



**Division of Child Care & Early Childhood Education**  
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## **MEMORANDUM**

**TO:** All Child Nutrition Programs  
**FROM:** Health and Nutrition Office  
**DATE:** August 09, 2021  
**SUBJECT:** Child Nutrition Emergency Operational Costs Implementation Plan for CACFP and NSLP

### **DHS Division of Child Care and Early Childhood Education Health and Nutrition Unit Claim for Operational Costs Reimbursements**

Emergency Operational Costs Reimbursement Programs are meant to provide additional funding to local Child Nutrition Program (CNP) operators whose revenues decreased or were interrupted during the first four months of the public health emergency. DCCECE will run reports based on billing data and all calculations for payments will be based on statutory formula calculations. The state will assume that any facility that has submitted claims for meal reimbursements in 2021 was participating in the program after the pandemic began.

Any program that has not submitted claims in 2021 will be sent an assurance form, which must be returned to our office, declaring that they will open and claim within ninety (90) days following the end of the COVID-19 Pandemic as declared by the Federal Government for CACFP and the NSLP will open and submit a claim during the first full semester/term (or equivalent), occurring after the end of the public health emergency.

The assurance form will also declare that the program understands if they do not reopen and submit claims for child nutrition services, the program will be required to repay any payments received. The program operator will have 10 days to return the assurance form. Upon receiving the assurance form from the programs, the Health and Nutrition Unit will begin processing payouts to qualified programs. For sponsored programs, payment will be made to the sponsor and the sponsor will have five days to submit the appropriate payment to programs. Sponsors will receive a list with the calculated amount as determined by the state to each program they sponsor. Sponsors will be allowed to keep the amount for administrative cost indicated in their contract.

**Note:** This alert is being distributed to all providers, regardless if they are eligible for the Emergency Operational Costs Reimbursement. If you do not meet the requirements to receive the reimbursement, please disregard this email. If you have any questions, please see the contact information listed below to receive assistance:

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Wayne Thornberry  
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Thank you!

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library-Mass Alerts. If you have any questions regarding this memo, please contact your Program Specialist at: 501-396-6157.