

MONTHLY CHECKLIST

JUNE 2019

prepare for the upcoming program year

Click each training to register.

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Director's Track: Learning the NSLP Menu Planning Boot Camp USDA Foods myFOODS System Training	Director's Track: Updates for the School Year Menu Planning Boot Camp USDA Foods myFOODS System Training
ONLINE	Always available	Always available
WEBINARS		Staying on Track : July 2 Direct Certification Best Practices : July 9 Farm Fresh Challenge to NSLP : July 31
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> (if applicable) Receive letter from ADE or check ADE Administrative Review (AR) webpage notifying LEAs that they are up for an AR this school year <input type="checkbox"/> If you are up for an AR this school year, you will also receive a Procurement Review that is separate from your AR <input type="checkbox"/> Register for ADE's <i>Procurement A-Z</i> training taking place in August <input type="checkbox"/> (recommended) Complete online training: What to Expect of Your Administrative Review		<ul style="list-style-type: none"> http://www.azed.gov/hns/nslp/ar/ http://www.azed.gov/hns/nslp/procurement/
<input type="checkbox"/> Review training schedule and register staff for appropriate trainings		http://www.azed.gov/hns/nslp/trainings/ <ul style="list-style-type: none"> Program Year 2020 Training Curriculum & Brochure
<input type="checkbox"/> Create job specific training plans for you and your employees to be compliant with Professional Standards <input type="checkbox"/> Determine a process for how training hours will be tracked	Per ADE, trainings completed in June 2019 can count for PY 2020	http://www.azed.gov/hns/nslp/trainings/ (USDA Professional Standards for School Nutrition Professionals tab) Online Training: <ul style="list-style-type: none"> Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors Designing your Employee Training Plan Workbook

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<input type="checkbox"/> Professional Standards (continued) <ul style="list-style-type: none"> <input type="checkbox"/> Ensure each employee has documented a planned number of training hours for job category <input type="checkbox"/> <i>(optional)</i> ADE Training Tracking Forms can help you track your employees' training hours 	Check out ADE's sample training curriculum for school nutrition employees! Find it in the Program Year 2020 Training Curriculum & Brochure.	
<input type="checkbox"/> <i>(if applicable)</i> New School Nutrition Program Directors hired after July 1, 2015 must meet the Professional Standards Hiring Standards and the food safety training requirement <ul style="list-style-type: none"> <input type="checkbox"/> New directors must obtain 8 hours of food safety training within 5 years prior to hire date or within 30 days of hire date <input type="checkbox"/> <i>(optional)</i> ADE Hiring Tracking Forms can assist you with meeting the Hiring Standards 		http://www.azed.gov/hns/nslp/trainings/ (USDA Professional Standards for School Nutrition Professionals tab) Online Training: <ul style="list-style-type: none"> • Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors • Designing your Employee Training Plan Workbook
<input type="checkbox"/> <i>(if applicable)</i> If authorized signers have changed, update the Food Program Permanent Food Service Agreement	ONLY RESUBMIT IF THERE ARE CHANGES!	http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> • Food Program Permanent Service Agreement
<input type="checkbox"/> Connect with your Entity Administrator to ensure staff members have access to the necessary applications in ADEConnect. These applications may include: <ul style="list-style-type: none"> <input type="checkbox"/> CNPWeb <input type="checkbox"/> CNP Direct Certification/Direct Verification <input type="checkbox"/> Event Management System (EMS) 		<ul style="list-style-type: none"> • HNS 11-2017: Transition from Common Logon Access Child Nutrition Programs (CNP) to ADEConnect
<input type="checkbox"/> Log into CNPWeb (via ADEConnect) <ul style="list-style-type: none"> <input type="checkbox"/> Verify your Program Specialist <input type="checkbox"/> Confirm all sites are correctly listed for SY 2019-2020; if there are changes, complete Add/Change/Delete form 		http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> • Health and Nutrition Services Entity Data Form (ADD/CHANGE/DELETE)

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<input type="checkbox"/> Confirm all program materials that reference any Child Nutrition Programs (NSLP, SBP, ASCSP, etc.) have been updated with the current Nondiscrimination Statement <i>Not limited to:</i> <input type="checkbox"/> Menus <input type="checkbox"/> Websites <input type="checkbox"/> Application Materials <input type="checkbox"/> Press/Media Release	USDA Non-discrimination statement was updated November 2015	http://www.azed.gov/hns/civilrights/ <i>*The long statement must be included on outreach material when notifying potentially-eligible participants of how to apply for benefits or when informing clients about their right to file a complaint.</i>
<input type="checkbox"/> Finalize student eligibility program forms for SY 2019-2020 (<i>cannot distribute prior to July 1</i>) <input type="checkbox"/> Household Application <input type="checkbox"/> Parent Letter <input type="checkbox"/> Notification of Benefits <input type="checkbox"/> Notification of Direct Certification <input type="checkbox"/> Determine if forms need to be customized for Limited English Proficient households <input type="checkbox"/> Submit any form modifications to ADE for approval (<i>*includes a copy of electronic applications</i>)	No changes to ADE household application template	http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> • SP 37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs Guidance and Q&As
<input type="checkbox"/> Paid Lunch Equity: SFAs must ensure paid lunch prices are in compliance with the Paid Lunch Equity requirements <input type="checkbox"/> Complete 2019-2020 PLE Tool <input type="checkbox"/> (<i>if applicable</i>) Request a PLE Exemption by sending a letter and completed Net Cash Resource Worksheet to assigned Program Specialist	PLE for SY 2019-2020: \$3.00	http://www.azed.gov/hns/nslp/rm/ <ul style="list-style-type: none"> • SP 27-2019: Paid Lunch Equity: Guidance for School Year 2019-20 • Net Cash Resource Worksheet
<input type="checkbox"/> Ensure the Unpaid Meal Charge Policy is in place and clearly communicated to families <i>(this policy is for children who do not have money in their account or in hand to cover the cost of the meal at the time of service)</i>	LEAs must have a written Unpaid Meal Charge Policy by July 1, 2017	<ul style="list-style-type: none"> • SP 46-2016: Unpaid Meal Charge Policy • SP 23-2017: Unpaid Meal Charges: Guidance and Q&As • HNS 14-2017: Unpaid Meal Charge Policy Guidelines for School Year 2017-2018 • USDA's Overcoming the Unpaid Meal Challenge Guide

