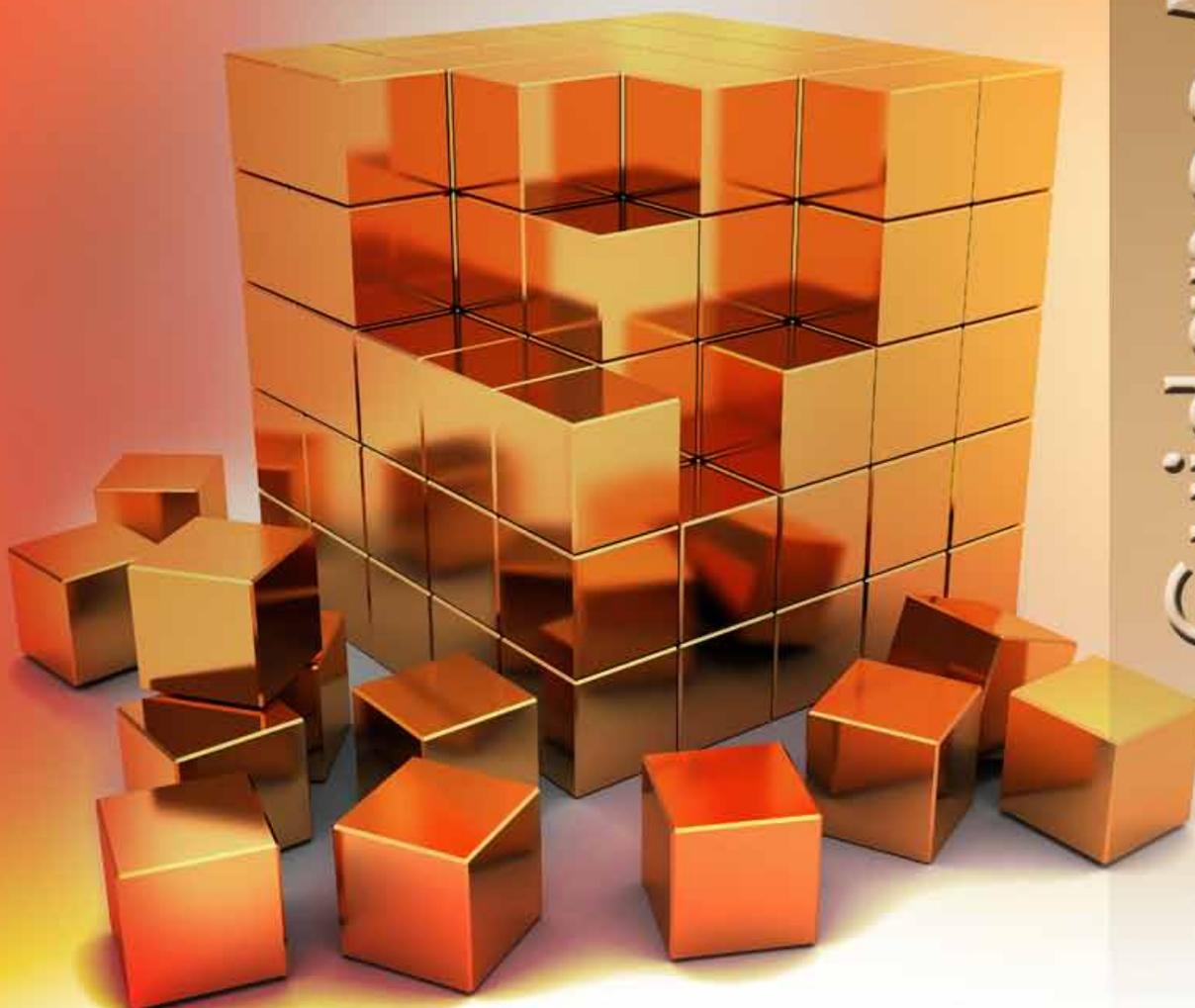


Special Assistance



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction



Guidance Manual

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CHAPTER 1 – INTRODUCTION

Special Assistance Overview

Traditionally, schools annually distribute household meal applications to families of all enrolled children and make determinations of eligibility for free and reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). In addition, schools must count the number of meals served by category (free, reduced-price, and paid) and claim meals in these categories. In an effort to reduce paperwork and other administration costs at the local level, Congress incorporated into Section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 USC 1759a) three alternative Provisions to the traditional requirements for annual determination of eligibility for free and reduced-price school meals and daily meal counts by type. These alternatives are commonly referred to as Provision 1, 2, and 3. However, Arizona only allows participation in Provision 2 and 3.

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Provision 2

Provision 2 is an option that enables sponsor's to provide free meals to all of their students while reducing paperwork and administrative costs. Under Provision 2, all students receive free meals, regardless of income, and sponsor's collect applications for free and reduced-price meals once every four years, at most. Also, sponsor's do not have to track and record the different categories of meals served for at least three out of every four years. Sponsors pay the difference between the cost of serving meals at no charge to all students and the federal reimbursement for the meals.

Provision 2 is a four year cycle that establishes a CLAIMING PERCENTAGE in your base year (1st year) which is then used for the following three non-base years (2nd, 3rd, 4th). For example, if you were to start Provision 2 in the 2009-2010 school year:

Year 1 (base year)	Year 2 (non-base yr)	Year 3 (non-base yr)	Year 4 (non-base yr)
2009-2010	2010-2011	2011-2012	2012-2013

Each base year MUST start at the beginning of the school year. During the base year, standard meal counting and claiming procedures would still need to be followed, however, SFA's would offer meals to all students at no cost. This needs to be done in order to determine the claiming percentages from the students' eligibility status. Since household applications are collected and status is determined, a claiming percentage can be derived. The claiming percentages represent the ratio of meals served in each category to the total reimbursable lunch and/or breakfast meals served.

For example: There are a total of 1,000 meals served in a month. Since each meal is recorded by category in the base year, the following percentages are obtained:

Eligibility Category	Total Meals Served By Eligibility Category	÷	Total Meals Served	=	Claiming Percentage
Free	800	÷	1,000	=	80%
Reduced	100	÷	1,000	=	10%
Paid	100	÷	1,000	=	10%

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A claiming percentage is calculated for each month during the base year and would then be used during the next three non-base years.

During approved years (non-base years) of the Provision 2 cycle, the advantages include:

- Exemption from administrative requirements associated with collection of household applications (certification) and conducting verification
- Increased participation and reimbursement in the meal program
- Simplified counting at the point of service
- Simplified claiming alternative based on established claiming percentages

Disadvantages include:

- Difficulty obtaining household applications for certification in future base years
- Financial risk due to a loss of revenues from reduced-price and paid meals when operating a pricing program

Provision 3

Under Provision 3, the amount of reimbursement paid for the base year is paid during the next 4 years. This amount is adjusted annually for enrollment and inflation. The daily number of total meals served must be recorded so that meal participation levels are monitored.

Provision 3 is a five year cycle that establishes an AMOUNT OF REIMBURSEMENT in the base year (1st year) and that amount is used for the following four non-base years (2nd – 5th). For example if you were to start Provision 3 in the 2009-2010 school year the cycle would be:

Year 1 (base year)	Year 2 (non-base yr)	Year 3 (non-base yr)	Year 4 (non-base yr)	Year 5 (non-base yr)
2009-2010	2010-2011	2011-2012	2012-2013	2013-2014

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The base year MUST start at the beginning of the school year. During the base year, standard meal counting and claiming procedures would be followed; however, schools can choose to operate a non-pricing or pricing program. Schools are encouraged to offer all meals at no cost to have optimal participation and develop a level of reimbursement that may be more reflective of participation during the base year. The amount of reimbursement that the school receives in the first year is the amount that they will receive throughout the following four non-base years. However, there is a monthly adjustment based on enrollment, number of serving days, and inflation that may affect reimbursement.

