



## Arizona Department of Education

Health & Nutrition Services Division

### **Camp Checklist**

If you charge separately for meals, you need to submit the following information with your application:

1. A statement that eligibility standards conform to the USDA family size and income standards for reduced price meals.
2. A description of the method(s) you'll use to accept applications from families for program meals. The method(s) must ensure households are allowed to apply on behalf of children who are members households receiving SNAP, FDPIR or TANF benefits and are categorically eligible.
3. A description of the method used to collect payments from children who pay the full price of the meal while preventing overt identification of children receiving a free meal.
4. An assurance the camp will establish a hearing procedure for families wishing to appeal a denial of an application for free meals.
5. An assurance that, if a family requests a hearing, the child shall continue to receive free meals until a decision is rendered.
6. An assurance that there will be no overt identification of free meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity.

**Kathy Hoffman, Superintendent of Public Instruction**

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*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: Call: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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