# SNP Memo #2019-2020-39


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 7, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: CACFP Guidance During Anticipated Closures

Sponsors of the At-Risk Afterschool Meals portion of the Child and Adult Care Food Program (CACFP) may serve meals during the unanticipated closure of schools and in a non-congregate setting when the National School Lunch Program and School Breakfast Program are unavailable due to COVID-19. An approved waiver and application from the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is required. Guidance on this process is detailed below.

### CACFP Applications

**All CACFP sponsors must revise their application to reflect their program status during the unanticipated closures. On April 6, 2020, VDOE-SNP will return all applications to the unapproved status for the sponsor to make revisions and update the application in SNPWeb.**

**Please select one of the three actions based on your program status:**

#### *Sponsors Not Participating for the Remainder of the School Year*

* Revise all site applications that will not participate in CACFP for the remainder of the school year, until June 30, 2020.
* Revise question 21 to remove all months the sponsor will not participate or submit a claim.
* Submit the application for approval.

#### *Sponsors Participating but Choosing to Operate During the Unanticipated Closure without a Non-congregate Waiver (continue the At-Risk CACFP program with children at the location)*

* Revise the site applications that will provide meals during the unanticipated closures.
* Revise question 25 and select “congregate feeding during unanticipated closures”.
* Submit the application for approval.

#### *Sponsors Participating and Electing the Waiver to Operate Non-congregate Feeding Sites*

* Revise the site applications for all sites participating in non-congregate feeding.
* Revise question 25 and select “non-congregate feeding during unanticipated closures”.
* Revise question 28 and select “unitized meals”.
* Revise question 29 and select “No” to Offer versus Serve. Offer versus Serve is not allowed with unitized meals in the non-congregate setting.
* Submit the non-congregate feeding waiver for At-Risk Afterschool Meals portion of the CACFP via the [CACFP Waiver Request Form](https://www.surveymonkey.com/r/cacfp-waivers).
* Select additional waivers as part of the online waiver request and as detailed in this memo.

### CACFP Non-congregate Waiver

The At-Risk Afterschool Meals portion of the CACFP is approved to operate during the unanticipated closures of schools due to the COVID-19 public health emergency. Non-congregate feeding allows meals to be taken offsite for consumption. Sponsors must submit a waiver request to utilize non-congregate feeding. In addition, sponsors must revise their current CACFP application to reflect non-congregate feeding. To participate in non-congregate feeding the meals served must be unitized and meet the meal pattern requirements.

#### *Sponsor Action*

Planning for non-congregate feeding is essential. Sponsors should be prepared with the following information when applying for the non-congregate waiver: sites covered by the waiver, dates of meal service and meals, methods for communicating information to families, food safety practices, and methods for distributing meals. Complete the information included in the [CACFP Waiver Request Form](https://www.surveymonkey.com/r/cacfp-waivers).

### Additional CACFP Waivers

#### Waiver of Activity Requirement in Afterschool Care

Program regulations require that eligible schools and at-risk childcare centers serve afterschool meals and snacks in a structured and supervised environment with an educational or enrichment activity. This waiver allows meals to be offered without an educational or enrichment activity. To elect this waiver select the option on the [CACFP Waiver Request Form](https://www.surveymonkey.com/r/cacfp-waivers).

##### *Sponsor Action*

Sponsors must select this section in the [CACFP Waiver Request Form](https://www.surveymonkey.com/r/cacfp-waivers).

#### Waiver to Allow Meal Service Time Flexibility

Program regulations require a specified time between meals served. This waiver allows sponsors to identify times that meals will be provided. In addition, this waiver allows sponsors to provide multiple meals at one time. Sponsors must identify meals to be served, times meals will be available, and method for distribution.

##### *Sponsor Action*

Sponsors must include the information requested in the [CACFP Waiver Request Form](https://www.surveymonkey.com/r/cacfp-waivers).

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

Program regulations require that meals must be served to eligible children. This waiver allows sponsors to distribute meals to a parent or guardian for eligible children. Sponsors must have a non-congregate waiver in place to implement this waiver and attest that a plan to maintain program accountability and integrity is maintained.

##### *Sponsor Action*

Sponsors can elect this waiver option in the [CACFP Waiver Request Form](https://www.surveymonkey.com/r/cacfp-waivers). For approval, sponsors must be able to describe how they will maintain program accountability and integrity. The sponsor must attest that a plan is in place to address how meals are distributed only to parents or guardians of eligible children and not distribute duplicate meals.

#### Waiver of Meal Pattern Flexibility in the Child Nutrition Programs

Program regulations require that sponsors follow the CACFP meal pattern found at 7 CFR 226.20. This waiver allows that, during the public health emergency, sponsors can apply for flexibilities in the meal pattern when food items become unavailable.

##### *Sponsor Action*

Sponsors must complete the [CACFP Waiver Request Form](https://www.surveymonkey.com/r/cacfp-waivers) and identify the unavailable food component(s) and supporting the documentation.

Please note the VDOE-SNP is awaiting instruction from the U.S. Department of Agriculture (USDA) on whether a sponsor can serve SFSP and At-Risk CACFP concurrently. Clarification on this will be provided as soon as additional guidance from the USDA is received.

SCC/BDB/cc

**Attachment**

1. COVID 19 Waivers