During approved years (non-base years) of the Provision 3 cycle, the advantages include:

- Exemption from administrative requirements associated with collection of household applications (certification) and conducting verification
- Simplified counting at the point of service
- Simplified claiming alternative based on base year reimbursement

Disadvantages include:

- Difficulty obtaining household applications for certification in future base years
- Financial risk due to a loss of revenues from reduced-price and paid meals when operating a pricing program

Provision 2 and 3 - Breakfast Only Option

The Breakfast Only option allows sponsors to participate in a non-pricing program during breakfast and to take advantage of simplified counting procedures at breakfast. This option is a good alternative for sponsors seeking to expand their breakfast participation.

During approved years (non-base years) of the Breakfast Only option, the advantages include:

- Simplified counting at the point of service
- Simplified claiming alternative based on established claiming percentages (provision 2) or enrollment adjusted meals (provision 3) for breakfast only
- Increased participation and reimbursement in the breakfast program

***Sponsors participating in the Breakfast Only option are still required to complete certification, verification, and normal counting/claiming for lunch.**

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Summary of Provision 2 and 3

	Provision 2	Provision 3
Length of cycle	Every 4 years	Every 5 years
Length of cycle on extension	4 years	4 years
Base year meal type	Non pricing	Non pricing or standard pricing
Reimbursement type	Claiming Percentage	Amount of reimbursement
Enrollment/Serving Day adjustments	No	Yes
Option of Delayed Implementation	Yes	No

Impact of Special Assistance

Operating under a non-pricing program can increase participation and therefore, positively impact students in a number of ways. Studies demonstrate that students who participate in the NSLP and SBP improve:

- School attendance
- Student behavior
- Test scores

While the benefits that the program has on students are well known, it is important to understand the financial impact of operating under Special Assistance. In general, SFA's that understand and excel in the following areas have success financially.

- Certification/Verification Process
 - District wide outreach to encourage parents to complete household applications
 - Competent, well trained, and organized determining official
 - Utilization of a well trained confirming official
 - Utilization of Direct Certification throughout the school year
 - Maintenance of an accurate benefit issuance document (meal count roster)
- Counting/Claiming Process
 - Point of Service located at the end of the line and that matches/verifies a student's reimbursable meal to the benefits issuance document
 - Accurately consolidating and verifying meal counts

CHAPTER 1 – INTRODUCTION

***The Certification/Verification and Counting/Claiming processes directly determine the amount of reimbursement that will be received during non-base years. Investing in the staff to execute these processes during the base year will result in increased revenue during the non-base years.**

- Menu Planning/Process Controls
 - Offering a nutritious, well balanced menu that students enjoy will help maximize student participation
 - Execution of well planned cycle menus that utilize established process controls such as: product specifications/order guides, standardized recipes, and correct use of production records.

***How effectively a menu is planned/executed impacts the financial success of all food service programs.**

- Labor
 - Re-distribution/reduction of labor in non-base years to offset reduced administrative duties associated with certification, verification, and counting/claiming in base years.

***Labor re-distribution/reduction is one of the key cost savings (during non-base years) associated with operating Special Assistance.**

Financial Analysis

To determine the amount of labor and other savings throughout the school year, consider the following:

1. How many labor hours are spent on processing household applications?
 - a. Preparing applications to be sent out
 - i. Include all sites
 - b. Initial collection of applications
 - c. Certifying eligibility status
 - d. Conducting direct certification and verification
 - e. Continuously collecting, updating and organizing applications
2. How many labor hours are used at the point of service?
 - a. Counting each student by eligibility status
 - b. Entering counts into a Point of Sale (POS) system
3. How much do supplies cost?
 - a. Printing
 - b. Distributing (postage etc.)
4. Other costs associated with traditional NSLP?
 - a. Hardware and technical support costs for POS system

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If food service costs are greater than federal reimbursement, other **non-federal funds** must make up the difference.

To gain a better understanding of how your current program may be impacted by participating in Special Assistance you can use the following Special Assistance Financial Analysis Tool.

Financial Analysis Tool Instructions

You can access the Special Assistance Financial Analysis Tool at the following website:
www.ade.az.gov/health-safety/cnp/sa/.

From the website, click Financial Analysis, and then click . This displays the Excel spreadsheet on your screen and you can begin entering your information. When finished, be sure to save the spreadsheet.

You must have Microsoft Excel version 97 or higher on your computer to use this tool. Follow the onscreen directions to enter your information in the spaces provided.

You may not see the colored boxes on these pages, but you will see them on the website. A green cell indicates a place for you to enter information. A blue cell indicates a place where the spreadsheet displays calculations from the numbers you entered. A red triangle (▼) in the corner of a cell indicates an attached comment that you can view in Excel.

Section A: Annual Revenue from Meals Served

1. Enter your school name in the space provided.
2. Enter the number of serving days in this school year.

1. School Name						
2. School Year						

3. For Sections 3, 4, and 5 enter data from your most recently completed month. For example, if today is February 5, use data from January. You will use the numbers entered in this section to estimate your increased participation in Part 3.

3. School Site Data	Counts	% Breakfast participation	% Lunch participation
Serving Days For The School Site In The Month			
Average School Site Enrollment			
# of Students Eligible for Free Lunch		#DIV/0!	#DIV/0!
# of Students Eligible for Reduced		#DIV/0!	#DIV/0!
# of Students That Have To Pay	0	#DIV/0!	#DIV/0!

4. Enter the meal counts for the most recently completed month. Unless you are a single site school district, this information does not come from the claim form but from a worksheet used to compile the figures for the claim form.

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4. Meal Count Data For This School Site				Average Daily Federal Reimbursement	Average Daily Student Copay Revenue
Student Breakfast	The Month Counts	Federal Reimbursement Per meal	Student Co-Pay Per Meal		
Free				#DIV/0!	#DIV/0!
Reduced				#DIV/0!	#DIV/0!
Paid				#DIV/0!	#DIV/0!
Student Lunch					
Free				#DIV/0!	#DIV/0!
Reduced				#DIV/0!	#DIV/0!
Paid				#DIV/0!	#DIV/0!

5. Enter the total amount of a la carte sales for the month you are using. Estimate the total food cost of all a la carte items. You want the gross profit from these sales.

5. Monthly A la Carte Sales to Students Only		a la carte amount	
Total Sales (Revenue)			
Total Food Cost Of Items Sold			
Gross Profit		\$ -	#DIV/0!

6. For sections 6 and 7, the spreadsheet calculates the total average daily revenue and the annual revenue for meals served to students.

6. Total Average Daily Revenue				#DIV/0!	#DIV/0!
				Annual Federal Reimbursement Revenue	Annual Revenue From Students
7. Annual Revenue For Meals Served to Students				#DIV/0!	#DIV/0!

Section B: Annual Cost of Meals Served to Students

For Sections 1, 2, and 3 enter your data for the most recently completed fiscal year. You may have to estimate the food cost for a single breakfast and a single lunch.

1. Enter the average cost per meal in each space.

1. Cost of Raw Food	Average Cost Per Meal	Annual Raw Food Cost
Breakfast		#DIV/0!
Lunch		#DIV/0!
Total Cost of Raw Food		#DIV/0!

