



Feeding Children in the Michigan Department of Education (MDE) Child Nutrition Programs (CNP) during the National Public Health Emergency

What are Your Options?

Did your childcare site or after school enrichment program participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP) and/or the Child and Adult Care Food Program (CACFP) but recently closed due to Governor Whitmer's Executive Order 2020-21? Are you interested in distributing meals to your participants currently not in your care due to the closure? The MDE CACFP is here to help you find the best way to meet the nutrition needs of your participants during this public health emergency!

United State Department of Agriculture (USDA) Waivers

The USDA has released a series of waivers to enable child nutrition program operators flexibility to meet the needs of their participants during the nation's public health emergency. The waivers apply to all States. The waivers are effective immediately and remain in effect through June 30, 2020 (April 30, 2020 for the Meal Pattern Waiver), or upon expiration of the federally-declared public health emergency, whichever is earlier. Waivers can be found on the [USDA Food Nutrition Service Disaster Assistance website](#). Michigan is participating in these [waivers](#).

- [Nationwide Non-Congregate Feeding Waiver](#): The USDA has provided nationwide approval for States to locally waive congregate feeding in all child nutrition programs. To maintain social distancing guidelines, meals can be served to participants in non-congregate meal settings and do not have to be consumed on-site.
 - **What does this mean for CACFP?**
 - Providers can use alternative meal service methods such as home delivery or grab-and go meals to enrolled participants.
 - Applies to all CACFP program types:
 - Child and Adult Care
 - At-risk afterschool programs
 - Emergency Shelters
- [Nationwide Parent/Guardian Meal Pickup Waiver](#): The USDA is allowing States approved for non-congregate feeding to allow parents and guardians to pick up meals for their children at meal distribution sites. Feeding sites must protect program accountability and integrity.
 - **What does this mean for CACFP?**
 - To maintain [CDC social distancing guidelines](#), a parent/guardian may pick up meals.

- Institutions and Sponsors are encouraged to provide families with guidelines for meal pick up times and locations to maintain social distancing guidelines to protect the health of families and staff.
- [Nationwide Mealtimes Waiver](#): The USDA has provided a nationwide waiver to support access to nutritious meals while minimizing potential exposure to the novel coronavirus. Meals served can be served outside of established mealtimes in non-congregate meal service settings
 - **What does this mean for CACFP?**
 - Meals distributed to your program participants do not have to be distributed during the meal and snack times declared on your program applications.
 - You can distribute more than one meal/snack at the same time to adhere to social distancing guidelines.
 - Contact your analyst to determine what works best for you.
- [Nationwide Afterschool Activity Waiver](#): The USDA has provided a nationwide waiver to support access to nutritious meals and snacks while minimizing potential exposure to the novel coronavirus by removing the requirement that NSLP afterschool snack program and CACFP at-risk afterschool program serve meals and snacks in a structured, supervised environment and provide an enrichment activity.
 - **What does this mean for CACFP?**
 - Eligible at-risk afterschool programs in good standing can distribute supper and snack without the enrichment activity requirement.
 - Meals/snacks do not have to be consumed on-site.
 - Contact your analyst to discuss any questions.
- [Nationwide Meal Pattern Waiver](#): **This waiver is effective from March 25, 2020 until April 30, 2020.** The USDA has provided nationwide approval for State Agencies to locally waive specific meal pattern requirements **as needed** due to food shortages to support access to nutritious meals when certain foods are not available due to the novel coronavirus. This waiver requires program operators to contact their state agency (MDE) for approval to use this waiver.
 - **What does this mean for CACFP?**
 - Program operators should maintain program integrity by serving meals and snacks that meet meal pattern requirements. Good nutrition is key to good health during a public health emergency.
 - Program operators in good standing **MUST** contact MDE CACFP in writing to request prior approval to use this waiver.
 - The written request must target the meal component that is affected by disruptions in availability and provide justification why the meal component cannot be purchased from another store, vendor or distributor.

