



HNS TA # 01-2023

*Original Signed*

**MEMORANDUM**

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**To:** School Food Authorities and School Business Officials Operating the National School Lunch Program

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

**Date:** June 16, 2023

**Subject:** School Year 2023-2024 State Match Requirements for Districts and Charter Schools

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The purpose of this technical assistance memorandum is to provide School Food Authorities (SFAs) and School Business Officials clarification of existing guidelines surrounding state match funding requirements as listed in 7 CFR 210.17(a). The COVID-19 pandemic allowed for exceptions in the state match funding calculations. The Arizona Department of Education (ADE) is reverting to the formulas originally used, prior to the COVID-19 pandemic, without exceptions, for the School Year (SY) 2023-24 state match funding allocations.

The amount of state match funding required for each school district and charter school that receive State appropriated funds, is equal to 30% of the total number of lunches served through NSLP in the previous school year, multiplied by the SY 2022-23 paid lunch reimbursement rate. For SY 2022-23, the paid lunch reimbursement rate was either \$0.77 or \$0.79, depending on the school's eligibility for the low or high rate, plus the additional \$0.08 received by menu-certified districts and charter schools, if applicable.

Public school districts should budget and expend Maintenance & Operations (M&O) and Capital Outlay funds reported on the SY 2023-24 Food Service Annual Financial Report (FSAFR). Charter schools should budget and expend State Equalization Assistance funds to meet state match requirements. The amount of State Equalization Assistance funds will be reported in Section E of the SY 2023-24 FSAFR (State Equalization Assistance Expended for Food Service). Nonpublic schools are provided an exemption per 7 CFR 210.17 (b).

**Tom Horne, Superintendent of Public Instruction**

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SFAs with questions regarding this guidance may contact their assigned HNS Specialist. SFAs may also email [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov) or call 602-542-8700.

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