

## Community Based Child Nutrition COVID-19 Questions and Answers

July 23, 2020

This document provides answers to sponsor questions regarding current COVID-19 pandemic and Community Based Child Nutrition Programs (CACFP and SFSP). Questions are identified by category. At this time we may not be able to respond to individual questions but will be updating this document as questions are received. Please continue to submit all COVID-19 related questions via email to [mde.fns@state.mn.us](mailto:mde.fns@state.mn.us) and include the subject line "COVID-19 CACFP".

### Acronyms used throughout this document:

- CACFP: Child and Adult Care Food Program
- CLiCS: Cyber-Linked Interactive Child Nutrition System
- DHS: Minnesota Department of Human Services
- COVID-19: Coronavirus Disease 2019
- SFA: School Food Authority
- SFSP: Summer Food Service Program
- USDA: United States Department of Agriculture

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## CACFP/Early Care Claiming Options

Question	Answer
<p>1. If a CACFP center closes during COVID-19, is there a way that CACFP sponsors can serve and claim non-congregate meals for participants during that closure?</p>	<p>Yes, USDA has waived the requirement for congregate dining for all CACFP sponsors. Sponsors may do this immediately, no waiver request is required. Sponsors must still comply with all other CACFP program requirements, including point-of-service meal counts, and monthly ABC reporting. Refer to the document titled COVID-19 Waiver Instructions for Community-Based Nutrition Programs posted on the <a href="#">COVID-19 page</a> of our website for more information.</p> <p>It may be necessary to update your current sponsor and/or site applications for the current operations. Claims can only be submitted and reimbursed based on approved sponsor and site applications.</p>
<p>2. We are a School Food Authority (SFA) that operates a CACFP At-Risk site and now we operate a child care for children of emergency workers who eat meals and snacks on site. What are our options for claiming meals?</p>	<p>There are three options for SFA's operating child care onsite. Approved sponsors may use both SFSP and At-Risk to provide the combined number of meals:</p> <ul style="list-style-type: none"> <li>• <b>Claim under SFSP:</b> Meals are reimbursed at <a href="#">SFSP rates</a>. You may claim up to one breakfast and one lunch, one breakfast and one supper, or one snack and one meal (breakfast, lunch, or supper) per day per child 0-18 years of age. Refer to the <a href="#">COVID-19 page</a> of our website for more information on applying for an SFSP waiver and completing SFSP site applications.</li> <li>• <b>Claim under CACFP At-Risk:</b> Meals are reimbursed at the <a href="#">CACFP Free (A) rate</a>. You may claim up to one meal (breakfast, lunch, or supper) and one snack per day per school-aged child (up to 18 years of age). If you need to update your approved meal types, do so in your <a href="#">CLICS</a> site application(s).</li> <li>• <b>Claim under regular CACFP:</b> Meals are reimbursed at <a href="#">regular CACFP rates</a> based on income eligibility information collected from families. You may claim up to two meals and one snack per child per day. All children must be 12 years of age and under and the site must have an active DHS child care license or be a license exempt preschool program in a school. All other regular CACFP requirements also apply. Refer to the <a href="#">CACFP Meal Patterns page</a> and <a href="#">CACFP applications page</a> for more information.</li> </ul> <p>Continue to follow <a href="#">Minnesota Department of Health guidelines</a> to maintain social distancing for congregate care settings.</p>