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	Updates	Resources
<input type="checkbox"/> Prepare for any capital expenditures you may have in the upcoming year <ul style="list-style-type: none"> <input type="checkbox"/> Review the ADE memo on the approval process for capital expenditures <input type="checkbox"/> Review the capital equipment pre-approval list <input type="checkbox"/> Submit the Capital Expenditure Pre-Approval Request Form for any purchases not on the pre-approved list 		http://www.azed.gov/hns/nslp/rm/ <ul style="list-style-type: none"> • HNS 37-2018: Approval Process for Capital Equipment Purchases • Pre-Approved Capital Equipment List • Capital Expenditure Pre-Approval Request Form <p><i>*Capital expenditures are items having a useful life of one year or longer and a per-unit acquisition cost at or above \$5,000. Capital expenditures that are not on the pre-approved list must be pre-approved by your School Nutrition Programs Specialist.</i></p>
<input type="checkbox"/> Review your Hazard Analysis Critical Control Point (HACCP) Food Safety Plan and schedule time to make revisions if needed		<ul style="list-style-type: none"> • CN 42-2006: Implementation of a School Food Safety Program (HACCP) • CN 09-2007: Monitoring Implementation of HACCP Based Food Safety Program <p><i>*HACCP Plan must include any facility where food is stored, prepared, or served.</i></p>
<input type="checkbox"/> Review your Local Wellness Policy (LWP) and schedule time to make revisions if needed	LWP Final Rule released July 2016; all LWPs must be updated and compliant with Final Rule by July 1, 2017.	http://www.azed.gov/hns/nslp/lwp/ <ul style="list-style-type: none"> • ADE's Activity and Assessment Tool • Local Wellness Policy Fillable Template <p><i>*Local Wellness Policy must include (1) goals for nutrition education, physical activity, nutrition promotion, and other school-based activities to promote student wellness, (2) nutrition guidelines for all foods available on campus, (3) a plan for measuring implementation, and (4) designation of one or more officials in charge of school compliance oversight.</i></p>
<input type="checkbox"/> Submit online Site and Sponsor applications in CNPWeb <ul style="list-style-type: none"> <input type="checkbox"/> Confirm SFA and Program contact emails are valid in Sponsor application <input type="checkbox"/> (if applicable) Send ADE any remaining required checklist items when submitting Site and Sponsor applications (this includes catering/Food Service Management Company contracts and custom household documents) 		Online Training: <ul style="list-style-type: none"> • How to Submit Site and Sponsor Applications in CNPWeb <p><i>*All LEAs were required to submit to ADE the Food Program Permanent Service Agreement that was revised in SY 2015. LEAs will have this listed as a checklist item. If the form has already been received and approved, the LEA will see green boxes in Checklist Items indicating that ADE already has the agreement on file and you DO NOT need to resubmit to ADE.</i></p>

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REGIONAL IN-PERSON	Director's Track: Updates for the School Year Menu Planning Boot Camp USDA Foods myFOODS System Training	Procurement A-Z Student Eligibility: Am I Doing It Right? USDA Foods myFOODS System Training
ONLINE	Always available	Always available
WEBINARS	Staying on Track : July 2 Direct Certification Best Practices : July 9 Farm Fresh Challenge to NSLP : July 31	Staying on Track : August 6 upLIFT Webinar Series: Starting a Salad Bar, Part 1 : August 20 Arizona Farm to School Network Launch Webinar : August 21
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> Read the HNS Preparing for Program Year 2020 memorandum		http://www.azed.gov/hns/memos/
<input type="checkbox"/> (if receiving Administrative Review SY 19-20) Download Administrative Review Off-Site Assessment Tool		http://www.azed.gov/hns/nslp/ar/ <ul style="list-style-type: none"> Off-Site Assessment Tool for SY 19-20

PREPARE FOR STUDENT ELIGIBILITY

<input type="checkbox"/> July 1 First day LEAs are able to conduct CNP Direct Certification for PY 2020 <ul style="list-style-type: none"> <input type="checkbox"/> Update BID <input type="checkbox"/> Extend free meal benefits to all children in household when at least one member matches in SNAP, TANF and/or FDPIR <input type="checkbox"/> Notify households <input type="checkbox"/> Subscribe to receive the automated matching emails from the system 		<ul style="list-style-type: none"> HNS 34-2018: Automated Matching and Email Notification in CNP Direct Certification Online Training: <ul style="list-style-type: none"> Introduction to Direct Certification in CNP Direct Certification How to Conduct DC using Individual Student Lookup How to Conduct DC using State Match How to Conduct DC Using File Upload How to Directly Certify a Partial Match
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	Updates	Resources
<input type="checkbox"/> July 1 First day LEAs are able to distribute Household Applications and Parent Letters to households for PY 2020		http://www.azed.gov/hns/nslp/forms/
<input type="checkbox"/> Review the USDA Eligibility Manual for School Meals	No changes for SY 19-20	http://www.azed.gov/hns/nslp/programguidance/ <ul style="list-style-type: none"> The Eligibility Manual for School Meals, Revised July 2017
<input type="checkbox"/> Start to certify Household Applications returned to school <ul style="list-style-type: none"> <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households 		http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> Income Eligibility Guidelines Error prone worksheet Notification of Benefits Online Training: <ul style="list-style-type: none"> How to Process Household Applications
<input type="checkbox"/> Determine your Homeless/Migrant/Runaway Liaisons		http://www.azed.gov/homeless/ http://www.azed.gov/migrant/
<h3>PREPARE FOR CIVIL RIGHTS REQUIREMENTS</h3>		
<input type="checkbox"/> Confirm all program materials that reference any Child Nutrition Programs (NSLP, SBP, ASCSP, etc.) have been updated with the current Nondiscrimination Statement Not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Menus <input type="checkbox"/> Websites <input type="checkbox"/> Application Materials <input type="checkbox"/> Press/Media Release 		http://www.azed.gov/hns/civilrights/ <i>*The long statement must be included on outreach material when notifying potentially-eligible participants of how to apply for benefits or when informing clients about their right to file a complaint.</i>
<input type="checkbox"/> Send out Press/Media Release to local news media and major employers contemplating layoffs		http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> Media Release Template (must contain both free and reduced-price Income Eligibility Guidelines)
<input type="checkbox"/> Create procedures for receiving and processing complaints alleging Civil Rights discrimination		http://www.azed.gov/hns/civilrights/ <ul style="list-style-type: none"> FNS 113 Instructions (PDF Format) <i>Procedures must include in some form (1) whether the allegation is made verbally or in person, (2) who writes down the complaint, (3) procedures cannot prevent a complaint from being accepted, (4) procedures must identify outside agency the complaint is forwarded to, and (5) procedures must not indicate that they attempt to resolve the complaint themselves.</i>

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<input type="checkbox"/> Hang GREEN <i>And Justice For All</i> posters in a prominent location visible to all students in each school.	Posters must be green and at least 11" x 17". Posters that are red and blue and/or smaller than 11" x 17" must be replaced.	
<input type="checkbox"/> Create reminder to complete Civil Rights Compliance Form by December 15	Take the new online training for instructions on completing the form.	http://www.azed.gov/hns/civilrights/ <ul style="list-style-type: none"> • Civil Rights Compliance Form NSLP Online Training: <ul style="list-style-type: none"> • How to Complete the Civil Rights Compliance Form
<input type="checkbox"/> Conduct/plan a Civil Rights Training for all staff who interact with program applicants/participants <ul style="list-style-type: none"> <input type="checkbox"/> Determine how you will document the content of the training (<i>recommend agenda</i>) <input type="checkbox"/> Track training date, length of training, and USDA Learning Code in each employee's Professional Standards training hours 		http://www.azed.gov/hns/civilrights/ <ul style="list-style-type: none"> • Example of Civil Rights Training (PowerPoint) <i>Training must cover the following subjects: (1) Collection and Use of Data, (2) Effective Public Notification Systems, (3) Complaint Procedures, (4) Compliance Review Techniques, (5) Resolution of Noncompliance, (6) Requirements for Reasonable Accommodations of Persons with Disabilities, (7) Requirements for Language Assistance, (8) Conflict Resolution, and (9) Customer Service.</i>
<h3>PREPARE FOR FOOD SERVICE</h3>		
<input type="checkbox"/> Start to plan menus <ul style="list-style-type: none"> <input type="checkbox"/> Refer to meal pattern charts for appropriate operating days <input type="checkbox"/> (if applicable) Review preschool meal pattern <ul style="list-style-type: none"> <input type="checkbox"/> Register for ADE's <i>Preschool Meal Pattern for School Food Authorities</i> live webinar taking place in November <input type="checkbox"/> Be familiar with the school meal flexibilities beginning in SY 19-20 <ul style="list-style-type: none"> <input type="checkbox"/> Take the Pledge to continue serving all whole grain-rich items <input type="checkbox"/> Review the Harvest Calendar and consider ways to use local and seasonal foods in your menus 		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Meal Pattern Charts • SP 01-2018: Updated Infant and Preschool Meal Patterns in the NSLP and SBP; Questions & Answers • Final Rule: Child Nutrition Program Flexibilities for Milk, Whole Grains and Sodium Requirements • Whole Grain Pledge Online Training: <ul style="list-style-type: none"> • How to Plan a Lunch Menu • How to Plan a Breakfast Menu http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Arizona Farm to School and School Gardens webpage • Arizona Harvest Calendar

