



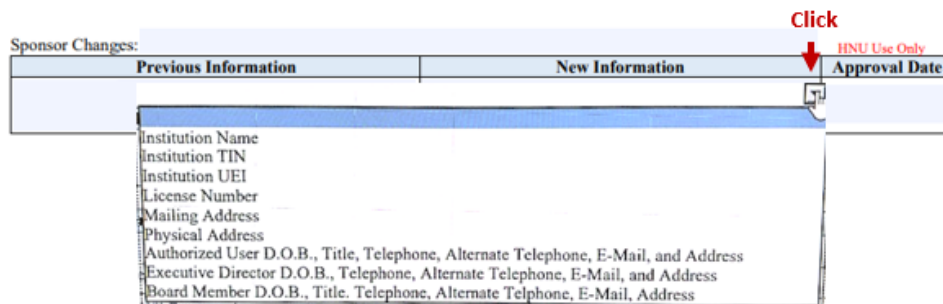
Division of Child Care & Early Childhood Education
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MEMORANDUM

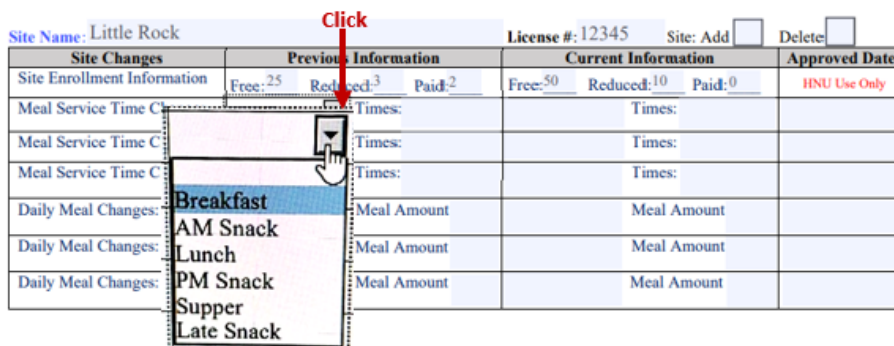
TO: All USDA PROGRAMS
FROM: Health and Nutrition Unit
DATE: December 9, 2022
SUBJECT: Updated Health and Nutrition Application Change Form Available

Great news! The Health and Nutrition Application Change Form is now fillable and user friendly. Providers will be able to submit changes for five (5) sites at a time. Please make sure you pay attention to our new features and ensure that you select the correct dropdown option. This should be completed for current and future changes for your program. A list of changes is listed in a dropdown under “Sponsor Changes”:

1. There is a dropdown option on “Sponsor Changes”.



2. There is a dropdown option on “Meal Service Time Change”.



3. The “Approved Date” column only applies to the State Agency. Please leave blank.

Site Name: Little Rock License #: 12345 Site: Add Delete:

Site Changes	Previous Information	Current Information	Approved Date
Site Enrollment Information	Free: 25 Reduced: 3 Paid: 2	Free: 50 Reduced: 10 Paid: 0	HNU Use Only
Meal Service Time Change:	<input type="checkbox"/> Times:	Times:	
Meal Service Time Change:	Times:	Times:	
Meal Service Time Change:	Times:	Times:	
Daily Meal Changes:	Meal Amount	Meal Amount	
Daily Meal Changes:	Meal Amount	Meal Amount	
Daily Meal Changes:	Meal Amount	Meal Amount	
Daily Meal Changes:	Meal Amount	Meal Amount	

Note: To view this form on the SNP Resource Library click on the link below:

[HEALTH AND NUTRITION APPLICATION CHANGE FORM 12-2022.pdf \(arkansas.gov\)](#)

Please complete and submit your Application Change Form to our office for approval *prior* to implementation. Email the completed form to your Application Coordinator and upload the form into the SNP System. When uploading select “Other” and name the form “Application Change Form”. For questions or concerns regarding this form, contact your Application Coordinator.

Application Coordinators:

Linda Pippins, 501.320.8971 linda.f.pippins@dhs.arkansas.gov	Sandra West, 501.320.8969 sandra.west@dhs.arkansas.gov	Louise Fenton, 501.396.6361 louise.fenton@dhs.arkansas.gov
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It is highly recommended that you keep a copy of this memo for quick and easy reference. A copy is also available on the Special Nutrition Program (SNP) Resource Library under 2022 Mass Alerts. If you have any questions regarding this memorandum, please contact the Health and Nutrition Unit for assistance. Thank you for your participation with the USDA food programs.