How to Apply for At-Risk Afterschool Meals for School Food Authorities

STEP-BY-STEP INSTRUCTION

Revised February 2021

Professional Standards Learning Code: 3310, 4120

Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP).** All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Apply for At-Risk Afterschool Meals for School Food Authorities

Key Area: 3000 – Administration & 4000 – Communication

Learning Codes: 3310, 4120

Length: 30 minutes

Objectives

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

- understand the application process used to participate in At-Risk Afterschool Meals (At-Risk) for School Food Authorities;
- complete the fields applicable to At-Risk within the CNPWeb site application; and
- determine if any pending checklist items need to be sent to the Arizona Department of Education (ADE).

Definitions

ADEConnect: An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

School Food Authority (SFA): The governing body which is responsible for the administration of one or more schools; and has the legal authority to operate the Child Nutrition Programs therein or is otherwise approved by the Food and Nutrition Service to operate the Child Nutrition Programs.

Site Eligible: Indicates that the site where meal service occurs has at least 50% of enrolled students eligible for free or reduced-price meals.

Area Eligible: Indicates that the site where meal service occurs does not have at least 50% of enrolled students eligible for free or reduced-price meals but is located in the attendance area of a school that does have at least 50% of enrolled students eligible for free or reduced-price meals.

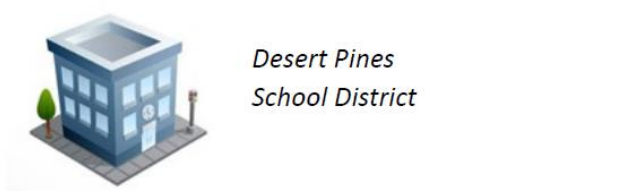
Definitions

Site: ADE's term for the individual location where meal service takes place.

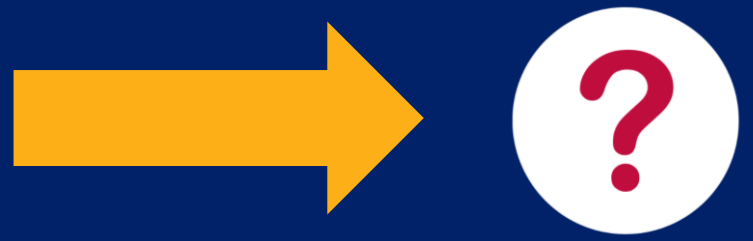
Sponsor: ADE's term for the entity that is responsible for the administration of Child Nutrition Programs.

For example, Desert Pines School District sponsors three sites that serve program meals: Dry Desert Elementary, Desert Malcom Middle School and Pine Grove Middle School.

ADE will hold the LEA accountable for NSLP requirements at all sites during the program year.



- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



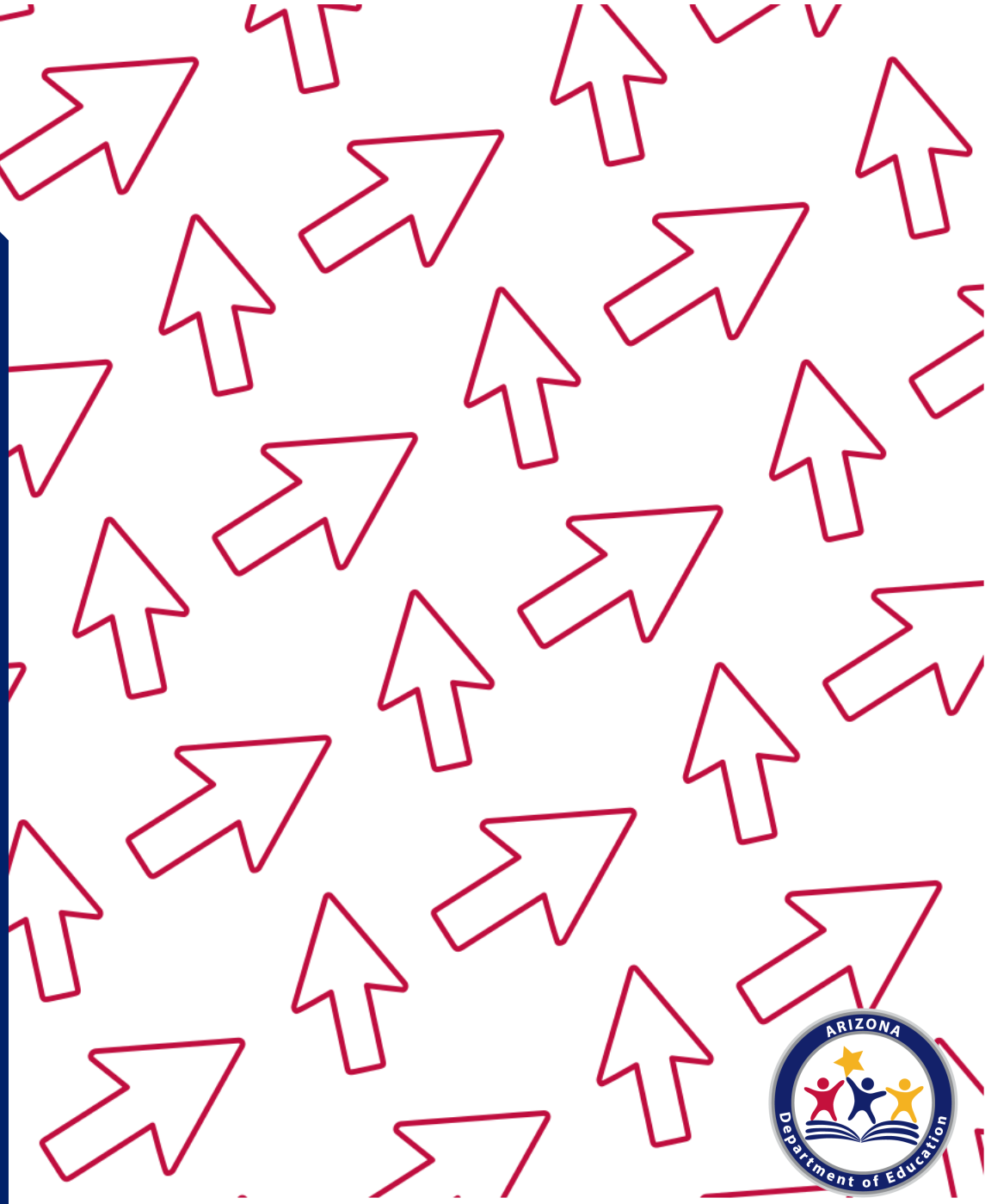
How to Apply for At-Risk Afterschool Meals for School Food Authorities

This Step-by-Step Instruction will include:

At-Risk Application Documentation	Slides 8 – 20
Completing Sections 10a. & 10c. Of the CNPWeb Site Application	Slides 21 – 46

The following slides will only cover how-to instructions for the At-Risk section of the CNPWeb site application. ***Please refer to the NSLP and SBP Training webpage for how to complete other sections of the CNPWeb applications.***

At-Risk Application Documentation



At-Risk Application Documentation

Introduction

The process for SFAs to apply for At-Risk Afterschool Meals has recently been streamlined to align with the NSLP application process. Depending on the operation, some sites will be required to submit additional application documentation that will be addressed in this training.

- SFAs can apply for At-Risk at any time during the school year or at the beginning of each program year when NSLP applications are being renewed.

At-Risk Application Documentation

Required Application Documentation

CNPWeb Site Application

- The SFA is required to indicate At-Risk implementation on the site application for all sites that wish to operate At-Risk.

Addendum

- The SFA At-Risk Afterschool Meals Responsible Principals Addendum is required to be submitted to ADE for all SFAs that wish to operate At-Risk.

Permanent Agreement

- The most updated version of the Food Program Permanent Service Agreement (FPPSA) is required to be submitted to ADE for all SFAs that wish to operate At-Risk.

