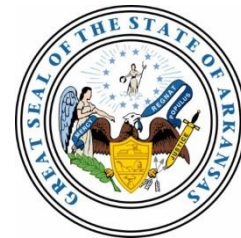




## Division of Child Care and Early Childhood Education



P.O. Box 1437, Slot S140 · Little Rock, AR 72203-1437  
501-682-8590 · Fax: 501-683-6060 · TDD: 501-682-1550

### MEMORANDUM

TO: ALL CHILD NUTRITION PROGRAMS  
FROM: DCCECE / HNU  
DATE: April 1, 2020  
SUBJECT: COVID-19 Integrity Plan for the Arkansas Special Nutrition Program

This is an important notice regarding COVID-19 Integrity Plan for the Arkansas Special Nutrition Program.

Pursuit to COVID -19 Waivers the State must have a plan for ensuring that Program operators are able to maintain accountability and program integrity during this Nationwide Emergency. This includes putting in place processes to ensure meals are distributed only to parents or guardians of eligible children and duplicate meals are not distributed to any child.

Arkansas DHS is using the following procedures to ensure the integrity of the program during this medical crisis. All programs who participate in the COVID-19 wavier will follow the guidelines listed below.

1. Must have wavier approval before they begin operation.
2. Schools will be given priority in SFSP or SSO for feeding locations.
3. Program Sponsor will be assigned an HNP Staff person to assist with Questions and Meal Documentation.
4. Program Sponsor will be required to upload their weekly documentation into the SNP Uploaded Documents.
5. Programs Participating in Parent/Guardian Pick-up must have a sign "Parent/Guardian Pick-up Waiver Form" on file with the children's names listed before meals will be handed out without the children present.
6. The top ten highest billing providers will have a financial review completed by Office of Payment Integrity and Audit (OPIA) for the month of April. This review will consist of Billing, Receipts, Meal documentation and parent pick up forms (if participating in Parent/Guardian Pick-up Waiver).

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under HNP Mass Alerts and COVID-19 References. If you have any questions regarding this memo, please contact your Program Coordinator at: 501-682-8869.