

SFS-20-x163

To: School Food Authorities (SFAs) and Sponsors of the Seamless Summer Option (SSO) and Summer Food Service Program (SFSP) for COVID-19 Emergency Meal Distribution

Re: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children: Requirements for Accountability, Maintaining Program Integrity for Meal Distribution and Sharing Best Practices

The purpose of this memo is to communicate the importance of maintaining program integrity during COVID-19 emergency meal distribution, to provide an overview of the requirements for accountability, and to ensure best practices are shared.

In accordance with the Families First Coronavirus Response Act of 2020, FNS has granted a nationwide waiver allowing parents and/or guardians to pick up meals for their children (ages 0-18), without the student needing to be present. This waiver is in support of social distancing and minimizes the exposure of the novel coronavirus (COVID-19), it is effective immediately, and has been extended through August 31, 2020. Details on this Nationwide Waiver (Memo SFS 20-x107) and the Waiver extension (Memo SFS 20-x157), may be accessed at the following links: <https://cnp.doe.louisiana.gov/DNAMemos/SFS/Memos/2020/SFS-20-x107%20COVID19%20Parent%20Pickup%20Nationwide%20Waiver.pdf>

<https://cnp.doe.louisiana.gov/DNAMemos/SFS/Memos/2020/SFS-20-x157%20COVID-19%20Parent%20Pickup%20Nationwide%20Waiver%20EXTENSION.pdf>

Accountability and Program Integrity Requirements

Program operators are allowed to distribute meals to a parent or guardian to take home to their children if specific requirements are met.

- ❖ A documented plan must be developed and followed by program operators. This plan must describe the procedures in place that ensure accountability and program integrity is maintained. This plan must include the following elements:
 1. A consent form or another method of documentation that is in place to ensure that meals are distributed only to parents or guardians of eligible children.
 2. A procedure that prevents the distribution of duplicate meals to children.

Sample Tracking Forms

Sample tracking forms that may be used by school districts and sponsoring organizations to ensure that only meals, without duplication, are provided to eligible children are linked here: <https://cnp.doe.louisiana.gov/DNAMemos/SFSP/Forms/Parent%20Pick%20Up%20Form.docx>
<https://cnp.doe.louisiana.gov/DNAMemos/SFSP/Forms/Parent%20Pick%20Up%20Spreadsheet.xlsx>

These forms serve as a certification by the parent that only eligible children will receive meals, although the meals are picked up by a parent or guardian, without a child present. When using one of these forms (or similar), no meals are provided when a child is not present, unless all required information is provided by the parent or guardian.

Forms can be completed on-site or completed and returned to the site to be maintained on file. A listing or roster may be developed to allow subsequent pick-ups to be checked off of the listing or roster when the parent or guardian may pick up meals without the child being present. This way, the parent or guardian would only need to show their driver's license when picking up meals once a form has been completed. The information must be sufficient that validation to the physical location, by phone call to the location and/or by visiting the location, that the child will receive/consume the meals being provided through the USDA Child Nutrition Programs. This minimal documentation is necessary so that sponsors, the State, and Federal staff and auditors can reasonably ensure program integrity in accordance with USDA requirements. Sponsors should document their sample validation of such data where meals are distributed to adults without a child present at "grab and go" sites, when the child or children are not present to receive the meals being distributed for the benefit of children.

Note: the person on site can write the information down for the parent/guardian by the adult showing a driver's license. A driver's license should be expected for those arriving by automobile. For those walking, who claim they do not have a driver's license, the site person may take the child's name, address and telephone number verbally from the adult and check a box indicating such.

Best Practices

For a list of Best Practices from USDA's Food and Nutrition Services, click on the link below:

https://fns-prod.azureedge.net/sites/default/files/resource-files/Parent_Pickup.pdf

https://fns-prod.azureedge.net/sites/default/files/resource-files/Feeding_Kids_When_Schools_Are_Closed.pdf

If you have questions or need assistance, please contact the Louisiana Department of Education, Division of Nutrition Support at childnutritionprograms@la.gov or by calling 225-342-9661.