At-Risk Application Documentation

CNPWeb Site Application

The site application in CNPWeb, specifically sections 10a. and 10c., contains site-specific information pertaining to At-Risk which is required to be provided. Once approved by ADE, claims that include fields for At-Risk will generate in CNPWeb for the months of operation indicated in the site application.

- Detailed instruction on how to complete sections 10a. and 10c. of the site application will be available in the next section of this training.
- CNPWeb site and sponsor applications are required to be renewed **annually**.

At-Risk Application Documentation

Addendum

The *SFA At-Risk Afterschool Meals Responsible Principals Addendum* must be completed by SFAs who wish to participate in At-Risk. Information in this addendum is required by CACFP but is not obtained in the CNPWeb site application for NSLP. SFAs are required to include, at a minimum, the school food service director, accountant, and the responsible administrator (principal or superintendent).

- This addendum is not submitted annually but rather when there is a change in responsible principals.
- When submitting this addendum, please email a copy to your assigned Programs Specialist.

At-Risk Application Documentation

Permanent Agreement

SFAs must ensure ADE has on file the *Food Program Permanent Service Agreement (FPPSA)* that was made available starting June 2019; this FPPSA includes the At-Risk information. Any FPPSA that ADE has on file dated prior to June 2019 will be considered outdated and required to be renewed for At-Risk operators.

- The FPPSA is not submitted annually but rather when there is a change to the agreement or a change in authorized representatives.
- Please note if a FPPSA has been submitted after June 2019, an additional submission is not required.

At-Risk Application Documentation

Catering and Food Service Management Contracts

For SFAs who are under contact with a caterer or a Food Service Management Company, a material change may be required. This circumstance occurs on a case-by-case basis, and the SFA is required to contact ADE's Contracts Management Officer to inquire about this potential change.

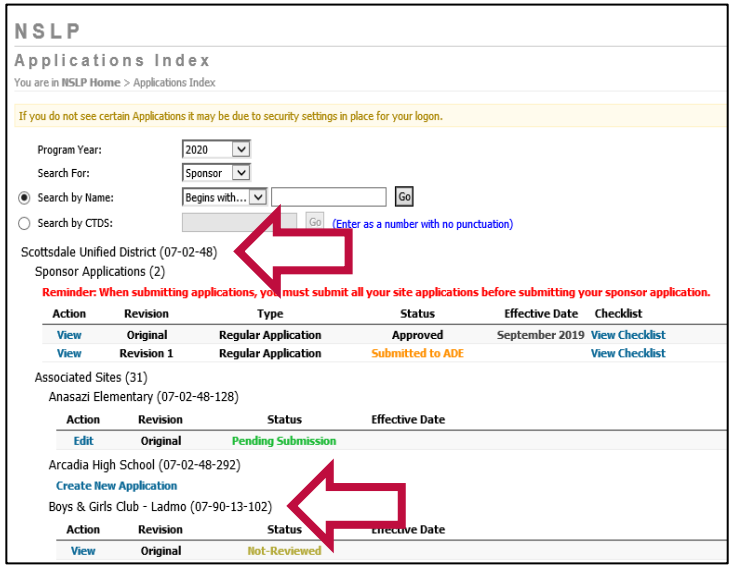
- Please contact HNS at HNSContracts@azed.gov to determine whether a material change is needed to operate At-Risk.

At-Risk Application Documentation

Legally Separated Sites

All Sponsors of the Child Nutrition Programs (CNPs) have the option of entering into an Inter-Agency Agreement (IAA) with non-associated sites. A non-associated site is any site legally separated with a different CTD number. An example of this is a school district that goes into contract through an IAA with another site that is legally separated and not a part of the school district.

- Please see the example of *Scottsdale Unified District* and the *Boys & Girls Club – Ladmo* where, although the site is listed under the sponsor, their CTD numbers do not correlate.



IAA

At-Risk Application Documentation

Submitting the IAA

An IAA must be submitted to ADE when a school district operates any CNP, including At-Risk, at one or more non-associated site. In these cases, one district would administer the school meals program for the district sites as well as the non-associated site. The administering district is responsible for submitting the contract to ADE. A signed copy of the agreement must be provided to ADE for approval.

- Please send all IAAs to HNSContracts@azed.gov.
- The IAA can be found on the NSLP and SBP Program Forms webpage under the Vendor Contracts accordion.

Of the following options below, which application documentation is **required for all SFAs** who wish to operate At-Risk?

A) The CNPWeb site application, current Permanent Agreement, and contract material.
B) The CNPWeb site application, *SFA At-Risk Afterschool Meals Responsible Principals Addendum*, and current Permanent Agreement.
C) The CNPWeb site application, *SFA At-Risk Afterschool Meals Responsible Principals Addendum*, and IAA.

Of the following options below, which application documentation is **required for all SFAs** who wish to operate At-Risk?

A) The CNPWeb site application, current Permanent Agreement, and contract material.
B) **The CNPWeb site application, *SFA At-Risk Afterschool Meals Responsible Principals Addendum*, and current Permanent Agreement.**
C) The CNPWeb site application, *SFA At-Risk Afterschool Meals Responsible Principals Addendum*, and IAA.

A material change within a catering contract or Food Service Management Company and an IAA are only required to be submitted for those with special circumstances in their operation. The CNPWeb site application, *SFA At-Risk Afterschool Meals Responsible Principals Addendum*, and the current Permanent Agreement are the only application documents required for all SFAs.

When is an SFA required to submit an IAA to ADE's Contracts Management Officer?

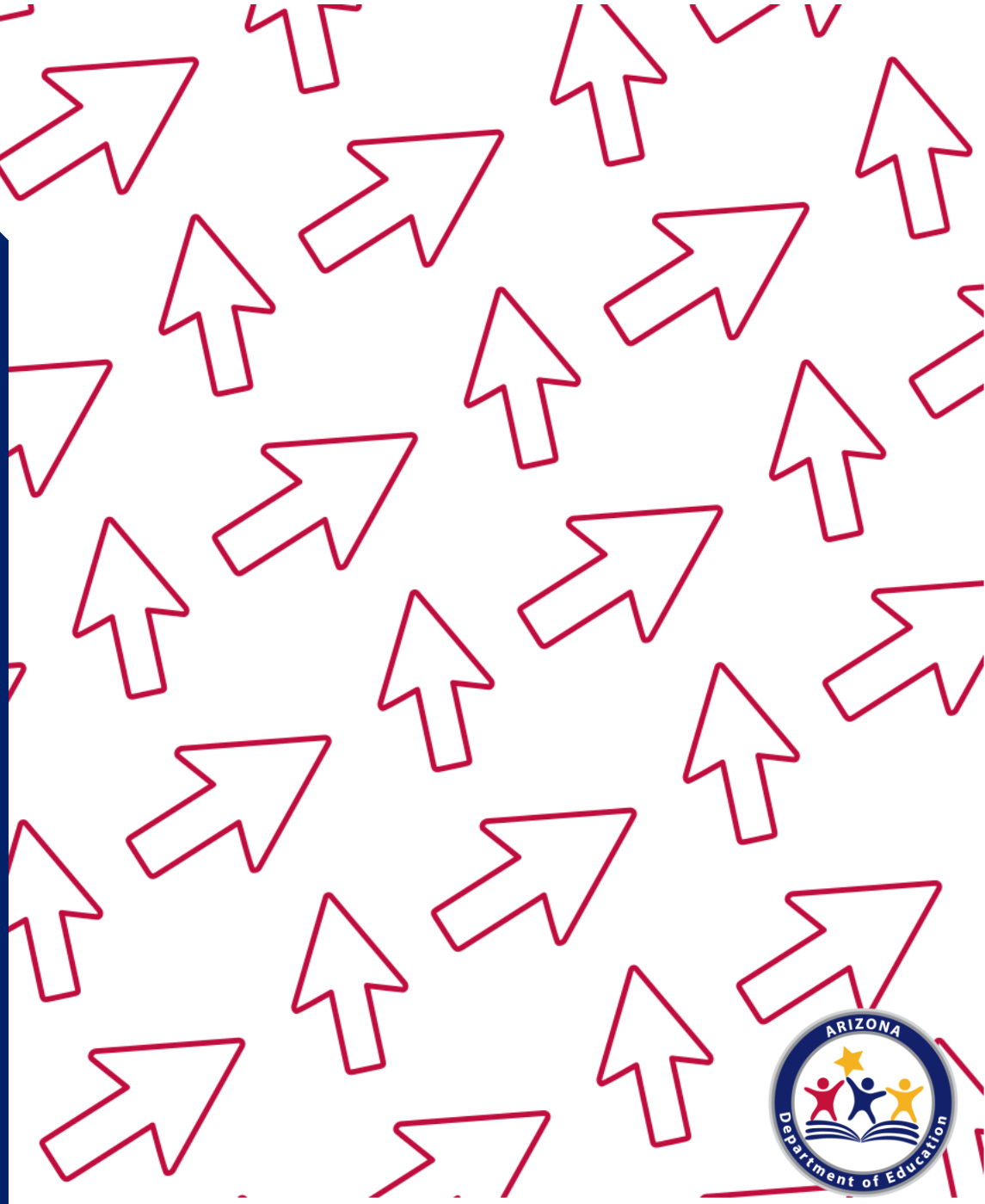
A) When a material change is needed in the catering or Food Service Management Company contract.
B) When any SFA applies for At-Risk.
C) When a responsible principals contact has changed in the *SFA At-Risk Afterschool Meals Responsible Principals Addendum*.
D) When an SFA has agreed to sponsor the At-Risk meal service for a non-associated site.

