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TO: CACFP Sponsoring Organizations

FROM: Danielle Quigley, MS, RD, CDN
Director, Bureau of Child and Adult Care Food Programs

DATE: March 18, 2020

SUBJECT: Novel Coronavirus (COVID-19) Guidance for CACFP Sponsoring Organizations

The Child and Adult Care Food Program (CACFP) continues to monitor the COVID-19 outbreak and how this impacts program operations. This memo explains current flexibilities that are allowed; waivers that CACFP submitted to USDA for approval for sponsors operating in disaster situations; and other resources available to you.

I. Current Flexibilities That Are Allowed

- Meal Service – At this time, CACFP has not been advised of any necessary changes to meal service due to COVID-19. Sponsoring organizations who practice family-style meal service may consider serving pre-portioned meals or having staff serve food to participants to reduce potential contamination. Family style meal service is a recommendation; not a requirement of CACFP.

II. Waivers that CACFP Submitted to USDA for Approval

CACFP submitted the following waivers to USDA regarding additional flexibilities for meal service requirements and administrative procedures for sponsors operating in a disaster situation. CACFP will notify Sponsoring Organizations if the following flexibilities are approved by USDA.

- Non-Congregate Feeding – CACFP is requesting a waiver to continue serving meals to children and adults during unexpected day care closures. This would allow meals to be served in non-congregate settings as well as support social distancing measures to prevent the spread of COVID-19.
- Missing Meal Components – Meals must meet meal pattern requirements unless there is a shortage of a required component. If a component is unavailable, childcare and adult care centers and day care home providers may request a waiver from CACFP to claim meals that do not include all the required components. Sponsoring organizations should email CACFP at cacfp@health.ny.gov with the substitute menu and provide a description of the food items that are unavailable.

- Late Claims – Sponsoring organizations should continue to submit monthly claims for reimbursement. If an organization is unable to submit a claim for reimbursement within the standard 60-day deadline due to COVID-19 and/or site closures, email CACFP at cacfp@health.ny.gov. CACFP will request approval from USDA to pay late claims without requiring sponsors to use a one-time exception.
- Monitoring Requirements – For Sponsoring Organizations to temporarily suspend program monitoring activities through June 30, 2020, or upon the expiration of the federally declared public health emergency (whichever is earlier).

III. Other Resources

Referrals for Emergency Food Assistance

In the event that a center or day care home is closed and the children or adults in your care need food assistance, please refer them to a local food bank. Food banks can help families find a food pantry to supply emergency food in the areas listed below:

Food Bank	Counties Covered	Contact Information
Feeding Westchester	Westchester	(914) 923-1100 https://feedingwestchester.org/
Food Bank for New York City	Bronx, Kings (Brooklyn), New York (Manhattan), Queens Richmond (Staten Island)	(212) 566-7855 https://www.foodbanknyc.org/
Long Island Cares	Nassau Suffolk	(631) 582-3663 https://www.licares.org/
Island Harvest	Nassau Suffolk	(516) 294-8528 https://www.islandharvest.org/
Regional Food Bank of Northeastern New York	Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Orange, Otsego, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington	(518) 786-3691 https://regionalfoodbank.net/
Food Bank of Central New York	Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence	(315) 437-1899 https://www.foodbankcny.org/
Catholic Charities Food Bank of the Southern Tier	Broome, Chemung, Schuyler, Steuben, Tioga, Tompkins	(607) 796-6061 https://www.foodbankst.org/
Foodlink, Inc.	Allegany, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates	(585) 328-3380 https://foodlinkny.org/
Food Bank of WNY	Cattaraugus, Chautauqua, Erie, Niagara	(716) 852-1305 https://www.foodbankwny.org/

School Closures and Impact on CACFP

When school is closed, the school meals programs may not operate. The school may establish an emergency program under another Child Nutrition Program to provide food to children that normally attend their school. Centers or homes can also receive meals from these schools or other sites at no cost. To find out if schools in your area will be offering meals during school closures, visit the list of approved School Food Authorities on the New York State Department of Education website at <http://www.cn.nysed.gov/>.

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
- Local Health Departments: https://www.health.ny.gov/contact/contact_information/
- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

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

Enclosures: