



Arkansas Department of Education

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Sarah Huckabee Sanders
Governor

Jacob Oliva
Secretary

MEMORANDUM

TO: ALL FOOD PROGRAMS
FROM: OEC / HNU
DATE: JAN 29, 2024
SUBJECT: AUDITS DUE AT COMPLETION OF YOUR FISCAL YEAR

This is a reminder that required single audits are due 120 days after the end of your program's fiscal year. For example, if your program's fiscal year concluded on December 31st, 2023, your audit is due by April 30th, 2024.

These audits are required from programs who receive \$100,000 or more in federal or state funding. A certified CPA must submit your audit documentation. Once completed, the audit will be submitted to the Office of Payment Integrity and Audit (OPIA) at the Arkansas Department of Human Services. Extensions are available for programs that need additional time.

You may mail your audit to the following address:

Office of Payment Integrity and Audit
Audit Coordination Unit
P.O. Box 1437, Slot S270, Little Rock, AR 72203-1437

You may also contact the Office of Payment Integrity and Audit:

Phone: 501-320-6307
Fax: 501-682-8905
Email: contactdhsaudit@arkansas.gov

For programs that are required to complete an audit, compliance is **required** for all renewing organizations to be approved for the next program year. Please see 2 CFR 200.514 for additional information regarding audits.

It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available in the Resource Library under **2023 Mass Alerts**.

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