When is an SFA required to submit an IAA to ADE's Contracts Management Officer?

A) When a material change is needed in the catering or Food Service Management Company contract.
B) When any SFA applies for At-Risk.
C) When a responsible principals contact has changed in the *SFA At-Risk Afterschool Meals Responsible Principals Addendum*.
D) **When an SFA has agreed to sponsor the At-Risk meal service for a non-associated site.**

SFAs are <u>only</u> required to submit an IAA to ADE when they have agreed to sponsor and operate any CNP, including At-Risk, at a non-associated site that is legally separate.

Completing Sections 10a. & 10c. of the Site Applications



Completing Sections 10a. & 10c. of the Site Application

Before Continuing

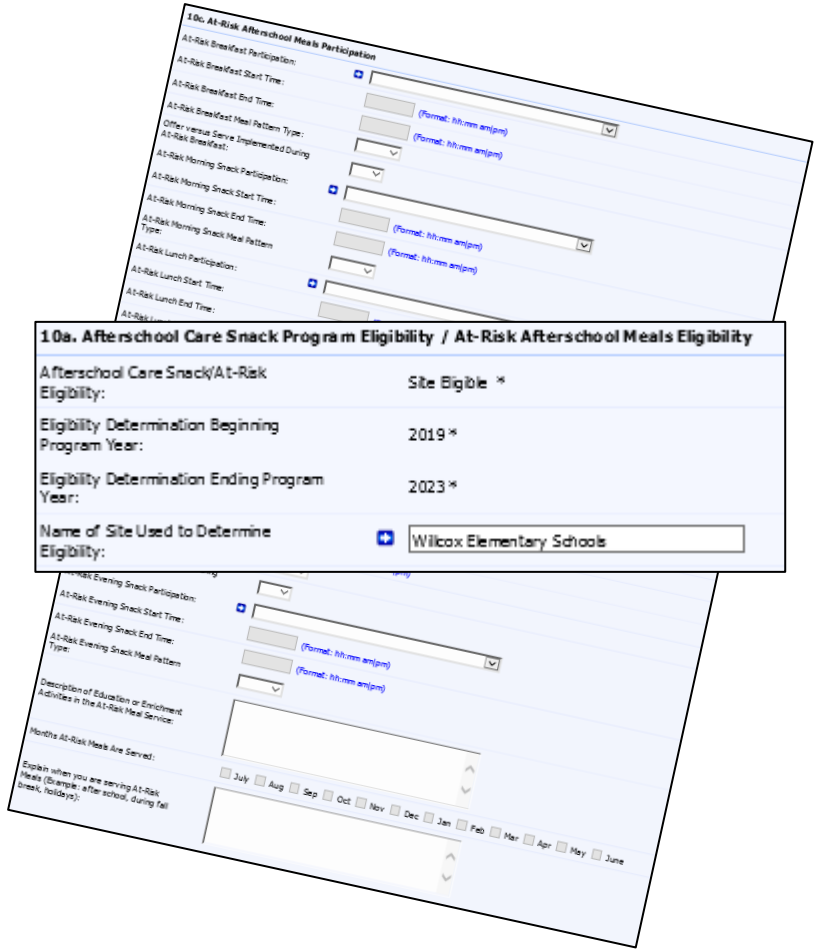
- Prior to taking this step-by-step training, attendees were instructed to take ADE's training Step by Step Instruction: How to Submit a Site and Sponsor Applications in CNPWeb.
- This training will only cover the application process for At-Risk—not the entire application process.
- To complete the application process for At-Risk, a sponsor application must be submitted after the site application.
- If you are not familiar with submitting a site and sponsor application in CNPWeb, please refer to the training above.
- The next slide displays directions on how to complete the At-Risk sections (10a. and 10c.) of the site application.

Completing Sections 10a. & 10c. of the Site Application

Application Examples

To the right, you will see visual examples of sections 10a. and 10c. of the site application that will contain information on At-Risk.

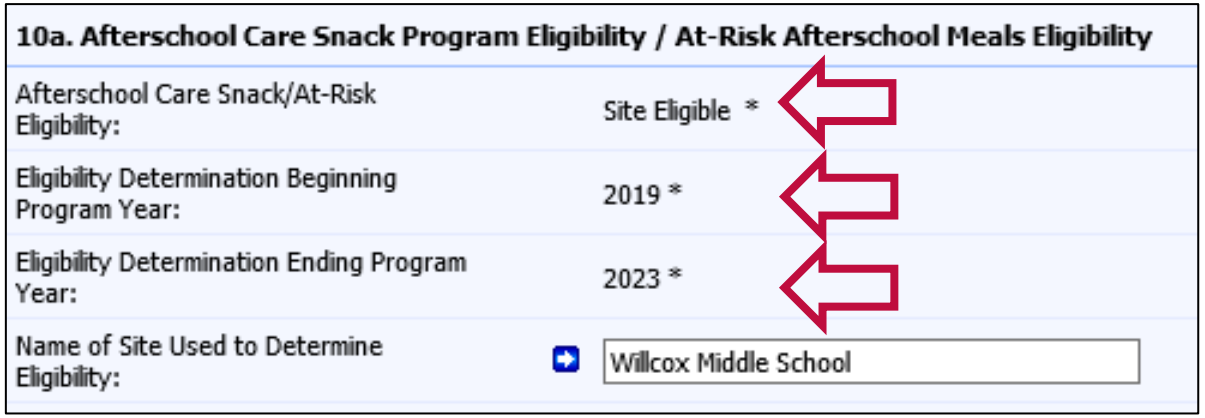
This is what the user should see when completing the application for At-Risk.