2. Enter the annual cost of labor for your school.

2. Annual Cost of Labor For This School Site	Annual Labor Cost

3. Enter the cost per meal for non-food supplies.

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3. Other Expenses						Annual Other Expenses
Per Meal Cost of Non Food Supplies						#DIV/0!

4. Enter the amount your school has decided will not be collectible.

Annual Write-offs due to unpaid student charges						
Annual cost of computerized meal count system (only if applicable at school level)						

5. The spreadsheet calculates this information for you.

4. Total Annual Cost of Meals Served to Students						#DIV/0!
5. Net Revenue (Revenue Minus Cost)						#DIV/0!

Section C. Estimates for Provision 2 and 3

From Section A3, you have your current level of participation.

1. Now estimate what you think your increased level of participation will be. The participation should be higher due to the non-pricing operation. The system calculates this information for you.

2. Estimated Increase in Annual Cost of Raw Food						#DIV/0!
						#DIV/0!
3. Estimated Increase in Federal Reimbursement						
4. Loss of Copay Revenue						#DIV/0!

2. Enter the estimated decrease in labor costs. Using Special Assistance eliminates certain tasks, such as application collection and meal counts by category. This should help to decrease your labor expenses.

					Estimated % Decrease in Labor	
5. Estimated Decrease in Labor Cost						\$ -

3. Estimate your decrease in a la carte sales and your estimated savings on cost of computerized meal count system. The system, using your information, calculates the write offs and net estimate.

					Estimated % Decrease in Sales	
6. Estimated Decrease in Annual A' La Carte Gross Profit						#DIV/0!
7. Estimated Savings on Cost of Computerized Meal Count System						
8. Write Offs						\$ -
9. Net Estimate						#DIV/0!

CHAPTER 1 – INTRODUCTION

Section D. Balance if Provision 2 or 3 is adopted.

D. Balance If Provision 2/3 is Adopted												#DIV/0!
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CHAPTER 1 – INTRODUCTION

Special Assistance Case Studies

Inner City District

Number of Schools	20 Schools (16 = K-8, 2 = K-4, 2 = 6-8)
Total Enrollment	~ 11,000
Free and Reduced Percentage Range	72% - 97%

Background

This district is located in downtown Phoenix. The free and reduced percentage ranges between 72% and 97% between the 20 schools. Participation is high at approximately 85% for lunch and moderately high at approximately 40% for breakfast. Enrollment has dropped some with new charter schools opening in the attendance area.

Assessment

Special Assistance would be a good fit for this district because of the very high free and reduced percentages, high participation and minimal drop in enrollment.

Decision

The district chose to implement Provision 3 due to the stable enrollment and to realize savings by lowering labor costs associated with certification, verification, and counting/claiming duties.

CHAPTER 1 – INTRODUCTION

Reservation District

Number of Schools	1 School (K-8)
Total Enrollment	~ 180
Free and Reduced Percentage Range	96%

Background

This small school (also the district) is located on the Navajo Indian reservation in Northern Arizona. The school is isolated and has a very high free and reduced percentage. The school lunch and breakfast program is non-pricing.

Assessment

Because the school is non-pricing and enrollment is very steady, they are an ideal candidate for Special Assistance, particularly Provision 3. There should not be a revenue loss because students will not have any co-pays for lunch or breakfast. This school passed their latest Coordinated Review Effort (CRE) and all proper administrative systems are in place.

Decision

The district chose to implement Provision 3 due to the static enrollment and to realize savings in decreased labor costs associated with certification, verification, and counting/claiming duties.

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Small Rural District

Number of Schools	3 Schools(1 = K-5, 1= 6-8, 1= 9-12)
Total Enrollment	~ 820
Free and Reduced Percentage Range	68% district wide (75% elementary)

Background

This small district is located in rural Arizona. The primary industry for the community is agriculture and enrollment has been steady for several years. Even though the high school is an open campus, there are very few competing lunch locations (i.e. McDonalds, Taco Bell, etc.) Participation at the elementary school, among all categories (free, reduced and paid) is very high, especially at lunch.

Assessment

This district currently collects in cash/checks \$61,000 annually, from paid and reduced price eligible students. Under Provision 2 or 3 this revenue would be forfeited, however the district can realize certain savings in labor. The District estimates that it will save a half hour each day by not performing categorized meal counts. In addition, five weeks each year (200 hrs.) will be saved in labor by not collecting applications or performing verification. Unfortunately, the difference between lost revenue and potential savings is still a negative \$12,000. The District would be required to subsidize any loss in the foodservice program.

Decision

The District chose not to implement Provision 2 or 3 because of the negative financial impact on the Food Service department.

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Breakfast Only District

Number of Schools	13 Schools(7 = K-5, 4= 6-8, 2= 9-12)
Total Enrollment	~ 2900
Free and Reduced Percentage Range	70% – 75% at two elementary schools

Background

This district in Maricopa County is interested in implementing Special Assistance at the two elementary school sites with the highest percentage of free and reduced eligible students. The free and reduced percentage at the two schools is between 70-75%. The Superintendent asked his business manager to prepare a financial statement to help determine what the financial impact would be if the SFA participated in Special Assistance at breakfast and lunch.

Assessment

Because the two schools are less than 75% of free and reduced eligible students, implementing Special Assistance will cause a significant revenue loss to the overall program. However, the Superintendent is still interested in how the food service finances would be affected by implementing Special Assistance for breakfast only.

It was determined that there would be a loss of approximately \$2,000 if a non-pricing breakfast was implemented; however, if there was a slight increase in participation among the free and reduced students, it has the potential to offset the loss.

Decision

The sponsor decided to implement Provision 2 – Breakfast only because the increased student participation would offset the revenue loss. The decision was based on the overwhelming evidence that students learn better when they eat breakfast.

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How to Apply

Any sponsor who has participated in the NSLP for two years may apply to participate in the Special Assistance program beginning their third year on the NSLP program year. New sponsors must submit an original signed copy of the Special Assistance application no later than May 1st. The Special Assistance application can be found at the following website:

www.ade.az.gov/health-safety/cnp/sa/

Participation Requirements

Once a completed application is received, the Arizona Department of Education (ADE) will verify that the sponsor has participated in the NSLP for a minimum of two years. ADE will notify the sponsor (by memo, no later than May 15th) of the requirements for entering a base year. The base year requirements include the following:

- Submit a completed signed original copy of the Free and Reduced-Price policy statement prior to the first day of school
- Distribute household applications, parent letters, and media release prior to the first day of school
- Attend A+ School Lunch workshops (Day 1) and Provision 2 & 3 training prior to the first day of school

***Failure to meet the above requirements by the first day of school will result in a denial of the request to participate in Special Assistance. All sponsors who do not meet requirements may re-apply to participate beginning the following school year.**

To see training dates/times and to register please visit www.ade.az.gov/onlineregistration

CHAPTER 2 – OPERATING A BASE YEAR

Administrative Requirements

Once approved to enter in to a base year, the sponsor will operate the program under normal NSLP operating conditions. This includes, but is not limited to, the following Key Administrative Areas:

- Distribution, collection, and certification of school year household applications in accordance with program guidelines
- Completion of Direct Certification within the first thirty operating days of the school year
- Completion of the verification process and reporting in accordance with program guidelines
- Counting/claiming of meals based on benefits issued during the certification process for the entire school year
- Provision 2 sponsors must operate a non-pricing program

***Please remember that the benefits of the Special Assistance Program are not realized during the base year. The program must operate in accordance with all NSLP program guidelines.**

Base Year Reimbursement Claims

Standard claiming procedures (in accordance with NSLP guidelines) are used. Meals must be counted at the point of service by eligibility category (free, reduced price, and paid) and consolidated for each category for the monthly claims. All claims will continue to be processed in CNP Web. See below for an example of the claim screen entry during base years.