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<input type="checkbox"/> Begin thinking about implementing alternative service models for your School Breakfast Program (alternative service models include Breakfast in the Classroom, Grab 'N' Go Breakfast, Second Chance Breakfast and Breakfast on the Bus)	The Arizona School Breakfast Toolkit has been expanded and revised to assist schools with implementing alternative breakfast models.	http://www.azed.gov/hns/nslp/sbp/ (Alternative Service Models tab)
<input type="checkbox"/> Review procurement procedures <ul style="list-style-type: none"> <input type="checkbox"/> Update the procurement policies and procedures <input type="checkbox"/> Update the Code of Conduct <input type="checkbox"/> Verify proper procurement methods (micro-purchase, small purchase, and formal purchases) <input type="checkbox"/> (Recommended) Register for ADE's Procurement A-Z training taking place in August 		http://www.azed.gov/hns/nslp/procurement/
<input type="checkbox"/> Review Buy American Requirements <ul style="list-style-type: none"> <input type="checkbox"/> View the recorded webinar: <i>Buy American</i> and review the FAQ 		http://www.azed.gov/hns/nslp/ (Financial Management tab) <ul style="list-style-type: none"> • SP 24-2016: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program http://www.azed.gov/hns/nslp/trainings/ (Live & Recorded Webinars tab) <ul style="list-style-type: none"> • Recorded Webinar: <i>Buy American</i> • Buy American FAQ
<input type="checkbox"/> Be sure all food items on menus have sufficient documentation to support meeting meal pattern requirements <p><i>Not limited to:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Nutrition facts labels <input type="checkbox"/> CN labels and Product Formulation Statements for processed products <input type="checkbox"/> Standardized recipes <input type="checkbox"/> (if applicable) USDA Foods Fact Sheets <input type="checkbox"/> View the recorded webinar: <i>CN Labels and Product Formulation Statements</i> 	Reminder: In 2015, USDA Product Information Sheets were reformatted. Your fact sheets are outdated if your sheets are printed as landscape. 	http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • USDA Product Formulation Statement Templates • Whole Grain Resource for the National School Lunch and School Breakfast Programs • TA 07-2010 (v.3): Guidance for Accepting Processed Product Documentation • SP 11-2015 (v.2): CN Labels Copied with a Watermark Acceptable Documentation • SP 27-2015: Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement • ADE Standardized Recipe Template • USDA Team Nutrition: Recipes for School Food Service • USDA Fact Sheets http://www.azed.gov/hns/nslp/trainings/ (Live & Recorded Webinars tab) <ul style="list-style-type: none"> • Recorded Webinar: <i>CN Labels and Product Formulation Statements</i>

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	Updates	Resources
<input type="checkbox"/> Create a system that accommodates students with special dietary needs <ul style="list-style-type: none"> <input type="checkbox"/> (optional) Use ADE's form: Medical Statement for Students with Special Dietary Accommodations 		<ul style="list-style-type: none"> • SP 26-2017: Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As) • HNS 11-2015: HNS response to Statements Supporting Accommodations for Children with Disabilities in CNPs SP 32-2015, SFSP 15-2015, CACFP 13-2015 • Medical Statement for Students with Special Dietary Accommodations
<input type="checkbox"/> Ensure water is available at meal service		http://www.azed.gov/hns/nslp/water/
<input type="checkbox"/> Hang point of service meal signage for National School Lunch Program (NSLP) and School Breakfast Program (SBP)		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • NSLP and SBP poster ideas for Offer vs. Serve (OVS) and Serve Only
<input type="checkbox"/> Be sure your most recent food safety inspection report (even if from last program year) is posted in a location visible to customers		http://www.azed.gov/hns/nslp/foodsafety/
<input type="checkbox"/> Contact your County Health Department to request two Food Safety Inspections at each site		http://www.azed.gov/hns/nslp/foodsafety/ <ul style="list-style-type: none"> • Contact your County Health Department: http://www.azdhs.gov/phs/oeh/fses/resources.htm • CN 11-2008: Food Safety Inspections in Non-Traditional School Settings • CN 11-2012: Food Safety Inspections in Service-only Sites Participating in the School Meals Program
<input type="checkbox"/> Ensure a copy of the Hazard Analysis Critical Control Point (HACCP) Food Safety Plan is available and easily accessible to staff at each site		http://www.azed.gov/hns/nslp/foodsafety/
<input type="checkbox"/> Print off templates for temperature logs for all applicable equipment <p><i>Not limited to:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> refrigerators <input type="checkbox"/> milk coolers <input type="checkbox"/> freezers <input type="checkbox"/> dry storage 		http://www.azed.gov/hns/nslp/foodsafety/ <p>No specific template required, but recommended to use templates found under Monitoring Forms:</p> <ul style="list-style-type: none"> • Cooler Freezer Temperature Log • Dry Storage Temperature Log • Milk Cooler and Cleaning Temperature Log

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	Updates	Resources
<input type="checkbox"/> Identify competitive foods that will be sold to students during the school day <input type="checkbox"/> Obtain documentation to support compliance with Smart Snacks (<i>recommend Alliance for a Healthier Generation Smart Snack Calculator</i>) <input type="checkbox"/> Read HNS 04-2015 for ADE policy on exempt fundraisers and determine LEA level policy-update LWP if needed		http://www.azed.gov/hns/nslp/smartsnacks/ <ul style="list-style-type: none"> Smart Snack Calculator Web-Based Course: Smart Snacks and Competitive Foods Standards in Arizona HNS 04-2015: Revision to Arizona Department of Education Policy on Specially Exempted Fundraisers http://www.azed.gov/hns/nslp/trainings/ (Live & Recorded Webinars tab) <ul style="list-style-type: none"> Recorded Webinar: <i>Smart Snacks</i> Recorded Webinar: <i>The What, Why and How of Smart Snacks</i>
<input type="checkbox"/> Identify non-program foods (not limited to adult meals, milk sales, second entrées, a la carte etc.) sold on campus during the school day <input type="checkbox"/> Determine process for recording the sale of non-program foods <input type="checkbox"/> Get familiar with the USDA Non-Program Food Revenue Tool to calculate non-program food costs and non-program food revenues <input type="checkbox"/> Ensure adult meals are priced appropriately		http://www.azed.gov/hns/nslp/rm/ <ul style="list-style-type: none"> Nonprogram Food Revenue Tool SP 13-2014: School Food Service Account Revenue from the Sale of Non-Program Foods SP 20-2016: Nonprofit School Food Service Account Nonprogram Food Revenue Requirements Adult Meal Pricing Tool

