



## Arizona Department of Education

Health & Nutrition Services Division

**HNS# 30-2020**

### MEMORANDUM

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

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

Kenny Barnes, Co-Director  
Erin Raczynski, Co-Director  
Community Nutrition Programs

**DATE:** June 5, 2020

**SUBJECT:** Updated Meal Benefit Forms - Family Day Care Homes

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*Original Signed*

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 parents complete the form completely and accurately. The enclosed parent 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 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 and Form for Providers (2 sided) (English and Spanish)
- Meal Benefit Income Eligibility Form Instructions for Providers (English and Spanish)
- Meal Benefit Income Eligibility FAQs for Providers (English and Spanish)
- Meal Benefit Income Eligibility Letter and Form for Parents (3 pages)

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).

#### Contact Information

If you have any questions or concerns regarding this memo, please contact your assigned specialist or the specialist of the day at (602) 542-8700 and choose option 1 for Community Nutrition Programs.

**Kathy Hoffman, Superintendent of Public Instruction**

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