



# Department of Health

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**TO:** CACFP Sponsoring Organizations  
**FROM:** Danielle Quigley, MS, RD, CDN *Danielle Quigley, MS, RD, CDN*  
Director, Bureau of Child and Adult Care Food Programs  
**DATE:** August 20, 2020  
**SUBJECT:** Novel Coronavirus (COVID-19) Updates for CACFP Sponsoring Organizations

The Child and Adult Care Food Program (CACFP) has updated guidance related to program operations. This memo explains extended flexibilities that the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) is allowing to support appropriate safety measures and access to nutritious meals during the COVID-19 outbreak.

## **I. Monitoring Flexibility (For Day Care Home Sponsors or Multi-Center Sponsors)**

- a. USDA has waived onsite monitoring requirements in order to support appropriate safety measures and social distancing. However, offsite monitoring should be used to verify information and ensure program integrity.
  - Sponsoring Organizations are encouraged to use alternative ways to conduct offsite reviews where direct observation is normally required for observation of meal preparation, meal pattern components, verification of attendance and monitoring of food safety practices.
  - Some examples of offsite monitoring include phone calls, video conferencing, photos, staff interviews and desk audits.
  - New facilities must still be reviewed; however desk audits may be done in place of an onsite review.
  - This waiver is in effect until September 30, 2021.
- b. The following monitoring requirements are in effect until August 31, 2020:
  - Only two monitoring reviews are required for each center/provider during this review year. In addition, only one review must be unannounced and meal observation is not required.
  - Monitoring visits can be more than six months apart.

CACFP has requested that these flexibilities be allowed through September 30, 2021. CACFP will notify Sponsoring Organizations if the request is approved by USDA.

## **II. Non-Congregate Feeding**

- a. Meals can be distributed at a site where households pick up the meals, or they may be delivered to children and/or adult participant's homes or a combination of both if a program is not providing onsite care.

- b. Sponsors may provide multiple meals and snacks at one time for up to a 5-day period (i.e. up to two meals and one snack or two snacks and one meal per day for 5 days for each participant).
- c. In order to be approved for non-congregate meal service, the Sponsor must complete the CACFP-213 (COVID-19 Application for Feeding Flexibility). The completed CACFP-213 and a menu must be emailed to [cacfp@health.ny.gov](mailto:cacfp@health.ny.gov) for review and approval.
- d. This waiver is in effect until June 30, 2021.

### **III. Meal Pick-Up Flexibility**

- a. Federal regulations require that meals are provided directly to enrolled participants.
- b. With this waiver, centers and family day care home providers who are approved for non-congregate feeding may distribute meals to a parent or guardian to take home to their enrolled child. Therefore, enrolled children do not have to be present when parents/guardians pick up meals or when meals are delivered during the COVID-19 outbreak.
- c. Sponsoring Organizations must ensure that meals are only distributed to parents or guardians of enrolled children and that duplicate meals are not provided (for example, if 3-days worth of meals are provided to a parent on Monday, the parent cannot return on Tuesday for additional meals).
- d. Sponsoring Organizations should inform parents/guardians at pick up or home delivery that meals can only be eaten by the enrolled participant.
- e. This waiver is in effect until June 30, 2021.

### **IV. Meal Pattern Flexibility**

- a. Federal regulations require that all meals and snacks meet meal pattern requirements.
- b. With this waiver, if there is a shortage of a required component, Sponsoring Organizations may request approval from CACFP to claim meals that do not include all the required components.
- c. Sponsoring Organizations should email CACFP at [cacfp@health.ny.gov](mailto:cacfp@health.ny.gov) with the substitute menu and explain: the food items that are unavailable, steps taken to obtain those food items, and the date that you will start serving these meals.
- d. CACFP will review the request and confirm approval to claim meals that are missing specific components.
- e. This waiver is in effect until June 30, 2021.

### **V. Late Claims**

- a. Sponsoring Organizations are allowed an exception to the 60-day timeframe when the circumstances leading to the late claim were beyond their control.
- b. Some examples include COVID-19, a natural disaster or serious illness or injury of the person responsible for submitting the claim.
- c. USDA approval is required to receive reimbursement for late claims.
- d. If your organization wishes to use this exception, please email CACFP at [cacfpfiscal@health.ny.gov](mailto:cacfpfiscal@health.ny.gov).

CACFP is available to provide assistance to all programs and appreciates the tremendous effort of Sponsoring Organizations working to meet the nutritional needs of participants during this challenging time.

For CACFP questions, contact CACFP at 1-800-942-3858 or [cacfp@health.ny.gov](mailto:cacfp@health.ny.gov).