



Arizona Department of Education

Health and Nutrition Services Division

HNS 15-2019

MEMORANDUM

TO: Local Educational Agencies Operating the National School Lunch Program

FROM: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

DATE: July 3, 2019

SUBJECT: Welcome Back to School Nutrition Programs: School Year 2019-2020

Original Signed

The purpose of this memorandum is to communicate programmatic updates and provide useful information about the annual application process for the National School Lunch/School Breakfast Programs (NSLP/SBP) specific to School Year (SY) 2019-2020.

Important Updates from ADE and USDA

Administrative Review Schedule

By June 1, 2019, all Local Educational Agencies (LEAs) scheduled to receive an Administrative Review (AR) in SY 2019-2020 will have been notified by memorandum. The Arizona Department of Education (ADE) will release an online training, *How to Prepare for Your Administrative Review*, along with the SY 2019-2020 Off-site Assessment Tool as soon as the 2019-2020 USDA AR guidance is distributed. The SY 2019-2020 AR schedule can be found on the ADE website at <http://www.azed.gov/hns/nslp/ar/>.

CNP Direct Certification Enhancements

Automated Matching

On October 24, 2018, ADE released [*HNS 34-2018: Automated Matching and Email Notification in CNP Direct Certification*](#) notifying School Food Authorities (SFAs) the CNP Direct Certification system now conducts automated searches and provides users who opt in to the email subscription a notice that a new match has been found. To opt in, simply click the 'Email Notification' link located in the menu bar at the top of the CNP Direct Certification page, click 'Opt-In,' and then click 'Save.' It is up to the LEA to opt in and provide an email address where the notification will be sent.

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Comprehensive Matching Report

As a reminder, the Comprehensive Match Report will combine the results of all searches **by search type** for the entire program year. For example, all searches that are completed using the State Student ID (SAIS ID) will be combined in the State Student ID comprehensive report, even if SAIS ID was used with any of the search methods: Individual Student Lookup, State Match, or File Upload. Due to this comprehensive report, ADE highly recommends that each SFA utilize only one search type, with SAIS ID search as the best practice.

ADE will be hosting a [Direct Certification Best Practices](#) webinar on July 9, 2019 to review the latest enhancements such as automated matching and the comprehensive matching report to ensure SFAs are getting the most out of the system. To register for this webinar, go to EMS at: <https://ems.azed.gov/Home/Calendar>.

CNP Verification

The application CNP Verification, which contains the Verification Summary Report (VSR) and Second Review of Applications, will be located in ADEConnect starting October 2019. Additionally, the format of the VSR has changed. CNP Verification will give an interview-style questionnaire in which the user will be asked one question at a time. CNP Verification interfaces with other existing CNP systems to prefill data fields and to assist the LEA with answering the applicable questions. If a field is not applicable to an LEA, it will automatically move on to the next question. To gain access to CNP Verification in ADEConnect, please contact your Entity Administrator. ADE will release additional training and notifications to remind LEAs of the new system this fall.

At-Risk Afterschool Meals Streamlined for School Food Authorities

On May 31, 2019, ADE released [HNS 09-2019: Streamlining At-Risk Afterschool Meals for School Food Authorities in Arizona](#) notifying the field that starting October of SY 2019-2020, the At-Risk Afterschool Meals for SFAs will be administered by School Nutrition Programs. USDA has streamlined the requirements for schools participating in At-Risk Afterschool Meals through the Child and Adult Care Food Program (CACFP) to be more consistent with those of NSLP to provide significant administrative relief without compromising the integrity of the program. The memo is available on the ADE website at: <http://www.azed.gov/hns/memos/>.

The At-Risk Afterschool Meals component of the CACFP offers Federal funding to afterschool programs that serve a meal or snack to children in low-income areas. SFAs may participate in the At-Risk Afterschool Meals in schools where at least 50 percent of the children are eligible for free or reduced-price school meals or are located in the attendance area of an eligible school as required by 7 CFR §226.17a(a). Through this component, eligible schools may offer an afterschool snack and afterschool meal to all children. Additionally, eligible schools are able to offer their choice of one meal (breakfast, lunch or supper) and one snack to children during weekends and breaks when school is not in session.

