



State of Arizona
Department of Education

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MEMORANDUM

TO: Sponsors of the National School Lunch Program

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Cara Peczkowski, Director
Arizona Department of Education, School Nutrition Programs

DATE: March 4, 2013

SUBJECT: Family Friendly Applications

Original Signed

The Food and Nutrition Service (FNS) has developed a new version of the prototype Free and Reduced Price School Meals Application package. This “family friendly” application package has been simplified to include only the information that families need when first applying for free or reduced price meals in the school meals programs. The application package is intended to be an easy way for families to have an application readily available that they can submit.

The family friendly application package includes the letter to households, application instructions, the application itself, and the form to share information with MEDICAID/SCHIP for additional benefits. The family friendly application package has been translated into 33 languages and is available at <http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html>. The Arizona Department of Education (ADE) will continue to post the program forms at <http://www.azed.gov/health-nutrition/nslp/program-forms/>.

Local Educational Agencies (LEA) are responsible for ensuring that their applications and other household materials (letter, application, instructions, notices, and verification materials) are available in a language a limited English proficient household can understand. The newly translated package is intended to assist with that requirement.

Memo CN 11-13, Application and Other Household Materials for Limited English Proficient Households, dated September 6, 2012, explained the expectation that LEAs that do not have their own translation materials must make the FNS’ prototype application package available to their families that need them. LEAs will provide the family friendly package and any additional material as needed directly to the family.



LEAs may choose to develop translations of their written materials (including applications submitted online). However, LEAs must accept the FNS' prototype application if submitted by an applicant.

For questions regarding this memo, please contact your School Nutrition Programs Specialist; this information is located on the NSLP CNP Web home page.

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