Completing Sections 10a. & 10c. of the Site Application

Eligibility

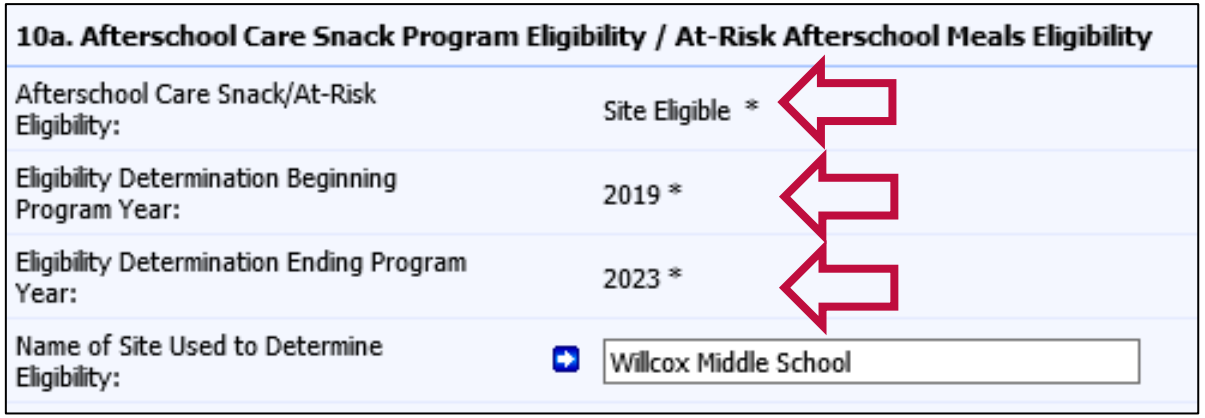
Section 10a. of the site application contains eligibility for both the Afterschool Care Snack Program and At-Risk Afterschool Meals. The user will not be able to edit the first three fields in this section; however, the Programs Specialist will review these fields for accuracy and, if needed, will apply any changes prior to approval.



Completing Sections 10a. & 10c. of the Site Application

Eligibility

It is up to the user to enter the ***Name of Site Used to Determine Eligibility***. This will be the name of the site that is ***Site Eligible*** or ***Area Eligible***.
If the site is ***Site Eligible***, the user will input the name of the school as it appears in CNPWeb. If the site is ***Area Eligible***, the user will input the name of the site that's data will be used to support area eligibility for the site providing At-Risk meals. For clarification on site and area eligibility, refer to slide 5.

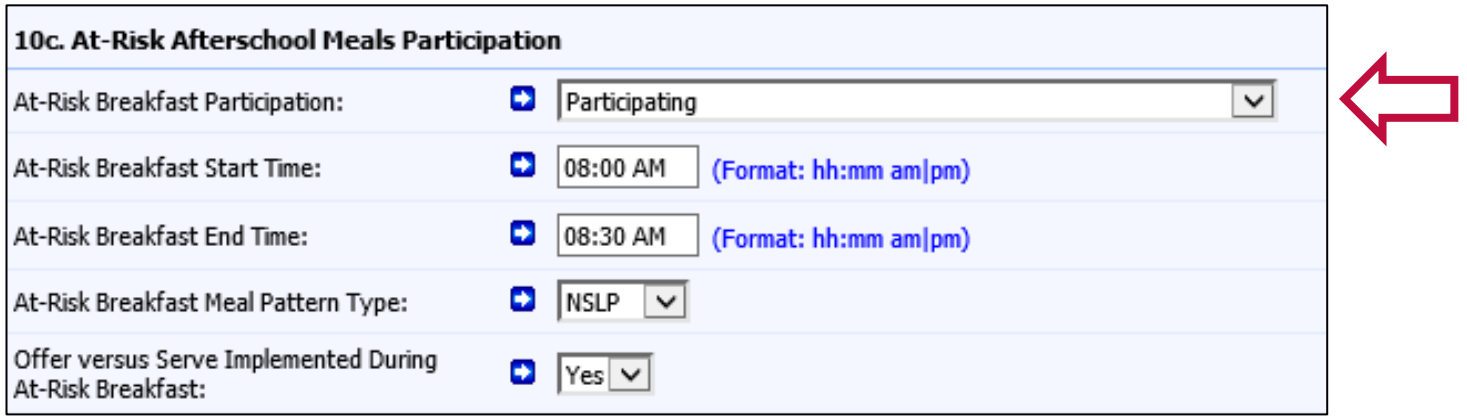


For the purposes of this training, section 10b. will be skipped. If guidance on section 10b. is needed, attendees should refer to the training linked on slide 22.

Completing Sections 10a. & 10c. of the Site Application

Participation in At-Risk Breakfast

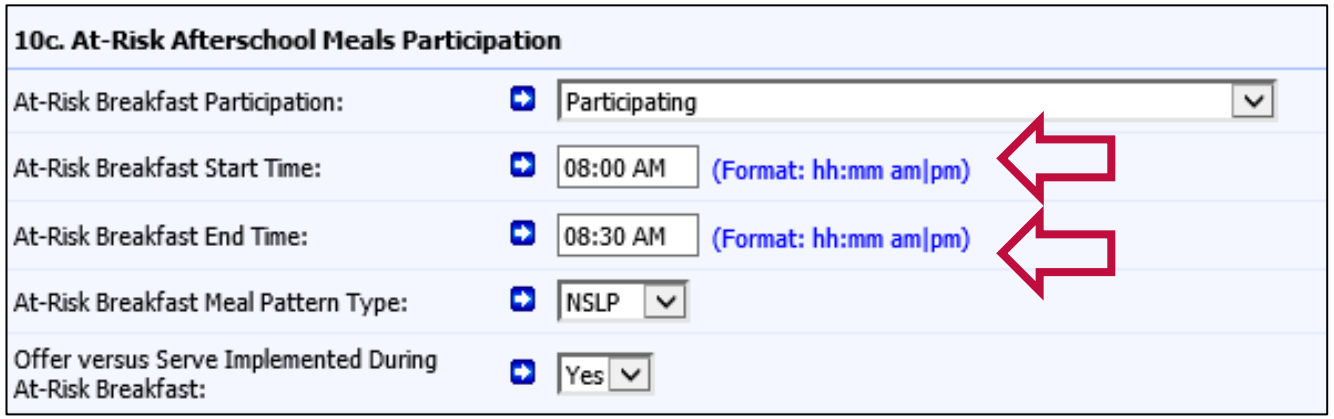
In section 10c., if the site is operating At-Risk Breakfast, the drop-down for participation should show *Participating*.



Completing Sections 10a. & 10c. of the Site Application

At-Risk Breakfast Start and End Time

The *At-Risk Breakfast Start Time* and *At-Risk Breakfast End Time* must be recorded in the application. The start time is particularly important since At-Risk meal services are required to have a **two-hour** gap in between meal and/or snack service start times.

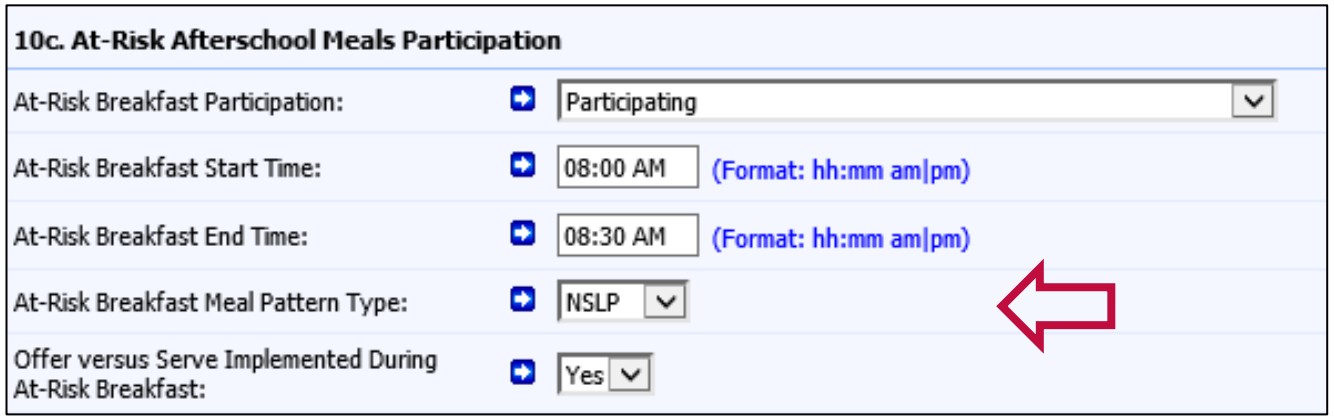


Please note the specific format that must be used when inputting meal service start and end times (hh:mm am/pm).

