**CACFP COVID-19 Questions and Answers**

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### Non-Congregate Feeding Waiver Questions: Providing meals off-site to enrolled participants

Agencies must submit a waiver request to DPI for approval prior to providing meals off-site.

To submit a waiver request, go to: [https://forms.gle/r6cA6tEuXmYyohnS9](https://forms.gle/r6cA6tEuXmYyohnS9)

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1. **Q:** Can a site supply meals to other family members, like siblings and adults, and be reimbursed for these meals?
   **A:** No. If your agency chooses to provide meals to families of enrolled participants (e.g. parents, caregivers, siblings), the site may only **claim meals supplied to the participant(s) enrolled in the agency program** (e.g. child care center, Head Start). Do not claim meals served to individuals not enrolled in the CACFP.

2. **Q:** When a site is supplying meals off-site, are they required to offer meals to all enrolled participants, including infants?
   **A:** Yes. If choosing to supply meals to enrolled participants off-site, sites must offer this accommodation for all enrolled participants. Sites cannot discriminate by offering to provide meals to some of their enrolled participants and not others. However, families may decline the site’s offer to provide meals for some of their participants.

   Also, if a family usually supplies infant formula and/or breast milk for their infant and the infant is only developmentally ready for formula and/or breast milk, the site is not obligated to supply formula for this infant’s meals.

3. **Q:** Can a site claim meals for infants serving only breast milk and/or parent-supplied formula at home?
   **A:** No.

4. **Q:** **New 4/14:** What are the requirements for initiating home meal delivery for a household?
   **A:** Agencies must obtain written consent from households of enrolled participants (this could include email or other electronic means) that the household wants to receive delivered meals. In addition, agencies should confirm the household’s current contact information to ensure meals are delivered to the correct location. It is critical that agencies protect the confidentiality of participants and their households throughout this process.

5. **Q:** What documentation must sites keep for meals served off-site (besides completing the waiver)?
   **A:** Sites must keep menus, production records, and meal counts of meals/snacks served to **enrolled participants**. When providing multiple meals/snacks or multiple days of meals/snacks at one time, keep required documents for each date.

   If your agency has multiple sites you must document meal counts of meals served by site. The monthly claim is still submitted the same way as when serving meals on-site, which is by site.

6. **Q:** **New 4/14:** Do agencies need to have an “And Justice for All” (AJFA) poster when distributing meals?
   **A:** The AJFA poster must be prominently displayed in all facilities and locations that distribute meals. If printed AJFA posters are not available for display, paper copies may be used. Meals delivered from stationary vans or buses should display the AJFA poster. For vehicles making door-to-door drop deliveries at homes and businesses, the AJFA poster does not need to be displayed.

   - **And Justice For All Poster:** may be printed on 8 ½” x 11” paper for temporary use.
7. Q: **Updated 4/14:** How many meals can be distributed at one time and how can a site supply multiple days of meals to participants?

A: Meals may be provided **up to one week at a time.** When distributing multiple meals consider:
- Whether households have access to refrigeration, stoves, microwaves, etc., when providing food that requires refrigeration or further preparation, such as reheating; and
- Providing foods that require only minimal preparation (i.e. food is not provided as ingredients for recipes that require chopping, mixing, baking, etc.)

Meals may be distributed in the following ways:
- **Unitized:** Each meal component for each meal is portioned out for each participant **OR**
- **Non-unitized:** Bulk items are provided for a specified number of meals. The site must provide the following:
  - Foods including all required meal components in the minimum amounts for each meal being claimed;
  - A menu for each meal with directions indicating which items are to be used for each meal and the portion sizes; and
  - Instructions on preparation and food safety.

8. Q: **New 5/4:** Can meals be provided and claimed for reimbursement outside of the program’s normal operation?

A: Yes. Programs may choose to provide and claim meals outside of normal operation, including on weekends. Programs may claim up to 2 meals and 1 snack, or 2 snacks and 1 meal per enrolled participant per day. Refer to question 5 above for required documentation that must be maintained to support meals served and claimed under the non-congregate waiver.

The CACFP contract must be updated to include additional meals. Make changes on the Site Meals Information page, then submit the contract and contact your CACFP consultant so they can approve the changes.