CHAPTER 2 – OPERATING A BASE YEAR

Sample Base Year Claim – April 2009



Arizona Department of Education
Child Nutrition Program

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Claims

NSLP Site Claim

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Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard.

Regular Claim

Breakfast - Severe Need	
Number of Days Served:	20
Free Meals Served:	3014
Reduced-Price Meals Served:	530
Paid Meals Served:	555
Total Meals Served:	4099
Participants Approved for Free Meals:	194
Participants Approved for Reduced-Price Meals:	31
Participants Approved for Paid Meals:	37
Participants Enrolled:	262
Lunch - High Rate	
Number of Days Served:	20
Free Meals Served:	3431
Reduced-Price Meals Served:	573
Paid Meals Served:	650
Total Meals Served:	4654
Participants Approved for Free Meals:	194
Participants Approved for Reduced-Price Meals:	31
Participants Approved for Paid Meals:	37
Participants Enrolled:	262
At-Risk After-School Snack	
Number of Days Served:	10
Free Meals Served:	505
Participants Enrolled:	262
Attendance Factor	
Attendance Factor:	96 %

Regular Claim Entry

- Number of Days Served
- Meals by Eligibility Category
- Participants Approved by Category
- Participants Enrolled

If more than one site will be participating, each school must have their own eligibility data. Also, breakfast, lunch, and snack counts must remain separate. The CNP web system will use your monthly base year claims to automatically calculate claims in non-base years.

CHAPTER 2 – OPERATING A BASE YEAR

* The data submitted in these base year claims can be used to show free and reduced percentages by month (verification exempt reporting, e-rate audits, grants, etc.) as needed.

Claiming Requirements

Claims must be processed for each month in which program meals are served. Sponsors conducting a base year following the end a previously approved provision cycle (breakfast and lunch) are not eligible for the 30-day eligibility rollover to start the school year. Provision status offers a claiming alternative to individual sites and therefore no eligibility can be assigned to individual students. These students automatically default to a paid status when the initial certification process begins.

Administrative Review

During the base year, the ADE will conduct an administrative review to verify compliance with NSLP regulations. The administrative review may be conducted as one of the following:

- Coordinated Review Effort (CRE) – regularly scheduled review
- CRE Follow-Up – regularly scheduled review to follow-up on previous year’s CRE
- Abbreviated Review – an additional administrative review conducted outside of the regular CRE schedule

ADE will review compliance in the following key Administrative Areas:

- Certification
- Counting/Claiming
- Verification

A final determination will be made to certify the base year for the Sponsor’s entrance into the Special Assistance program. Sponsors that do not meet regulations during their administrative review will be sent a Special Assistance Unsatisfactory Base Year memo. Sponsors with an Unsatisfactory Base Year may re-apply to participate in the program the following year.

Approval

Sponsors that successfully complete a base year will receive a Special Assistance Certification Memo that outlines the approved Provision 2 or 3 cycle and describe the requirements during the non-base years. The Certification Memo should be retained by the sponsor to document the approved Provision 2 or 3 cycle.

CHAPTER 3 – OPERATING A NON-BASE YEAR

Provision 2 Administrative Requirements

Breakfast and Lunch

Once the base year is approved the sponsor will be able to operate under Provision 2 status for a period of three years. During these non-base years the sponsor is required to comply with the following:

- Operate a non-pricing breakfast and lunch program for each non-base year
- Maintain all base year records for a period of five years after the completion of the approved provision cycle
- Attend Provision 2 and 3 training during each non-base year
- Submit the Verification exempt report prior to March 1st of each school year

During the approved non base years, the approved sites are considered exempt from Certification and Verification and may **NOT** complete the following:

- Distribute and/or collect household applications
- Conduct Direct Certification (unless approved as part of an extension application)

***Distribution of household applications and/or conducting direct certification (at approved sites) during a non-base year will result in forfeiture of Special Assistance status.**

Breakfast Only

Once the base year is approved, the sponsor will be able to operate under Provision 2 status for a period of three years. During these non-base years the sponsor is required to comply with the following:

- Operate a non-pricing breakfast program for each non-base year
- Attend Provision 2 and 3 training or A+ School Lunch Workshop (Day One) during each non-base year

Provision 2 Reimbursement Claims

Breakfast and Lunch

At the completion of the base year, the established monthly claiming percentages are used to calculate non-base year claims. The school will still continue to use CNP Web to enter claims. However, only the total number of meals served and serving days for the claim month will be entered in CNP web. The computer will calculate the number of reimbursable meals per category by multiplying the total meals served by the established claiming percentage.

CHAPTER 3 – OPERATING A NON-BASE YEAR

Sample Provision 2 Claim (Breakfast and Lunch) – April 2009


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Claims

NSLP Site Claim

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Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard.

Regular Claim

Breakfast - Severe Need	
Number of Days Served:	22
Free Meals Served:	4360
Reduced-Price Meals Served:	778
Paid Meals Served:	1822
Total Meals Served:	6960
Participants Enrolled:	710
Lunch - High Rate	
Number of Days Served:	22
Free Meals Served:	9520
Reduced-Price Meals Served:	1465
Paid Meals Served:	2674
Total Meals Served:	13659
Participants Enrolled:	710
At-Risk After-School Snack	
Number of Days Served:	22
Free Meals Served:	2385
Participants Enrolled:	220
Attendance Factor	
Attendance Factor:	95 %

Provision 2 (Breakfast/Lunch) Claim Entry

- Number of Days Served
- Total Meals Served
- Participants Enrolled

CNP Web Calculates

- Meals Served by Category

Done

During the non-base years the total amount of meals served will be reimbursed according to the claiming percentage. The established claiming percentages (April of base year) in the above situation were as follows:

CHAPTER 3 – OPERATING A NON-BASE YEAR

Breakfast

BY Claiming Percentage	x	Total Meals Served	=	Adjusted Reimbursable Meals
62.64% Free	x	6960	=	4360
11.18% Reduced	x	6960	=	778
26.18% Paid	x	6960	=	1822

Lunch

BY Claiming Percentage	x	Total Meals Served	=	Adjusted Reimbursable Meals
69.70% Free	x	13659	=	9520
10.72% Reduced	x	13659	=	1465
19.57% Paid	x	13659	=	2674

Breakfast Only

At the completion of the base year, the established monthly claiming percentages are used to calculate claims for breakfast only. The computer will calculate the number of reimbursable breakfast meals per category by multiplying the total meals served by the established claiming percentage. The regular claiming process by eligibility category still occurs for lunch.

CHAPTER 3 – OPERATING A NON-BASE YEAR

Sample Provision 2 Claim (Breakfast Only) – April 2009


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Claims

NSLP Site Claim

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Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard

Regular Claim

Breakfast - Severe Need	
Number of Days Served:	22
Free Meals Served:	7214
Reduced-Price Meals Served:	1287
Paid Meals Served:	3013
Total Meals Served:	11514
Participants Enrolled:	618
Lunch - High Rate	
Number of Days Served:	22
Free Meals Served:	6805
Reduced-Price Meals Served:	1354
Paid Meals Served:	3055
Total Meals Served:	11214
Participants Approved for Free Meals:	355
Participants Approved for Reduced-Price Meals:	69
Participants Approved for Paid Meals:	194
Participants Enrolled:	618
At-Risk After-School Snack	
Number of Days Served:	22
Free Meals Served:	2029
Participants Enrolled:	170
Attendance Factor	
Attendance Factor:	94 %

Provision 2 (Breakfast) Claim Entry

- Number of Days Served
- Total Meals Served
- Participants Enrolled

CNP Web Calculates

- Meals Served by Category

Regular Lunch Claim Entry

- Number of Days Served
- Meals by Eligibility Category
- Participants Approved by Category
- Participants Enrolled

Done

Claiming percentages for breakfast are calculated in the same manner as described in the previous example.

