



Arizona Department of Education
Health & Nutrition Services Division

HNS # 14-2021

MEMORANDUM

To: Child and Adult Care Food Program (CACFP) Child Care Centers

From: Melissa Conner, Associate Superintendent

Date: June 7, 2021

Subject: Meal Benefit Income Eligibility Forms

Original Signed

The Child and Adult Care Food Program (CACFP) Meal Benefit Income Eligibility Forms required for annual participant enrollment are now available. Please discontinue use of the previous forms and begin providing households with new forms and information. The enclosed Income Guidelines, Parent Letter, and Meal Benefit Income Eligibility Forms are to be used from July 1, 2021 through June 30, 2022.

The Arizona Department of Education (ADE) recommends sponsors begin utilizing the new documents to complete the annual income eligibility process as soon as possible. The pages are designed to be printed double-sided on 8½” by 11” paper and are available in English and Spanish.

Following is required information that must be provided to households:

- [Meal Benefit Income Eligibility Letter](#) (Double-sided)
- [Meal Benefit Income Eligibility Form English/Spanish](#) (Double-sided)
- [Instructions for Completing the Form](#) (Double-sided)

If you wish to further assist families, you may provide them with the local office phone numbers for Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), State Children’s Health Insurance Program (SCHIP) and/or, if applicable, Food Distribution Program on Indian Reservations (FDPIR).

For additional information regarding CACFP annual enrollment and program documentation requirements, please view Part 2 of the Administration Essentials Series: [Participant Enrollment](#) (0.5 Hour).

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 select Option 1 for Community Nutrition Programs.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: program.intake@usda.gov.*

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