



State of Arizona
Department of Education

HNS 10-2017

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Adult 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. Please read the form thoroughly and have the participant or guardian complete the form completely and accurately. The enclosed participant/guardian 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 Form (2 sided)
- Meal Benefit Income Eligibility Form Instructions
- Meal Benefit Income Eligibility FAQs

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, and/or, if applicable, the Food Distribution Program on Indian Reservations (FDPIR).

Please contact your CACFP Specialist if you have questions.



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