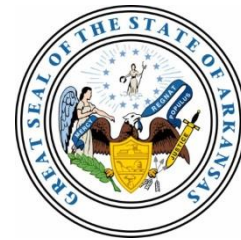




Division of Child Care and Early Childhood Education



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 15, 2020
SUBJECT: Delivery of Meals to Homes of Enrolled Children or Adults in CACFP during COVID-19
State Guidance

This is an important notice regarding the recent USDA Memo SP14-2020, CACFP 08-120, SFSP 07-2020, Child Nutrition Program Meal Service during Novel Coronavirus Outbreaks: Questions and Answers #3

Delivery of Meals to Homes of Enrolled Children or Adults in CACFP during COVID-19

If a CACFP Sponsor determines there is a need and it is logistically feasible to deliver meals directly to homes, it may do so with State Agency Approval and adherence to all Federal confidentiality requirements. This option is only available to CACFP Sponsors that provide childcare or adult care for enrolled participants due to confidentiality and logistical requirements. Only meals delivered to previously enrolled children or adult participants prior to program closure will be reimbursable.

State Agency will approve programs through a submitted plan from the Sponsor explaining the following details for the delivery of meals to homes of enrolled children or adults:

- 1) Describe how the Sponsor will contact the households of enrolled children/adult participants and verify they have access to a refrigerator, microwave or stove to assist in proper storage or preparing of the meal prior to meal delivery.
- 2) Describe how the Sponsor will obtain written or electronic consent from the household of enrolled children/adult giving permission for delivery of meals to the verified address of enrollee.
- 3) Describe how the Sponsor will maintain records and confidentiality of children and their households throughout the process.
- 4) Describe process of delivery to include, but limited to, time of delivery, number of meals delivered at one time, method of delivery, and method of regulating temps in delivery process.
- 5) Describe the process the Sponsor will use to ensure social distancing and sanitizing hands will be maintained during delivery.

If your program would like to submit a plan for approval regarding Delivery of Meals to Homes of Enrolled Children or Adults in CACFP during COVID-19, please submit your request to the following individuals:

Thomas Sheppard, Thomas.Sheppard@dhs.arkansas.gov
Rhonda Betzner, Rhonda.Betzner@dhs.arkansas.gov
Pamela Burton, Pamela.Burton.DCCECE@dhs.arkansas.gov

Delivery of Meals to Homes of Enrolled Children or Adults must consist of the following items:

humanservices.arkansas.gov/dccece
Protecting the vulnerable, fostering independence and promoting better health

- 1) Meet all regulatory meal pattern requirements. If a component is missing from a meal box to fully complete the reimbursable meal pattern requirement, the entire meal for that day will not be claimable.
- 2) A detailed menu with a list of the days of the week will be in the box stating what items are to be eaten with what meals on what days (example. Monday: Breakfast: 2 oz blueberry muffin, 4 oz cup of diced peaches and 8 oz of 1% white milk).
- 3) If preparation is needed to prepare the meal, printed directions are to be placed in the box with meals. Sponsors should ensure that only minimal preparation is required, and that food is not provided as ingredients for recipes that require chopping, mixing, baking, etc.
- 4) All required documentation of meals served must still be maintained (menus, daily meal production records, temperature logs, etc.)

This waiver is effective immediately and remains in effect until June 30, 2020 or until expiration of the federally declared public health emergency, whichever is earlier.

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.