CHAPTER 3 – OPERATING A NON-BASE YEAR

Provision 3 Administrative Requirements

Breakfast and Lunch

Once the base year is approved, the sponsor will be able to operate under Provision 3 status for a period of four years. During these non-base years the sponsor is required to comply with the following:

- Operate a non-pricing breakfast and lunch program for each non-base year
- Maintain all base-year records for a period of five years after the completion of the approved provision cycle
- Attend Provision 2 and 3 training during each non-base year
- Submit the Verification exempt report prior to March 1st of each school year

During the approved non-base years, the approved sites are considered exempt from Certification and Verification and may **NOT** complete the following:

- Distribute and/or collect household applications
- Conduct Direct Certification (unless approved as part of an extension application)

***Distribution of household applications and/or conducting direct certification (at approved sites) during a non-base year will result in forfeiture of Special Assistance status.**

Provision 3 Reimbursement Claims

At the completion of the base year, the monthly amount of reimbursement will be used to calculate non-base year claims. The sponsor will still continue to use CNP Web to enter in claims. However, only the total number of meals served, the current enrollment as of the end of the month, and the number of serving days will be entered. The computer will calculate the number of reimbursable meals per category based on the enrollment and serving day changes. The calculated total meals are multiplied by the current reimbursement rates to determine the total amount of reimbursement.

CHAPTER 3 – OPERATING A NON-BASE YEAR

Sample Provision 3 Claim – May 2009

Arizona Department of Education
Child Nutrition Program

Applications
Claims
Reviews
CNP Overview

Claims

NSLP Site Claim

You are in [NSLP Home](#) > [Claims Index](#) > NSLP Site Claim

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard.

NOTE This claim has already been submitted. Editing any data and then saving this claim will cause its status to return to PENDING. Pending claim

Regular Claim

Special Milk	
Number of Days Served:	0
Paid Half-Pints Served:	0
Cost Of Milk Purchased:	0
Number Of Half-Pints Purchased:	0
Average Cost for Half-Pint of Milk:	0
Breakfast - Severe Need	
Number of Days Served:	14
Free Meals Served:	453
Reduced-Price Meals Served:	155
Paid Meals Served:	54
Total Meals Served:	662
Actual Total Meals Served:	655
Participants Enrolled:	328
Lunch - High Rate	
Number of Days Served:	14
Free Meals Served:	2093
Reduced-Price Meals Served:	832
Paid Meals Served:	825
Total Meals Served:	3750
Actual Total Meals Served:	3722
Participants Enrolled:	328
Attendance Factor	
Attendance Factor:	<input style="width: 50px;" type="text" value="0.98"/>

Provision 3 Claim Entry

- Number of Days Served
- Participants Enrolled
- Total Meals Served

During the non-base years the percent change in enrollment, enrollment adjusted meals by category, and serving day adjustments are used to calculate the total reimbursement.

CHAPTER 3 – OPERATING A NON-BASE YEAR

Lunch Example

Percent Change Enrollment

Current Enrollment	÷	Base Year Enrollment	=	Enrollment Change
328	÷	365	=	.8986

Enrollment Adjusted Meals

Base Year Meals	x	Enrollment Change	=	Enrollment Adjusted Meals
3827 (Free)	x	.8986	=	3439
1521 (Reduced)	x	.8986	=	1367
1509 (Paid)	x	.8986	=	1356

Serving Day Adjusted Meals

Enrollment Adjusted Meals	÷	Base Year Serving Days	x	Current Year Serving Days	=	Serving Day Adjusted Meals
3439 (Free)	÷	23	x	14	=	2093
1367 (Reduced)	÷	23	x	14	=	832
1356 (Paid)	÷	23	x	14	=	825

The serving day adjusted meals are multiplied by the current year reimbursement rates to determine the total reimbursement. The same calculations are completed for breakfast and lunch.

Breakfast Only

At the completion of the base year, enrollment and serving day adjusted meals are used to calculate claims for breakfast only. The serving day adjusted meals are multiplied by the current year reimbursement rates to determine the total reimbursement. The regular claiming process by eligibility category still occurs for lunch.

CHAPTER 3 – OPERATING A NON-BASE YEAR

Administrative Review

During non-base years ADE will conduct regularly scheduled CRE reviews. The CRE will include an audit of base year records.

Extension

An extension allows the sponsor to continue Provision 2 or 3 for a new four year cycle. As a result the school can serve meals at no cost for another four years without having to complete a new base year. Sponsors must notify ADE by submitting and Application for Extension by May 1st of the 2nd non-base year. The Special Assistance Extension application can be found at the following website:

www.ade.az.gov/health-safety/cnp/sa/

ADE will provide guidance on approved data that may be submitted based on information from the extension application. All socio-economic data must meet the following criteria:

- Be reflective of the school's population
- Be equivalent data for both the base year and the last year of the cycle
- Effectively measure whether the income level of the school's population (adjusted for inflation) has remained stable, declined or had only negligible improvement

Provided that the above criteria are met, pre-approved socio-economic data includes:

- Direct Certification results from the participating school/district
- Local Unemployment data
- Local Supplemental Nutrition Assistance Program (SNAP – formerly Food Stamp Program)
- Food Distribution Program on Indian Reservation (FDPIR) results
- Temporary Assistance for Needy Families (TANF)
- Information collected by the city or county zoning and economic planning office

To obtain an extension the school must provide approved socio-economic data no later than March 1st of the last non-base year. The approved socio-economic data will be evaluated by ADE to ensure that the data does not exceed a five percent threshold level. Sponsors are encouraged to submit approved data as early as possible during the last non-base year so that it may be evaluated. ADE will notify sponsors of their extension status no later than May 15th.

CHAPTER 3 – OPERATING A NON-BASE YEAR

End of Cycle

All sponsors should refer to their initial Special Assistance Certification Memo to determine when their approved cycle will end. As a courtesy, ADE will notify sponsors by memo that their approved cycle has ended. The following options are available to sponsors at the end of the cycle:

- Re-apply for the Special Assistance program by submitting a Special Assistance Application
- Revert back to standard meal counting and claiming procedures

CHAPTER 4 – ADMINISTRATIVE RESOURCES

The following pages include resources for the Special Assistance program. Printable copies and downloadable spreadsheets can be found on the Special Assistance website located at:

www.ade.az.gov/health-safety/cnp/sa/

- Special Assistance Application
- Free and Reduced Price Policy Statement
- Extension Application
- Base Year Checklist
- Non-Base Year Checklist
- Edit Check Spreadsheet
- Provision 2 Claiming Percentage Spreadsheet
- Provision 3 Claim Spreadsheet

Arizona Department of Education
Child Nutrition Program
Special Assistance Application

Please review the Special Assistance Guidance Manual. After reviewing the manual, if you would like to apply for the Special Assistance Program, please complete this application. Once completed, submit the application to the Special Assistance coordinator at the Arizona Department of Education, Child Nutrition Programs for review. **Please note that this application is not approved until you receive an official letter of approval from this department.**

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance provision that will be operated: Provision 2 or Provision 3

2. Indicate the number of sites that will be participating in the Special Assistance Program: _____

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. During the base year each sponsor must demonstrate compliance with all certification, counting/claiming, and verification procedures during an administrative review. Is this requirement understood? Y___ N___

4. A sponsor may not supplement its meal service operation with any federal funds other than USDA reimbursement, BIA funds and any other source earmarked for meal service. Is this requirement understood? Y___ N___

5. A qualified representative is required to attend the A+ School Lunch Workshop and Provision 2 & 3 training prior to the first operating day of the base year and Provision 2 and 3 training in each non-base year. Is this requirement understood? Y___ N___

6. Have you read and understood the requirements of Special Assistance (see Special Assistance guidance manual)? Y___ N___

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes.

