



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 04-05**

**MEMORANDUM**

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**To:** School Health & Nutrition Program Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Unit

Holly Mohr, Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** August 17, 2004

**RE:** Runaway, Homeless, and Migrant Youth, 2004 Reauthorization Act

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**Runaway, homeless, and migrant children are now categorically eligible for free meals effective July 1, 2004.**

- Local education agencies (LEAs) must document a child's status as either runaway, homeless, or migratory.

How do you document runaway, homeless, or migratory status?

- Homeless children documentation: Refer to **CN memo #08-03** on "documenting free and reduced price eligibility of homeless children in the Child Nutrition Programs". LEA officials may accept documentation that a child is homeless from the **local educational liaison** or **directors of homeless shelters**. This documentation must include:
  - Child's name
  - Effective date(s)
  - Signature of the local educational liaison or the director of the homeless shelter
- If a homeless family or child temporarily reside with another household, the **host family's income is not taken into consideration** when determining whether the homeless family is eligible for free and reduced price meals.
- If **host family** applies for free and reduced benefits, they **may include the homeless family as household members** if the host family provides financial support to the homeless family (shelter, clothing, food, etc.).

Runaway or migrant children: There are no documentation provisions currently. Further guidance will be provided in the future.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist (602) 542-8700.