



## Arizona Department of Education

HNS# 34-2020

### MEMORANDUM

**TO:** Sponsors participating in the Child and Adult Care Food Program at Child and Adult Care Centers, and Head Start Programs

**FROM:** Melissa Conner, Associate Superintendent  
Health and Nutrition Services Division

**DATE:** July 30, 2020

**SUBJECT:** Waiver Extensions for CACFP Operations in Child and Adult Care Centers, Head Start Facilities, and At-Risk Afterschool Meal Programs

The USDA has extended waivers for Child and Adult Care Food Program (CACFP) operations during the COVID-19 pandemic. This memo summarizes the waivers and provides guidance for sponsors and sites wishing to utilize these waivers in their meal service operations.

#### Monitoring Requirements

The monitoring requirement waiver for sponsoring organizations and owners of multiple independent centers has been extended through August 31, 2020. Sponsoring organizations and owners of multiple independent centers must still conduct monitoring, however *onsite* monitoring has been suspended. The waiver allows for the following adjustments to the regulations to support the suspension of onsite monitoring:

- Sponsors must conduct two reviews of each facility (instead of three);
- Only one review must be unannounced (instead of two);
- The meal observation on the unannounced review is not required;
- More than six months can elapse between visits;
- Review of new facilities can be conducted as a desk audit.

All sponsors and institutions wishing to utilize these waivers must notify the ADE by sending an email to the CACFP Inbox at [CACFP@azed.gov](mailto:CACFP@azed.gov). Please include the organization name and indicate you are opting into the sponsor monitoring waiver. Organizations who previously indicated intent to utilize this waiver are not required to submit anything additional. All sponsors must maintain documentation of **all** monitoring visits conducted for each site this year.

#### Meal Service Requirements (Head Start Programs Only)

USDA has extended waivers that allow for non-congregate meals, suspension of designated mealtimes, and parent/guardian pick-up of meals in CACFP through June 30, 2021. Under these waivers, if meals and snacks are served in a non-congregate setting (grab and go or delivery), meals for multiple days can be served at one time. These waivers are intended for programs that are providing instruction virtually

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through Head Start operations. Programs that are providing hybrid models of in-person and/or virtual instruction can also utilize these waivers to provide meals in non-congregate settings for children in virtual learning. Meals can only be provided for the days when the program is in operation. This means meals cannot be provided for weekends if the Head Start program doesn't operate on the weekends. These waivers do not apply to onsite meal service to participants in attendance, or those who are temporarily absent. Head Start sponsors wishing to use one or more of these waivers must request approval from ADE by submitting the following information via email to [CACFP@azed.gov](mailto:CACFP@azed.gov).

- Sponsor Name
- Name of each site where these waivers will be utilized
- Description of enrollment processes for the site/program
- Description of distribution plan including when the meals will be available for pick up, how many meals will be provided at one time, and who will be distributing them and conducting point of service meal counts
- Description of recordkeeping plans that includes how the sponsor will ensure meals are only served to enrolled participants, accurately counted and claimed, and that each participant receives no more than 2 meals and 1 snack per day
- Description of meal service and food safety processes that ensure the meal pattern is met and food is maintained at safe temperatures

An ADE Program Specialist will notify the sponsor when approval is granted. Sponsors must maintain documentation to support accurate meal counts, meal pattern compliance, and appropriate costs/purchasing practices.

#### **At-Risk Afterschool Meals**

At this time, the enrichment requirement of the At-Risk Afterschool Meal Program has not been waived. Virtual enrichment or enrichment packets meant to be completed at home are not currently acceptable per USDA. Organizations and sites serving At Risk Afterschool meals must continue to meet the intent of the program, which is to provide a safe space for children to participate in enrichment activities. The meal time waiver can be utilized if a child needs a meal outside of the planned meal time. Offering meals/snacks in a grab and go process without enrichment is not allowed at this time.

If you have any questions or concerns regarding this memo, please contact your assigned CACFP Specialist or you can call the Specialist of the Day (SOD) at (602) 542-8700 and choose Option 1 for Community Nutrition Programs.

This institution is an equal opportunity provider.

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