



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: March 30, 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 new flexibilities that the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) is allowing to support access to nutritious meals during the COVID-19 outbreak.

I. 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 (i.e. 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 30th, 2020 or until expiration of the federally declared public health emergency, whichever is earlier.

II. 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 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 April 30th, 2020 or until expiration of the federally declared public health emergency, whichever is earlier.

III. Monitoring Flexibility (For Day Care Home Sponsors or Multi-Center Sponsors)

- a. Federal regulations mandate specific requirements for conducting facility reviews each year.
- b. With this waiver, CACFP monitoring requirements have been decreased and are as follows:
 - 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.
 - New facilities must still be reviewed; however desk audits may be done in place of an onsite review.
- c. This waiver is in effect until June 30th, 2020 or until expiration of the federally declared public health emergency, whichever is earlier.

All of the above information also applies to adult day care centers and their enrolled participants.

CACFP is available to provide assistance to areas impacted by COVID-19 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.