



Arizona Department of Education

Health and Nutrition Services Division

HNS# 33-2020

MEMORANDUM

To: Local Educational Agencies Operating the National School Lunch Program

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

Date: July 10, 2020

Subject: Procedures for Opting into National School Lunch Program (NSLP) Meal Pattern and Parent/Guardian Pickup Waivers and Providing Meals for Multiple Days in School Year (SY) 20-21

The purpose of this memorandum is to provide guidance on the procedures for School Food Authorities (SFAs) to notify the Arizona Department of Education (ADE) of their decision to opt into the use of two NSLP waivers, Parent/Guardian Pickup and Meal Pattern Flexibility and to opt into providing meals for multiple days in SY 20-21.

NSLP Waivers

On June 25, 2020, USDA announced the extension of waivers established in response to the novel coronavirus outbreak (COVID-19). The extended waivers are as follows:

[Non-Congregate Feeding](#)
[Meal Times](#)
[Parent/Guardian Pickup](#)
[Meal Pattern Flexibility](#)

ADE has notified USDA that Arizona will elect to implement these four waivers for SY 20-21. SFAs who wish to implement the non-congregate feeding and meal time waivers may do so without taking any further action. SFAs who wish to opt into the parent/guardian pickup waiver and the meal pattern flexibility waiver require must notify ADE. ADE has implemented the following procedures:

Parent/Guardian Pickup: SFAs who wish to allow parents or guardians of eligible students to pick up meals without the children present must implement procedures to ensure that meals are distributed **only** to parents or guardians of eligible children, and that

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duplicate meals are not distributed to any child. *Remember: Only one meal per child can be claimed for reimbursement in the National School Lunch and School Breakfast Programs.*

ADE has created a Parent/Guardian Pickup Waiver Form for SFAs to provide details on how they will maintain accountability and Program integrity while distributing meals to parents or guardians without children present. SFAs only need to submit the form once for SY 20-21. The electronic form must be submitted before the SFA implements parent/guardian pickups. ADE will provide technical assistance and request clarification if an SFA's submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups.

Meal Pattern Flexibility: USDA has waived the requirement to serve meals that meet the meal pattern based on disruptions to the availability of food products resulting from unprecedented impacts of COVID-19. SFAs will be required to report to ADE **each instance** the meal pattern was not met in order to participate under this waiver. An instance is defined as 1) daily requirement not met; for example, a missing component at breakfast or incorrect milk type at lunch, and 2) a weekly requirement; for example, not meeting whole grain-rich or vegetable subgroup requirements.

ADE has created a Meal Pattern Waiver Form for SFAs to report the daily or weekly instance the meal pattern was not met. Multiple instances cannot be reported on a single form submission. Additionally, operators must indicate a reason that prevented the meal component from being offered and any efforts made to obtain an alternate food item within the same component.

ADE will review all requests and closely monitor submissions to ensure the intent of the flexibility is upheld. When there is a high number of submissions from a single SFA, ADE will reach out to provide technical assistance to address food availability and appropriate meal pattern substitutions.

Providing Meals for Multiple Days

The non-congregate feeding, meal times and parent/guardian pickup waivers allow for SFAs to provide food items in bulk and to distribute meals for multiple days for pickup or delivery. To distribute meals for multiple days, USDA has instructed ADE to assess the SFA's capacity to execute such an approach effectively.

Multiple Days Meal Distribution Plan: ADE has created a Multiple Days Meal Distribution Plan Form for SFAs to provide details on how the distribution plan will be executed. SFAs only need to submit their distribution plan once for SY 20-21. The form must be submitted before the SFA distributes meals for multiple days. ADE will provide technical assistance and request clarification if a distribution plan does not demonstrate the SFA's capacity to provide meals for multiple days.

The waiver and distribution plan forms described above can be found on the [School Nutrition Programs COVID-19 Resource Page](#) under the "Waivers" tab and "SFA Opt-In" column on July

9, 2020. ADE hosted a webinar on June 30, 2020 to discuss the recently released USDA waivers for SY 20-21. The webinar recording and slides can also be found on the COVID-19 Resource Page.

Please contact your School Nutrition Programs Specialist with questions regarding this guidance. Your assigned specialist can be found at the top of the Sponsor application in CNPWeb. You may also send an email to ADESchoolNutrition@azed.gov or call 602-542-8700, option 2, for the NSLP Specialist of the Day.

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