PREPARE FOR USDA FOODS PROGRAM/DOD FRESH PROGRAM

<input type="checkbox"/> July 10 Call in for School Food Programs Quarterly Conference Call at 1:30pm		Register here: https://ems.azed.gov//home/SearchResults?SearchString=SchoolFoodProgramsQuarterlyConference
<input type="checkbox"/> If new to the USDA Foods Program, submit Delivery Information Form to FDP@azed.gov If returning to the USDA Foods Program: <input type="checkbox"/> Update contact and delivery site information in myFOODS <input type="checkbox"/> Create PO or Letter of Responsibility and submit to 4i-DL-USDA@usfoods.com <input type="checkbox"/> If adding a new site, submit Delivery Information Form to FDP@azed.gov		http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> Food Distribution Program Delivery Information Form

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<input type="checkbox"/> If new to the Department of Defense (DoD) Fresh Produce Program, submit the Request to Participate Form		http://www.azed.gov/hns/sfp/dodfresh/ <ul style="list-style-type: none"> DoD Fresh Produce Program Request to Participate Form
<input type="checkbox"/> If ordering DoD Fresh Produce in July: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> Harvest of the Season DoD Fresh Farm to School Calendar Arizona Harvest Schedule
<h3>PREPARE FOR MEAL COUNTING</h3>		
<input type="checkbox"/> Ensure your meal counting system can: <ul style="list-style-type: none"> <input type="checkbox"/> Identify a student's eligibility at the point of service <input type="checkbox"/> Prevent overt identification of student eligibility at the point of service <input type="checkbox"/> Obtain daily meal counts by category from each point of service 		
<input type="checkbox"/> Determine how eligibility determinations on the BID are transferred to the point of service <ul style="list-style-type: none"> <input type="checkbox"/> Updated eligibility status <input type="checkbox"/> New students <input type="checkbox"/> Transfer students <input type="checkbox"/> Withdrawn students 		
<input type="checkbox"/> <i>(if electronic)</i> Determine a backup system if electronic system fails/does not operate		

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<input type="checkbox"/> Ensure staff who are responsible for counting meals at point of service (POS) are properly trained <input type="checkbox"/> (if Offer vs. Serve) Train staff on Offer vs. Serve (OVS) <input type="checkbox"/> Register for ADE's <i>Recognizing a Reimbursable Breakfast Meal at the Point of Service</i> live webinar taking place in October		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • USDA's Offer vs. Serve Manual http://www.azed.gov/hns/nslp/trainingsps/online/ (2000–Operations tab) <ul style="list-style-type: none"> • Meal or No Meal http://www.azed.gov/hns/nslp/trainingsps/ (Live & Recorded Webinars tab) <ul style="list-style-type: none"> • Recorded Webinar: <i>Recognizing a Reimbursable Meal at the Point of Service</i>
<i>(OPTIONAL)</i> ADDITIONAL TASKS		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

AUGUST 2019

first month of operation

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Procurement A-Z Student Eligibility: Am I Doing It Right? USDA Foods myFOODS System Training	Arizona School Garden Sustainability Workshops Drop-In Workshop: Preparing for Verification USDA Foods myFOODS System Training
ONLINE	Always available	Always available
WEBINARS	Staying on Track : August 6 upLIFT Webinar Series: Starting a Salad Bar, Part 1 : August 20 Arizona Farm to School Network Launch Webinar : August 21	Staying on Track : September 3 Recognizing a Reimbursable Breakfast Meal at the Point of Service : September 11 upLIFT Webinar Series: Starting a Salad Bar, Part 2 : September 17
PROFESSIONAL DEVELOPMENT		School Nutrition Association of Arizona <i>State Conference</i> : September 20-21, Phoenix; http://www.snaaz.org/

	Updates	Resources
<input type="checkbox"/> (if operating SBP) Outreach to households on the availability of the SBP at the beginning of school and multiple times during the school year		http://www.azed.gov/hns/nslp/outreach/ <ul style="list-style-type: none"> • CN 04-2012: Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program
<input type="checkbox"/> Make sure your most recent Local Wellness Policy (LWP) is available to the public (for example, post the LWP on your school webpage)		http://www.azed.gov/hns/nslp/lwp/ <ul style="list-style-type: none"> • USDA Local Wellness Policy Final Rule
<input type="checkbox"/> Prepare for National School Lunch Week (NSLW) during October 14-18! This year's theme: <i>School Lunch: What's on Your Playlist?</i> <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm celebration ideas with your staff <input type="checkbox"/> Develop a special menu to serve during NSLW <input type="checkbox"/> Participate in ADE's NSLW contest 		https://schoolnutrition.org/meetings/events/nslw/2019/ <ul style="list-style-type: none"> • School Nutrition Association (SNA) National School Lunch Week webpage and resources

AUGUST 2019

first month of operation

	Updates	Resources
<input type="checkbox"/> Prepare for National Farm to School Month in October <ul style="list-style-type: none"> <input type="checkbox"/> Registration for the 2019 Farm Fresh Challenge to NSLP closes September 13th! <input type="checkbox"/> Use the toolkit and recorded webinar to help with planning 		http://www.farmtoschool.org/ http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Toolkit • Recorded webinar
<input type="checkbox"/> Continue to certify Household Applications returned to school <ul style="list-style-type: none"> <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households 		Online Training: <ul style="list-style-type: none"> • How to Process Household Applications
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <ul style="list-style-type: none"> <input type="checkbox"/> Update attendance factor for each site; should match attendance factor provided by ADE found in each site claim <input type="checkbox"/> (if operating SBP) Complete daily edit check for breakfast 		Online Training <ul style="list-style-type: none"> • How to Complete Daily Edit Checks • http://www.azed.gov/hns/nslp/forms/ • Daily Edit Check Worksheet • Simplified Daily Edit Check Worksheet <p><i>*LEAs will not have access to the site claim during first month of operation. Recommended to contact ADE to determine attendance factor.</i></p>
<input type="checkbox"/> Complete and review daily production records for lunch <ul style="list-style-type: none"> <input type="checkbox"/> (if operating SBP) Complete daily production record for breakfast 		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date"		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <ul style="list-style-type: none"> <input type="checkbox"/> Rainbow Rice 		http://www.azed.gov/hns/nslp/uplift/ <ul style="list-style-type: none"> • Recipe Card

MONTHLY CHECKLIST

SEPTEMBER 2019

second month of operation

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Arizona School Garden Sustainability Workshops Drop-In Workshop: Preparing for Verification USDA Foods myFOODS System Training	Drop-In Workshop: Preparing for Verification USDA Foods myFOODS System Training
ONLINE	Always available	Always available
WEBINARS	Staying on Track : September 3 Recognizing a Reimbursable Breakfast Meal at the Point of Service : September 11 upLIFT Webinar Series: Starting a Salad Bar, Part 2 : September 17	Staying on Track : October 1 upLIFT Webinar Series: What to Look For: Nutrition Facts Labels and Ingredient Lists : October 15 Local Wellness Policy Assessment: Making it Meaningful : October 22
PROFESSIONAL DEVELOPMENT	School Nutrition Association of Arizona <i>State Conference</i> : September 20-21, Phoenix; http://www.snaaz.org/	