New Food Program Permanent Service Agreement

ADE has released a single Food Program Permanent Service Agreement (FPPSA) for SFAs with respect to the operation of any combination of the Child Nutrition Programs. The FPPSA, released June 2019, now includes the NSLP, SBP, Special Milk Program (SMP), Summer Food

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Service Program (SFSP) and At-Risk Afterschool Meals component of CACFP. This document can be found on the Program Forms webpage at: <http://www.azed.gov/hns/nslp/forms/>.

Paid Lunch Equity (PLE)

USDA released [*SP 27-2019: Paid Lunch Equity: Guidance for School Year 2019-20*](#) to provide an updated qualification for LEAs to be exempt from the PLE requirements found at 7 CFR 210.14(e) for SY 2019-2020. SFAs with a positive or zero balance in its nonprofit school food service account as of December 31, 2018, are exempt from PLE requirements. To request an exemption, the SFA must complete the Net Cash Resource Worksheet showing a positive or zero balance and submit to their School Nutrition Programs Specialist. The form can be found on the Program Forms webpage at: <http://www.azed.gov/hns/nslp/forms/>.

USDA Meal Pattern Flexibilities

The final rule has increased flexibility in the Child Nutrition Programs related to milk, grains, and sodium effective SY 2019-2020, which begins July 1, 2019.

- First, it will broaden the milk options in the NSLP and SBP by allowing local operators to permanently offer flavored, low-fat milk. For consistency across nutrition programs, it will also allow flavored, low-fat milk in the Special Milk Program for Children and in the Child and Adult Care Food Program for participants ages 6 and older.
- Second, this final rule allows SFAs the flexibility to provide enriched grains so long as at least 50% of the grains offered each week are whole grain-rich. This new flexibility also removes the need for a whole grain-rich exemption request.
- Third, it will provide schools operating the lunch and breakfast programs more time for gradual sodium reduction by retaining Sodium Target 1 through the end of 2023-2024, continuing to Target 2 in SY 2024-2025, and eliminating the Final Target that would have gone into effect in SY 2022-2023.

On April 17, 2018, ADE hosted a webinar overviewing the nutritional differences between whole grains and enriched grains and how the USDA Final Rule on Child Nutrition Program Flexibilities impacts whole grain-rich requirements. If you missed the webinar, you can review the recording on the ADE webpage at: www.azed.gov/hns/nslp/trainingsps/snparchivedwebinars. On April 11, 2018, ADE invited LEAs to sign a pledge to serve all whole grain-rich items in lieu of the updated flexibilities around whole grains. All LEAs who sign the pledge will be listed on the ADE School Nutrition Programs website and will receive stickers in the mail. To take the pledge, please go to: <https://www.surveymonkey.com/r/WholeGrainRichPledge>.

Professional Standards Flexibility

On March 21, 2019, USDA held a webinar to review provisions of the final rule, *Hiring Flexibility Under Professional Standards*, which USDA published on March 1, 2019. This final rule adds four flexibilities to the hiring standards for new school nutrition program directors in small LEAs and new school nutrition program State directors, as established under the professional standards regulations for the NSLP and SBP. These changes are expected to expand the pool of candidates qualified to serve as leaders in the school nutrition programs while continuing to ensure that school nutrition professionals are able to perform their duties effectively and efficiently. The final rule is available at: <https://www.fns.usda.gov/school-meals/fr-030119>. The link to the recording of the webinar is available at: <https://youtu.be/0AeDUE5FJk4>.

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Local Wellness Policy (LWP) Assessment

By July 30, 2017, LEAs were expected to fully comply with the requirements of the [Local School Wellness Policy Implementation Under the Healthy Hunger-Free Kids Act of 2010 final rule](#). One component of this final rule was the triennial self-assessment of LEAs wellness policies. By the completion of SY 2019-2020, LEAs should have assessed their compliance with their own wellness policies, how their policy compares to model wellness policies, and progress made in attaining the goals of their policy. Assessment results are required to be made available to the public. For example, LEAs may choose to publish a summary of their assessment results on their website. ADE has created several resources to support LEAs in meeting these requirements, including a fillable infographic template which may be used to publish assessment results. ADE will host a webinar, [Local Wellness Policy Assessment: Making it Meaningful](#) on October 22, 2019 to provide a more detailed training on policy assessment and will release an accompanying local wellness policy assessment training workbook. For more resources and information, visit www.azed.gov/hns/nslp/lwp/.