Question	Answer
<p>3. Our school child care that operates regular CACFP is now serving children of medical and emergency workers who were not enrolled in care prior to the school closure. Do we claim the meals for children of emergency/medical workers under CACFP or do we include them in our SFSP claims?</p>	<p>You may claim them under either program.</p> <ul style="list-style-type: none"> <li>• <b>Claim under SFSP:</b> Meals are reimbursed at <a href="#">SFSP rates</a>. You may claim up to one breakfast and one lunch, one breakfast and one supper, or one snack and one meal (breakfast, lunch, or supper) per day per child 0-18 years of age. Refer to the <a href="#">COVID-19 page</a> of our website for more information on applying for an SFSP waiver and completing SFSP site applications.</li> <li>• <b>Claim under regular CACFP:</b> Meals are reimbursed at <a href="#">regular CACFP rates</a> based on income eligibility information collected from families. You may claim up to two meals and one snack per child per day. All children must be 12 years of age and under and the site must have an active DHS child care license or be a license exempt preschool program in a school. All other regular CACFP requirements also apply. Refer to the <a href="#">CACFP Meal Patterns page</a> and <a href="#">CACFP applications page</a> for more information.</li> </ul> <p>Continue to follow <a href="#">Minnesota Department of Health guidelines</a> to maintain social distancing for congregate care settings.</p>
<p>4. We are currently providing two meals per day under SFSP for children of emergency workers who may be in care all day, is there any way we can claim a third meal or snack for these children either under SFSP or under At-Risk?</p>	<p>Yes, if you operated SFSP and CACFP At-risk at these sites during this program year (2019-2020), you may operate both SFSP and CACFP At-Risk at those sites during this emergency. This means you may provide and claim up to one breakfast and one lunch per child per day under SFSP and up to one snack and one supper per child per day under CACFP At-Risk. Your site applications may need to be updated in CLiCS to reflect updated operations, including meal types being claimed and months served.</p>
<p>5. If a home child care provider has decided to close during this time, can they still claim meals and snacks provided to children via pick up?</p>	<p>Yes, you may if your sponsor participates in the waiver. USDA has now waived the requirement for congregate dining for all CACFP sponsors, no written waiver request by sponsors is required. It is advised that each home provider work directly with their Sponsoring Organization regarding your status of operations. Sponsors and providers must still comply with all other CACFP program requirements. Only the meals provided to children currently enrolled at child care home may be claimed for CACFP reimbursement.</p>

Question	Answer
<p>6. Our CACFP child care centers are closed and we are now providing non-congregate meals to participants. Can we also claim meals for siblings of participants who are not enrolled for care at any of our centers?</p>	<p>Regular CACFP operators may only claim meals for the children enrolled for care at the CACFP participating center(s).</p> <p>We recommend that sponsors of CACFP partner with the local school district or other community SFSP organizations regarding options for meals to the other household members during school and child care closures. SFSP does not have an enrollment requirement, and may serve meals to all children 18 and under.</p> <p>Note that if the children enrolled in the center have SFSP meals available through the school district for the entire household, then they should not also be receiving additional meals through Regular CACFP.</p>
<p>7. We operate CACFP and plan to serve meals non-congregate during the emergency. Do we need to make any changes to our CLICS applications?</p>	<p>No, unless you plan to make changes to the meal types you claim for reimbursement.</p> <p>Refer to the document titled <i>COVID-19 Waiver Instructions for Community-Based Nutrition Programs</i> on our <a href="#">COVID-19 page</a> for more information about meal type claiming limits.</p>
<p>8. We are a community organization that operated SFSP last year and would like to add new SFSP sites during this emergency. Can we do that?</p>	<p>Yes, but understand if you have to wait a while. At this time our priority for Program approvals include SFSP site applications for School Food Authorities (SFA) and existing SFSP sites that were operated during summer 2019.</p> <p>We encourage community organizations to coordinate with the local school district to make sure the community's needs are met. SFA may contact our office for individual situations where a community partnership is needed. As SFA's needs are met, we may begin to consider potential new sites. One of the roles for MDE is to ensure areas of unmet needs have adequate coverage, without competition or overlap of SFSP areas.</p>