	Updates	Resources
<input type="checkbox"/> September 1 – September 10 <i>(best practice)</i> Submit August claims for reimbursement		Online Training: <ul style="list-style-type: none"> How to Submit a Claim in CNPWeb
<input type="checkbox"/> 30-Day Rollover Discontinue prior year's benefits for households that have not reapplied		http://www.azed.gov/hns/nsip/programguidance/ <ul style="list-style-type: none"> The Eligibility Manual for School Meals
<input type="checkbox"/> Keep an eye out for the release of the USDA Farm to School grant to receive funding to support your initiatives		https://www.fns.usda.gov/farmtoschool/farm-school-grant-program
<input type="checkbox"/> Continue to certify Household Applications returned to school <ul style="list-style-type: none"> <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households 		Online Training: <ul style="list-style-type: none"> How to Process Household Applications
<input type="checkbox"/> (Daily) Count meals at point of service		

SEPTEMBER 2019

second month of operation



	Updates	Resources
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> <i>(if operating SBP)</i> Complete daily edit check for breakfast		Online Training <ul style="list-style-type: none"> • How to Complete Daily Edit Checks • http://www.azed.gov/hns/nslp/forms/ • Daily Edit Check Worksheet • Simplified Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> <i>(if operating SBP)</i> Complete daily production record for breakfast		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Register for the School Food Programs Expo on December 3rd		
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> If you have a fall break, schedule shipments for before or after the break		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Aztec Grain Salad		http://www.azed.gov/hns/nslp/uplift/ <ul style="list-style-type: none"> • Recipe Card
<input type="checkbox"/> Start to prepare for Verification <ul style="list-style-type: none"> <input type="checkbox"/> <i>(recommended)</i> Print the Verification Best Practices Calendar <input type="checkbox"/> <i>(recommended)</i> Complete online training: Verification Review 		http://www.azed.gov/hns/nslp/verification/ <ul style="list-style-type: none"> • USDA Student Eligibility Manual for School Meals • Verification Best Practices Calendar • Verification Non-Response Rates 2018-2019 <i>(used to determine 2019-2020 Verification sample method)</i> Online Training: <ul style="list-style-type: none"> • Online Course: Verification Review

MONTHLY CHECKLIST

OCTOBER 2019

first month of verification activities

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Drop-In Workshop: Preparing for Verification USDA Foods myFOODS System Training	USDA Foods myFOODS System Training
ONLINE	Always available	Always available
WEBINARS	Staying on Track : October 1 upLIFT Webinar Series: What to Look For: Nutrition Facts Labels and Ingredient Lists : October 15 Local Wellness Policy Assessment: Making it Meaningful : October 22	Staying on Track : November 5 Preschool Meal Pattern for School Food Authorities : November 14 upLIFT Webinar Series: Using Taste Tests and Surveys to Engage Students in School Meals : November 19
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> October is National Farm to School Month <input type="checkbox"/> The 2019 Farm Fresh Challenge to NSLP features local food and agriculture education in schools		http://www.farmtoschool.org/ http://www.azed.gov/hns/azf2s/
<input type="checkbox"/> Celebrate National School Lunch Week (NSLW) during October 14-18! This year's theme: <i>School Lunch: What's on Your Playlist?</i> <input type="checkbox"/> Let ADE know how you are celebrating by tagging @ADESchoolNutrition in your social media posts (@ADESchoolNutr on Twitter) and include #NSLW19 #FuelingAZ #LoveAZLunch <input type="checkbox"/> If your LEA does not use social media, email your stories and pictures to ADESchoolNutrition@azed.gov		https://schoolnutrition.org/meetings/events/nslw/2019/ <ul style="list-style-type: none"> School Nutrition Association (SNA) National School Lunch Week webpage and resources

OCTOBER 2019

first month of verification activities

	Updates	Resources
<input type="checkbox"/> October 1 – October 10 <i>(best practice)</i> Submit September claims for reimbursement		Online Training: <ul style="list-style-type: none"> • How to Submit a Claim in CNPWeb
<input type="checkbox"/> October 1 – November 15 Verification Activities <ul style="list-style-type: none"> <input type="checkbox"/> Continue to check off tasks completed on the Verification Best Practices Calendar <input type="checkbox"/> October 1: Determine the total number of free income applications, reduced income applications, case number applications, and foster applications on file as of October 1 <i>(will need to report these numbers on the Verification Summary Report)</i> <input type="checkbox"/> October 31: Determine the total number of students directly certified, certified free due to an income application, case number application, foster application, and certified reduced due to an income application as of October 31 <i>(will need to report these numbers on the Verification Summary Report)</i> 		http://www.azed.gov/hns/nslp/verification/ <ul style="list-style-type: none"> • USDA Eligibility Manual for School Meals Online Training: <ul style="list-style-type: none"> • Online Course: Verification Review • How to Conduct Direct Verification
<input type="checkbox"/> Annual Financial Report (AFR) due <ul style="list-style-type: none"> • October 1: private schools, BIA Schools, RCCIs • October 15: public schools 		Grants@azed.gov
<input type="checkbox"/> Interested in serving reimbursable meals during fall break? Consider applying for the At-Risk Afterschool Meals Program.		http://www.azed.gov/hns/atriskafterschoolmealsforsfa/ <ul style="list-style-type: none"> • How to Apply for At-Risk Afterschool Meals for School Food Authorities • How to Operate At-Risk Afterschool Meals for School Food Authorities
<input type="checkbox"/> Continue to certify Household Applications returned to school <ul style="list-style-type: none"> <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households 		Online Training: <ul style="list-style-type: none"> • How to Process Household Applications
<input type="checkbox"/> (Daily) Count meals at point of service		

OCTOBER 2019

first month of verification activities

	Updates	Resources
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> (if operating SBP) Complete daily edit check for breakfast		http://www.azed.gov/hns/nsfp/forms/ <ul style="list-style-type: none"> Active Excel Daily Edit Check Worksheet Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> (if operating SBP) Complete daily production record for breakfast		http://www.azed.gov/hns/nsfp/mealpattern/ <ul style="list-style-type: none"> Production Record Template
<input type="checkbox"/> Register for the School Food Programs Expo on December 3rd		
<input type="checkbox"/> October 9 Call in for School Food Programs Quarterly Conference Call at 1:30pm		Register here: https://ems.azed.gov//home/SearchResults?SearchString=SchoolFoodProgramsQuarterlyConference
<input type="checkbox"/> If you process raw/bulk USDA Foods, ensure pound usage is at 30%		
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> If you have a fall break, schedule shipments for before or after the break		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure usage of entitlement is at 25% <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> Harvest of the Season DoD Fresh Farm to School Calendar Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Blueberry Oat Muffins		http://www.azed.gov/hns/nsfp/uplift/ <ul style="list-style-type: none"> Recipe Card

