



State of Arizona  
Department of Education



Health and Nutrition Services Division

HNS# 26-2018

MEMORANDUM

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

**FROM:** Melissa Conner, Associate Superintendent  
Health and Nutrition Services Division

Kenny Barnes, Director  
Erin Raczynski, Director  
Community Nutrition Programs

**DATE:** June 26, 2018

**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, 2018. Please read the form thoroughly and have the participant or guardian complete the form entirely and accurately. The enclosed participant/guardian letter and application are to be used from July 1, 2018 through June 30, 2019. Please discontinue the use of the FY 2018 forms. The Arizona Department of Education (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, and/or, if applicable, the Food Distribution Program on Indian Reservations (FDPIR).

If you have any questions or concerns regarding this memo, please contact your assigned CACFP Specialist or you can call the Specialist of the Day (SOD) at (602) 542-8700 and choose Option 1 for Community Nutrition Programs.

**Diane M. Douglas, Superintendent of Public Instruction**

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