Question	Answer
<p>9. What is the difference between an open, closed enrolled site, and area eligible, and what specific Child Nutrition Programs do these terms apply to?</p>	<p>These terms refer to sites under the Summer Food Service Program (SFSP).</p> <p><b>Open site</b> means a site at which meals are made available to all children in the area and which is located in an <b>eligible area</b> in which at least 50 percent of the children are from households that would be eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraph (a) of the definition of Areas in which poor economic conditions exist.</p> <p><b>Closed enrolled site</b> means a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program, as determined by approval of applications in accordance with 225.15(f).</p>
<p>10. As a sponsor of At-Risk CACFP, can we partner with a school site (that is currently providing two meals under SFSP) to provide an additional meal and snack to children under At-Risk CACFP?</p>	<p>Yes, as a sponsor of At-Risk CACFP, you are allowed to partner with a school/site that currently offers two meals through SFSP and is located in an area that is eligible for At-Risk. The same meal must not be served/claimed under both programs (for example, breakfast and lunch could be offered under SFSP and supper and snack under At-Risk). MDE will need to know that the district has been involved in the conversation and approves of this arrangement.</p>
<p>11. When working with other organizations in our community to make sure children receive the meals they need during this emergency, how do we know which meals or snacks to include on our organization's claim for reimbursement?</p>	<p>Only claim the meal(s) and/or snack(s) that your organization is actually providing (preparing/paying for) and has an approved application in CLiCS.</p> <p>For more information on meal claiming by program type, refer to the document titled <i>COVID-19 Waiver Instructions for Community-Based Nutrition Programs</i> on the <a href="#">COVID-19 page</a> of our website.</p>
<p>12. As a sponsor of regular CACFP now offering non-congregate meals/snacks, do I still need to report A, B, and C's on the monthly claim for reimbursement?</p>	<p>Yes. Continue to report A's, B's, and C's based on a breakdown of the children who attended at least once during the month and their current, approved Household Income Statement (HIS form) or alternate documentation on file.</p> <p>In a non-congregate meal distribution setting, "attended" means "received a meal and/or snack for the day". Enrolled children who receive bundled meals/snacks for multiple days at one time should be marked in attendance for the day(s) in which the provided meal/snack was intended to be eaten.</p>

Question	Answer
<p>13. Our child care center operates both regular and At-Risk CACFP and we have school age children who are now in care all day. Normally, we only claim their afternoon snack under At-Risk. Can we also claim their lunch under At-Risk during the COVID-19 school closure?</p>	<p>Yes. You may claim the lunches and afternoons snacks of enrolled school age children in care under At-Risk CACFP during the COVID-19 related school closure. Your CLiCS CACFP site application must be updated to reflect this change if the site isn't already approved to claim At-Risk lunch and afternoon snack. If you also serve breakfast to school age children, those breakfast meals must be claimed under regular CACFP, because the claiming limit for At-Risk meals is one meal and one snack per child per day.</p> <p>Note that sponsors may only claim At-Risk Afterschool meals and snacks through the end of the planned school year.</p>
<p>14. Can family child care providers serve their enrolled children meals received from an SFSP site? If so, can they include these meals in their monthly claim for reimbursement?</p>	<p>A family child care provider may serve meals received from an SFSP site to children in care, however they <b>may not</b> include these meals in their monthly claim for reimbursement. In this situation, the SFSP sponsor will claim the meals, so they cannot be claimed again by the family child care home provider.</p> <p>Also, the family child care provider may not provide and claim the same meal type that was received from the SFSP site for CACFP. For example, if the family child care provider receives a breakfast and lunch from the SFSP site, the family child care provider may not claim breakfast and lunch with their CACFP sponsor. In this example the family child care provider may provide, prepare, serve and claim a.m. and/or p.m. snack since neither of these meal types were received from the SFSP site.</p> <p>The SFSP site operator may ask for verification from adults picking up meals when children are not present to ensure the meals will be served to eligible children. Family child care providers may work with their Family Child Care Sponsoring Organization to determine what documentation might be adequate. Sponsoring organizations can find more information on this in SharePoint.</p>

Question	Answer
<p>15. Regarding the <a href="#">USDA nationwide waiver extending the 60-Day claim submission for January and February 2020 to 90-Days</a>: How can a sponsoring organization submit a claim for a closed month, since CLiCS does not allow claim submission for a closed month?</p>	<p>USDA issued a <a href="#">Nationwide Waiver of 60-Day Reporting Requirements for January and February 2020</a>. This waiver extends the 60-day claiming deadline for the months of January and February 2020 for an additional 30 days to 90 days. USDA encourages sponsoring organizations to continue submitting claims within 60 days whenever waiver flexibility is not necessary. If you have not submitted one or more claims for January 2020, <a href="#">complete a late claim request form</a>. You will need all of your January numbers to complete this form. Submit a different form for each site. The last day to submit January missed claims through this survey is April 30, 2020. You may submit February claims in CLiCS through April 29, 2020. Late February claims may be submitted using the link above from April 30 to May 29, 2020.</p> <p>This information is also included in the Nutrition Program Bulletin sent on Thursday, April 16, 2020, which is available on our <a href="#">Nutrition Program Bulletin Archive page</a>.</p>
<p>16. Our CACFP site continues to operate on-site child care, but some children do not attend daily. Can we claim meals that are provided for children on site some days and via delivery other days?</p>	<p>Yes. You may claim these meals as long as measures are taken to assure that no duplicate meals are being claimed for the same children.</p>
<p>17. How do we enter claims that include multiple meal service/distribution types (on-site, delivered, pick-up, etc.) into CLiCS?</p>	<p>Combine the meal counts for the same meal type for the same site, regardless of meal service/distribution site (i.e. add up all breakfasts eaten on site and delivered) and enter your claim as usual. Submit only one claim per site, per month regardless the method(s) of meal service/distribution used. Refer to the Meal and Snack Count section of this document for more information.</p>

