



Arizona Department of Education

Health & Nutrition Services Division

HNS 12-2019

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Adult Day 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

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 participant or guardian complete the form entirely and accurately. The enclosed participant/guardian 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.

Required information that *must* be provided to households:

- Meal Benefit Income Eligibility Letter
- Frequently Asked Questions in English and Spanish
- Meal Benefit Income Eligibility Form in English and Spanish (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, 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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