



State of Arizona
Department of Education

HNS 10-2017

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Child Care Centers

FROM: Melissa Conner, Associate Superintendent
Health and Nutrition Services

Kenny Barnes, Director
Erin Raczynski, Director
Community Nutrition Programs

DATE: June 23, 2017

SUBJECT: Updated Meal Benefit Forms

Original Signed

The updated meal benefit forms and income eligibility guidelines are now available and will become effective July 1, 2017. This year, the form has been revised and asks for child age, instead of grade. Please read the form thoroughly and have the parents complete the form completely and accurately. The enclosed parent letter and application are to be used from July 1, 2017 through June 30, 2018. Please discontinue the use of the FY 2017 forms. The ADE recommends that sponsors begin the income eligibility process IMMEDIATELY with the provided documents. These pages are designed to be printed 2 sided on 8½" by 11" paper.

Required information that *must* be provided to households:

- Meal Benefit Income Eligibility Letter and Frequently Asked Questions (2 sided)
- Meal Benefit Income Eligibility Form (2 sided)
- Instructions (2 sided)

If you wish to further assist your families, have the local office phone numbers available for the Supplemental Nutrition Assistance Program (SNAP) office, Temporary Assistance to Needy Families (TANF) office, the State Children's Health Insurance Program (SCHIP) office, and/or, if applicable, the Food Distribution Program on Indian Reservations (FDPIR).

Please contact your CACFP Specialist if you have questions.



1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

"This institution is an equal opportunity provider and employer"