## Meal Distribution

Question	Answer
<p>1. For pick-up or home delivery meals, can we distribute more than one meal at a time? How many days' worth of meals can be provided at time?</p>	<p>Yes, more than one meal per participant may be provided at one time and meals for multiple days can be bundled together. Meals must be unitized, meaning meals are individually packaged. The types of meals bundled depends on your approved site application(s).</p> <p>USDA will allow Program operators to provide up to seven days' worth of meals in a single delivery. However, make sure you are using safe food handling measures. Check with your applicable health department about methods if sending frozen foods or items that need to be cooked prior to consumption.</p>
<p>2. Does each participant for whom meals are being provided and claimed need to be present during non-congregate meal distribution (pick-up or delivery)?</p>	<p>No. SFSP Program operators may allow meals and snacks be picked up by either the participant(s) themselves or the participants' parent or guardian to take home to the participant(s). This includes guardians of CACFP adult care participants.</p> <p>Program operators must have controls in place to prevent duplicate meals to participants or meals to non-eligible individuals. Refer to the <a href="#">Waiver</a> allowing Parent/Guardians to pick-up meals.</p>
<p>3. Can we continue to provide meals via pick up or delivery while the Stay-At-Home Order is in effect?</p>	<p>Yes. The goal of the Stay-At-Home Order is to limit exposure to other people to help slow the spread of COVID-19. Childcare providers and workers providing human services from government or non-profit providers who deliver food are considered Critical Sector exempt workers, and may continue to travel to and from the workplace to perform work duties that cannot be done at home.</p> <p>Also, during this time, the public is allowed to leave their home to perform critical activities, such as getting groceries or food, while continuing to practice social distancing.</p>
<p>4. Written consent is required for the delivery of meals to children's homes; does the Minnesota Department of Education (MDE) have a CACFP form for this?</p>	<p>An editable MSWord <a href="#">Template Consent for Home Delivery during the COVID-19 Public Health Emergency</a> is available on the Food and Nutrition COVID-19 Resources page of our website. This template may also be used by CACFP, edit as appropriate for participants.</p>

Question	Answer
5. Is written consent required for the home delivery of meals to adult care participants of the CACFP?	Yes. A sponsor must ensure consent prior to the home delivery of meals to adult care participants as well. This is for the safety of vulnerable participants, and to prevent food waste if meals are not wanted.
6. Does the Civil Rights poster (And Justice for All) need to be posted at each site where meals are being distributed.	Yes, the current “And Justice for All Poster” must be on display at all meal distribution sites. Not necessary for home delivery. The consent form for home delivery includes the nondiscrimination statement.
7. As a regular CACFP multi-site sponsor of centers, can we distribute meals for multiple sites from a single location?	Yes, you may physically distribute meals for multiple sites from a single meal distribution location to simplify distribution logistics. However, meal counts, attendance, and ABC’s will still need to be tracked and reported by site (center) on the monthly claim for reimbursement. Participants must be counted at the site in which they are enrolled.
8. Can we provide frozen foods, such as frozen chicken nuggets, or refrigerated foods for the family to re-heat prior to eating?	<p>If your facility has a food and beverage license, this practice is acceptable during the COVID-19 pandemic, as long as the conditions listed below are met:</p> <ul style="list-style-type: none"> <li>• Place food into food grade bags or packaging</li> <li>• Provide the foods either frozen or refrigerated</li> <li>• Provide a copy of ingredient lists (including any allergens)</li> <li>• Provide reheating/cooking instructions. Since many families may be using the microwave, we suggest to simplify those instructions by saying “Heat all parts of the food to a temperature of at least 165°F”.</li> <li>• If providing more than one day’s worth of meals: <ul style="list-style-type: none"> <li>○ Provide storage instructions, clearly identifying the menu items requiring refrigeration.</li> <li>○ Instruct families to discard all refrigerated foods after 7 days of receiving it.</li> </ul> </li> </ul> <p>If your site does not have a food and beverage license, check with your local health agency with food and beverage licensing jurisdiction in your city or county.</p> <p>Refer to the food safety documents posted on the <a href="#">COVID-19 page</a> of our website for more information.</p>