- Contact your analyst with any questions. MDE has been working with vendors and distributors to ensure product availability, including dairy distributors.
 - Please email Melissa Lonsberry, CACFP Consultant, at lonsberrym@michigan.gov to request a waiver for CACFP Meal Pattern Waiver requests.
- [Nationwide Waiver on Child Nutrition Monitoring](#): The USDA has waived certain on-site monitoring requirements for the school meals programs, the CACFP, and the SFSP, to be more flexible to accommodate social distancing while maintaining program integrity while providing meals.
 - **What does this mean for MDE CACFP?**
 - MDE may hold administrative reviews as desk audits
 - MDE must conduct pre-approval visits as a desk audit by reviewing electronically submitted information and using on-line meeting software and/or the telephone
 - **What does this mean for CACFP Sponsors?**
 - For the sponsor's current review year, only two site visits are required for their facilities
 - Only one site visit is to be unannounced
 - Only one unannounced meal observation is required (previously two were required)
 - Requirement that no more than six (6) months may occur between reviews has been waived
 - Sponsors must still conduct at least one review within the facility's first month of operation, but it can be a desk review
 - Sponsors may explore using alternative methods such as on-line meeting applications Zoom or Facetime, as feasible for open sites
 - MDE highly recommends updating your monitoring tool/schedule to note which site(s) have not been monitored due to closure and update your tool to ensure two site visits will be completed by September 30, 2020. Retain for future review
- [Nationwide 60 Day Reporting Waiver for January 2020 and February 2020](#): Effective April 1, 2020, the USDA is extending the 60-day reporting deadline for all state agencies, school food authorities, and CACFP and SFSP sponsoring organizations for **January and February 2020 ONLY**. Deadlines for these two claims months are extended for 30 calendar days from their original required date of submission.
 - **What does this mean for CACFP?**
 - Institutions and Sponsors have an additional 30 days from the original claim deadline to submit and certify their January and February 2020 claim data
 - Institutions and Sponsors are encouraged to complete their claim submissions in a timely manner while ensuring the safety and health of their employees

- Please email your analyst with any questions related to your claim
- **Pandemic EBT**: As a result of the Families First Coronavirus Response Act of 2020, children who would receive free or reduced price meals if not for school closures are eligible to receive assistance under this provision.
 - **What does this mean for CACFP?**
 - Families that participate in our programs may be eligible to receive additional food assistance
 - Contact your program analyst or MDE CACFP for information related to the Pandemic EBT program.
- **Nationwide Community Eligibility Provision Waiver**: The USDA is extending CEP election, notification and reporting and deadlines for School Year 2020-21.

MDE Child Nutrition Programs Available Meal Service Options

For programs that participated in the CACFP, NSLP, SBP or the SFSP, there are several options to participate during the public health crisis.

Unanticipated School Closure Summer Food Service Program

If you participate in the NSLP, SBP previously participated in the SFSP, are/were in good standing, then you can distribute meals through the [Unanticipated School Closure Summer Food Service Program](#). Find more information on their [website](#). They update their site frequently with updated information, so please refer to it if you are currently participating.

Early Head Start, Head Start and Great Start to Readiness Programs:

Early Head Start, Head Start, Great Start Readiness Program childcare centers in good standing that are located within public school buildings can serve as a childcare site for essential workers during the public health emergency. For information on obtaining a Disaster Relief Child Care Center Provisional License Application, see the [LARA Disaster Relief Child Care Site](#).

Closed CACFP Child Care, Open Essential Child Care or Adult Day Services Centers:

If you are an open or closed child or adult day services care center in good standing, you can still serve meals to **your enrolled participants** in a non-congregate setting while preserving social distancing guidelines through the CACFP. Contact your analyst to determine if an amendment to the MEGS+ application will be needed.

If your child or adult care center is open as an essential child care, you can:

- Distribute meals to your **enrolled** children or adults using creative meal service options such as “grab and go” or “take out” bagged or boxed meals while preserving social distancing even if they are not currently attending
- Provide a menu to your participants with meal distribution location(s) and times included to preserve social distancing guidelines
- Only meals distributed to enrolled participants can be claimed for reimbursement
- Family member meals are not reimbursable under USDA Child Nutrition Programs

- Provide families additional resources as to where they can find emergency food in your community during the stay home stay safe order. See the **Help Families find Other Food Assistance in their Communities** section below for how to find meals in your area.

If your child or adult care center is *closed* due to the public health emergency, you can:

- Distribute meals to your **enrolled** children or adults using creative meal service options such as “grab and go” or “take out” bagged or boxed meals while preserving social distancing.
- Provide a menu to your participants with meal distribution location(s) and times included to preserve social distancing guidelines
- Only meals distributed to enrolled participants can be claimed for reimbursement
- Family member meals are not reimbursable under USDA Child Nutrition Programs
- Provide families additional resources as to where they can find emergency food in your community during the stay home stay safe order. See the **Help Families find Other Food Assistance in their Communities** section below for how to find meals in your area.

CACFP At-Risk After School Programs:

At-risk afterschool school programs that were participating in the CACFP can continue to claim non-congregate meals distributed to children in the CACFP during the public health emergency up until the close of your planned school year. After the school district’s regular planned school year end date, your program could continue under the SFSP. Please contact your analyst or MDE-CNAP-CACFP@michigan.gov. We can assist you in determining if your program is eligible to transition to SFSP.

