

The SFA can indicate that they operate regular NSLP through their site and sponsor application in CNPWeb.

Provision 2/3 Non-Base Year Additional Considerations



SECTION 5

The Right Provision





IT IS IMPORTANT TO REFLECT ON THE LEA’S PARTICULAR SITE WHEN DECIDING ON WHICH PROVISION TO OPERATE.

If further assistance is needed when choosing which Provision to operate, contact your Health and Nutrition Services Programs Specialist.

PROVISION 2	PROVISION 3
<p>Most schools that operate a Provision have enough turnover to where keeping the claiming percentages that were established during the base year will be beneficial. This option would be most beneficial for sites that have fluctuating populations and participation, such as regularly operating schools.</p>	<p>In some LEAs, such as boarding schools, the population of the school may be stable enough to where Provision 3 would be the most beneficial.</p>



To Stop a Provision

ON OCCASION, PROVISION 2 OR PROVISION 3 MAY NOT BE THE BEST SUITABLE OPTION FOR A PARTICULAR SITE AND IT MAY BE BEST TO MAKE A CHANGE. AT ANY TIME THE LEA CAN STOP THEIR PROVISION 2/3 AND RETURN TO OPERATING REGULAR NSLP BY:


-  **NOTIFYING ADE AND ESTABLISHING A DATE FOR A CHANGE IN THE REIMBURSEMENT CLAIMING PROCESS.**
-  **GIVING A MINIMUM OF 30 ADDITIONAL DAYS OF NON-PRICING TO ACCOMMODATE THE TRANSITION.**
-  **NOTIFYING THE HOUSEHOLDS AND DISTRIBUTING HOUSEHOLD APPLICATIONS.**
-  **RESUMING NORMAL COUNTING AND CLAIMING PROCEDURES.**

To Switch a Provision

THE LEA CAN SWITCH FROM PROVISION 2 TO PROVISION 3 BY:

-  FORMALLY REQUESTING APPROVAL VIA DOCUMENTATION ON SCHOOL LETTERHEAD.
-  SUBMITTING AN UPDATED FREE AND REDUCED PRICE POLICY STATEMENT AND ADDENDUM WITH THE REQUIRED INFORMATION.
-  ENSURING ALL SITES ONLY PARTICIPATE IN A CYCLE OF FOUR YEARS, COMBINED.

THE LEA CAN SWITCH FROM PROVISION 3 TO PROVISION 2 BY:

-  DOING ALL THE SAME TASKS AS LISTED ABOVE, AND ADDITIONALLY ENSURING THAT DURING THE BASE YEAR THEY WERE NON-PRICING.

Switching To Community Eligibility Provision (CEP)

AT THE END OF A BASE YEAR, LEAS CAN DECIDE TO OPERATE CEP INSTEAD OF OPERATING THE NON-BASE YEAR. IN ORDER TO DO THIS LEAS MUST:

- Submit the CEP Application to ADE by the required due date of June 30th .
- Collect Direct Certification and identified student data on or around April 1st of that program year.

FOR MORE INFORMATION REGARDING CEP
CLICK HERE.

Non-Base Year Operation Checklist

NON-BASE YEAR TASK	DUE DATE
Media Release	By first operating day
Count and claim total meals served at the POS	During each meal service daily
Perform Simplified Daily Edit Checks	After each meal service daily
Submit claims in CNPWeb	1st – 10th of each month
Submit the Annual Financial Report (AFR)	October 1st for private/BIA/RCCI's October 15th for public schools
Submit Verification Summary Report (VSR)	February 1st
Run Direct Certification	On or around April 1st
Report April 1st identified student data to ADE	April 15th

CONTACT US

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



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
How to Operate Special Assistance Provision 2/3
Non-Base Year**

Information to include when documenting this
training for Professional Standards:

Training Title:
**: How to Operate Special
Assistance Provision 2/3
Non-Base Year**

Key Area: 3000 – Administration
Learning Code: 3100
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:	Key Area: 3000 – Administration
: How to Operate Special Assistance Provision 2/3 Non-Base Year	Learning Code: 3100
	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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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-50811-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: program.intake@usda.gov

This institution is an equal opportunity provider.