Completing Sections 10a. & 10c. of the Site Application

At-Risk Breakfast Meal Pattern Selection

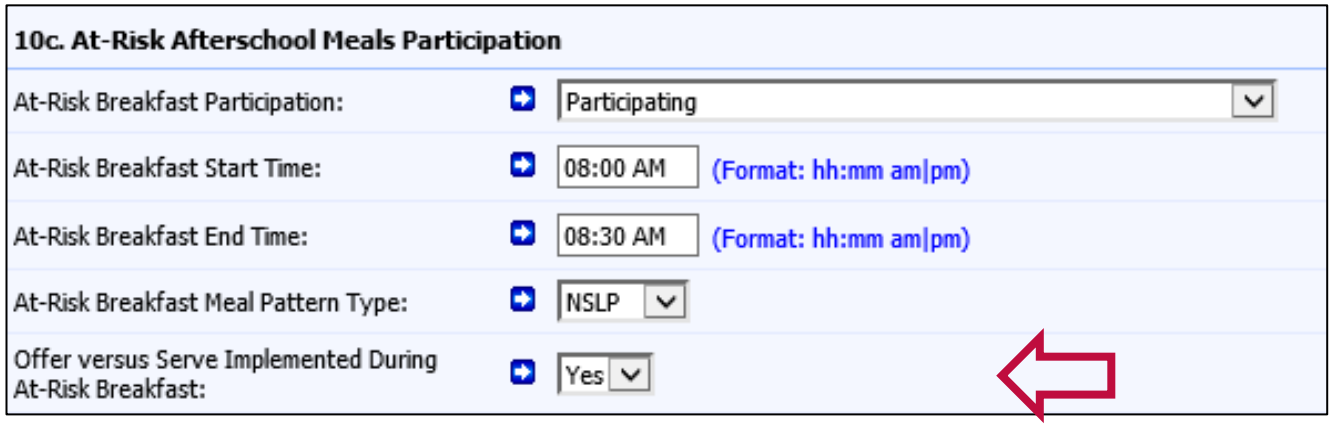
The *At-Risk Breakfast Meal Pattern Type* must be selected. The user will either select *NSLP* or *CACFP* from the drop-down. SFAs will have the option to select either the breakfast meal pattern under the NSLP or the breakfast meal pattern under the CACFP. SFAs will be reviewed using meal pattern regulations for the meal pattern selected in the site application.



Completing Sections 10a. & 10c. of the Site Application

At-Risk Breakfast Offer Versus Serve

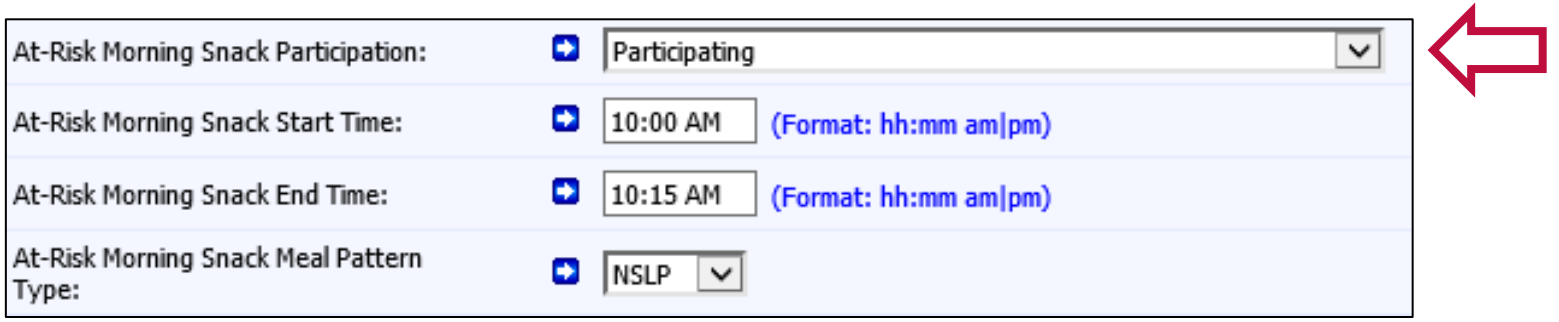
Offer versus Serve (OVS) or Serve Only meal service options must be chosen for each meal service for At-Risk. The user will either select ***Yes*** or ***No*** from the ***Offer versus Serve Implementation During At-Risk Breakfast*** drop-down. If the user selects ***Yes***, they are opting to operate OVS at breakfast. If the user selects ***No***, they are opting to operate Serve Only at breakfast.



Completing Sections 10a. & 10c. of the Site Application

Participating in At-Risk Morning Snack

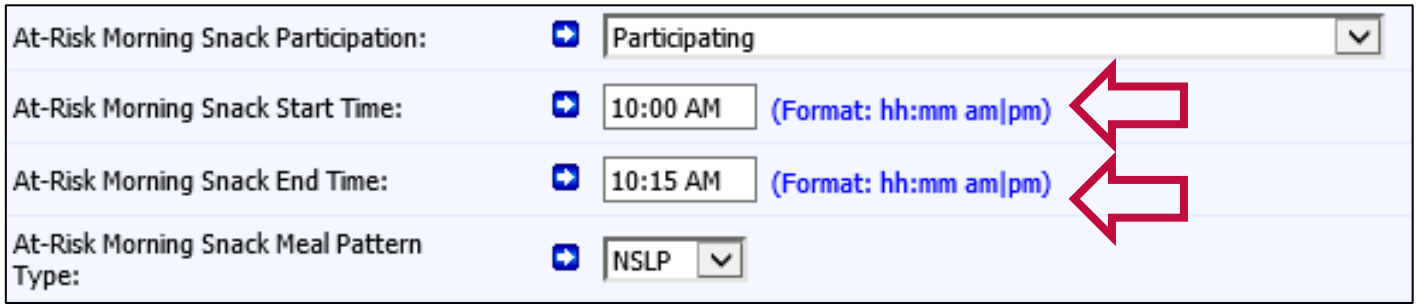
If the site is operating At-Risk Snack in the morning, the drop-down for participation should show *Participating*.



Completing Sections 10a. & 10c. of the Site Application

At-Risk Morning Snack Start and End Time

The *At-Risk Morning Snack Start Time* and *At-Risk Morning Snack End Time* are required to be recorded in the application.



In the previous slides, we can see the user input start times for At-Risk Breakfast (8:00 am) and At-Risk Morning Snack (10:00 am). If these meal services were both offered on the same non-school day, would the meal service start times be allowable?

A) Yes
B) No

In the previous slides, we can see the user input start times for At-Risk Breakfast (8:00 am) and At-Risk Morning Snack (10:00 am). If these meal services were both offered on the same non-school day, would the meal service start times be allowable?