Team Nutrition Training Grant– Year 3 (Final Year)

The Health and Nutrition Services Division (HNS) was awarded a three-year 2017 Team Nutrition Grant through the Food and Nutrition Services of the USDA, administered from October 1, 2017 to September 30, 2020. With the \$494,000 grant, ADE awarded three sub-grants to Concordia Charter School, Deer Valley Unified District, and Humboldt Unified District. The sub-awards require the LEAs to designate or hire a Wellness Coordinator to utilize the local school wellness policy and ADE's Activity and Assessment Tool as the framework to: (1) offer appealing and nutritious school meals, (2) provide nutrition education, and (3) build a school environment that promotes healthy eating. Overall, the grant supports LEAs in implementing multilevel interventions to improve elementary student nutrition knowledge and attitudes that shape behaviors and align with the 2015 Dietary Guidelines for Americans.

Throughout the grant period, the awarded LEAs are documenting their experiences and will provide feedback for other LEAs in how to replicate this work at the end of the grant period (September 2020). Additionally, ADE is collecting data related to student knowledge, attitudes, and behaviors around fruits and vegetables to share with the state at the end of the grant period.

Improving Student Health and Academic Achievement through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools: Nutrition Training Grant– Year 2

ADE was awarded funding from the Centers for Disease Control and Prevention's (CDC) School Health Branch (CDC Healthy Schools). The purpose of this project is to: (1) increase the number of students who consume nutritious food and beverages (i.e., those aligned with the Dietary Guidelines for Americans); (2) increase the number of students who participate in daily physical education and physical activity; and (3) increase the number of students who can effectively manage their chronic health conditions. This program is a part of the Arizona Department of Education, Health and Nutrition Services Division, School Health and Safety Unit.

The project focuses on strategies and activities within the context of the Whole School, Whole Community, Whole Child model (WSCC). The WSCC model has 10 components, with the effect on children as the focus: health education; physical education and physical activity; nutrition environment and services; health services; counseling, psychological, and social services; social and emotional climate; physical environment; employee wellness; family engagement; and

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community involvement. Schools, health agencies, parents, and communities share a common goal of supporting the health and academic achievement of children and adolescents.

upLIFT

ADE is launching the *upLIFT* webpage and webinar series in SY 2019-2020. The goal of *upLIFT* is to positively influence dietary behaviors in students by providing resources to teach school nutrition professionals about nutrition and inspire them to serve quality food to their students. The content provided through *upLIFT* will help professionals learn, be inspired, feed students, and teach colleagues about the importance of good nutrition and school nutrition programs. ADE hopes that those who attend *upLIFT* webinars and utilize its resources will share successes and ideas with other decisionmakers in the field. SFAs can visit the *upLIFT* webpage at: www.azed.gov/hns/nslp/upLIFT and can register for *upLIFT* webinars in EMS at: <https://ems.azed.gov/Home/Calendar>.

Social Media/Blog

In SY 2018-2019, ADE School Nutrition Programs launched the ADE School Nutrition Blog and social media channels. The blog is updated monthly and highlights outstanding work done by SFAs, helpful resources, summaries of technical assistance and best practices. You can find the blog at www.azed.gov/hns/adesnpblog. On social media platforms, ADE shares information about upcoming trainings, photos shared by SFAs, nutrition education, and reminders about important NSLP deadlines. You can follow ADE School Nutrition Programs on Instagram (@ADESchoolNutrition), Twitter (@ADESchoolNutr), and Facebook (ADE School Nutrition).

Advisory Council

ADE School Nutrition Programs strives to support SFAs in Arizona as they provide nourishing meals for children. ADE is excited to announce the formation of the School Nutrition Programs Advisory Council (SNPAC). This council is being created to serve as a liaison between ADE School Nutrition Programs and SFAs in the state of Arizona. This group will work to improve communication and understanding of one another's needs, challenges, and priorities so to better serve the children of Arizona through all Child Nutrition Programs. ADE will be accepting applications for participation in the SNPAC during the month of September.