Print name (authorized signatory): _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date of Last Review: _____

Passed: Y___ N___

Approved: Y___ N___ Original Base Year: _____

Provision: _____

Approved By: _____

Date: _____

Additional Information/Comments:

Base Year: _____

Extension Request Due: _____

Next Base Year: _____

Free and Reduced Price Policy Statement

Policy Statement for Pricing Programs

This policy statement outlines regulations of the United States Department of Agriculture and will be considered a permanent document. This statement applies to the programs in which the sponsor will be participating as indicated on the application and agreement.

The SPONSOR assures the STATE AGENCY that the SPONSOR will implement a policy in conformance with 7 CFR part 245.10 to determine children's eligibility for free and reduced-price benefits (meals and/or milk) in the National School Lunch, School Breakfast and Special Milk Programs under its jurisdiction. In fulfilling its responsibilities, the SPONSOR shall:

1. Provide prescribed benefits free or at a reduced-price to children from families whose income does not exceed DEPARTMENT guidelines or to children from food stamp households, Cash Assistance (CA) or Food Distribution Program on Indian Reservations (FDPIR) assistance units that provide a case number or are directly certified by the Department of Economic Security. NOTE: The SPONSOR has two options if participating in the Special Milk Program: 1) to offer milk *free*, or 2) to *charge* for milk, on a nonprofit basis.
2. Submit annually to the STATE AGENCY, Child Nutrition Programs Unit, copies of the SPONSOR'S Parent Letter (including names of the reviewing officials and hearing official), Income Application, Approval/Denial Notice, Meal Count System Information, the Free and Reduced-Price Document Summary and After School Care Program Information, **if** the SPONSOR is new to the program or if there have been changes to the previously approved forms.
3. If there have been **no changes**, submit the Free and Reduced-Price Document Summary and indicate the options you have selected for the new program year. The Income Application, Approval/Denial Notice and Meal Count System Information shall be deemed part of this policy statement and will be made permanent. Changes to any of the above documents require the approval of the STATE AGENCY, Child Nutrition Programs Unit.
4. Accept applications at any time during the year. If a child transfers from one school to another, under the jurisdiction of the same SPONSOR, eligibility for free or reduced-price benefits will be transferred to and honored by the receiving school. All children from a family which receives the same benefits shall be notified within ten working days of the acceptance or denial of their application. Children shall be served immediately upon the establishment of their eligibility.
5. When an application is rejected, parents or guardians shall be informed in writing of the reason for denial and of the hearing procedures herein provided. Parents shall be notified that they may reapply for free and reduced-price benefits or free milk at any time during the school year. The SPONSOR shall designate as a hearing official someone not involved in the original eligibility determination, preferably someone in a position superior to that of the determining official.
6. Establish a hearing procedure under which: (1) a family may appeal a decision made by the School Food Authority with respect to an application the family has made for free or reduced-price meals or for free milk, and (2) the School Food Authority may challenge the continued eligibility of any child for a free or reduced-price meal or for free milk. The hearing procedure shall provide for both the family and the School Food Authority:

- a. A simple, publicly announced method to make an oral or written request for a hearing;
 - b. An opportunity to be assisted or represented by an attorney or other person;
 - c. An opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal;
 - d. Assurance that the hearing shall be held with reasonable promptness and convenience, and that adequate notice shall be given as to the time and place of the hearing;
 - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
 - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
 - g. Assurance that the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previously held conference;
 - h. Assurance that the decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
 - i. Assurance that the parties concerned and any designated representative shall be notified in writing of the decision of the hearing official;
 - j. Assurance that a written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefore, and a copy of the notification to the parties concerned of the decision of the hearing official;
 - k. Assurance that the written record of each hearing shall be preserved for a period of five years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period;
 - l. Notice that benefits already ongoing shall be continued until ten working days after a decision has been reached by the hearing official;
 - m. Notice that households that have been approved for benefits and that are subject to a reduction or termination of benefits later in the same school year shall receive continued benefits if they appeal the adverse action within the 10-calendar-day advance notice period; and
 - n. Notice that households that are denied benefits upon application shall not receive benefits.
7. Not segregate or discriminate against any child because of inability to pay the full price. Further assurance is given that:

- a. The names of the children shall not be published, posted, or announced in any manner, unless an approved multi-use application is in use;
 - b. There shall be no overt identification of any of the children by the use of special tokens, tickets, or by any other means. The children shall not be required to work for their meals or milk;
 - c. The children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area, or consume their meals or milk at a different time;
 - d. When more than one lunch, breakfast, or type of milk is offered which meets the requirements of 7 CFR parts 210.10, 220.8 or 215.2, the children shall have the same choice of meals and/or milk that is available to those children who pay the full price for their meals and/or milk; and
 - e. Children shall not be discriminated against because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.
8. Make determinations of eligibility for free or reduced-price benefits specified in 7 CFR part 245. Officials shall use the criteria referred to in this policy for the household application.
 9. Distribute to each child's parent or guardian a letter announcing eligibility criteria as required in 7 CFR part 245.5(a) and an application form for free or reduced-price benefits at the beginning of each school year and whenever there is a change in eligibility criteria.
 10. Make available the free and reduced-price guidelines and other information contained in the parent letter to local unemployment offices and major employers contemplating large layoffs in the area from which its attendance is drawn as required in 7 CFR part 245.5(a).
 11. Verify approved free and reduced-price applications by December 15 as specified by 7 CFR part 245.6a. Maintain a description of the verification activities as required by CFR part 245.6a 3(c).
 12. Have the opportunity to determine children as eligible for free meals or free milk based on Direct Certification in place of information submitted by the household on the household application. Direct Certification forms must be retrievable by school.
 13. Agree that the STATE AGENCY will submit a public/press release containing both free and reduced-price eligibility guidelines and other information required to be contained in parent letter to news media. The SPONSOR agrees to submit a public/press release to local unemployment offices and major employers contemplating or experiencing layoffs.

Policy Statement for Non Pricing Programs (Check box of Provision that applies)

The SPONSOR warrants and represents that:

1. All children in attendance or residence are being served the same choice of meals and/or milk at no separate charge.
2. The SPONSOR has data on all children claimed for free or reduced-price benefits and assures the STATE AGENCY that each child receiving such benefits meets the prescribed eligibility criteria.