Question	Answer
<p>9. We are a CACFP sponsor that serves infants. Can we provide non-congregate breakfast, lunch, and snack for these infants through CACFP?</p>	<p>Yes. If an infant is currently enrolled at an approved CACFP site, you may provide and claim up to two meals and one snack or two snacks and one meal per day under CACFP. All infants must receive all of the components of a reimbursable meal by age group (that they are developmentally ready for) in order to include the meal or snack in the CACFP claim for reimbursement.</p> <p>It is best practice to provide some sort of menu or instructions for families explaining what is to be served as a “meal” or “snack.”</p>
<p>10. We are a regular CACFP center sponsor that normally uses a vended meals provider (caterer), are we allowed to distribute store bought pre-packed snacks to families and claim them under CACFP?</p>	<p>Yes. You can do this as long as the pre-packaged items meet the CACFP meal pattern requirements for snack (for the age group(s) served). The snacks can only be claimed for participants who are currently enrolled at an active CACFP site. You can supply up to 7 consecutive days’ worth of snacks at a time. You will need to keep dated menus for these snacks (i.e. Monday 4.13 – cheese sticks and wheat thins).</p> <p>Update your CACFP site application(s) to reflect applicable changes in meal types served, if needed.</p>

## Menus and Meal Patterns

Question	Answer
<p>1. Can meals that do not meet the CACFP/SFSP meal pattern be claimed for reimbursement if we are unable to find creditable foods during this emergency, including whole-grain rich items for CACFP?</p>	<p>In the event that sites/providers are unable to obtain required food components due to disruptions to the food supply, sponsors may apply for a meal pattern waiver. The meal pattern waiver request form was sent to each sponsoring organization contact person by email on March 31, 2020 from mde.fns@state.mn.us.</p> <p>Sponsors and program operators are expected to maintain and meet the nutrition standards for each program to the greatest extent possible. Sponsors and program operators are reminded that many food items are creditable toward each food component and planned menus may need to change due to limited availability of certain foods. Menu documentation must continue to reflect what was actually served.</p> <p>Sponsors should only apply for the meal pattern waiver if they are <b>currently</b> experiencing a shortage of an entire food component and they are unable to substitute other food items within the component. For more information regarding the meal pattern waiver, refer to the document titled Child Nutrition Meal Pattern Waiver Q&amp;A posted on the <a href="#">COVID-19 page</a> of our website.</p>
<p>2. We are a school running a child care program and a non-congregate SFSP meal program at the same site. Can we have two separate menus (hot vs. cold) for child care children eating on-site and to-go SFSP meals for school aged children?</p>	<p>Yes, as long as dated menus are kept for both meal service types, the meals meet meal pattern requirements, and the respective site applications include approval for each meal type(s) being claimed.</p>
<p>3. Can food donated by parents/community members be used as part of a reimbursable meal?</p>	<p>Yes, a center or home provider may accept and serve donated food as one or more food components of a reimbursable meal, so long as the donated items are creditable and the meal meets meal pattern requirements. Centers must continue to demonstrate that they operate a non-profit food service.</p> <p>If a parent brings in food items for their child only, this is not considered donated food. A center or home provider may claim meals that contain one parent provided food item as long as it is creditable. The provider or center must supply all other required food components (exceptions apply when there is a documented disability).</p>