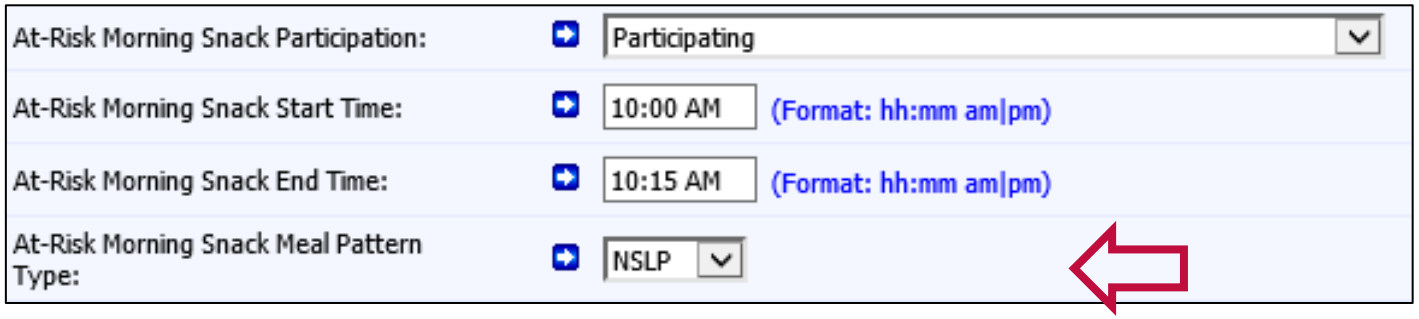
A) **Yes**
B) No

Since the start times have a two-hour gap in between meal services, this scenario would be allowable. If the meal service start times were less than two hours apart, the user would be required to provide an explanation in the site application at the end a section 10c. An allowable explanation would be that these meal services would not occur on the same day; therefore, they would not need a two-hour gap in between start times.

Completing Sections 10a. & 10c. of the Site Application

At-Risk Morning Snack Meal Pattern Selection

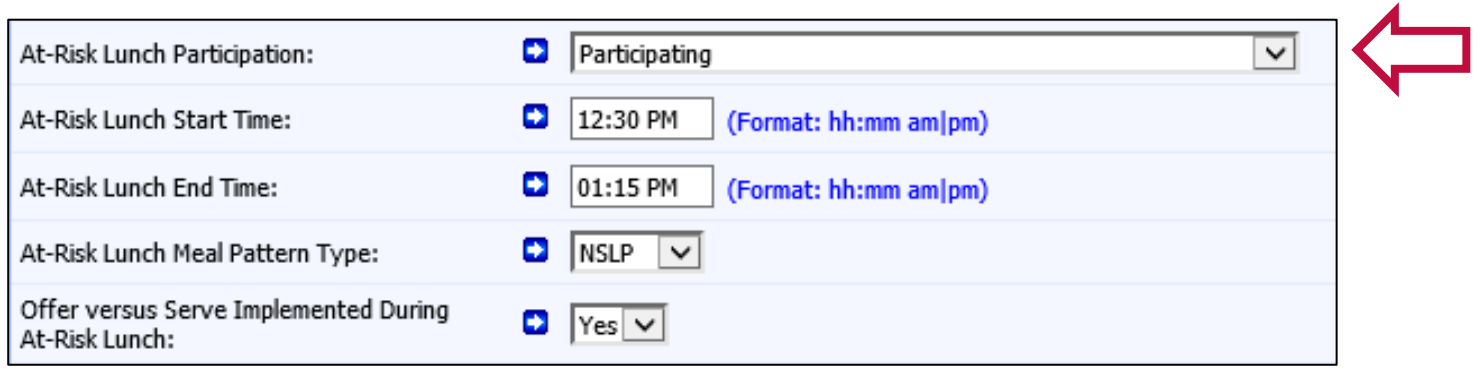
The *At-Risk Morning Snack Meal Pattern Type* must be selected. The user will either select *NSLP* or *CACFP* from the drop-down. SFAs will have the option to select either the snack meal pattern under the NSLP or the snack meal pattern under the CACFP. SFAs will be reviewed using meal pattern regulations for the meal pattern selected in the site application.



Completing Sections 10a. & 10c. of the Site Application

Participating in At-Risk Lunch

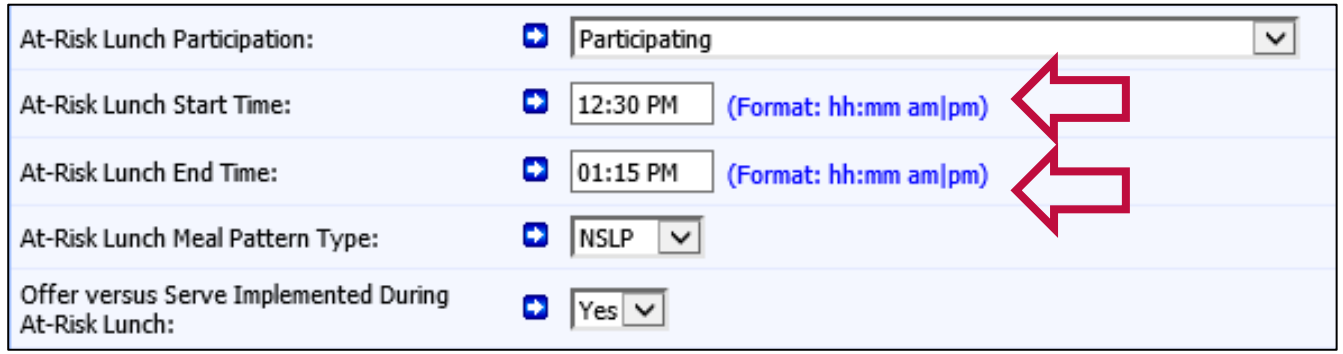
If the site is operating At-Risk Lunch, the drop-down for participation should show *Participating*.



Completing Sections 10a. & 10c. of the Site Application

At-Risk Lunch Start and End Time

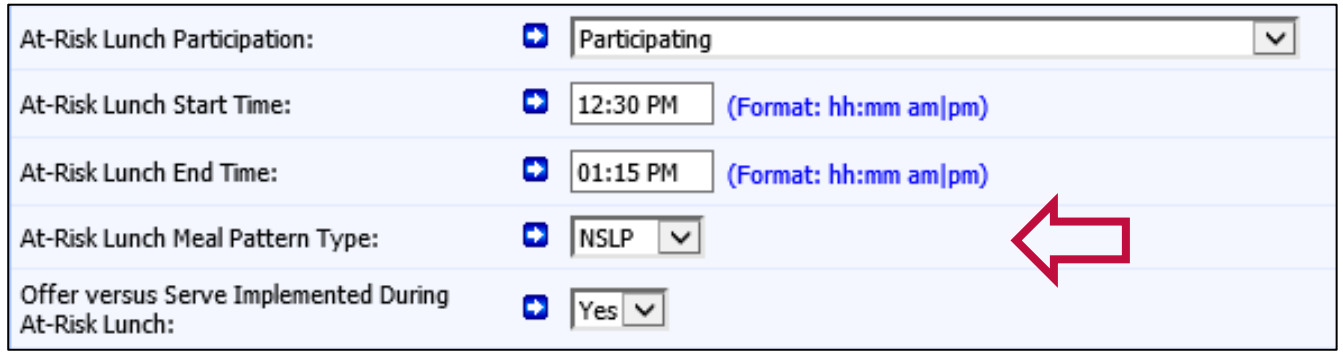
The *At-Risk Lunch Start Time* and *At-Risk Lunch End Time* are required to be recorded in the application.