Alternative Breakfast Models

ADE is continuing efforts to increase students' access to breakfast by supporting schools with implementing alternative breakfast models, such as Grab 'N' Go. Grab 'N' Go is an alternative model where quick, easy-to-serve meals are offered at various locations around the school. This model makes breakfast more accessible to students and allows more time to eat by bringing meals to the students in convenient locations. Grab 'N' Go can be served as the sole breakfast service option, or it can be served in addition to the traditional cafeteria service, providing students even more options for breakfast. It can also be served as Grab 'N' Go to the Classroom, which is a hybrid between Grab 'N' Go and Breakfast in the Classroom (BIC) where students pick up their meals from a convenient location and take them to the classroom for consumption. This can be a great option for schools that want the benefits of BIC without the burden of teachers having to serve and count meals. ADE has created an [infographic](#) to help schools transition to a Grab 'N' Go to the Classroom model. ADE has also created the Arizona School Breakfast Toolkit, in partnership with the Association of Arizona Food Banks, Dairy Council of Arizona, and Valley of the Sun United Way. The toolkit has been revised and expanded to

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include BIC, Grab 'N' Go and Second Chance Breakfast and is full of resources to assist schools with implementing one of these alternative models. Access the toolkit on ADE's School Breakfast Program webpage <http://www.azed.gov/hns/nslp/sbp/> under the Alternative Service Models tab.

Community Eligibility Provision (CEP) – Sixth Year of Implementation

The intent of CEP is to improve access to no-cost school meals in eligible high poverty LEAs and schools, and to eliminate the administrative burden of collecting household applications. A school is eligible for CEP if the identified student percentage is at least 40 percent. In SY2018-2019, 372 sites implemented CEP, representing 152 LEAs. This year, ADE has received over 70 new CEP site applications for SY 2019-2020.

As a reminder, ADE released [*HNS 21-2018: Questions and Answers Regarding Community Eligibility Provision and Title I Funding*](#) to provide clarification regarding the impact of CEP implementation and Title I funding allocations.

Annual Notice of Application (CNPWeb Site & Sponsor Applications)

CNPWeb Online Application Instructions

LEAs are required to submit their site and sponsor applications using CNPWeb each school year. After **June 1, 2019**, online site and sponsor applications for Program Year 2020 (SY2019-2020) will be available to complete and submit for approval. The annual submission and approval of the site and sponsor applications is a required step for LEAs to submit reimbursement requests for meals served under the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and Afterschool Care Snack Program (ASCSP). A Step-by-Step guide that reviews how to submit CNPWeb site and sponsor applications is available on ADE's training website at: www.azed.gov/hns/nslp/trainingsps/online.

It is advised that the School Food Authority Contact be the person who is fulfilling the duties of the school nutrition program director*.

**The individual who plans, administers, implements, monitors, and evaluates all district-wide aspects of the school nutrition program is generally considered by USDA and ADE to be a "school nutrition program director," regardless of their job title. Program director duties generally include sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, recordkeeping, program accountability, marketing, customer service, nutrition education, general management, personnel management, and computer technology.*

Reminders

- Please allow three weeks for approval of the site and sponsor applications.
- The site application(s) must be submitted before the sponsor application.
- Accuracy of contact information on the site and sponsor applications is critical for the ADE to provide SFAs with program information throughout the year. Our primary method of communication will be via email, which will be sent to the person listed as the

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- School Food Authority Contact and Program Contact within the sponsor application.
- Review the application checklist to ensure that all of the required documents have been submitted. **The online sponsor application in CNPWeb will not be approved until all the checklist items are submitted and approved.**
- LEAs contracting with a vendor or a food service management company, or providing meals to schools outside of the district will need:
 - A new contract or renewal of the existing contract prior to approval of the sponsor application. Visit <http://www.azed.gov/hns/sfp/> under the tab *Contract Management* for more information.
- LEAs adding sites to the CNPWeb system:
 - Must complete and submit the Add/Change/Delete Health & Nutrition Services-Entity Data Form to ADE to add a new school to the online application. The form is located at: <http://www.azed.gov/hns/nslp/forms/>.
- LEAs with sites that have a separate Head Start/Preschool operation on their campus to which they provide and claim meals must:
 - Enter the Head Start/Preschool information as a part of the online site application for the site providing the meals (not as a separate site application in CNPWeb).
 - Make sure to note the separate Head Start/Preschool operation in the point of service description (Section 6 of the sponsor application).

