



## Arizona Department of Education

Health & Nutrition Services Division

**HNS 11-2019**

### MEMORANDUM

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

**FROM:** Melissa Conner, Associate Superintendent  
Health and Nutrition Services Division *Original Signed*

Erin Raczynski, Director  
Kenny Barnes, Director  
Community Nutrition Programs

**DATE:** June 19, 2019

**SUBJECT:** Updated Meal Benefit Forms

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The updated meal benefit forms and income eligibility guidelines are now available and will become effective July 1, 2019. Please read the form thoroughly and have the parents complete the form entirely and accurately. The enclosed parent letter and application are to be used from July 1, 2019 through June 30, 2020. Please discontinue the use of the FY 2019 forms. The Arizona Department of Education (ADE) recommends that sponsors begin the income eligibility process IMMEDIATELY with the provided documents. These pages are designed to be printed 2 sided on 8½" by 11" paper, and they are being provided in English and Spanish.

Required information that *must* be provided to households:

- Meal Benefit Income Eligibility Letter (2 sided)
- Meal Benefit Income Eligibility Form (2 sided)
- Instructions in English and Spanish (2 sided)

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

If you have any questions or concerns regarding this memo, please contact your assigned CACFP Specialist or you can call the Specialist of the Day (SOD) at (602) 542-8700 and choose Option 1 for Community Nutrition Programs.

**Kathy Hoffman, Superintendent of Public Instruction**

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