



State of Arizona  
Department of Education

HNS 06-2016

**MEMORANDUM**

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

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

Melissa Conner, Director  
Child and Adult Care Food Program

*Original Signed*

**DATE:** May 17, 2016

**SUBJECT:** Mandatory 2017 CACFP Renewal Summit Information and Updated Meal Benefit Forms

The mandatory 2017 CACFP Renewal Summit is on June 16, 2016 at the Mesa Convention Center. For attendees needing hotel accommodations, rooms are available at the Phoenix Marriott Mesa for \$70.00 per night. For additional information regarding the Renewal Summit, please review the invitation and draft agenda that are included in this packet.

Also, the updated income eligibility guidelines have been published and will become effective July 1, 2016. The United States Department of Agriculture (USDA) has redesigned the Meal Benefit Income Eligibility (MBIE) forms. Please read thoroughly. The enclosed parent letter and application are to be used from July 1, 2016 through June 30, 2017. Please discontinue the use of the FY 2016 forms. The ADE recommends that sponsors begin the income eligibility process June 1, 2016 with the provided documents. These pages are designed to be printed 2 sided on 8½" by 11" paper.

Required information that *must* be provided to households:

- Meal Benefit Income Eligibility Letter and Frequently Asked Questions (2 sided)
- Meal Benefit Income Eligibility Form (2 sided)
- Instructions (2 sided)

These documents along with a webinar to help guide you through the new form will soon be available on our website at: <http://www.azed.gov/health-nutrition/cacfp/>.

If you wish to further assist your families, have the local office phone numbers available for the Temporary Assistance to Needy Families (TANF) office, the State Children's Health Insurance Program (CHIP) office, and/or, if applicable, the Food Distribution Program on Indian Reservations (FDPIR).

Please contact your CACFP Specialist if you have questions.



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