



State of Arizona  
Department of Education

**HNS#51-2013**  
USDA Memo #CACFP 14-2013

*Original Signed*

**MEMORANDUM**

---

**TO:** All Child and Adult Care Food Program (CACFP) Sponsoring Organizations

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

Melissa Conner, Director  
Arizona Department of Education, Child and Adult Care Food Program

**DATE:** August 22, 2013

**SUBJECT:** Monitoring of Licensing Requirements in the Child and Adult Food Program

---

This memorandum clarifies that, while use of CACFP monitors to review licensing requirements or Department of Economic Security (DES) is permitted and may be beneficial, it is not required by Arizona Department of Education (ADE) and is not an allowable use of CACFP funds.

CACFP administrative funding provided to sponsors supports a variety of oversight functions, including monitoring, training, technical assistance, eligibility determinations, claims processing, enrollment paperwork, and Program outreach. These requirements are supported with CACFP funds.

To the extent that licensing or DES and CACFP requirements overlap, CACFP sponsors may share information on those items with licensing authorities. Additionally, CACFP sponsors are permitted to contract with State or local licensing agencies to conduct oversight of requirements specific only to the licensing agency and not required for CACFP. However, costs related to monitoring for such requirements may not be supported with CACFP administrative funds.



1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-8700 • [www.azed.gov](http://www.azed.gov)

“This institution is an equal opportunity provider”

Because monitoring and performing other oversight functions for child care licensing agencies are not CACFP requirements, ADE does not require CACFP sponsors to monitor a facility's compliance with State or local licensing requirements or report licensing violations to the State licensing agency, except for health and safety violations where an imminent threat is present.

Responding appropriately and in a timely manner to an imminent threat to the health and safety of children or adults in care is an important responsibility for CACFP monitors. Monitors that discover conduct or conditions that pose an imminent threat to the health and safety of participants or the public must immediately notify the appropriate State or local licensing, health, or law enforcement authorities and take action that is consistent with the recommendations and requirements of those authorities [7 CFR 226.16(d)(viii)]. See CACFP 13-2013, *Health and Safety in the Child and Adult Care Food Program*, July 26, 2013.

Please feel free to contact your specialist if you have questions.



1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-8700 • [www.azed.gov](http://www.azed.gov)

“This institution is an equal opportunity provider”