



## Arizona Department of Education

Health & Nutrition Services Division

HNS# 02-2020

### MEMORANDUM

**To:** All Sponsors Operating the Child and Adult Care Food Program (CACFP) in Centers, Shelters, Head Start programs, At-Risk Afterschool Programs and Family Day Care Homes

**From:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services Division

**Date:** January 28, 2020

**Subject:** CACFP Participant Menu Modifications

*Original Signed*

The purpose of this memorandum is to communicate programmatic updates and resources regarding menu modifications in the CACFP. All guidance in this memo is effective immediately.

Menu Modification

A “menu modification” is when someone asks you to avoid a food or beverage listed on your menu and offer something else instead. Processing these requests requires knowledge of the CACFP meal pattern, civil rights compliance and what documentation is needed for each request.

Participant Menu Modification Form

The Arizona Department of Education (ADE) has released an updated Participant Menu Modification Form for use when accommodating participant menu modification requests in the CACFP for all adult day centers, child day centers, emergency shelters, family day care homes, Head Start programs, and at-risk afterschool programs participating in the CACFP in Arizona. This form supersedes use of the Medical Statement Form.

This new form can be found on the [CACFP webpage](#) by selecting the “Program Forms” icon. The Participant Menu Modifications Form is under the “Permanent Forms” section.

ADE requires sponsors to begin using the updated Participant Menu Modification form for all new menu modification requests, effective immediately. The updated Participant Menu Modification Form was designed by ADE to align with updated civil rights guidance.

The Participant Menu Modification Form must be on file for every CACFP participant receiving a menu modification. Completion of Sections 1 and 2 is required; completing additional sections may be required depending on the type of request being made:

- Section 3 is required for menu modifications made due to a reported disability.
- Medical documentation is required for modifications made that do not meet the CACFP meal pattern. *ADE has created a “Medical Authority Documentation” form to use.*

<b>Modification Requested</b>		<b>Documentation Required To Continue Claiming</b>
<b>Disability</b>	Meets Meal Pattern	Section 1, Section 2, Section 3
	Does Not Meet Meal Pattern	Section 1, Section 2, Section 3 & Medical Documentation*
<i>*The timeline may be completed and used to claim for up to 6 months while waiting for Medical Documentation</i>		
<b>Non-Medical Personal Preference</b>	Meets Meal Pattern	Sections 1 & 2
	Does Not Meet Meal Pattern	Claiming not permitted

**Scenario 1:** Menu modifications due to disability that meet the meal pattern require Sections 1, 2, and 3 of the Participant Menu Modification Form. *Medical documentation is not required.*

**Scenario 2:** Menu modifications due to disability that do not meet the meal pattern require completion of Sections 1, 2, and 3 on the Participant Menu Modification Form and Medical Documentation.

**Scenario 3:** Menu modifications due to non-medical personal preference that meet the meal pattern require completion of Sections 1 and 2 of the Participant Menu Modification Form. *Medical documentation is not required.*

**Scenario 4:** Modifications due to non-medical personal preference that do not meet the meal pattern cannot be claimed in the CACFP.

## Online Training

ADE has created the “How to Navigate Menu Modifications” online training to assist facilities with implementation of this new guidance. This online training can be found on the [CACFP webpage](#) by selecting the “Online Trainings and Resources” icon followed by “Nutrition, Meal Pattern, and Meal Service”. The training is under the “Menu Modifications” section.

### **ADHS Empower Program**

This training counts toward Empower Program training requirements.

### **Arizona Early Childhood Workforce Registry**

This 1-hour online training is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your registry transcript, please provide your Workforce Registry ID when completing the post-training survey.

ADE encourages all CACFP facilities to complete this online training to ensure staff have an adequate understanding of what meets the meal pattern, what accommodations are required, and how to complete each section of the Participant Menu Modification form.

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.

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