Applications & Certification Documents Sent to Households

HNS and USDA have not implemented any changes to the household application and accompanying materials for SY 2019-2020. All program forms for SY 2019-2020 can be accessed on the ADE website at: <http://www.azed.gov/hns/nslp/forms/>. Additionally, USDA has confirmed there are no changes to the *USDA Eligibility Manual for School Meals* published July 18, 2017. This manual can be found on the ADE website at: <http://www.azed.gov/hns/nslp/programguidance/>.

Reminders

- Each year, the Income Eligibility Guidelines and the Error Prone Guidelines are updated. Please be sure to access these on the ADE website at: <http://www.azed.gov/hns/nslp/forms/>.
- LEAs cannot accept and process any household applications before the beginning of the federally defined school year (July 1 through June 30).
- LEAs operating on a year-round schedule should distribute applications and base eligibility determinations on the current fiscal year income guidelines on/or after July 1.
- Approved household applications from the previous school year are only valid for the first 30 days of operation of the new school year.

Training

HNS offers training opportunities through regional in-person trainings, online web-based courses, professional development, and live/recorded webinars to learn and practice the fundamentals of the NSLP, SBP, ASCSP, and At-Risk Meals for SFAs. Trainings are designed

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for the various job duties of school nutrition professionals and meet the USDA Professional Standards Learning Objectives.

This year, ADE has drafted specialized curricula based on job duties to help customers get started creating training plans for the year. Each curriculum provides suggested trainings relevant to a specific role. Additionally, regional in-person trainings are offered in two levels: level 1 is recommended for new staff members with 0-1 year of experience and level 2 for staff with 2 or more years of experience and prior knowledge. The [2019-2020 Training Curriculum and Brochure](#) is found on the training website at <http://www.azed.gov/hns/nslp/trainingsps/>. This year's schedule also includes training dates for School Food Programs trainings, including myFOODS and Procurement. Online registration is required for all regional trainings.

Online Course Library

HNS continues to expand its Online Training Library which currently houses 44 online trainings. Topics include: How to Process Household Applications, How to Create a Benefit Issuance Document, Introduction to CNP Direct Certification, and Step-by-Step Instructions covering all the methods to run direct certification. The library also offers "Meal or No Meal," which provides attendees an opportunity to practice identifying a reimbursable meal under Offer versus Serve (OVS). No registration is required; trainings and their descriptions can be accessed at: www.azed.gov/hns/nslp/trainingsps/online/. A survey link will be made available at the end of each online training and users are encouraged to complete this survey in order to receive a certificate of completion.

Expanded Webinar Series

HNS will resume the Staying on Track webinar series which will be offered the first Tuesday of each month from 1:30pm-2:30pm beginning in July 2019. These webinars will provide LEAs with reminders about the tasks, deadlines, and activities that should occur to maintain compliance with program regulations, and highlight the resources available for these tasks.

In addition to the Staying on Track series, HNS will also be offering *upLIFT* and general content webinars. Topics will include Starting a Salad Bar, Using Taste Tests and Surveys to Engage Students in School Meals, Preschool Meal Pattern for School Food Authorities, and Recognizing a Reimbursable Breakfast Meal at the Point of Service. An exhaustive list of these new webinars and their descriptions is available in the [2019-2020 Training Curriculum and Brochure](#) available at: <http://www.azed.gov/hns/nslp/trainingsps/>. All webinars will include a designated time for the trainer to answer attendees' questions. Additionally, all webinars are recorded and made available along with their corresponding slides on the training website following completion of the live webinar. These can be found at <http://www.azed.gov/hns/nslp/trainingsps/>.

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