# SNP Memo #2019-2020-37

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: March 30, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Waivers

On March 25, 2020, the U.S. Department of Agriculture (USDA) issued two COVID-19 waivers:

* Nationwide Waiver to Allow Parents and Guardians to Pick-up Meals For Children
* Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Program

The waivers apply to the Seamless Summer Option (SSO), Summer Food Service Program (SFSP), and the At-Risk Afterschool portion of the Child and Adult Care Food Program. It also applies to the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The NSLP and SBP are not in operation at this time due to the mandatory closure of schools (with the exception of Residential Child Care Institutions). These programs will be referenced as The Child Nutrition Programs. The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) elects to implement these waivers. This memo details the actions to utilize the waivers.

### Nationwide Waiver to Allow Parents and Guardians to Pick-up Meals for Children

In order to implement this waiver, you must notify VDOE-SNP by completing the information included on the [Online Waiver Request form](https://www.surveymonkey.com/r/cnpwaiver). Completing the survey is the approval. Please do not email your request, emails will be returned.

Sponsors are responsible for ensuring program accountability and integrity and must have a plan in place to ensure that meals are distributed only to parents and guardians of eligible children. Eligible children are those that would come to the site to obtain a meal. Sponsors must also ensure that duplicate meals are not distributed. In a small division, summer programs, or children care programs, sponsors may be more familiar with families and therefore it may be less of a challenge to ensure distribution of meals to eligible children and duplicate meals are not served. In larger divisions or summer programs, families, parents, or guardians may not be as easily identified. In either instance, sponsors may implement their plans in a number of ways. Examples include, but are not limited to, presenting student identification cards at pick-up, recording the names of students on rosters, recording names on a “meal pick-up sheet”, etc. Sponsors must determine a method that works best for their situation and that ensures program accountability and integrity. Maintaining documentation to support all meal counts is required. At the termination of the waiver, sponsors will be required to submit a brief summary of the impact of using this waiver.

This waiver applies to all Child Nutrition Programs and remains in effect until June 30, 2020, or until expiration of the federally declared public health emergency, whichever is earlier.

#### Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs

Sponsors may request meal pattern flexibility from VDOE-SNP if there is a disruption in the food supply chain preventing the sponsor from meeting the meal pattern requirement of their respective program. Sponsors must complete the waiver via the [Online Waiver Request form](https://www.surveymonkey.com/r/cnpwaiver). The link to this form is the same as for the parent pick-up.Requests will be reviewed and granted on a case-by-case basis. The request must indicate the specific distribution in the food supply chain, efforts that have been made to meet the meal pattern requirement prior to requesting the flexibility, and how the sponsor intends to ensure nutritious meals are provided if the waiver is approved. Sponsors are required to document and submit the steps taken prior to requesting meal pattern flexibility. Approvals will be issued via email.

This waiver applies to all Child Nutrition Programs and remains in effect until April 30, 2020, or until expiration of the federally declared public health emergency, whichever is earlier.

Please contact your CNP or SNP Regional Specialist with any questions.

SCC/BDB/cc