



**Arizona Department of Education**  
Health & Nutrition Services Division

**HNS # 01-2021**

**MEMORANDUM**

**To:** Child and Adult Care Food Program (CACFP) Day Care Centers, Head Start Centers, Emergency Shelters, and At-Risk Afterschool Program Sponsors

**From:** Melissa Conner, Associate Superintendent

**Date:** February 5, 2021

**Subject:** Menu Self-Assessment Requirement for CACFP Operators in FY 2021

*Original Signed*

This memorandum contains information about a new requirement for CACFP operators during the ongoing COVID-19 pandemic. As part of Arizona's State Monitoring Plan approved by USDA, all CACFP operators must complete a short, two-page menu self-assessment in FY 2021 to support program integrity and meal pattern compliance during these unprecedented times. The Arizona Department of Education (ADE) encourages all organizations to complete this requirement as soon as possible to ensure menu compliance throughout the year. As a best practice, the CACFP Menu Self-Assessment tool should also be used each time notable menu changes are made.

**The following steps are required for FY21:**

- 1) Complete the CACFP Menu Self-Assessment tool.
- 2) Save the completed assessment with your completed training certificates.
- 3) Upload the completed CACFP Menu Self-Assessment with your training certificates into your FY 2022 renewal application.

The two-page CACFP Menu Self-Assessment is available on the ADE CACFP website on the "Program Forms and Resources CACFP" page under the sub-heading, "Building a Menu" at:

<https://www.azed.gov/hns/cacfp/programforms/>. For additional opportunities to enhance program compliance, please explore the "Training" tab on the CACFP homepage at: <https://www.azed.gov/hns/cacfp/>.

Please contact your Community Nutrition Program Specialist with questions regarding this guidance. Your assigned specialist can be found at the top of the Sponsor application in CNPWeb. You may also call 602-542-8700, select option 1, for the CNP Specialist of the Day.

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