



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

April 25, 2005  
CN #

TO: Food Service Directors of Charter Schools  
Business Managers of Charter Schools

FROM: Mary Szafranski  
Deputy Associate Superintendent  
Health and Nutrition Services

SUBJECT: State Match Reporting Requirement

Health and Nutrition Services would like to provide clarification on the State Match Reporting requirement. In previous school year's, this office has provided each district with the amount of their state match requirement. We will no longer provide this amount; however the districts should budget and expend State Equalization Assistance funds for the purpose of state match reporting to the USDA.

To determine the districts state match amount, calculate 30% of the total number of lunches served in the previous school year multiplied by the Paid Lunch reimbursement rate. For SY2005 the paid reimbursement rate was either .21 or .23 depending on the schools eligibility for the low or high rate.

The amount that the school budgets should be reported on Page 2 of the budget under the heading of State Equalization Assistance Allocated for Food Service Expenses. The amount must be reported in Section F, Total Amount of Food Service Expenses from State Equalization Assistance on the Food Services Page of the Annual Financial Report (AFR) which is submitted in October. **The amount reported on the AFR will be compared to the budgeted amount and verified by ADE staff.**

If you have additional questions regarding the State Match requirement, please contact Carol Foxhoven at (602) 542-8724.