Completing Sections 10a. & 10c. of the Site Application

At-Risk Lunch Meal Pattern Selection

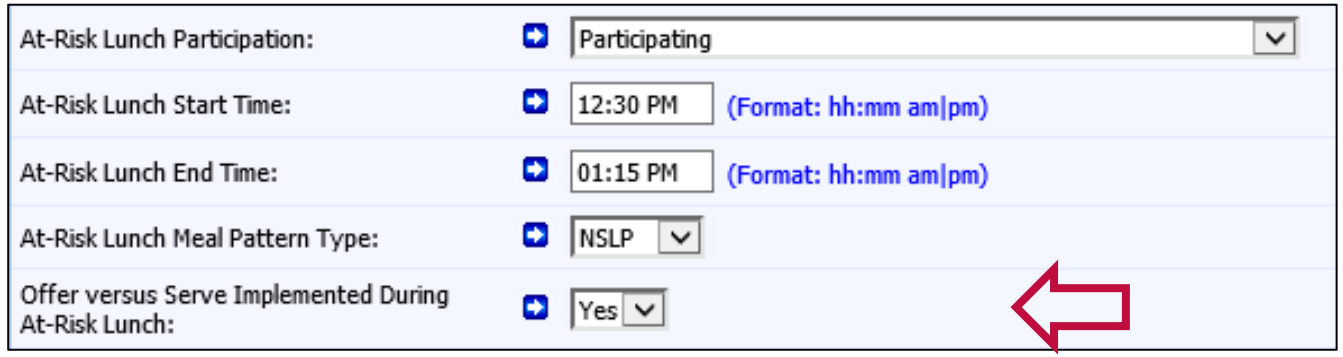
The *At-Risk Lunch Meal Pattern Type* must be selected. The user will either select *NSLP* or *CACFP* from the drop-down. SFAs will have the option to select either the lunch meal pattern under the NSLP or the lunch meal pattern under the CACFP. SFAs will be reviewed using meal pattern regulations for the meal pattern selected in the site application.



Completing Sections 10a. & 10c. of the Site Application

At-Risk Lunch Offer Versus Serve

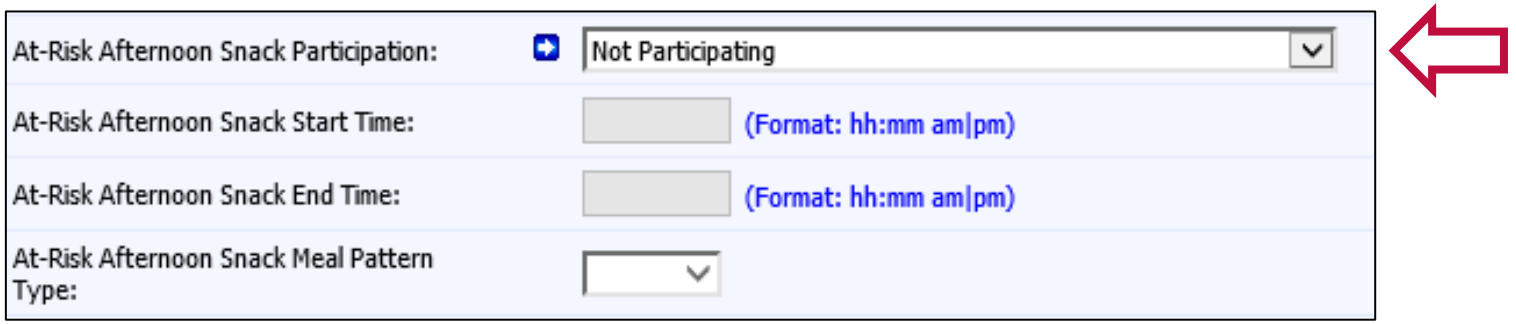
Offer versus Serve (OVS) or Serve Only meal service options must be chosen for each meal service for At-Risk. The user will either select *Yes* or *No* in the *Offer versus Serve Implementation During At-Risk Lunch* drop-down. If the user selects *Yes*, they are opting to operate OVS at lunch. If the user selects *No*, they are opting to operate Serve Only at lunch.



Completing Sections 10a. & 10c. of the Site Application

Participating in At-Risk Afternoon Snack

If the site is **not** operating At-Risk Snack in the afternoon, the drop-down for participation should show ***Not Participating***.



If the SFA is not participating in an At-Risk meal service, they will follow the example above and move on to the next blue arrow that indicates that the field is required for the user to complete.

True or False: If a site is participating in one or more At-Risk meal services, the user should indicate "*Participating*" in all meal service participation drop-downs.

A) True
B) False

True or False: If a site is participating in one or more At-Risk meal services, the user should indicate "*Participating*" in all meal service participation drop-downs.

A) True
B) False

The user should only indicate "*Participating*" in the participation drop-downs for At-Risk meal services the site is participating in. The user should indicate "*Not Participating*" for all At-Risk meal services the site is not participating in.

Completing Sections 10a. & 10c. of the Site Application

Completing Section 10c.

Operators who serve At-Risk ***Supper*** and ***Evening Snack*** will complete the appropriate fields in Section 10c. as shown in the previous slides.

- Please note to **only** complete fields in Section 10c. for the meal services the SFA is operating. Do not indicate ***Participating*** for an At-Risk meal service that is not being provided.

Completing Sections 10a. & 10c. of the Site Application

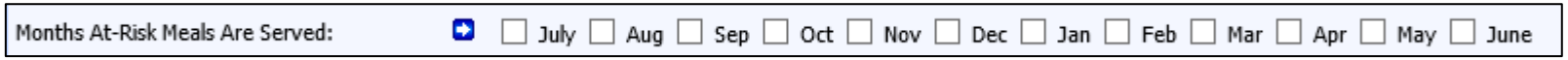
Education or Enrichment Activity Description

In this section, it is important to describe in detail what the education or enrichment activity is and provide the title of the program and who administers it. This description should include that the activity is open to all students enrolled in the program and that the program is in a safe, supervised environment.

Completing Sections 10a. & 10c. of the Site Application

At-Risk Operating Months

The user must inform ADE through the site application which months the site will be serving At-Risk meals and/or snacks. Please note the SFA will not be faulted for not claiming every month that has been selected in the site application; however, a claim will only be generated for those months that have been chosen.



Summer months should not be selected unless the SFA is a year-round school or if their regular operating days are during those months.

Completing Sections 10a. & 10c. of the Site Application

At-Risk Meal Service Explanation

It is important for the user to be as detailed as possible when completing the ***Explain when you are serving At-Risk Meals*** section in 10c. This is where the user will let ADE know if they are serving after the regular school day, during fall break or weekends, etc. Also, it is important to indicate if more than one meal or snack for At-Risk is being served in one day and to what populations they will be served to.

- If weekend meals are being served under At-Risk, do not update Section 4 of the site application. Weekend meals should be included in Section 10c. shown below.

Example Description: Afternoon Snack will be served every day after school. At-Risk Breakfast, Morning Snack, Lunch and Afternoon Snack will be served to students during fall break Oct 2-10 and spring break March 3-11. POS tracks students by scanning their lunch card to ensure that they are not claimed for more than one meal/snack per day.

Completing Sections 10a. & 10c. of the Site Application

Completing the Site Application

- At this point, all At-Risk fields have been completed and the user is ready to move on to the remaining site application fields.
- Please note that prior to submitting the sponsor application in CNPWeb, SFAs will be flagged to submit required Checklist Items.
- These checklist items must be submitted before your assigned Programs Specialist can approve the application.
- If further assistance is needed while submitting the site and sponsor application or any required checklist items, please use the training that is linked on slide 22.

Technical Assistance

If you have any questions related to At-Risk Afterschool Meals, visit the Afterschool Feeding Webpage at:

https://www.azed.gov/hns/afterschool

You can also contact your School Nutrition Programs Specialist if you have additional questions about At-Risk Afterschool Meals.

