



ARIZONA DEPARTMENT OF EDUCATION

HNS # 09-2026

Original Signed

MEMORANDUM

To: Child and Adult Care Food Program Operators

From: Cara Alexander, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Date: August 24, 2026

Subject: Child and Adult Care Food Program Renewal for Program Year 2027

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 2027 (PY 2027).

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 Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Specialist to complete the annual application requirements for PY 2027. Operators may begin the renewal process for PY 2027 starting August 31, 2026. Renewal applications must be submitted by October 30, 2026 to ensure timely claiming and to maximize benefits. Any operators who do not submit the management plan and budget by October 30, 2026, may not be eligible for reimbursement of meals served in October. ADE 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 Plan and Budget

Each program year, operators are required to submit a management plan and budget via the CNP Management Plan and Budget within [ADEConnect](#). The management plan captures key information about the sponsor and its sites, including contact and organizational information, administrative capability, financial viability, internal controls, management systems to ensure fiscal accountability, and supporting documentation. The budget collects facility information, including administrative and operational costs and projected expenses.

Tom Horne, Superintendent of Public Instruction

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Updates to the Management Plan and Budget System

The following updates have been made to the Management Plan and Budget System for PY 2027:

- Operators who own multiple independent centers will no longer be required to upload a Proposed Schedule of Monitoring Visits
- A field for Equipment (large, one-time purchases) has been added in the Supplies and Equipment section of the Budget
- The Projected Annual CACFP Reimbursement in the Budget will now be auto-calculated based on the Anticipated Monthly CACFP Reimbursement entered on the Financial Viability page of the Management Plan
 - This update will require the Management Plan and Budget to be submitted and processed together for each revision
- The CNP Budget will no longer be able to be submitted if the Projected Annual CACFP Reimbursement is higher than the Total Projected Annual Non-Profit Food Service Costs (For-profit status error)

CNPWeb Site and Sponsor Applications

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

Access to CNP Applications via ADEConnect

ADEConnect provides a single sign-on for multiple applications used by ADE. For example, CNP Management Plans and Budgets access is granted by the 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 Program (CNP) technology systems to consultants, consulting firms, or Food Service Management Companies (FSMC) contracting with operators. The CNP 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 uploaded to HelpDesk. The operator's assigned HNS Specialist will initiate the permanent agreement, and it will be completed once all parties have signed using Adobe Acrobat 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 Statement Non-Pricing Program for CACFP and determine any substantive changes. The Policy Statement must be updated and resubmitted in the CNP Management Plan if there are any changes to the process or personnel responsible for eligibility determinations. In all cases, the operator must have an approved and current Policy Statement on file with ADE. Amendments must be submitted for approval to the operator's 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

Cash in Lieu of Commodities

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 (CIL). 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). The SAQQ determines if a program operator has met the expenditure threshold of \$1,000,000.00 or more in Federal awards for Federal Fiscal Year (FFY) 2025, and whether a single audit is required. Any entity that expends more than the Federal funding expenditure threshold, which was \$1,000,000.00 in FFY 2025, 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 close of the FFY. If the SAQQ, due May 29, 2026, has not been submitted, the PY 2027 application will not be approved until this requirement has been met.

To complete the SAQQ:

1. Open the questionnaire located here: [Single Audit Qualifier Questionnaire](#).
2. Complete and submit the questionnaire.
3. If the questionnaire indicates that the operator expended \$1,000,000 or more in Federal awards during the previous fiscal year, upload the completed single audit report.

Contract Updates

Program operators using a caterer must submit their CACFP catering contract for PY 2027 by September 11, 2026, to HNSContracts@azed.gov

- Formal Catering Renewal
- Informal Catering Contract

An email notification regarding this requirement was sent to program operators on June 19, 2026. 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

Child Nutrition Program (CNP) operators are required to have a Unique Entity Identifier (UEI) to receive payments from State agencies that administer CNPs on behalf of the federal government. When completing the application, the operator should ensure this number is accessible, as it is required to receive payments from ADE.

To obtain a UEI, the operator will need to complete the process through [SAM.gov](https://sam.gov). Select 'Entity Information', then 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 Administration (FNA) published a final rule titled, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans, effective July 1, 2024. USDA gradually phased in the required changes. [A summary of the changes](#) has been provided by FNA. The added sugars requirement is effective October 1, 2025, and was required to 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 2027 **FDCH Program Operators** are:

- [FDCH PY 2027 Annual Renewal Training](#)
- Online Course: Civil Rights Compliance for Child Nutrition Program Operators ([English](#)) ([Spanish](#))

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

The annual training requirements for PY 2027 **CACFP Operators** are:

- Operators must complete **10 hours** of CACFP training. Specific training requirements must be met within the 10 hours of completed 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.
 - **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.
- *Staying on Track with the Essentials of CACFP for Program Year 2027.* The live webinar will occur on August 27, 2026, and provide an overview of pertinent program information prior to entering PY 2027. Use this link to [register](#) for the live webinar. All webinars are recorded and will be posted to the [Online Training Library](#) located on the HNS Training for Child and Adult Care Programs webpage. The certificate of completion must be uploaded to ADE in CNP Management Plan and Budget.
- 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 in CNP Management Plan and Budget.

Operators must upload training certificates to the CNP Management Plan to demonstrate satisfaction with the annual training requirements.

For more information about the annual training requirements, CACFP operators are encouraged to review the following online training: [Training Requirements for the CACFP](#).

Training Offerings:

- **Live Webinar:** HNS will be hosting a live webinar, *Staying on Track with the Essentials of CACFP for Program Year 2027*, on August 27, 2026. This webinar will provide an overview of pertinent program information prior to entering PY 2027.
- **In-Person Workshops:** Additionally, HNS will be hosting a series of in-person workshops that will cover CACFP New Director Training, Financial Management, Preparing for the Administrative Review, and Infant Feeding. Please review the [In-Person Workshop Schedule](#) for dates and times offered.
- **Additional Training Opportunities:** The remaining hours of training needed to fulfill the 10 hours required will be selected by the operator to best meet their needs. Trainings are available in HNS' Training Library for CACFP Operators and are also highlighted monthly in the HNS Events Forecast Communication. Because the trainings offered are vast in quantity and diverse in content, HNS has drafted a specialized [CACFP Training Curriculum](#) based on job duties to help operators get started creating training plans for the year.

Please register for both webinars and workshops in [ADE Professional Learning and Development \(APLD\)](#). Both webinars and workshops will count towards the annual 10-hour training requirement.

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 including one-time exception requests, reimbursement claim/attendance factor issues, and the Add/Change/Delete Form. Operators are encouraged to use HelpDesk when in need of any assistance from ADE HNS and 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 in real time, rather than waiting to submit large batches of updates at once. If you have questions regarding this process, please contact your assigned HNS Specialist.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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.

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