MONTHLY CHECKLIST

NOVEMBER 2019

last month of verification activities

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	USDA Foods myFOODS System Training	The Business of Farm to Child Nutrition Programs Drop-In Workshop: Submitting the Verification Report
ONLINE	Always available	Always available
WEBINARS	Staying on Track : November 5 Preschool Meal Pattern for School Food Authorities : November 14 upLIFT Webinar Series: Using Taste Tests and Surveys to Engage Students in School Meals : November 19	Staying on Track : December 3 upLIFT Webinar Series: Baby Steps to a Better Menu : December 17 Submitting the Verification Summary Report (for LEAs that do <u>not</u> conduct verification activities): December 19
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> November 1 – November 10 (<i>best practice</i>) Submit October claims for reimbursement		Online Training: <ul style="list-style-type: none"> How to Submit a Claim in CNPWeb
<input type="checkbox"/> November 15 Verification Activities End <input type="checkbox"/> Continue to check off tasks completed on the Verification Best Practices Calendar		http://www.azed.gov/hns/nslp/verification/ <ul style="list-style-type: none"> USDA Eligibility Manual for School Meals
<input type="checkbox"/> November 16 Verification Summary Report is available in ADEConnect <input type="checkbox"/> Ensure your Entity Administrator has given permissions to the CNP Verification application in ADEConnect to the individual submitting the report <input type="checkbox"/> Register for a <i>Drop-In Workshop: Submitting the Verification Report</i> in December		http://www.azed.gov/hns/nslp/verification/
<input type="checkbox"/> Register for the Summer Food Service Program Summit taking place in February		Registration will be open in the Event Management System (EMS) through ADEConnect

NOVEMBER 2019

last month of verification activities

	Updates	Resources
<input type="checkbox"/> Continue to certify Household Applications returned to school <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households		Online Training: <ul style="list-style-type: none"> • How to Process Household Applications
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> (if operating SBP) Complete daily edit check for breakfast		http://www.azed.gov/hns/nsfp/forms/ <ul style="list-style-type: none"> • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> (if operating SBP) complete daily production record for breakfast		http://www.azed.gov/hns/nsfp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Register for the School Food Programs Expo on December 3rd		
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date"		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure usage of entitlement is at or above 25% (Notify Reagan.Garner@azed.gov if your plans do not fit within these spending parameters) <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Chic' Penne		http://www.azed.gov/hns/nsfp/uplift/ <ul style="list-style-type: none"> • Recipe Card

DECEMBER 2019

submit the Verification Report

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	The Business of Farm to Child Nutrition Programs Drop-In Workshop: Submitting the Verification Report USDA Foods myFOODS System Training	
ONLINE	Always available	Always available
WEBINARS	Staying on Track : December 3 upLIFT Webinar Series: Baby Steps to a Better Menu : December 17 Submitting the Verification Summary Report (for LEAs that do <u>not</u> conduct verification activities): December 19	Staying on Track : January 7 Submitting the Verification Summary Report (for LEAs that do verification activities): January 16 upLIFT Webinar Series: Eat Your Fruits and Veggies! : January 21 Promoting Your Child Nutrition Programs : January 28
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> December 1 – December 10 <i>(best practice)</i> Submit November claims for reimbursement		Online Training: <ul style="list-style-type: none"> How to Submit a Claim in CNPWeb
<input type="checkbox"/> Due December 15 Civil Rights Compliance Form <i>(do not submit to ADE, keep on file)</i>		http://www.azed.gov/hns/nsfp/forms/ <ul style="list-style-type: none"> Civil Rights Compliance Form Online Training: <ul style="list-style-type: none"> How to Complete the Civil Rights Compliance Form
<input type="checkbox"/> Submit Verification Summary Report (due by February 1) <ul style="list-style-type: none"> <input type="checkbox"/> Ensure your Entity Administrator has given permissions to the CNP Verification application in ADEConnect to the individual submitting the report <input type="checkbox"/> Register for a <i>Drop-In Workshop: Submitting the Verification Report</i> in December 		http://www.azed.gov/hns/nsfp/verification/

DECEMBER 2019

submit the Verification Report

	Updates	Resources
<input type="checkbox"/> Complete USDA Foods Available (electronic survey) sent to you via email		
<input type="checkbox"/> Continue to certify Household Applications returned to school <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households		Online Training: <ul style="list-style-type: none"> • How to Process Household Applications
<input type="checkbox"/> <i>Reminder:</i> LEAs must conduct Direct Certification at a minimum of three times per program year <input type="checkbox"/> Subscribe to the automated matching emails if you haven't subscribed yet		Online Training: <ul style="list-style-type: none"> • Introduction to Direct Certification in CNP Direct Certification
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> <i>(if operating SBP)</i> Complete daily edit check for breakfast		Online Training <ul style="list-style-type: none"> • How to Complete Daily Edit Checks • http://www.azed.gov/hns/nslp/forms/ • Daily Edit Check Worksheet • Simplified Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> <i>(if operating SBP)</i> Complete daily production record for breakfast		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Register for the Summer Food Service Program Summit taking place in February		
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> Schedule shipments for before or after winter break	New to USDA Foods? Be sure to attend a myFOODS training!	

MONTHLY CHECKLIST

JANUARY 2020

submit the Verification Report

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	Always available	
WEBINARS	Staying on Track : January 7 Submitting the Verification Summary Report (for LEAs that do verification activities): January 16 upLIFT Webinar Series: Eat Your Fruits and Veggies! : January 21 Promoting Your Child Nutrition Programs : January 28	Coming in 2020!
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> January 1 – January 10 <i>(best practice)</i> Submit December claims for reimbursement		Online Training: <ul style="list-style-type: none"> How to Submit a Claim in CNPWeb
<input type="checkbox"/> <i>(if operating multiple sites)</i> Internal On-Site Monitoring Form for lunch due by February 1 <i>(do not submit to ADE, keep on file)</i> <input type="checkbox"/> <i>(if operating SBP)</i> Complete Internal On-Site Monitoring Form for breakfast for at least 50% of sites		http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> Internal On-Site Monitoring Form—Lunch Internal On-Site Monitoring Form—Breakfast
<input type="checkbox"/> Submit Verification Summary Report if not yet done so (due by February 1) <input type="checkbox"/> <i>Last Chance!</i> Register for ADE's <i>Submitting the Verification Summary Report</i> live webinar		<ul style="list-style-type: none"> http://www.azed.gov/hns/nslp/verification/

JANUARY 2020

submit the Verification Report

	Updates	Resources
<input type="checkbox"/> Review the Site and Sponsor applications in CNPWeb and update with any changes that have taken place this year <ul style="list-style-type: none"> <input type="checkbox"/> SFA/Program/Site Contacts <input type="checkbox"/> Breakfast service method <input type="checkbox"/> Afterschool Care Snack Program participation 		Online Training: <ul style="list-style-type: none"> • How to Submit Site and Sponsor Applications in CNPWeb
<input type="checkbox"/> Prepare for National School Breakfast Week (NSBW) during March 2-6! This year's theme: <i>School Breakfast: Out of This World</i> <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm celebration ideas with your staff <input type="checkbox"/> Develop a special menu to serve during NSBW <input type="checkbox"/> Enter ADE's School Breakfast Recipe Contest! More info to come! 		https://schoolnutrition.org/Meetings/Events/NSBW/2020/ <ul style="list-style-type: none"> • School Nutrition Association (SNA) National School Breakfast Week
<input type="checkbox"/> January 1 Any mid-year hires (January 1 or later) only need to complete half of the training hours for their job category	<i>Don't forget, even new hires need Civil Rights training</i>	http://www.azed.gov/hns/nslp/trainingsps/ (USDA Professional Standards for School Nutrition Professionals tab) <ul style="list-style-type: none"> • SP 38-2016: Q&As on the Final Rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010"
<input type="checkbox"/> Continue tracking annual training hours for each school nutrition employee <ul style="list-style-type: none"> <input type="checkbox"/> Be sure the tracking includes the 4-digit USDA Learning Objective code for each training 		http://www.azed.gov/hns/nslp/trainingsps/ (USDA Professional Standards for School Nutrition Professionals tab) <ul style="list-style-type: none"> • ADE Training Tracker Forms (Fillable) • Professional Standards Learning Objectives • Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors • Designing your Employee Training Plan Workbook
<input type="checkbox"/> Prepare for USDA Foods participation in SY 20-21 <ul style="list-style-type: none"> <input type="checkbox"/> Review catalog requisition process (Quick Guide and/or YouTube video available in myFOODS) 		
<input type="checkbox"/> Continue to certify Household Applications returned to school <ul style="list-style-type: none"> <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households 		Online Training: <ul style="list-style-type: none"> • How to Process Household Applications

MONTHLY CHECKLIST

JANUARY 2020

submit the Verification Report!

