



State of Arizona  
Department of Education

CACFP CN# 020-12

**MEMORANDUM**

**TO:** Child and Adult Care Food Program (CACFP) Adult Care Centers

**FROM:** Mary Szafranski, Deputy Associate Superintendent  
Health and Nutrition Services *MS*

Melissa Conner, Director *MC*  
Child and Adult Care Food Program

**DATE:** May 29, 2012

**SUBJECT:** 2013 Meal Benefit Forms

Updated income eligibility guidelines have been published and become effective July 1, 2012. The enclosed Meal Benefit Forms are to be used from July 1, 2012 through June 30, 2013. Please discontinue using the FY 2012 forms. Immediately begin the income study with the provided documents.

Required information that *must* be provided to households:

- Meal Benefit Income Eligibility Form and Eligibility Letter: for Adult Day Care Centers (It is highly recommended that these two forms be provided to parents on one paper printed front and back. It has been provided in that format.)
- Instructions
- Frequently asked questions

These documents can also be found on our website at: <http://www.azed.gov/health-nutrition/cacfp/>

The pages are designed to be printed on 8½" by 11" paper. Please print the meal benefit eligibility information on one paper, front and back.

You will also find the FY2013 Renewal Training Announcement enclosed.

Please contact your CACFP Specialist if you have questions.



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