



Arizona Department of Education
Health & Nutrition Services Division

HNS 26-2021

MEMORANDUM

To: Operators of all Child Nutrition Programs in Arizona, including the National School Lunch (NSLP) and School Breakfast Programs (SBP), Seamless Summer Option (SSO), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP)

From: Melissa Conner, Associate Superintendent

Date: January 6, 2022

Subject: Required Waiver Usage Reporting for School Year 2020-2021 and Summer 2021 Child Nutrition Programs

Original Signed

This memorandum notifies Program operators of the requirement to report usage of the United States Department of Agriculture (USDA) nationwide COVID-19 Child Nutrition waivers. This memorandum also notifies Program operators the deadline to report waiver usage during School Year (SY) 2020-2021 and Summer 2021 is February 1, 2022.

Section 2202(d) of the Families First Coronavirus Response Act requires State agencies and local operators who elected to use any of the Child Nutrition Program waivers to report to the Secretary of Agriculture no later than one year after the date the State received the waiver with the following information:

- A summary of the use of the waivers; and
- A description of whether and how the waivers resulted in improved services to participants.

Arizona Department of Education (ADE) Health and Nutrition Services (HNS) will provide the data reported by Program operators to USDA Food and Nutrition Services (FNS) through the annual School Meal Operations Study. The remainder of this memorandum provides data submission information to clarify reporting requirements.

Electronic Data Submission

Program operators will use the electronic form issued by HNS and is to be completed once at the entity level. The form can be accessed through this link: [Reporting Nationwide Waiver Usage](#). Operators can also access this link on the HNS COVID-19: Guidance to Child Nutrition Operators webpage and clicking on the accordion titled *Child Nutrition COVID-19 Waivers*.

Reporting Requirement

HNS opted into waivers that provided flexibilities to all Child Nutrition Program operators during School Year (SY) 2020-2021 and Summer 2021. All Child Nutrition Program operators will report if applicable flexibilities were or were not implemented during the school year and/or summer timeframe. Program operators that did not implement any flexibilities under such waivers are still required to submit the electronic form indicating flexibilities were not implemented.

Completion of the electronic form will satisfy statutory reporting requirements for USDA COVID-19 Child Nutrition waivers. Program operators will not need to submit any additional documents or attachments. The form is to be completed at the entity level and submitted electronically by **February 1, 2022**.

Please contact your Health and Nutrition Services Specialist with any questions regarding this guidance. You may also call (602) 542-8700, option 1, or email ContactHNS@azed.gov to reach the Specialist of the Day.

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- *mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
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- *fax: (202) 690-7442; or*
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