3. A daily count is kept by meal type for all meals and/or milk claimed.

□ Special Assistance - Provision 2 Programs, Additional Requirements if applicable

A School Food Authority which oversees a school serving meals free of charge to all enrolled children in that school may publicly notify and certify children for free and reduced-price meals for up to four consecutive school years, provided that eligibility determinations shall be in accordance with 7 CFR part 245.3 during the first school year. The following requirements shall apply:

1. Except for assistance properly made available under parts 210, 220, 240, 250, the Indian Child Welfare Act 95-608, and by other legislation, a School Food Authority of a school operating under Provision 2 requirements agree to pay with funds from other than federal sources for:
 - a. Meals served to children not eligible for free or reduced-price meals; and
 - b. The differential between the per-meal cost and federal reimbursement received for each free or reduced-price meal, respectively, served to children eligible to receive such meals under applicable program regulations.
2. In the first year (base year), schools must take daily counts each month of the number of meals served by meal type (free, reduced-price, and paid) and convert the number of each meal type to a percentage of total meals served for the month. The percentages are derived by dividing the monthly total number of meals served by one meal type (e.g. free) by the total number of meals served the same month for all meal types (free, reduced-price, and paid).
3. For the purpose of calculating reimbursement claims, for the second, third, and fourth school years, the three percentages, calculated at the end of each month of the first school year (base year), shall be multiplied by corresponding monthly meal totals of all meal types (free, reduced-price and paid meals).
4. Eligibility determinations from the base year must be maintained for as many years as necessary to substantiate claims for reimbursement in the applicable Provision 2 cycle, including any extensions of that cycle. Extensions may be granted based on pre-approved socioeconomic data which includes: Direct Certification results from the participating school/district, local unemployment data, local Supplemental Nutrition Assistance Program data, Food Distribution Program on Indian Reservation (FDPIR) results, Temporary Assistance for Needy Families (TANF) and information collected by the city or county zoning and economic planning office.

□ Special Assistance - Provision 3 Programs, Additional Requirements if applicable

A School Food Authority which oversees a school serving meals free of charge to all enrolled children may publicly notify and certify children for free and reduced-price meals for up to five consecutive school years, provided that eligibility determinations shall be in accordance with 7 CFR part 245.3 during the first school year. The following requirements shall apply:

1. Except for assistance properly made available under parts 210, 220, 240, 250, the Indian Child Welfare Act 95-608, and by other legislation, a School Food Authority of a school operating under Provision 3 requirements agrees, after the first year, to pay with funds from other than federal sources for:

- a. Meals served to children not eligible for free or reduced-price meals; and
 - b. The differential between the per-meal cost and federal reimbursement received for each free or reduced-price meal, respectively, served to children eligible to receive such meals under applicable program regulations.
2. Reimbursement in the four years following the first year (base year) will be determined by taking the prior year's reimbursement and adjusting for changes in enrollment and inflation. Meal counts are not required to be taken during these years. Enrollment change must be based on the school's enrollment on October 31 annually.
 3. Eligibility determinations from the base year must be maintained for as many years as necessary to substantiate claims for reimbursement in the applicable Provision 3 cycle, including any extensions of that cycle. Extensions may be granted based on pre-approved socioeconomic data which includes: Direct Certification results from the participating school/district, local unemployment data, local Supplemental Nutrition Assistance Program data, Food Distribution Program on Indian Reservation (FDPIR) results, Temporary Assistance for Needy Families (TANF) and information collected by the city or county zoning and economic planning office.

(Print or Type Name and Title)

(Authorized Signature)

(Sponsor/School)

(Date)

Arizona Department of Education
Child Nutrition Program
Application for an Extension on Special Assistance

Please review the Special Assistance Guidance Manual. After reviewing the manual, if you would like to apply for an extension on Special Assistance Program, please complete this application. Once completed, submit the application to the Special Assistance coordinator at the Arizona Department of Education, Child Nutrition Programs for review. **Please note that this application is not approved until you receive an official letter of approval from this department.**

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance Provision (2 or 3) that is currently being operated: Provision 2 or Provision 3
2. Indicate the number of special assistance sites that are being operated: _____

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. Please indicate the approved socioeconomic data that will be submitted to the Arizona Department of Education. Data submitted must be from the base year and the last non base year. All data must be submitted by March 1st of the last non-base year.

Socioeconomic Data Source	BASE YEAR	LAST NON-BASE YEAR

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes.

Print name (authorized signatory) _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date of Last Review: _____

Passed: Y ___ N ___

Approved: Y ___ N ___

Original Base Year: _____

Provision: ___

Approved By: _____

Date: _____

Additional Information/Comments: _____

Base Year: _____

Extension Request Due: _____

Next Base Year: _____

Provision 2 Checklist

Applying

- Review the Special Assistance Guidance Manual
- Submit Special Assistance application no later than May 1st of school year prior to base year
- Submit and update Free and Reduced Price Policy Statement (check box for Provision 2)
- Attend A+ School Lunch Workshop (day one) prior to first day of school
- Attend Provision 2 and 3 training prior to first day of school

Base Year

- Distribute household applications to all families
- Send Non-Pricing letter to parents indicating ALL students may receive meals at NO cost
- Notify public that meals to ALL students will be served at NO cost
- Conduct Direct Certification, certify applications, conduct verification
- Accurately Count/Claim total number of reimbursable meals served at the point of service by eligibility category
- Submit claims for each operational month during base year
- Indicate Special Assistance Base Year on CNP Web online applications

Non-Base Years 1 & 2

- Notify parents that meals will be provided to ALL students at no cost
- Count total number of reimbursable meals served at the point of service
- If requesting an extension, submit an application for extension no later than May 1st of the 2nd non-base year
- Attend Provision 2 and 3 training annually

Non-Base Year 3 (End of Cycle)

- Attend Provision 2 and 3 training
- If school will continue to operate under Special Assistance they must submit a Special Assistance Application no later than May 1st
- If School has applied for an extension of Special Assistance
 - Provide the Arizona Department of Education with specified socio-economic data no later than March 1st

OR

- If School will no longer be operating under Provision 2 and will resort back to standard operation
 - Send notification letter to parents (at the end of the school year)

Provision 3 Checklist

Applying

- Review the Special Assistance Guidance Manual
- Submit Special Assistance application no later than May 1st of school year prior to base year
- Submit and update Free and Reduced Price Policy Statement (check box for Provision 3)
- Attend A+ School Lunch Workshop (day one) prior to first day of school
- Attend Provision 2 and 3 training prior to first day of school

Base Year

- Send household applications to all families
- Send Non-Pricing letter to parents indicating ALL students may receive meals at NO cost (if applicable)
- Conduct Direct Certification, certify applications, conduct verification
- Accurately Count/Claim total number of reimbursable meals served at the point of service by eligibility category
- Submit claims for each operational month during base year
- Indicate Special Assistance Base Year on CNP Web online applications

Non-Base Years 1, 2, & 3

- Notify parents that meals will be provided to ALL students at no cost
- Count total number of reimbursable meals served at the point of service
- If requesting an extension, submit an application for extension no later than May 1st of the 3rd non-base year
- Attend Provision 2 and 3 training annually

Non-Base Year 4 (End of Cycle)

- Attend Provision 2 and 3 training
- If sponsor has applied for an extension of Special Assistance
 - Provide the Arizona Department of Education with specified socio-economic data no later than March 1st
- If sponsor will continue to operate under Special Assistance they must submit a Special Assistance Application no later than May 1st

OR

- If sponsor will no longer be operating under Provision 3 and will resort back to standard operation
 - Send notification letter to parents (at the end of the school year)