Congratulations

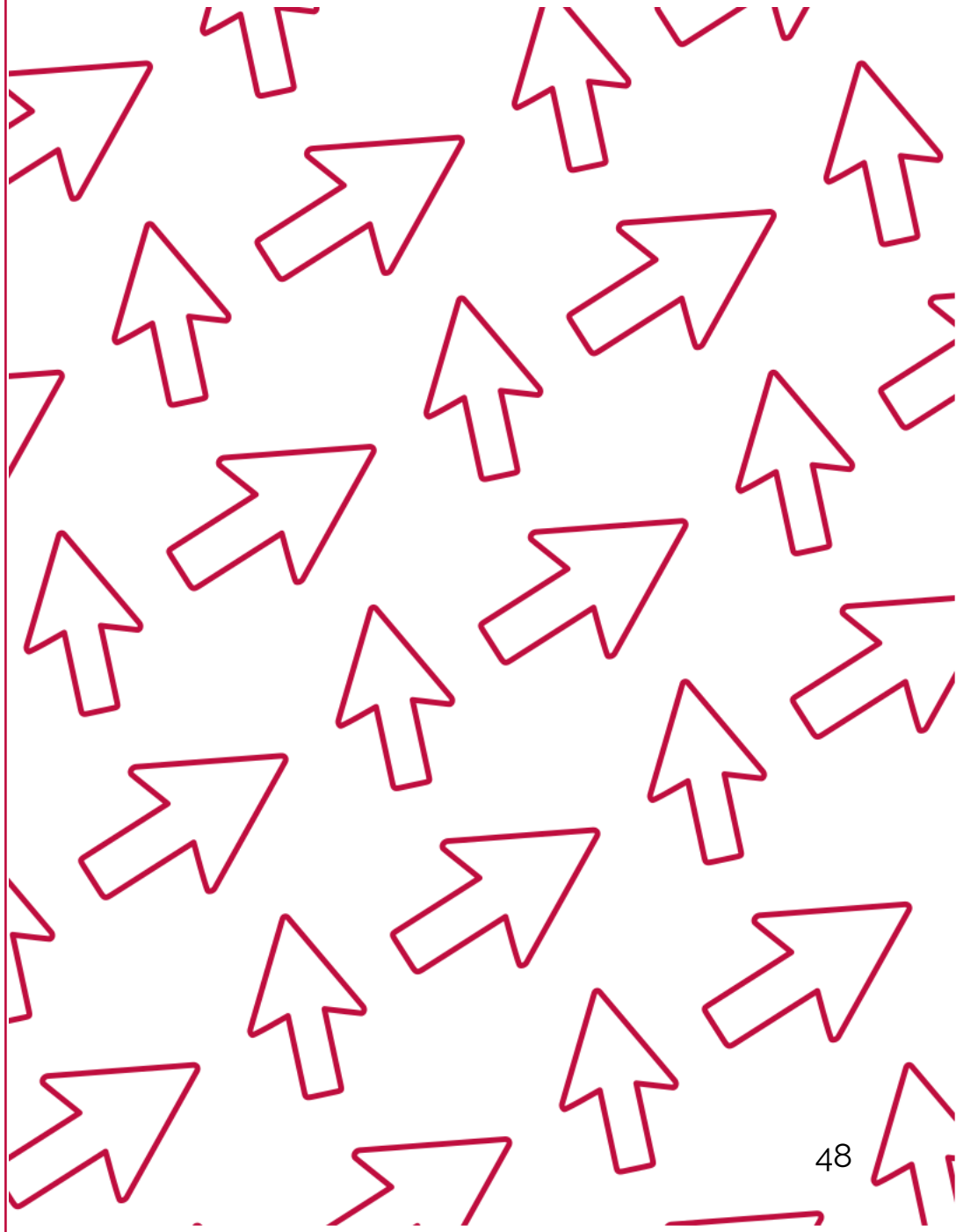
You have completed the Step-by-Step Instruction: ***How to Apply for At-Risk Afterschool Meals for School Food Authorities***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Apply for At-Risk Afterschool Meals for School Food Authorities
- **Learning Code:** 3310, 4120
- **Key Area:** 3000 – Administration & 4000 – Communication
- **Length:** 30 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



Training Certificate

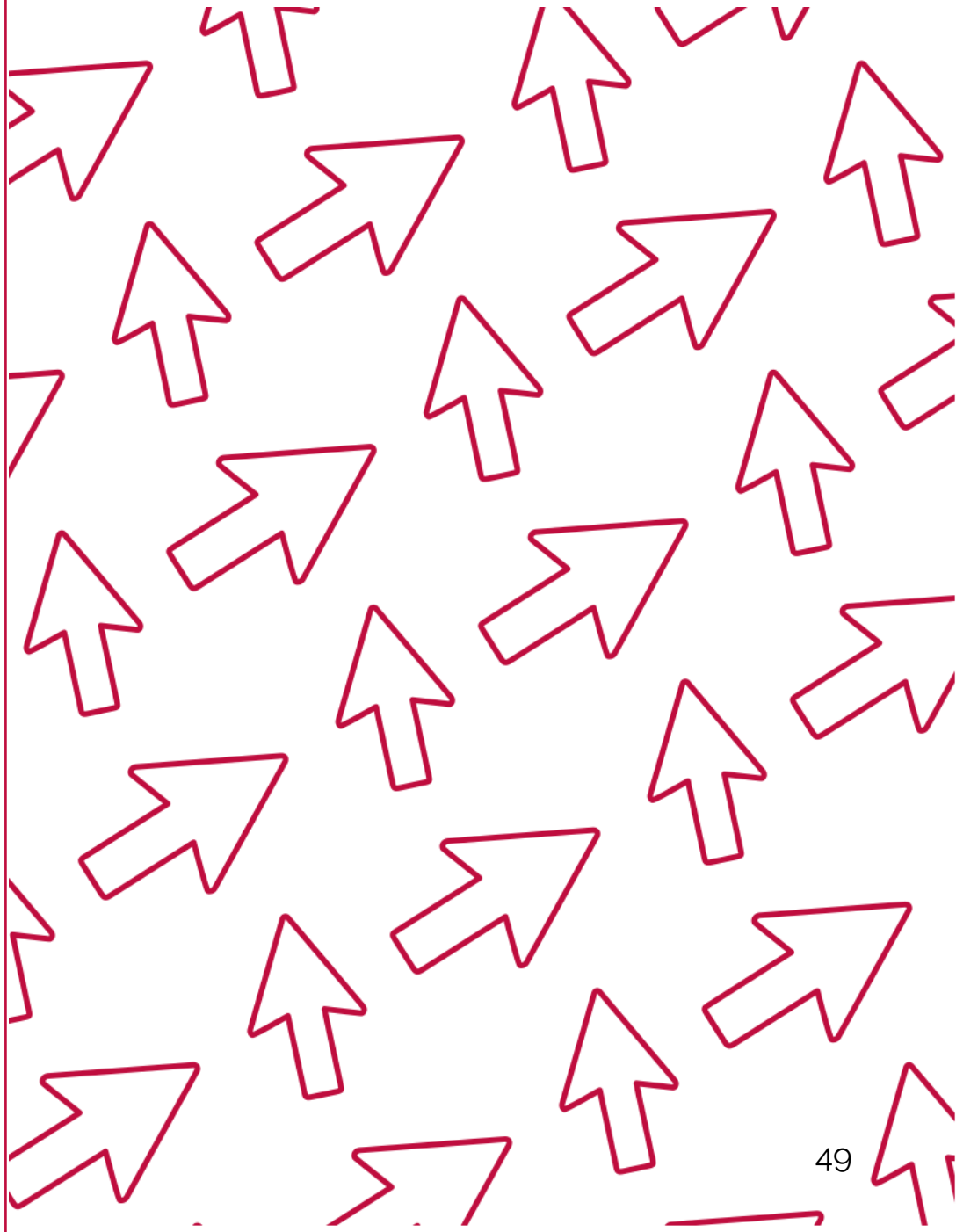
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey:

- Training Title: ***How to Apply for At-Risk Afterschool Meals for School Food Authorities***
- Professional Standards Learning Code: **3310, 4120**



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