



HNS #08-2025

Original Signed

MEMORANDUM

To: Child and Adult Care Food Program Operators

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

Date: August 14th, 2025

Subject: CACFP Renewal for Program Year 2026

This memorandum provides necessary information for those preparing to operate the Child and Adult Care Food Program (CACFP), Family Day Care Home (FDCH), and At-Risk Afterschool Program for the Program Year 2026 (PY 2026).

Annual Application Requirements

Operators are encouraged to use the [CACFP Renewal Preparation Checklist](#) in addition to the [CACFP Renewal Resources webpage](#) to ensure all application requirements are completed. Operators should communicate with their assigned Health and Nutrition Services (HNS) Specialist to complete the annual application requirements for PY 2026. Operators may begin the renewal process for PY 2026 starting August 13, 2025. Renewal applications must be submitted by October 31, 2025, to ensure timely claiming and to maximize benefits. Any operators who do not submit the management plan and budget by October 31, 2025, may not be eligible for reimbursement of meals served in October. HNS recommends submitting the renewal application as soon as possible to leave time for review and approval from the assigned HNS Specialist and Director.

CNP Management Plans and Budgets

Each program year, operators are first required to submit a management plan and budget via the CNP Management Plan and Budget. The management plan collects all aspects of the sponsor and sites, including contact information, organizational information, administrative capability information, financial viability information, internal controls, management systems to ensure fiscal accountability, and stores documentation. The budget collects facility information, including administrative and operational costs and projected expenses.

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CNPWeb Site and Sponsor Applications

Additionally, each program year, operators are required to submit a sponsor application and site applications for each site via CNPWeb (FDCH operators do not complete site applications after completing the Management Plan and Budget, but must complete the Sponsor application in CNPWeb). The Sponsor Application collects information, including contact information, general information, projected income, and expenses. The Site Application collects site-level operational information, including licenses, mealtime shifts, and days of operation. FDCH operators may have view-only access to Provider Manager to ensure all providers are appropriately added, and any identifying information is correct. To gain access, the Entity Administrator will need to add the “Provider Manager” application in ADEConnect.

Access to CNP Applications via ADEConnect

ADEConnect provides a single sign-on for multiple applications used by the Arizona Department of Education (ADE). For example, CNP Management Plan and Budget access is granted by the Entity Administrator (EA) established by and for the operator. Whether or not the EA is listed as an authorized signer on the CACFP Permanent Agreement, an EA shall not grant access to child nutrition programs technology systems to consultants, consulting firms, or Food Service Management Companies (FSMCs) contracting with operators. The child nutrition programs technology systems include:

- *CNP Management Plans and Budgets*
- *CNPWeb*
- *Provider Manager (view-only)*

Additional Requirements

CACFP Permanent Agreement

The CACFP Permanent Agreement shall be reviewed by the operator to ensure the Designated Official and all Authorized Signers are current. If the Designated Official or any of the Authorized Signers are no longer employed by the operator, a new Permanent Agreement must be initiated. The [CACFP Initiation Form](#) can be started through the link provided and will be completed once all parties have signed using Adobe Sign. Any questions related to the submission or updating of the Permanent Agreement should be directed to the assigned HNS Specialist.

Free and Reduced-Price Policy Statement

The operator must review the free and reduced-price policy for substantive changes. The policy statement must be updated and resubmitted in the Management Plan if there are any changes to the process or staff/position responsible for eligibility determinations. In all cases, the operator must have an approved policy statement on file with ADE. Amendments must be submitted for approval to their assigned HNS Specialist no later than October 15th each year. The [Free and Reduced Price Policy Statement](#) template can be accessed on ADE’s [Child and Adult Care Food](#)

[Program website](#) under the Forms and Resources for the Management Plan and Budget or by utilizing the link provided.

Cash in Lieu of Commodities (CIL)

Annually, CACFP operators are surveyed for interest in either receiving entitlement funds allocated for the United States Department of Agriculture (USDA) Foods or Cash in Lieu of Commodities. Based on the results of the most recent CIL survey, operators will continue to receive cash payments added to the lunch and supper reimbursement amount. This funding is added to the monthly reimbursements when the sponsor correctly completes section ‘5. General Information’ of the sponsor application indicating “no” to the ‘Do you currently receive USDA Foods’ question.

5. General Information	
Type of Sponsoring Authority:	Private - For-Profit Organization
Do you currently receive USDA Foods:	No
Pricing Policy:	Non-Pricing
Computer Generated Meal Counts:	Used At All Sites

Single Audit Qualifying Questionnaire

Annually, all CACFP and FDCH program operators receiving Federal funds from ADE must complete a Single Audit Qualifier Questionnaire (SAQQ) by April 30. The SAQQ determines if a program operator has met the expenditure threshold of \$750,000.00 or more in Federal awards for Federal fiscal year 2024, and whether a single audit is required. Any entity that expends more than the Federal funding expenditure threshold, which was \$750,000.00 in Federal fiscal year 2024, is required to hire an independent Certified Public Accountant (CPA) to conduct a single audit to review both the compliance and financial component of Federal programs. Operators must ensure the completion of the single audit is completed within 12 months after the fiscal year's close. If the SAQQ, due April 30, 2025, has not been submitted, the PY 2026 application will not be approved until this requirement has been met.

Program operators still needing to complete the questionnaire must:

- open the questionnaire located here: [Single Audit Qualifier Questionnaire](#);
- answer the questions; and
- when that answer is “Yes” to \$750,000.00 or more expended in Federal awards for the previous fiscal year, upload the single audit report.

