



**Division of Child Care & Early Childhood Education**  
P.O. Box 1437, Slot S140, Little Rock, AR 72203-1437  
P: 501.682.8590 F: 501.683.6060 TDD: 501.682.1550

## MEMORANDUM

TO: ALL CHILD NUTRITION PROGRAMS  
FROM: DCCECE / HNU  
DATE: AUGUST 6, 2021  
SUBJECT: FFY2022 CACFP WAIVER REQUEST

Attached is important information regarding the Nationwide Waivers in the Child Nutrition Programs for School Year 2021-2022. While these waivers are available through June 30, 2022, USDA anticipate they will be used only for the duration and extent needed for temporary flexibilities, as schools and child care providers work to safely and successfully reopen.

**Child Nutrition Programs wanting to operate using any of the waivers during the School Year 2021-2022 must submit a NEW “Covid-19 Waiver Request Form”. The form is available in the Resource Library.** These requests must be submitted to both the following staff:

Rhonda Betzner: [Rhonda.Betzner@dhs.arkansas.gov](mailto:Rhonda.Betzner@dhs.arkansas.gov)

Amy Theriac: [Amy.Theriac.DHS@dhs.arkansas.gov](mailto:Amy.Theriac.DHS@dhs.arkansas.gov)

WAIVER		EXPIRES
Non-congregate feeding	Allows “grab and go” meals	SFSP 9/30/2021  CACFP and NSLP 6/30/2022
Meal Time Flexibility	Allows two meals to be served at the same time and multi-day meal distribution.	
Parent and Guardian Pick Up	Allows parents to pick up a meal without a child present if they have completed a Parent Attestation Form. Meals can only be eaten by a child.	
Monitoring requirements	Sponsor monitoring can be conducted off-site in a desk audit with virtual meal observation.	
CACFP Specific meal pattern flexibility	Waives requirements for one whole grain daily, crediting of grains by ounce, and low-fat (1%) unflavored milk. Must be approved by State Agency in advance on a case-by-case basis and justified with a demonstrated need.	CACFP 6/30/2022
NSLP Specific meal pattern flexibility	Waives requirements for sodium, whole-grain, vegetable subgroups, milk variety, low-fat flavored milk, and age/grade groups meal planning. Must be approved by State Agency in advance on a case-by-case basis and justified with a demonstrated need.	NSLP 6/30/2022

### **Non-congregate feeding**

Participants are not required to stay on site to consume meals. They may “grab and go” a meal to consume off site.

Day care homes and centers that are open can provide meal service on site to participants in attendance. They can also arrange meal service pick-ups and/or provide meal delivery for enrolled participants temporarily not in attendance. Centers may offer a combination of congregate and non-congregate meal services but both meals must be identical. For example, if hamburgers are served to the children on-site, then the grab and go meals must also be served hamburgers.

### **Meal-Time Flexibility**

Removes the requirement for a certain amount of time to elapse between meals. This allows two meals to be served at the same time (e.g., a breakfast and a lunch). Your public notice and program application must still have established meal service times.

### **Parent and Guardian Pickup**

Sponsor must have the parent or guardian complete the Parent Pick Up Waiver Form during the first initial pick up of meals with children present. Sponsor will keep form on file to verify each additional meal pick up, thereafter, by the parent or guardian without children. The parent form is located in the SNP Resource Library under COVID-19 titled “Parent and Guardian Child Meal Pick Up Waiver Form”. Meal distribution should be limited to parents and guardians. Multiple family meal pickup by one person does not maintain program integrity.

The Sponsor must have a plan for ensuring site maintains accountability and program integrity during Parent Pick Up. This includes putting in place processes to ensure that meals are distributed only to parents or guardians of eligible children, and that duplicate meals are not distributed to any child. The Sponsor must keep a roster of all parents that have signed the Parent Pick Up Waiver Form and document on the roster the number of meals picked up by the parent by date. Sample of roster is located on the SNP Resource library under COVID-19 titled “Covid-19 Parent Pick Up Meal Count Documentation”. Your program may not go over your approved site cap for number of meals served.

### **At-Risk Educational/Enrichment activity**

Afterschool At-Risk Programs require an educational/enrichment activity component. USDA has clarified that during the pandemic the educational/enrichment component may be conducted virtually or in other non-congregate ways. Although children are not required to participate in or complete the activity in order to receive an afterschool meal or snack, the At-Risk Afterschool Program must offer the activity to every child. We are highly encouraging activities that involve parents and families. During this stressful time, it is imperative that children are participating in family engagement activities for social emotional development.

CACFP At-Risk programs must continue to maintain attendance records as required under 7 CFR 226.17a(o)(1).

### **Multi-day meal distribution**

Before participating in multi-day meal distribution, you must have a comprehensive plan approved by the State Agency.

Sponsors must complete the following steps to operate multi-day meal distribution:

- 1) Public Notice for At-Risk Sponsors with new serving dates and times of distribution must be uploaded in the SNP system.
- 2) Public Notice must be advertised in the community for 48-hours before starting the new distribution process.
- 3) CACFP Child and Adult care programs must notify enrolled families of their meal distribution process by electronic or written letter with a 48-hour notification of new process start date. Letter must be uploaded in the SNP system.

Multi-day meal distribution to children or adults may consist of no more than 5-days' worth of meals and must have the following items:

- 1) Meet all regulatory meal pattern requirements.
- 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 which days (example: Monday: Breakfast: 2 oz blueberry muffin, 4 oz cup of diced peaches and 8 oz of 1% white milk).
- 3) Printed directions are to be placed in the box with meals if preparation is needed. 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 is required to still be maintained (menus, daily meal production records, temperature logs, etc.)

### **Recordkeeping**

All child nutrition programs must maintain daily attendance records and meal counts in addition to all other required program documents.

### **Monitoring Requirements**

CACFP sponsors must follow all monitoring requirements at 7 CFR 226.16(d)(4)(iii). Sponsoring organizations may continue monitoring activities of Program operations off-site (e.g., through a desk audit and virtual meal observation). An approved waiver request is not required for off-site monitoring. This waiver applies to all programs that elect off-site monitoring.

### **CACFP and NSLP Specific Meal Pattern Flexibility**

You must complete the Covid-19 Meal Pattern Flexibility Form found in the SNP Resource Library for prior approval. Requests must be targeted and justified with a demonstrated need on a case-by-case basis. Refer to Covid-19: Child Nutrition Response #90 and #91 for further information.

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 Specialist at 501-682-8869.