	Updates	Resources
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> (if operating SBP) Complete daily edit check for breakfast	<i>New Online Training!</i>	Online Training <ul style="list-style-type: none"> • How to Complete Daily Edit Checks • http://www.azed.gov/hns/nslp/forms/ • Daily Edit Check Worksheet • Simplified Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> (if operating SBP) Complete daily production record for breakfast		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Register for the 2019 Summer Food Service Program Summit taking place in February		
<input type="checkbox"/> January 8 Call in for School Food Programs Quarterly Conference Call at 1:30pm		Register here: https://ems.azed.gov//home/SearchResults?SearchString=SchoolFoodProgramsQuarterlyConference
<input type="checkbox"/> If you process raw/bulk USDA Foods, ensure pound usage is at 60%		
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date"		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Stir-Fried Green Rice, Eggs and Ham		http://www.azed.gov/hns/nslp/uplift/ <ul style="list-style-type: none"> • Recipe Card

MONTHLY CHECKLIST

FEBRUARY 2020

deadline for Verification Report!

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	<h1>Coming in 2020!</h1>	
WEBINARS		
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> Due by February 1 Submit Verification Report!		
<input type="checkbox"/> Due by February 1 <i>(if operating multiple sites)</i> Internal On-Site Monitoring Form for lunch due by February 1 <i>(do not submit to ADE, keep on file)</i> <input type="checkbox"/> <i>(if operating SBP)</i> Complete Internal On-Site Monitoring Form for breakfast for at least 50% of sites		http://www.azed.gov/hns/nslp/forms/ <ul style="list-style-type: none"> Internal On-Site Monitoring Form—Lunch Internal On-Site Monitoring Form—Breakfast
<input type="checkbox"/> February 1 – February 10 <i>(best practice)</i> Submit January claims for reimbursement		Online Training: <ul style="list-style-type: none"> How to Submit a Claim in CNPWeb
<input type="checkbox"/> Begin USDA Foods catalog requisitions for SY 19-20 (brown box catalog, processing catalog, and DoD set-aside) in myFOODS		Online Training: <ul style="list-style-type: none"> myFOODS video tutorial: Placing Brown Box and Processing Requisitions (access the video through myFOODS) How to Create a Brown Box Catalog Requisition How to Create a Processing Catalog Requisition
<input type="checkbox"/> Prepare for Summer Food Service Program participation and review application requirements		http://www.azed.gov/hns/sfsp/
<input type="checkbox"/> Continue to certify Household Applications returned to school <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households		Online Training: <ul style="list-style-type: none"> How to Process Household Applications

FEBRUARY 2020

deadline for Verification Report!

	Updates	Resources
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> <i>(if operating SBP)</i> Complete daily edit check for breakfast		Online Training <ul style="list-style-type: none"> • How to Complete Daily Edit Checks • Daily Edit Check Worksheet • Simplified Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> <i>(if operating SBP)</i> Complete daily production record for breakfast		http://www.azed.gov/hns/nsfp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date"		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Cilantro-Lime Brown Rice		http://www.azed.gov/hns/nsfp/uplift/ <ul style="list-style-type: none"> • Recipe Card

(OPTIONAL) ADDITIONAL TASKS

<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

MONTHLY CHECKLIST

MARCH 2020

national school breakfast week!

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	<h1>Coming in 2020!</h1>	
WEBINARS		
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> March 2– March 6 Celebrate National School Breakfast Week (NSBW)! This year’s theme: <i>School Breakfast: Out of This World</i> <ul style="list-style-type: none"> <input type="checkbox"/> Let ADE know how you are celebrating by tagging @ADESchoolNutrition in your social media posts (@ADESchoolNutr on Twitter) and include #NSBW20 #FuelingAZ #LoveAZBreakfast <input type="checkbox"/> If your LEA does not use social media, email your stories and pictures to ADESchoolNutrition@azed.gov 		https://schoolnutrition.org/Meetings/Events/NSBW/2020/ <ul style="list-style-type: none"> • School Nutrition Association (SNA) National School Breakfast Week
<input type="checkbox"/> <i>(if operating SBP)</i> <i>Don't forget...</i> LEAs must provide outreach to households for SBP at the beginning of school and multiple times during the school year		http://www.azed.gov/hns/nslp/outreach/ <ul style="list-style-type: none"> • Memo CN 04-12: Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program
<input type="checkbox"/> March 1 – March 10 <i>(best practice)</i> Submit February claims for reimbursement		Online Training: <ul style="list-style-type: none"> • How to Submit a Claim in CNPWeb

MARCH 2020

national school breakfast week!

	Updates	Resources
<input type="checkbox"/> Prepare for the Farm to Summer Challenge June 15-26! <input type="checkbox"/> Attend the Farm to Summer Challenge webinar <input type="checkbox"/> Plan for the challenge using ADE's summer resources <input type="checkbox"/> Register for the challenge!		http://www.azed.gov/hns/azf2s/ (Farm to Summer tab) <ul style="list-style-type: none"> Farm to Summer Challenge Toolkit
<input type="checkbox"/> Complete USDA Foods catalog requisitions for SY 20-21 in myFOODS		Online Training: <ul style="list-style-type: none"> myFOODS video tutorial: Placing Brown Box and Processing Requisitions (access the video through myFOODS)
<input type="checkbox"/> Complete Summer Food Service Program application (if participating in USDA Foods for SFSP, applications must be submitted and approved by the end of April)		
<input type="checkbox"/> Interested in serving reimbursable meals during spring break? Consider applying for the At-Risk Afterschool Meals Program.		http://www.azed.gov/hns/atriskafterschoolmealsforsfa/ <ul style="list-style-type: none"> How to Apply for At-Risk Afterschool Meals for School Food Authorities How to Operate At-Risk Afterschool Meals for School Food Authorities
<input type="checkbox"/> Prepare for Annual Public Notification and Data Submission for all LEAs <input type="checkbox"/> April 1: Conduct Direct Certification for purposes of submitting Identified Student Data reflective of April 1, due to ADE by April 15		<ul style="list-style-type: none"> Look for HNS memo regarding Annual Public Notification and Data Submission for all LEAs
<input type="checkbox"/> Continue to certify Household Applications returned to school <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households		Online Training: <ul style="list-style-type: none"> How to Process Household Applications
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> (if operating SBP) Complete daily edit check for breakfast		Online Training <ul style="list-style-type: none"> How to Complete Daily Edit Checks http://www.azed.gov/hns/nsfp/forms/ Daily Edit Check Worksheet Simplified Daily Edit Check Worksheet

MONTHLY CHECKLIST

MARCH 2020

national school breakfast week!