CACFP at-risk afterschool programs can serve non-congregate meals under two USDA waivers allowing for non-congregate meals to be served and waiving the enrichment requirement. This allows programs to be reimbursed for serving free meals to all children 18 years and younger while still adhering to the “social distancing” recommended by the Center for Disease Control (CDC). Please contact your assigned program analyst with any questions related to participating or application amendments during this public health crisis.

Child and Adult Care Food Program Frequently Asked Questions

Can new institutions or sponsors apply to participate in the CACFP, during this public health crisis?

Please contact Dana Galardi, MDE Program Analyst, at GalardiD@michigan.gov, to get more information on the CACFP application process during the public health crisis.

Do I need to amend my MEGS+ application to distribute non-congregate meals?

If you are distributing meals on days you typically did not serve meals, such as on the weekend, please amend your CACFP application to include the new meal service days and the meals you are distributing. Contact your analyst by email to discuss what is required.

How do I claim non-congregate meals?

If you elect to participate in the Unanticipated School Closure Summer Food Service Program, you will claim through that program's claiming process.

If you elect to continue to participate in the CACFP, you will claim through CACFP. Contact your assigned program analyst (email is best) with any questions.

Under the Statewide Waivers, can I extend my service to include weekends?

Yes, please amend your CACFP application to update mealtimes and days of service. Please contact your analyst by email with questions.

Can I make substitutions to my menu?

Meal pattern requirements are still in effect. If you need to make menu substitutions, document your changes on your menu as you would typically. Maintain your updated menu with your program records.

What do I do if I cannot obtain a required meal component where I purchase food and milk?

Meals served are required to have all required components that meet the meal pattern requirements. Nutrition is key to maintaining health in wellness, especially during a public health crisis. Can you substitute another item from the same group? For instance, if you cannot find whole wheat bread, substitute a tortilla, a wrap, crackers, rice or pasta. Fresh, frozen, and canned foods can all be used too. If you cannot obtain a required component, meals served without a required component to be approved by MDE CACFP. Please contact Melissa Lonsberry at lonsberry@michigan.gov. Please refer to [Nationwide Meal Pattern Waiver](#) for additional information pertaining to this waiver.

Do I have to provide hot meals?

No, cold and frozen meals are allowed as well. Grab and go style of meals are perfectly fine. If you serve frozen meals, please include reheating and storage instructions. Remember food safety when distributing grab and go meals. Be creative with your menu planning. Serve cold sandwiches or wraps. Use meat alternatives such as cheese, yogurt, hummus, and nut butters. Instead of a sandwich, how about a cold pasta or rice salad? Add chickpeas or kidney beans for a meat alternate. Distribute canned vegetables and fruits. For snacks, consider savory crackers, string cheese, cereal, canned fruit or vegetables. See this informative handout for [COVID Food Safety Recommendations](#).

Can I provide several days of meals?

Yes, you can. Please keep in mind food safety concerns with distribution of multiple meals. Consider families may not have extra storage or refrigerator space. Consider packing cold foods

with cold and hot foods with hot to help preserve freshness and quality and maintain food at safe holding temperatures. See this informative handout for [COVID Food Safety Recommendations](#).

How do I take meal attendance for non-congregate meals?

If you are claiming meals through the CACFP for child or adult care, please take meal attendance as you normally would by your enrolled participant's full name and along with the meal type distributed. If a parent or family member picks up food for an enrolled participant, please record the enrolled participant's name.

Participants claimed for Category A and B require a valid Household Eligibility Statement or are to be claimed for category C for the lowest rate of reimbursement.

For CACFP At-risk afterschool programs, take meal attendance by head count for meals distributed to eligible children.

Can I only provide meals for children registered for care? What about siblings and parents?

Unfortunately, adults cannot be fed within the CACFP Regulations, however some organizations have sought community donations to feed adults.

What are the recordkeeping requirements for distributing non-congregate meals?

