



Arizona Department of Education

Health and Nutrition Services Division

HNS# 12-2020

MEMORANDUM

To: All Sponsors of the Child and Adult Care Food Program

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Date: March 20, 2020

Subject: Guidance for CACFP Participation during unanticipated school closures due to COVID 19.

ADE is providing this guidance for institutions participating in the CACFP in response to the COVID 19 pandemic. Currently, USDA has approved waivers for schools and community organizations to operate the Summer Food Service Program with modifications that allow for provision of meals in non-congregate settings at schools that have closed. However, **these waivers do not allow for modifications to the operation of CACFP.** All sponsors should continue normal CACFP operations at this time, including sponsors and providers of family day care homes.

Operational Guidance

If you have additional children in attendance as a result of school closures, please ensure you collect meal benefit forms from them upon enrollment, add them to the appropriate claiming rosters, serve them meals that meet the meal pattern for school-age children, and count meals at the point of service. The meal pattern for school-age children is available [here](#). Meals served must continue to meet the meal pattern.

For facilities experiencing challenges procuring milk, the Dairy Council of Arizona has dry, non-fat milk available for purchase. A 50-pound bag costs \$72 and can be reconstituted to make 63 gallons of milk. Please contact Pat Johnson at pjohnson@dairycouncilofaz.org to request an order form.

Additionally, ADHS is not recommending center closures at this time, but have recommended protocols to practice social distancing and consider non-congregate meals and snacks. While ADE cannot allow non-congregate meals in CACFP at this time, we do encourage the

suspension of family-style meal service and a shift toward the provision of unitized or pre-plated meals and snacks. Handwashing and frequent cleaning is also recommended.

Facility Closures

If facilities close, please send an email to your assigned specialist with the following information:

- Sponsor and site(s) name
- Closure dates
- A copy of the notice sent to families.

Please inform families that they can receive meals for children up to age 18 at nearby schools. The list of sites serving meals is available through local school district websites and is available on the [ADE website](#) under the School Meals tab.

At-Risk Afterschool Meal Programs

Sponsors who operate the At-Risk Afterschool Meals program, can continue operation of this Program when school is not in session due to COVID 19. ADE has submitted a waiver request allow sponsors to operate with non-congregate meal distribution and/or forego the enrichment activities. ADE will notify sponsors if and when this waiver is approved and provide guidance for requesting use of those waivers at a later date.

All participating sponsors are encouraged to continue visiting the [HNS memos webpage](#) for updated guidance regarding CACFP operations during these unanticipated closures.

This institution is an equal opportunity provider.

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