Question	Answer
<p>4. What is your advice for program operators who are having issues purchasing the necessary amount of milk and bread due to stores limiting the amount customers can purchase during this emergency?</p>	<p>In the event that sites/providers are unable to obtain required food components due to disruptions to the food supply, sponsors may apply for a meal pattern waiver. The meal pattern waiver request form was sent to each sponsoring organization contact person by email on March 31, 2020 from <a href="mailto:mde.fns@state.mn.us">mde.fns@state.mn.us</a>.</p> <p>Sponsors and program operators are expected to maintain and meet the nutrition standards for each program to the greatest extent possible. Sponsors and program operators are reminded that many food items are creditable toward each food component and planned menus may need to change due to limited availability of certain foods. Menu documentation must continue to reflect what was actually served.</p> <p>For more information regarding the meal pattern waiver, refer to the document titled Child Nutrition Meal Pattern Waiver Q&amp;A posted on the <a href="#">COVID-19 page</a> of our website.</p>
<p>5. Are we still expected to accommodate special dietary needs (like lactose intolerance or allergies) for meals that are picked up or delivered? We have several participants with lactose-free milk needs, but we cannot get individual cartons of soy milk.</p>	<p>Yes. Special dietary needs due to a medical need (disability) must continue to be accommodated. Note that Dietary preferences are not considered medical needs and are not required to be accommodated.</p> <p>If bundling meals, consider providing a larger unit of the fluid milk substitute to account for the total amount needed during the bundling timeframe (i.e. half gallons).</p>
<p>6. Are CACFP and SFSP program operators still required to maintain food production documentation for non-congregate meals provided during this emergency?</p>	<p>Yes, program operators must continue to maintain a system to demonstrate adequate food was prepared to meet meal pattern requirements during this emergency. Food production records are required for CACFP meals from vended meal providers.</p>

## Administrative Requirements

Question	Answer
<p>1. Are CACFP and SFSP sponsors expected to continue conducting monitoring visits of facilities (sites and homes) during this emergency?</p>	<p>USDA has granted a nationwide waiver providing flexibilities to onsite monitoring requirements for the Child and Adult Care Food Program, and the Summer Food Service Program See the COVID-19 Special Bulletin announcing CN Response #7 and #11.</p> <p><b>CACFP Flexibilities:</b></p> <ul style="list-style-type: none"> <li>a. For a sponsor’s current review year, CACFP sponsors may conduct two monitoring visits of their CACFP facilities rather than three.</li> <li>b. For a sponsor’s current review year, only one monitoring visit is required to be unannounced.</li> <li>c. The unannounced visit does not need to include a meal observation</li> <li>d. More than six months may elapse between monitoring visits</li> <li>e. USDA does not waive the requirement that at least one monitoring visit must be made during each new facility’s first four weeks of program operations, but allows sponsoring organizations to conduct this visit as a desk audit. A meal observation is not required at the first four week visit, however it is a best practice recommendation to do so via video call or pictures.</li> </ul> <p><b>SFSP Flexibilities:</b></p> <ul style="list-style-type: none"> <li>a. Monitoring visits may be conducted via desk audit</li> <li>b. For sites that operate the SFSP during normal summer operations, sponsors may postpone required site visits until summer 2020.</li> </ul> <p>These waivers are effective immediately through June 30, 2020 and sponsors may implement them immediately, no additional action or permission is required.</p>
<p>2. Are CACFP sponsors able to get an extension on the deadline to complete annual training?</p>	<p>Annual CACFP training is required once per program year (October 1 – September 30). The current program year ends September 30, 2020. Right now, sponsors may consider delaying annual training until a later date this program year or implementing the use of technology for online or virtual training, if feasible.</p> <p>In the event that the current situation continues into the unforeseeable future, MDE will provide further guidance on this.</p>

Question	Answer
<p>3. Will sponsors serving underserved communities be provided any additional funding (via grants or stimulus) in order to cover excess operational expenses during this time?</p>	<p>We do not know if any additional federal funding will be available for this.</p> <p>However, there may be grant funding available through partner organizations. No Kid Hungry is currently offering grants to help cover the cost of providing meals to families during this time. More information is available on <a href="#">No Kid Hungry's Coronavirus Grant Request page</a>.</p>
<p>4. We are a CACFP multi-site center sponsor. Do we need to adjust our management plan during this emergency?</p>	<p>No, do not make changes to your management plan regardless of whether you are making changes to operations during this emergency or not. Continue to maintain all required program documentation.</p> <p>If your organization is adjusting your budget by moving funds or increasing/decreasing funds, request Specific Prior Written Approval (SPWA) and update your budget in CLiCS accordingly. An SPWA request form can be found under "Reference and Training Materials" in SharePoint and emailed directly to <a href="mailto:Ebbisse.Williams@state.mn.us">Ebbisse.Williams@state.mn.us</a>.</p>
<p>5. Can CACFP multi-site sponsors (centers and homes) conduct a desk audit for more than just the first four week monitoring visit?</p>	<p>Suspending on-site monitoring and visits during the waiver period is vital to support social distancing. MDE shared guidance on conducting monitoring visits by desk audit during the April 1, 2020 webinar below are the key points:</p> <ul style="list-style-type: none"> <li>• Request or view menus, meal counts and other site records in advance</li> <li>• Complete the same monitoring form</li> <li>• Use Skype, FaceTime or another secure video communication tool for the desk audit</li> <li>• Conduct a meal observation during the video call if able as a best practice, though not required.</li> </ul> <p>USDA has waived one of the 3 monitoring visits, but if sponsors want to continue to provide monitoring, training, and technical assistance during this time they may do so as a desk audit through June 30, 2020.</p>
<p>6. Can sponsors with a new site/provider do training and assessment of the capacity of the food service (sometimes called an orientation visit or pre-operational visit) via desk audit?</p>	<p>Yes. Suspending on-site monitoring and visits during the waiver period is vital to support social distancing. Sponsors may choose to complete new site orientation/pre-operational visits via desk audit through June 30, 2020.</p>