To maintain the integrity of the program, records must be retained for reimbursable meals and snacks distributed to children during the public health crisis. Records to maintain:

- Disaster Relief Childcare Programs (Congregate care)
 - LARA Provisional License
 - Dated menus with any substitutions made
 - Meal attendance sheets
 - Center attendance records
 - Enrollment forms
 - Proof parent/guardian is an essential worker
 - Child or adult care: by participant name
 - Complete Household Income eligibility forms for participants claimed in Category A and B
 - Food service and administrative labor hours
 - Food and non-food costs
- CACFP Childcare Programs:
 - Dated menus with any substitutions made
 - Meal attendance sheets
 - Child or adult care: by participant name
 - Complete Household Income eligibility forms for participants claimed under Category A/Free or Category B/Reduced
 - Food service and administrative labor hours
 - Food and non-food costs
- CACFP At-risk Afterschool Programs
 - Dated menus with any substitutions made
 - Meal attendance sheets
 - Food service and administrative labor hours
 - Food and non-food costs

Child and Adult Care Food Program

Can schools continue serving meals through CACFP if there isn't any child enrichment during these emergency closures?

Yes, if you were previously approved for and serving At-Risk After School (ARAS) suppers and/or snacks, you may continue to do so. You will need to amend the MEGS+ application to update the days, times, and other pertinent information. You may also add site(s) to your district's application, if eligible using the free/reduced guideline.

Does this apply to food sites that are not schools, like after school programming?

Yes, sites that were previously approved in CACFP may continue to do so, an amendment to the MEGS+ application will need to be made, as above.

The school only provided food for Head Start and Early Head Start children and received reimbursement from the CACFP. Can we provide meals for our children and receive reimbursement?

Yes, since the school preschool programs are not in session, families should go to an unanticipated school closure site to pick up meal(s) for pre-school children.

What is available for Head Start and preschool programs that are fed through community action agencies and other organizations?

- a. The agency could elect to feed the preschool children, however non-congregate feeding is encouraged.
- b. The family may locate other resources for pre-school and infant food assistance and should refer to:
 1. [Food Assistance for Michigan Children, Families and Individuals](#)
 2. [Michigan Association for the Education of Young Children](#)

Can a school distribute breakfast and lunch and a CACFP sponsor distribute the supper and snack program at the same address and the same distribution time?

The school may distribute breakfast and lunch through USC-SFSP and ARAS suppers and/or snack at the same distribution time. Be sure to keep separate meal count documentation between the two programs and follow the CACFP meal pattern for the supper/snack.

If a non-school sponsor wants to distribute supper/snack from a location other than a previously approved site, then the site must be approved by CACFP through the MEGS+ application amendment. Please contact a CACFP analyst for information.

Are the standard SFSP meal pattern exceptions and variations allowed during USC-SFSP?

Some are allowed including: non-unitized meals, use of non-fat dry milk, Variation in Meal requirements for Seventh Day Adventist Institutions, Variations in Meal Pattern Requirements for Jewish Schools and Institutions. The CACFP meal pattern is used for supper/snack claims and any variations must obtain prior approval through CACFP, please contact a CACFP analyst.

Can I serve meals to children/infant under age 1? What do I do if parents are asking for baby formula?

Infants need a special iron-rich diet up to 12 months of age. Therefore, it is not recommended to feed infants due to choking hazards and nutritional requirements. If you choose to provide a meal the infant meal pattern is located at <https://www.fns.usda.gov/cacfp/meals-and-snacks>

Some infants over 6 months of age may consume parts of a standard meal at a parent's request. It would be best practice to refer families to the list of resources (see #4 above) for obtaining formula and baby food. It is not recommended to purchase formula as there are many considerations when providing ready-to-feed formula based on the individual child. WIC should be their primary resource. In some cases, WIC has donated formula to local food banks and is available to families.

I know they are allowing supper under the current CACFP application if a district already had an approved At-Risk application. My question is: can that district serve dinner at all their USC sites if they only served dinner at one site during the school year?

Contact your CACFP program analyst for questions regarding ARAS. We are encouraging sites to serve supper through CACFP since a lunch and supper meal combination is not allowed under SFSP.

Can we serve Breakfast and Lunch through the SFSP and At Risk after school snack through CACFP? That's three meals total, and I thought we could only get reimbursed for two.

Yes, if you are a current CACFP sponsor, this is possible. Contact your CACFP analyst to confirm that your school is eligible to do this, and for more information.

We are attempting to obtain updated HIES forms for children, but with social distancing we are trying to work through original signatures being on the forms for families that are unable to print the form out. Any suggestions?

Email for Doug Wilson response for HIES question is wilsond23@michigan.gov

Has the CACFP been extended through August 31, 2020 as well?

CACFP - USC - At-Risk Afterschool ends when your school year was scheduled to end. No, it has not been extended.

Can I claim at-risk after school suppers during July and August? I believe my analyst said yes, but I saw on here that CACFP did not get extended until August 31.

No, ARAS ends the schedule date of the last day of school. Please contact cavettl@michigan.gov if you need further clarification.

