



Child and Adult Care Food Program Operating the CACFP During COVID-19 Pandemic

The Arizona Department of Education, now and always, appreciates your work and commitment to providing exceptional care and access to nutritious meals for CACFP participants throughout our communities. We are committed to supporting you, your staff, and your operations throughout this public health emergency. The following is designed to summarize the guidance and flexibilities outlined in [HNS 16-2020](#) – a memorandum issued in response to operational challenges due to COVID-19.

Site Closure

If your site closes, send an email to CACFP@azed.gov with the following information:

- Sponsor and site(s) name
- Anticipated closure dates
- A copy of the notice sent to families

Please inform families that many school districts are offering free meals to children up to age 18. To view sites serving meals, please visit your local school district websites or <https://www.azhealthzone.org/summerfood/> and select *School Meals Sites*.

Meal Pattern Flexibility

USDA and ADE expect program operators to comply with the meal pattern requirements to the greatest extent possible. In the event a meal or snack is served that does not meet the meal pattern, the following must occur for it to be considered for reimbursement:

1. Take meal counts at the point of service as normal.
2. Submit a daily [meal pattern waiver request](#) to ADE.

A separate meal pattern waiver request is required for each day meals/snacks served do not meet the meal pattern. You will be notified via email by ADE if your waiver has been approved and if those meals may be claimed.

Meal Service Flexibility

Non-Congregate Meals

Operators who have closed are eligible to serve non-congregate, grab-and-go meals to enrolled participants.

Prior to doing so, review additional requirements outlined in [HNS 16-2020](#) and send an email to CACFP@azed.gov with the following information:

- Sponsor and site(s) name
- Dates and meals you'll be serving in non-congregate setting
- Schedule for meal service
- Notification sent to families
- Description of meal distribution method, and
- Description of how accurate point of service meal counts will be maintained
- Description of how you will ensure proper operation of the program including meal content, meal counts, food safety, and recordkeeping to show creditable meals are served only to enrolled participants.

Multi-Site Monitoring

A waiver is available to reduce monitoring requirements for multi-site sponsors. Details about the reduction are outlined in [HNS 16-2020](#).

To opt into this waiver, email the following information to CACFP@azed.gov:

- Sponsor Name
- Number of sites needing the waiver
- Statement that you are opting into the Sponsoring Organization Monitoring waiver.