Daily Edit Check Worksheet

School Attendance Factor = Month Year

ID	School Breakfast Program Meals			Edit Check Calculation			School Lunch Program Meals			% Part. Of Free
	# Lunches Served Pupils			Enrollment	% Part. Of Free	# Breakfasts Served Pupils				
	Free	Reimbursable Meals	Total			Free	Reimbursable Meals	Total		
1			0		0%			0	0%	
2			0		0%			0	0%	
3			0		0%			0	0%	
4			0		0%			0	0%	
5			0		0%			0	0%	
6			0		0%			0	0%	
7			0		0%			0	0%	
8			0		0%			0	0%	
9			0		0%			0	0%	
10			0		0%			0	0%	
11			0		0%			0	0%	
12			0		0%			0	0%	
13			0		0%			0	0%	
14			0		0%			0	0%	
15			0		0%			0	0%	
16			0		0%			0	0%	
17			0		0%			0	0%	
18			0		0%			0	0%	
19			0		0%			0	0%	
20			0		0%			0	0%	
21			0		0%			0	0%	
22			0		0%			0	0%	
23			0		0%			0	0%	
24			0		0%			0	0%	
25			0		0%			0	0%	
26			0		0%			0	0%	
27			0		0%			0	0%	
28			0		0%			0	0%	
29			0		0%			0	0%	
30			0		0%			0	0%	
31			0		0%			0	0%	
Total	0		0	Total				0	0%	

Percent participation (Attendance Factor Adjusted) should not exceed 100% under normal circumstances and the total count should not exceed enrolled under any circumstances. Should this percent exceed 100% please verify meal count accuracy. If no meal count errors are present please contact your program specialist regarding adjustment of established attendance factor.

Provision 2 Base Year Claiming Percentage Calculator

School:

Month/Year:

Breakfast

Free Meals Served	0
Reduced-Price Meals Served	0
Paid Meals Served	0
Total Meals Served	0

Free Meals Served
 Reduced-Price Meals Served
 Paid Meals Served
 Total Meals Served

= 0.0000%
 = 0.0000%
 = 0.0000%

Free Claiming Percentage
 Reduced Claiming Percentage
 Paid Claiming Percentage

Lunch

Free Meals Served	
Reduced-Price Meals Served	
Paid Meals Served	
Total Meals Served	

Free Meals Served
 Reduced-Price Meals Served
 Paid Meals Served
 Total Meals Served

= 0.0000%
 = 0.0000%
 = 0.0000%

Free Claiming Percentage
 Reduced Claiming Percentage
 Paid Claiming Percentage

Provision 3 Lunch Meal Calculations

School:

Month:

Year:

Base Year Meals

Free	=	0
Reduced-Price	=	0
Paid	=	0

Enrollment and Serving Days

Base Year Enrollment	=	0
Base Year Serving Days	=	0
Current Year Enrollment	=	0
Current Year Serving Days	=	0

Calculations

Percent Change Enrollment = $\frac{\text{Current Year Enrollment}}{\text{Base Year Enrollment}} = \frac{0}{0} = 0.0000$

Enrollment Adjusted Free Meals = $\text{Base Year Free Meals} \times \frac{\text{Percent Change Enrollment}}{\text{Enrollment}} = 0 \times \frac{0.0000}{0} = 0.0000$

Enrollment Adjusted Reduced-Price Meals = $\text{Base Year Reduced-Price} \times \frac{\text{Percent Change Enrollment}}{\text{Enrollment}} = 0 \times \frac{0.0000}{0} = 0.0000$

Enrollment Adjusted Paid Meals = $\text{Base Year Free Meals} \times \frac{\text{Percent Change Enrollment}}{\text{Enrollment}} = 0 \times \frac{0.0000}{0} = 0.0000$

Serving Day Adjusted Free Meals = $\frac{\text{Enrollment Adjusted Free}}{\text{Days}} \times \text{Current Year Serving Days} = \frac{0}{0} \times 0 = 0$

Serving Day Adjusted Reduced-Price Meals = $\frac{\text{Enrollment Adjusted}}{\text{Days}} \times \text{Current Year Serving Days} = \frac{0}{0} \times 0 = 0$

Serving Day Adjusted Paid Meals = $\frac{\text{Enrollment Adjusted Paid}}{\text{Days}} \times \text{Current Year Serving Days} = \frac{0}{0} \times 0 = 0$

Total Meals =

Appendix

Glossary of Terms

ADE	Arizona Department of Education
Administrative Review	Review conducted by Child Nutrition Program staff to assess the adequacy of the eligibility certification process, accuracy of the meal counting and claiming system, and completion of the verification in the base year.
Annual Claiming Percentages (Provision 2 only)	A school may add meal counts by category for the entire base year and convert to claiming percentages for free, reduced-price, and paid meals. The school then uses the annual claiming percentage for each category for each month of the non-base year.
Base Year	The year that applications for free or reduced-price meal benefits were distributed, eligibility determinations were made, and verification was conducted. This is considered the first year of operation for provisions.
Benefit Issuance Document	Link between the eligibility determination and how a meal is claimed for reimbursement. Must be completed during a base year.
Child Nutrition Programs	Includes the National School Lunch, School Breakfast, Special Milk Programs, After School Care Snack Program, and Summer Food Programs.
Daily Edit Checks	Ensures the number of eligible children does not exceed the meal count for the day.
Delayed Implementation (Provision 2 only)	Enables schools to charge students in reduced price and paid meal categories in the base year for first claiming period only.
Direct Certification	Process of establishing children's eligibility for benefits by obtaining documentation directly from the Department of Economic Security (DES). Households determined eligible for meal or milk benefits through direct certifications are not required to submit a free and reduced-price application to the school; instead they provide the DES notification, titled Free Meals Programs.

Appendix

Glossary of Terms

FDPIR (Food Distribution Program on Indian Reservations)	Enables families on certain Indian Reservations who meet Supplemental Nutrition Assistance (SNAP) income guidelines to receive commodity foods.
Free Meal	Meals served under the National School Lunch Program or School Breakfast Program to a child from a household eligible for such benefits. Neither the child nor any household member can be required to work in the school or in the school's food service to supplement the cost of the meal.
NSLP (National School Lunch Program)	Program under which participating schools operating a nonprofit food service operation receive cash assistance and donated food assistance.
Non-Pricing Program	All enrolled students receive meals at no charge despite their eligibility status. Meals are claimed for reimbursement by the students' eligibility status.
Point of Service Meal Counts	Meals are counted at that point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price or paid meal has been served to an eligible student.
Pricing Program	Charging children eligible for reduced-price and paid meals. Only an option for Provision 3 in a non extended base year.
Reduced-Price Meal	A meal served under the National School Lunch or School Breakfast Program to a child from a household eligible for such benefits. The price of this meal MUST be less than the full price of the meal and no more than 40 cents for lunch and 30 cents for breakfast. Neither the child nor any household member can be required to work in the school or in the school's food service to supplement the cost of the meal.
SBP (School Breakfast Program)	Federally assisted meal program operating in schools and institutions. It provides nutritionally balanced, low-cost, or free breakfasts to children each school day.

Appendix

Glossary of Terms

SFA (School Food Authority)	Governing body responsible for the administration of one or more schools and either has the legal authority to operate School Nutrition Programs in these schools or is otherwise approved by the Food and Nutrition Service to operate School Nutrition Programs.
USDA (United States Department of Agriculture)	Federal agency designated by Congress to administer the National School Lunch, School Breakfast, Special Milk Programs, After School Care Snack, and Summer Food Programs.
Verification	Confirmation of eligibility for free and reduced price meals under the National School Lunch or School Breakfast Program. Verification <i>must</i> include confirmation of income eligibility or confirmation that the child is included in a currently certified Supplemental Nutrition Assistance (SNAP)/FDPIR/TANF household or CA unit. At State or local discretion, verification may also include confirmation of any other information on the application, which is required as a condition of eligibility.



Arizona Department of Education

Tom Horne, Superintendent of Public Instruction

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