Question	Answer
7. If sponsors have not conducted an unannounced monitoring visit yet, are they still required to complete an unannounced visit this year?	<p>Yes, one unannounced monitoring visit is still required this year by September 30, and it cannot be done by desk audit because it can only be conducted on-site. We expect more guidance from USDA to address COVID-19 challenges beyond June 30.</p> <p>Provide technical assistance, resources and corrective action for findings as needed</p>
8. How long will the various waivers remain in effect?	<p>Some of the waivers have been extended. A <a href="#">Summary of Food and Nutrition Service COVID-19 Waivers</a>, which includes information about the expiration dates of the various waivers is available on the <a href="#">Food and Nutrition COVID-19 Resources page</a> of our website.</p>

## Meal and Snack Counts

Question	Answer
1. How must program operators document meal and snack counts for non-congregate meals (pick-up or delivery)?	<p><b>All programs:</b> Program operators may count the number of meals served as a total head count or tally count, except for family child care home meal counts, which are by name. Meals and snacks counts must be recorded at the point-of-service (at time of meal distribution) for the day(s) they are intended to be eaten. Meals and snacks must also be counted separately by meal type, even if they are provided at the same time. Sponsors may modify or create new meal count templates to accommodate the non-congregate meal distribution method(s) being used. It is the responsibility of the sponsor submitting the claims to ensure meal counts are documented accurately.</p> <p><b>Regular CACFP (centers or homes):</b> Program operators must also track attendance for participants served on-site and via non-congregate meal distribution. Meals and snacks can only be claimed for enrolled participants. Centers must report total monthly A, B, and C's for all participants served on-site and via non-congregate meal distribution.</p>
2. Do we still have to track attendance for CACFP if our center is closed for care, but we are providing meals via pick-up or delivery?	<p>Yes. Attendance must still be taken for children whose meals are claimed through CACFP. If the center is closed for care, but providing meals via pick-up or delivery, the enrolled children who receive meals should be marked in attendance for the day(s) in which the provided meal was intended to be eaten. Average Daily Attendance (ADA) must still be recorded on the center's claim for reimbursement.</p>

Question	Answer
<p>3. How do we record the Number of Days Served on the CACFP claim for reimbursement?</p>	<p>Number of Days Served is counted by the number of days in the month that participants received meals/snacks, whether they were provided on-site, via meal distribution, or both.</p> <p>For example, if you provided meals on-site every week day in March (Monday – Friday), the <i>Number of Days Served</i> would equal 22. If you had some participants on site while distributing non-congregate meals to others for part of the month, the <i>Number of Days Served</i> would still equal 22.</p> <p>The number of days served will never exceed the number of days in the month and for licensed child care centers, it may not exceed the days for which the center is licensed.</p>
<p>4. How do we track attendance for regular CACFP if we provide on-site care for some children, while other children receive distributed meals, but no on-site care?</p>	<p>Track the attendance separately for the on-site children and the children not on-site (but receiving meals); add the two attendance numbers together for total monthly attendance. Use this total when calculating the Average Daily Attendance (ADA).</p> <p><b>Children on-site:</b> Track attendance daily for each child onsite as you normally do.</p> <p><b>Children not on-site (but receiving meals):</b> Enrolled children who receive meals via meal distribution should be marked in attendance for the day(s) in which the provided meal was intended to be eaten.</p>
<p>5. When does the At-Risk Afterschool Meals Program end for the current school year?</p>	<p>Sponsors may claim At-Risk Afterschool meals and snacks through the end of the original planned school year.</p>

## COVID-19 CACFP/SFSP Webinars

Note: The content of each webinar will include the information that we know at the time of its original broadcast. However, due to a constantly evolving situation and frequently updated information, it is important to seek the most up to date information on the COVID19 webpages.

