



Division of Child Care and Early Childhood Education



P.O. Box 1437, Slot S155 · Little Rock, AR 72203-1437
501-682-8590 · Fax: 501-683-6060 · TDD: 501-682-1550

MEMORANDUM

08/19/2016

TO: All Food and Nutrition Service Providers

FROM: The Health and Nutrition Unit

RE: Reorganization of the Health and Nutrition Unit

The Health and Nutrition Unit (HNU) has undergone a reorganization under a new administrator. The reorganization consists of realigning the HNU team and each team member's responsibilities to better serve the Citizens of Arkansas. As the unit transitions to a more efficient and effective structure, it is important to know who may best be able to assist with questions and concerns as needed.

The unit is now devised into the following teams:

- Administrative Team
- Application Team
- Review Team
- Communications/Correspondence Team
- Training/Outreach Team

501-682-8869 is the Technical Assistance number for the Health and Nutrition Unit. All calls will be processed to the available technical assistance team member to assist with the specific questions or concerns behind the purpose of the call.

The Health and Nutrition team members will return any missed calls within 72 hours. Many of the team members work in various capacities throughout the state to ensure that all holistic components of the program are within compliance. Although all team members are not readily available for immediate response; the team will uphold the DHS operational value: "Customer Focused - Ensuring our actions and services are targeted to the well-being of recipients/customers and the citizens of Arkansas."

Thank you for the participation in the Food and Nutrition Service Programs.

A handwritten signature in blue ink that reads "Tracey Shine".

Tracey Shine, Health and Nutrition Unit Administrator

NOTE: Appeals are not handled in the Health and Nutrition Unit. Additional information can be found in the Appeals Procedures packets or the Office of Appeals and Hearings may be contacted:

Office of Policy and Legal Services
Appeals and Hearings Section
P. O. Box 1437 – Slot N401
Little Rock, AR 72203-1437