	Updates	Resources
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> (if operating SBP) Complete daily production record for breakfast		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date" <input type="checkbox"/> <i>Reminder!</i> Schedule shipments for before or after spring break		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure usage of entitlement is at 75% <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Peanut Butter Banana Roll-Up		http://www.azed.gov/hns/nslp/uplift/ <ul style="list-style-type: none"> • Recipe Card

(OPTIONAL) ADDITIONAL TASKS

<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

APRIL 2020

submit your identified student data

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	<h2>Coming in 2020!</h2>	
WEBINARS		
PROFESSIONAL DEVELOPMENT		

Updates		Resources
<input type="checkbox"/> April 1 – April 10 <i>(best practice)</i> Submit March claims for reimbursement		Online Training: <ul style="list-style-type: none"> How to Submit a Claim in CNPWeb
<input type="checkbox"/> April 1 Conduct Direct Certification for purposes of submitting Identified Student Data reflective of April 1, due to ADE by April 15		
<input type="checkbox"/> Due April 15 Submit Annual Identified Student/ Enrollment Data to ADE		<ul style="list-style-type: none"> Look for HNS memo regarding Annual Public Notification and Data Submission for all LEAs
<input type="checkbox"/> Continue to work on Summer Food Service Program application (if participating in USDA Foods for SFSP, applications must be submitted and approved by the end of April)		
<input type="checkbox"/> Review DoD Fresh remaining balance in FFAVORS (prepare for statewide release of remaining funds in mid-May)		
<input type="checkbox"/> <i>(if last month of operation)</i> Even if you do not operate Summer Food Service Program (SFSP), LEAs are required to notify all households of the availability and location of free summer meals		http://www.azed.gov/hns/nsfp/outreach/ <ul style="list-style-type: none"> Arizona SFSP Site Locator USDA School Outreach Handout, Summer Meals Toolkit

APRIL 2020

submit your identified student data

	Updates	Resources
<input type="checkbox"/> Continue to certify Household Applications returned to school <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households		Online Training: <ul style="list-style-type: none"> • How to Process Household Applications
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> (if operating SBP) Complete daily edit check for breakfast		Online Training <ul style="list-style-type: none"> • How to Complete Daily Edit Checks • http://www.azed.gov/hns/nslp/forms/ • Daily Edit Check Worksheet • Simplified Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> (if operating SBP) Complete daily production record for breakfast		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> April 8 Call in for School Food Programs Quarterly Conference Call at 1:30pm		Register here: https://ems.azed.gov//home/SearchResults?SearchString=SchoolFoodProgramsQuarterlyConference
<input type="checkbox"/> If you process raw/bulk USDA Foods, ensure pound usage is at 90%		
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date"		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Chewy Granola Bar		http://www.azed.gov/hns/nslp/uplift/ <ul style="list-style-type: none"> • Recipe Card

MONTHLY CHECKLIST

MAY 2020

outreach for summer feeding!

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	<h1>Coming in 2020!</h1>	
ONLINE		
WEBINARS		
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> May 1 – May 10 <i>(best practice)</i> Submit April claims for reimbursement		Online Training: <ul style="list-style-type: none"> • How to Submit a Claim in CNPWeb
<input type="checkbox"/> Schedule final USDA Foods shipments for NSLP <input type="checkbox"/> <i>(if operating SFSP)</i> Schedule USDA Foods shipment		
<input type="checkbox"/> Schedule final DoD shipments		
<input type="checkbox"/> USDA Foods have been ordered for SY 20-21. Review the following reports in myFOODS to confirm what was purchased on your behalf: <ul style="list-style-type: none"> <input type="checkbox"/> 209 Report <input type="checkbox"/> Processor/Material/RA Detail Report <input type="checkbox"/> View Entitlement 		
<input type="checkbox"/> <i>(if last month of operation)</i> Even if you do not operate Summer Food Service Program (SFSP), LEAs are required to notify all households of the availability and location of free summer meals		http://www.azed.gov/hns/nsfp/outreach/ <ul style="list-style-type: none"> • Arizona SFSP Site Locator • USDA School Outreach Handout, Summer Meals Toolkit
<input type="checkbox"/> Take the School Nutrition Programs and School Food Programs Customer Satisfaction Survey		

MONTHLY CHECKLIST

MAY 2020

outreach for summer feeding!

	Updates	Resources
<input type="checkbox"/> Continue to certify Household Applications returned to school <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households		Online Training: <ul style="list-style-type: none"> • How to Process Household Applications
<input type="checkbox"/> (Daily) Count meals at point of service		
<input type="checkbox"/> Perform daily edit checks for lunch <input type="checkbox"/> (if operating SBP) Complete daily edit check for breakfast		Online Training <ul style="list-style-type: none"> • How to Complete Daily Edit Checks • http://www.azed.gov/hns/nslp/forms/ • Daily Edit Check Worksheet • Simplified Daily Edit Check Worksheet
<input type="checkbox"/> Complete and review daily production records for lunch <input type="checkbox"/> (if operating SBP) Complete daily production record for breakfast		http://www.azed.gov/hns/nslp/mealpattern/ <ul style="list-style-type: none"> • Production Record Template
<input type="checkbox"/> Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date"		
<input type="checkbox"/> If ordering DoD Fresh Produce: <ul style="list-style-type: none"> <input type="checkbox"/> Place \$150 minimum (per site) orders in FFAVORS <input type="checkbox"/> Review the Local Mix Sheet for Arizona grown produce <input type="checkbox"/> Ensure 2 week notice for special orders, including pre-packaged and pre-sliced <input type="checkbox"/> Receipt order within 7 days of delivery before placing next order 		http://www.azed.gov/hns/azf2s/ <ul style="list-style-type: none"> • Harvest of the Season • DoD Fresh Farm to School Calendar • Arizona Harvest Schedule
<input type="checkbox"/> Recipe of the Month! <input type="checkbox"/> Very Berry Yogurt Pizza		http://www.azed.gov/hns/nslp/uplift/ <ul style="list-style-type: none"> • Recipe Card

(OPTIONAL) ADDITIONAL TASKS

<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

MONTHLY CHECKLIST

JUNE 2020

end of the program year

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	<h2>Coming in 2020!</h2>	
WEBINARS		
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> June 1 Application for Special Assistance Provision 2 or Provision 3 due		http://www.azed.gov/hns/nslp/provisions/ <ul style="list-style-type: none"> Special Assistance Application
<input type="checkbox"/> June 1 – June 10 <i>(best practice)</i> Submit May claims for reimbursement		Online Training: <ul style="list-style-type: none"> How to Submit a Claim in CNPWeb
<input type="checkbox"/> June 15 – June 26 Participate in the Farm to Summer Challenge		http://www.azed.gov/hns/azf2s/ (Farm to SFSP tab)
<input type="checkbox"/> June 30 Application for the Community Eligibility Provision (CEP) due		http://www.azed.gov/hns/nslp/provisions/ <ul style="list-style-type: none"> Apply for Community Eligibility Provision Recorded webinar: Applying for CEP
<input type="checkbox"/> Verify final USDA Foods shipments		
<input type="checkbox"/> Receipt final DoD shipments		
<input type="checkbox"/> <i>(if still in operation)</i> Continue to certify Household Applications returned to school <ul style="list-style-type: none"> <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households 		Online Training: <ul style="list-style-type: none"> How to Process Household Applications
<input type="checkbox"/> <i>(if still in operation)</i> (Daily) Count meals at point of service		