Question	Answer
<p>1. How do I register for COVID-19 webinar series for CACFP and SFSP?</p>	<p>COVID-19 CACFP/SFSP webinars are announced through MDE Nutrition Program Bulletin special bulletin announcements. <a href="#">Subscribe to the Nutrition Program Bulletin</a> to get these special bulletin announcements sent directly to you.</p> <p>Weekly webinars are scheduled for Wednesdays at 2:00 pm to 3:30 pm to discuss CACFP and SFSP questions around feeding children and adults during this COVID-19 pandemic. Registration for these webinars follows:</p> <ul style="list-style-type: none"> <li>• Wednesday, April 8, 2:00 pm to 3:30 pm: <a href="#">Registration</a></li> <li>• Wednesday, April 15, 2:00 pm to 3:30 pm: <a href="#">Registration</a></li> <li>• Wednesday, April 22, 2:00 pm to 3:30 pm: <a href="#">Registration</a></li> </ul>
<p>2. Where can I access the recording and handouts from the Community-Based Nutrition Programs webinars:</p> <ul style="list-style-type: none"> <li>• Tuesday, March 24, 2020?</li>   <li>• Wednesday, April 1, 2020?</li> </ul>	<p>You can access the 3.24.2020 webinar recording using this link: <a href="#">3.24.2020 webinar recording</a>.</p> <p>Topics covered:</p> <ul style="list-style-type: none"> <li>• Meal service time flexibility</li> <li>• Non-congregate feeding</li> <li>• Activity requirement in afterschool care</li> </ul> <p>You can access the 4.1.2020 webinar recording using this link: <a href="#">4.1.2020 webinar recording</a>.</p> <p>Topics covered:</p> <ul style="list-style-type: none"> <li>• Meal pattern flexibility</li> <li>• Procurement flexibility</li> <li>• Allow parents and guardians to pick-up meals for children</li> <li>• Monitoring requirements for CACFP and SFSP sponsors</li> <li>• Monitoring requirements for state agencies</li> <li>• 60-day claim due-date exemption</li> </ul>

Question	Answer
<ul style="list-style-type: none"> <li>• Wednesday, April 8, 2020?</li>   <li>• Wednesday, April 15, 2020?</li>   <li>• Wednesday, April 22, 2020?</li> </ul>	<p>The recording for this webinar is not available but you can access the handouts to the webinar. Topics covered:</p> <ul style="list-style-type: none"> <li>• <a href="#">Food Safety Guidance for Meal Distribution</a></li> <li>• <a href="#">Multiple Day Service Food Safety Cards</a></li> </ul> <p>You can access the 4.15.2020 webinar recording using this link: <a href="#">4.15.2020 webinar recording</a>. Topics covered:</p> <ul style="list-style-type: none"> <li>• Consent for Home Delivered Meals</li> <li>• State Agency Administrative Reviews</li> <li>• SFSP applications for summer rolled over April 27; more information coming out soon</li> </ul> <p>You can access the 4.22.2020 webinar recording using this link <a href="#">4.22.2020 webinar recording</a>. Topics covered:</p> <ul style="list-style-type: none"> <li>• SFSP application renewal in CLiCS for FY2021</li> <li>• eLearning, <i>interactive</i>, training opportunities for <a href="#">SFSP 2021</a></li> <li>• <a href="#">CACFP interactive training modules</a>, (5 of them!) through the USDA Meal Service Training Grant that are approved through Achieve/Develop and provide a 1 hour CEU certificate when the post-test is completed with 80 percent accuracy</li> <li>• CACFP BASICS training workshop will be provided over the internet in July, watch for registration information in the Bulletin</li> </ul> <p>Additional information and guidance is available on the <a href="#">COVID-19 page</a> of our website.</p>