



## Arizona Department of Education

### Health & Nutrition Services Division

**HNS# 29-2020**

#### 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*

**DATE:** May 26, 2020

**SUBJECT:** Updated Meal Benefit Forms – Adult Day Care Centers

The updated meal benefit forms and income eligibility guidelines are now available and will become effective July 1, 2020. 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, 2020 through June 30, 2021. Please discontinue the use of the FY 2020 forms. The Arizona Department of Education (ADE) recommends that sponsors begin the income eligibility process as soon as possible with the provided documents. These pages are designed to be printed 2 sided on 8½” by 11” paper and most are available in English and Spanish.

Required information that *must* be provided to households:

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

Also included for use when establishing eligibility categories, but not for distribution to families are the updated Income Eligibility Guidelines

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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