The Federal funding expenditure threshold that requires a Single Audit will increase to \$1,000,000.00 for the SAQQ due on April 30, 2026; this threshold took effect on October 1,

2024. Any entity that expends more than \$1,000,000.00 in Federal funds in a fiscal year is required to hire an independent CPA to conduct a single audit to review both the compliance and financial component of Federal programs. Operators must ensure a single audit is completed within 12 months after the fiscal year's close. Additional communication regarding this change and the link to the PY 2026 SAQQ will be provided at a later date.

Contract Updates

Program operators using a caterer must submit their CACFP catering contract for PY 2026 by September 5, 2025, to HNSContracts@azed.gov

- Formal Catering Renewal
- Informal Catering Contract

An email notification regarding this requirement was sent to program operators on April 30, 2025. If you did not receive this email, please contact the HNS Contracts Management Officer at 602-364-2205 or via email at HNSContracts@azed.gov.

Unique Entity Identifier (UEI)

Child Nutrition operators are required to have the UEI to receive payments from State agencies that administer the Child Nutrition programs on behalf of the federal government. When completing your application, please ensure you have this number, as it is required to receive payments from ADE.

To obtain a UEI, you will need to complete the process through [SAM.gov](https://sam.gov). Select 'Entity Information', from there you will select 'Register Your Entity or Get a Unique Entity ID'. If additional assistance is needed with this process, navigate to the Customer Service section on the [SAM.gov](https://sam.gov) website.

Updates to Child Nutrition Programs Nutrition Standards

USDA's Food and Nutrition Service (FNS) published a final rule titled, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans, effective July 1, 2024. USDA is gradually phasing in the required changes. [A summary of the changes](#) has been provided by FNS. The added sugars requirement is effective October 1, 2025, and must be implemented in PY 2026. Program operators are encouraged to visit the [Implementation Timeline for CACFP](#) to access resources, videos, toolkits, and guidance for the Child Nutrition Programs nutrition standards.

Annual Training Requirements

The annual training requirements for PY 2026 **FDCH Program Operators** are:

- [FDCH PY 2026 Annual Renewal Training](#)
- Online Course: Civil Rights Compliance for Child Nutrition Program Operators ([English](#)) ([Spanish](#))

Certificates from both trainings must be submitted to the management plan as part of the renewal application to demonstrate satisfaction with the annual training requirements.

The annual training requirements for PY 2026 **CACFP Program Operators** are:

- Online Course: Civil Rights Compliance for Child Nutrition Program Operators - ([English](#)) ([Spanish](#))
 - All operators must complete the self-guided, online Civil Rights Compliance training. This training must be completed by all staff. The certificate of completion by an individual on the Permanent Agreement must be uploaded to ADE.
- Operators must complete specific CACFP training requirements and must complete **10** hours of CACFP training.
 - **Nutrition and Administration:** At least one training must be completed on a Nutrition Topic, and at least one training must be completed on an Administration Topic. Multiple options are available online in the HNS Training Library for CACFP Operators.
 - New for PY 2026: HNS will be hosting a live webinar, *Staying on Track with the Essentials of CACFP for Program Year 2026*, on September 4, 2025. **This webinar is mandatory training that all operators are required to attend.** This webinar will provide an overview of pertinent program information prior to entering PY 2026, and will highlight new training and resources from HNS, including but not limited to a new and improved training library and training curriculum.
 - New for PY 2026: HNS will host a follow-up live webinar, *Understanding CACFP Monitoring Requirements and the Five-Day Reconciliation*, on September 9, 2025. **This webinar is mandatory for multi-site operators to attend.** This webinar will review the multi-site institution monitoring requirements as well as provide a demonstration of the process to complete the required five-day reconciliation.

Please register for both webinars in [ADE Professional Learning and Development \(APLD\)](#). Both webinars will count towards the annual 10-hour training requirement. The webinars will be recorded and posted for those who are unable to view it live, and the certificates of completion for the webinars must be uploaded to the management plan.

- The remaining hours of training needed to fulfil the 10 hours required, will be selected by the operator to best meet their needs and are available in the HNS' Training Library for CACFP Operators and are also highlighted monthly in the HNS Events Forecast Communication.
- **Designated Official and Authorized Signers:** The designated official and all authorized signers on the Permanent Agreement must complete at least one training. The training can be on any topic and of any length.

Operators must upload training certificates to the management plan to demonstrate satisfaction with the annual training requirements.

Additional Updates

HelpDesk to Connect with HNS

ADE uses the ticketing system, HelpDesk, to receive, track, and respond to requests for various types of assistance. In addition to current options in the Service Request Catalog, including one-time exception requests, reimbursement claim/attendance factor issues, and the Add/Change/Delete Form, HNS will be expanding the options for operators to select. Operators are encouraged to use HelpDesk when in need of any assistance from HNS; requests can be routed to the assigned HNS Specialist. Unlike individual email-based requests, the HelpDesk provides the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to the request. Access the HelpDesk by using the link: <https://helpdeskexternal.azed.gov/> and follow the steps listed below to complete the form fields.

- Click the icon for 'New Request'
- Locate Health and Nutrition Services
- Choose from the drop-down options
- Complete all required fields and applicable optional fields
 - Providing more detail in the request will help it to be routed to the appropriate staff member.
 - Some fields cannot be edited.
- Drag and drop any related items into the Attachment box
- At the bottom of the form, click the blue button: 'Add Request'

The HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account will be prompted to create one.

When submitting provider updates, please submit them as they happen, rather than waiting to submit large batches of updates at once. If you have questions regarding this process, please contact your assigned HNS Specialist.

Please utilize the process outlined above regarding helpdesk to contact your Health and Nutrition Services Specialist with any questions regarding this guidance.

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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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination 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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) [email: program.intake@usda.gov](mailto:program.intake@usda.gov).

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