Can "at risk" CACFP meals be distributed if afterschool activities are done remotely and/or through take home activities? Yes, that is correct. At-risk is only eligible for one meal and one snack. At-risk programming is available after school hours.

For children attending a licensed day care center during school hours it is my understanding breakfast, lunch & snack are not eligible through At Risk CACFP. Are meals allowable through At Risk for afterschool activities at these centers? Childcares that are already claiming in CACFP may continue to do so. Suppers are only able to be in At Risk After School (ARAS)

[NEHA Food Service FAQ](#) - National Environmental Health Association

[Personal Protective Equipment](#) - CDC guidelines

[School Food Service Safety Precautions](#) - Lunch Assist tip sheet

[Staff Screening Checklist](#) - Oakland County Health Department

[Using Masks](#) - World Health Organization

[Emerging Strategies and Tactics for Meal Service](#) - No Kid Hungry resource

Find Your [Local Health Department](#) – Michigan Association of Local Public Health (MALPH)

Food Assistance Information

[Food Assistance for Michigan Children, Families and Individuals](#)

[Food Distributor Contact Information](#)

[Cultivate Michigan](#) - Local food sources and resources

Help Families find Other Food Assistance in their Communities

During times of emergency, it is important to help kids and families know where to find food. Many schools across Michigan are participating in our statewide program to feed children age 18 and younger while schools are closed. In addition, many families and seniors need emergency food to make it through this trying time. [A map of nearby agencies](#) can help connect families with food banks, food pantries, and community action agencies who are stepping up their operations to care for the nutritional needs of Michigan's citizens, young and old.

Don't forget that the local 2-1-1 service is a great resource. Families can call 2-1-1 directly or visit www.mi211.org to find a number of types of assistance, including food assistance organizations.

Help families find out where to get meals for all kids age 18 and under even while schools are closed. Use our Meet Up and Eat Up [SFSP Meal Finder map!](#)

Please help families facing food insecurity by putting them in touch with emergency food resources. Use our [map of agencies in your area](#).

No Kid Hungry's request for schools interested in grant money to feed kids

As the situation with feeding kids during times of school closure rapidly evolves, our friends at No Kid Hungry will continually assess how to deploy funds for maximum impact and reach for those who need it most. Areas of funding support include non-congregate and home delivered meals, emergency meals programs and extended meals service, school and community pantries, backpack programs, and other identified opportunities to address the growing number of children and families who may lose access to meals. School districts, community organizations, and government agencies in need of assistance can contact No Kid Hungry via the linked [COVID-19 support inquiry form](#). Organizations eligible for funding will be contacted directly to apply.

[No Kid Hungry may offer grant money to schools providing meals to kids affected by closure. Use their COVID-19 support inquiry form today!](#)

Quick Links:

MDE Unanticipated School Closure SFSP:

https://www.michigan.gov/mde/0,4615,7-140-66254_34491-489165--,00.html

MDE SFSP quick diagram on what steps to follow to begin serving meals:

https://www.michigan.gov/mde/0,4615,7-140-66254_34491-489165--,00.html

Meet Up and Eat Up SFSP Meal Service Site Locator Map:

<https://www.mcgi.state.mi.us/schoolnutrition/> or www.michigan.gov/meetupeatup

MDE CACFP Website

https://www.michigan.gov/mde/0,4615,7-140-66254_25656---,00.html

MDE School Nutrition Programs

https://www.michigan.gov/mde/0,4615,7-140-66254_50144---,00.html

MDE Food Distribution Programs

https://www.michigan.gov/mde/0,4615,7-140-66254_61446---,00.html

Sites for Food Assistance Information:

Meet Up and Eat Up SFSP Meal Service Site Locator Map:

<https://www.mcgi.state.mi.us/schoolnutrition/> or www.michigan.gov/meetupeatup

TEFAP (emergency food for families) and CSFP (food for seniors age 60 and up) locator map:

<https://michigan.maps.arcgis.com/apps/webappviewer/index.html?id=3f6cd37271764ed086329491732a7d2a>

TEFAP (emergency food for families) and CSFP (food for seniors age 60 and up) agency directory:

https://www.michigan.gov/documents/mde/TEFAP_CSFP_Agency_Directory_554221_7.pdf

Michigan 2-1-1 website: www.mi211.org

No Kid Hungry: <https://www.nokidhungry.org/>

No Kid Hungry's COVID-19 support inquiry form:

<https://www.nokidhungry.org/coronavirus-grant-request>

Area Agency on Aging

<https://www.michigan.gov/osa/1,4635,7-234-64081-295815--,00.html>