



HNS 01-2026

Original Signed

MEMORANDUM

To: School Food Authorities Operating the National School Lunch Program

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

Date: January 15, 2026

Subject: New System for USDA Foods in Schools for School Year 2026-2027

The purpose of this memorandum is to announce the new electronic system, CNP MyFoods, for the management of the United States Department of Agriculture Foods in Schools Program (USDA Foods) in Arizona for School Year 2026-2027 (SY 2026-27). This new system will replace the existing myFOODS platform. Beginning in January 2026, the CNP MyFoods system will launch as an application within the ADEConnect system for use by the School Food Authority (SFA) for planning the SY 2026-27 USDA Foods program.

USDA Foods is a federal food assistance program for operators of the National School Lunch Program (NSLP). The United States Department of Agriculture (USDA) allocates food assistance in the form of entitlement to the Arizona Department of Education (ADE), the designated state distributing agency, at a per-meal rate established annually in July. ADE provides an electronic system for the management of entitlement issued to eligible SFAs, also referred to as Recipient Agencies (RAs), at a planned assistance level (PAL) calculated by using the number of reimbursable lunches served during the previous school year (July 1–June 30) multiplied by the current per-meal value. The SFA can strategically optimize its allocated PAL with intentional planning in the three options provided by USDA Foods: Direct Delivery, Processing, and the Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh).

ADE will continue to support SFAs in utilizing CNP MyFoods throughout this transition period by offering individual assistance and training resources, including webinars, user manuals, and Step-by-Step instructions. ADE will host the [Introduction to CNP MyFoods](#) webinar on January 28, 2026, beginning at 1:30 PM, MST. All SFAs are encouraged to register for this live event in the ADE Professional Learning and Development ([APLD](#)) application within ADEConnect. The [Introduction to CNP MyFoods](#) webinar will be recorded and posted to the HNS training website for any SFAs that cannot attend the live event. Published resources will be updated to reflect the functionality of the new system, posted on the Health and Nutrition Services website, and communicated with program operators via email. Individuals interested in receiving Health and Nutrition Services (HNS) email updates are encouraged to sign up annually on the HNS website: <https://www.azed.gov/hns>.

Tom Horne, Superintendent of Public Instruction

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To access CNP MyFoods, the SFA should first log into ADEConnect to check if the CNP MyFoods application has already been assigned. If the application is not visible in the ADEConnect system, the local agency's Entity Administrator must assign it. The SFA will need an ADEConnect account with the CNP MyFoods application added and a “**CNP MyFoods- General User**” role designated by the local agency’s Entity Administrator.

The current myFOODS system will remain operational and active throughout the remainder of the current school year, specifically through June 30, 2026. All SFAs are encouraged to access any information including reports contained within the system while it remains fully operational, as system status changes could result in limited functionality. SFAs will retain access to data within the current myFOODS system. Notifications regarding the transition of the myFOODS system to a read-only status will be provided in due course.

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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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