

# COVID-19 Waiver Instructions for Community-Based Nutrition Programs

The Minnesota Department of Education (MDE) has notified sponsoring organizations of the Child Nutrition Response Act and the resulting three waivers due to the COVID-19 health emergency.

## Memos and Waivers

- [CN COVID-19 Meal Times Nationwide Waiver](#)
- [CN COVID-19 Non-congregate Feeding Nationwide Waiver](#)
- [CN COVID-19 Afterschool Activity Waiver](#)

Follow the requirements listed below for serving meals due to COVID-19.

### 1. Meal Counting and Claiming

- Summer Food Service Program (SFSP)** provides all meals at no charge to all participants 18 and younger. SFSP allows sites to offer up to two meals, or one meal and one snack per site, per day (lunch and supper may not be served on the same day at a site). Meals served to adults may not be claimed for reimbursement.
- At-Risk afterschool meals under the Child and Adult Care Food Program (CACFP):** Meals are reimbursed at the [CACFP Free \(A\) rate](#). 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 [Cyber-Linked Interactive Child Nutrition System \(CLiCS\)](#) site application(s).
- Regular CACFP (centers or homes):** Meals are reimbursed at [regular CACFP rates](#) based on income eligibility information collected from households. You may claim up to two meals and one snack or one snack and two meals 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. Adult care centers may serve adults age 60 or older or impaired adults of any age in non-residential day care settings.
- Take a total meal count** at the point of service regardless of the meal distribution method. Meal counts do not need to be taken by participant name. Note that meal counts for delivered meals also need to be taken at the point of service where the participant receives the meal.
- For SFSP and At-Risk document meals** served on the [Daily Meal Count Form](#) or the [Meal Count Form - Clicker Counts](#). You may utilize your point of service system for streamlining collection of meal counts, but ensure that participants are not charged for meals.
- For CACFP use your usual [meal count form](#)** or use a different one that fits your current meal delivery or pick-up model.

### 2. Handling Private Data

- If you will be delivering meals directly to homes, you must receive written household consent to do so. This is for safety reasons, because children may be home alone. Refer to [Template Consent for Home Delivery during COVID-19 Closure](#) for the required language. This exact document does not

have to be used as long as the information is included in your process. For example, if households pre-order meals, you may incorporate language into your order system for receiving consent.

- b. If you involve a third party in meals delivered directly to homes, you must receive a memorandum of understanding (MOU) from the third party that will potentially handle private information. A [Template MOU between School/District and a Third Party Entity Delivering Meals to Homes during a School Closure due to COVID-19](#) is posted on the [Food and Nutrition COVID-19 Resources](#) webpage.

### **3. Health and Safety**

- a. Ensure that health and food safety procedures are in place for all meals served at all locations. Contact your [local health sanitarian](#) for questions about food safety.
- b. Students are not allowed to eat inside the school. An exception to this can be made for schools with child care continuing to operate and those providing care for children of families of emergency workers. Schools caring for those children must provide meals in a manner that adheres to the Minnesota Department of Health's social distancing guidelines.

### **4. Meal Pattern and Recordkeeping**

- a. Meals/snacks served must meet meal pattern requirements. Provide complete (unitized) meals or snacks following the [SFSP Meal Pattern](#). Sites using the Child and Adult Care Food Program (CACFP) must follow the [CACFP Meal Pattern](#).
- b. Maintain documentation of meals served, including food production records and/or menus along with receipts/invoices.

Refer to the Minnesota Department of Education [Summer Food Service Program](#) or [Child and Adult Care Food Program](#) webpages for additional information. Submit questions in writing to the Nutrition, Health and Youth Development Division at [mde.fns@state.mn.us](mailto:mde.fns@state.mn.us). Please include your sponsor name and sponsor identification number.