



Arizona Department of Education
Health & Nutrition Services Division

HNS # 22-2021

MEMORANDUM

To: Local Educational Agencies Operating the National School Lunch Program

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

Date June 29, 2021

Subject: Guidance for SY 2021-2022 State Match Reporting Requirements for Districts and Charters

Original Signed

The purpose of this memorandum is to provide guidance to all School Food Authorities (SFAs) operating the National School Lunch Program (NSLP), regarding the state match reporting requirement. In order to meet the state match reporting requirement as listed in CFR Title 7, §210.17(a), districts budget and expend Maintenance & Operations (M&O) and Capital Outlay funds, which are reported on the Food Service Annual Financial Report (FSAFR). Charters budget and expend State Equalization Assistance funds for the purpose of state match reporting to the USDA. This amount is reported in Section E of the FSAFR (State Equalization Assistance Expended for Food Service).

The amount of state match funding required for each district and charter is equal to 30% of the total number of lunches served through NSLP in the previous school year, multiplied by the paid lunch reimbursement rate for that year. For SY 2021, the paid lunch reimbursement rate was either \$0.33 or \$0.35 depending on the school's eligibility for the low or high rate, plus the additional \$0.07 received by districts and charters that are menu certified, if applicable.

Since the COVID-19 pandemic and unexpected school closures caused many districts and charters to transition to emergency feeding through the Summer Food Service Program (SFSP) in March of 2020, total lunches served through NSLP for the SY 2019-2020 and SY 2020-2021 were less than those served in SY 2018-2019 for most districts and charters. Due to this unique situation, Health and Nutrition Services is providing alternate guidance for calculating the state match requirement which will be budgeted and expended from either M&O and Capital Outlay funds for districts, or State Equalization Assistance funds for charters in SY 2020-2021

SFSP lunches may not be used to calculate state match funding. Districts and charters must use either the total number of NSLP lunches served in SY 2018-2019, SY 2019-2020, or SY 2020-

2021, whichever is higher, multiplied by their SY 2020-2021 paid lunch reimbursement rate. Further, 30% of this number will be the amount of state match funding to be allocated for SY 2021-2022. This guidance is intended to ensure available funding is not unnecessarily impacted by the COVID-19 pandemic and resulting changes in school meal service operations. This guidance is only for budgeting SY 2021-2022 state match and will revert to the original formula in future years.

Please contact your assigned Health and Nutrition Services Specialist for questions on this guidance. Your assigned Health and Nutrition Services Specialist can be found at the top of the Sponsor application in CNPWeb. SFAs may also email ContactHNS@azed.gov or call 602-542-8700 to reach the Specialist of the Day when the assigned Health and Nutrition Services Specialist is not available.

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