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TO: CACFP Sponsoring Organizations
FROM: Danielle Quigley, MS, RD, CDN *Danielle Quigley, MS, RD, CDN*
Director, Bureau of Child and Adult Care Food Programs
DATE: March 24, 2020
SUBJECT: Guidance for Non-Congregate Feeding During COVID-19

Under normal circumstances, the Child and Adult Care Food Program (CACFP) requires that participants eat together (congregate feeding) and on site. Recently, the United States Department of Agriculture (USDA) granted a nationwide waiver for non-congregate feeding which allows CACFP Sponsors to continue serving meals to children and adult participants individually.

If a CACFP-participating child care center, adult day care center or day care home would like to use this option to continue feeding their regularly enrolled participants, please follow the guidance below for options, obtaining approval, general requirements for non-congregate feeding and logistical considerations.

I. Options

Meals can be distributed at a site where households pick up the meals or delivered to children and/or adult participant's homes or a combination of both. Sponsors may provide multiple meals and snacks at one time for up to a 3-day period (i.e. up to two meals and one snack or two snacks and one meal per day for 3 days for each participant).

II. Approval Process

1. In order to be approved for non-congregate meal service, the Sponsor must complete the CACFP-213 (COVID-19 Application for Feeding Flexibility).
2. The completed CACFP-213 and a menu must be emailed to cacfp@health.ny.gov.
3. CACFP will review the request and confirm approval to use non-congregate feeding.
4. Only meal types currently approved can be claimed for reimbursement. If a site is planning to change the types of meals and snacks served, these changes must also be documented on the CACFP-213.

III. General Requirements for Non-Congregate Feeding in CACFP

The following requirements must be followed if implementing non-congregate feeding:

- All meals and snacks will be reimbursed using the CACFP reimbursement rates based on the free, reduced, or paid status. When you file your claim, enrollment must be reported in the free, reduced or paid categories.

- Follow normal record keeping and claiming methods. Meal counts must still be taken at the point of meal distribution or delivery. Counting meals prepared or meals not served are not acceptable counting methods.
- All meals and snacks must be served unitized (i.e. for example, each breakfast must be packaged together as a meal).
- All meals and snacks must meet CACFP meal pattern requirements. Please contact CACFP if there is a food shortage and your organization is unable to meet the meal pattern.
- At this time, weekend meals are only permitted if the site regularly operates CACFP on weekends.

IV. Logistical Considerations of Non-Congregate Feeding

Below are general guidelines for on-site pick up of CACFP meals and snacks:

- Carefully choose the distribution location which may be in the center lobby or outside.
- Avoid locations that will be difficult to find or require individuals to wait close together in enclosed spaces.
- Post clear signs so individuals know where to park and pick up meals.
- Make sure alcohol-based hand sanitizer is available for use.
- Be sure to clean and sanitize any objects or surfaces that individuals may touch.
- Regularly sanitize door handles and other common areas.

Below are general guidelines for home delivery of CACFP meals and snacks:

- Obtain consent from households of enrolled children or adults that the household wants to receive delivered meals.
- Sponsors should confirm the household's current contact information and number of enrolled children to ensure the correct number of meals are delivered to the correct location.
- If offering perishable items, use hot boxes or coolers to keep food at proper temperatures.
- Meals are only intended for CACFP participants. When meals are delivered, they should include a notice that meals are only intended for consumption of children or adults enrolled in CACFP.

V. Other

Child care centers that are open and providing care to children can continue serving meals and snacks through CACFP. If new children are enrolled, enrollment and income eligibility forms must be on file prior to claiming meals and snacks for these children.

Adult Day Care and Programs offering At-Risk Afterschool Meals are not required to offer enrichment activities during this time.

VI. COVID-19 Resources

This is an emerging and rapidly changing situation. For more up-to-date information on COVID-19 as well as prevention tips, please visit the resources below:

- NYSDOH webpage: <https://health.ny.gov/diseases/communicable/coronavirus/>
- NYSDOH COVID-19 hotline: 1-888-364-3065

For CACFP questions, contact CACFP at 1-800-942-3858 or cacfp@health.ny.gov.

Enclosures
CACFP-213 (COVID-19 Application for Feeding Flexibility)