9. Q: **New 4/14:** Does the participant need to be present for home meal delivery?

A: No. As long as the agency has obtained the household’s written consent to deliver meals and has verified the current address, the participant does not need to be present at the time of delivery. If the meals are shelf stable, no one needs be present, as long as the address has been verified. Please consider State and local food safety requirements and best practices.

10. Q: Can meals be claimed if prepared, but the participant or the family does not pick up the meal?

A: No. Meals may only be claimed for enrolled participants when they are actually provided to or picked up by the family.
11. Q: Updated 4/8: What food safety practices must be followed when serving foods that are not shelf-stable off-site (i.e. delivering to homes or providing meals for pick up)?

A: When storing meals for pick up and/or transferring to families, containers for cold food shall be capable of maintaining the temperature at or below 40°F and containers for hot food shall be capable of maintaining the temperature at or above 150°F. Food delivery vehicles shall be equipped with clean containers or cabinets to store food while in transit.

Provide instructions to families for their storage and preparation of meals. This includes storing food below 41°F (or kept frozen below 0°F, if applicable) and heating food to an internal temperature of 165°F.

- Refer to the Food Safety Tips for more information

If there is a food safety issue when delivering meals, the agency should reconsider its methods of meal delivery. If the required foods and beverages to meet the meal pattern are not delivered due to food safety concerns, then meals served to participants cannot be claimed.

12. Q: What types of foods may be sent home to families?

A: A variety of different types of foods may be sent home (i.e. fresh, frozen, canned, etc.) as long as the foods are 1) creditable to the meal pattern, and 2) the site includes clear cooking, storage, and food safety instructions with the meals. When sending meals home, please note the following:

- Raw animal-based food items (raw chicken, raw eggs, raw beef, etc.) should not be sent home to families.
- Store-bought combination foods (e.g. precooked chicken nuggets) and frozen entrees like frozen lasagna, macaroni and cheese, and other pre-made dinners are not creditable unless they have a Child Nutrition (CN) label or the manufacturer’s product formulation statement for crediting information.
- For food safety information to include with the foods, refer to question #7.

13. Q: If the children enrolled at the childcare site are receiving off-site meals from another agency’s meal program, may the childcare site send the same meals home to these enrolled children and claim them for reimbursement?

A: No, the childcare site should not send home and claim for the same meals supplied by another agency’s meal program. This is considered “double claiming” of meals within the Child Nutrition Programs.

If other meal programs are serving participants within your community, ask the families if your enrolled children are receiving meals by home delivery or pick-up from another program. If they are, the childcare may offer to provide meals as an alternate choice, but the family must decide between the two, either meals from the childcare or the other agency.

Meal Pattern Waiver Questions
Agencies must submit a waiver request to DPI for approval when foods are temporarily unavailable due to supply shortages. To submit a waiver request, go to: https://forms.gle/4Hurq1cFxAvEh3Si6

14. Q: Are sites required to accommodate special dietary needs (SDN) during COVID-19?

A: Yes, the requirement to meet special dietary needs for children with disabilities is not waived and you are still required to accommodate the meals.
15. **Q:** Can sites serve non-creditable foods in place of creditable foods since some foods that are normally served cannot be purchased or are limited?

   **A:** No. Sites cannot serve non-creditable foods (i.e. grain-based desserts, chips, etc.) in place of creditable foods. During this public health emergency, it is even more important that sites serve healthy meals and stay as close to the nutritional guidelines as possible.

16. **Q:** Are sites still required to provide a variety of foods on menus during COVID-19?

   **A:** No. There are no federal requirements to rotate menu items; however, it is recommended to serve a variety of foods to the extent possible.

17. **Q:** If an agency chooses to supply meals to all family members of enrolled children, can the Meal Pattern Waiver be used if the agency cannot find enough food for the entire family?

   **A:** No. The waiver cannot be used when an agency cannot find enough food or CACFP food components for an entire family. The waiver may only be utilized when food cannot be obtained for CACFP participants. Serving meals to an entire family is outside of the CACFP and cannot be a reason cited for unavailability of foods.

### Schools and Other Agency Meals Programs

School districts and other agencies operating meal programs during this pandemic may be authorized to provide meals off-site to all children enrolled in their schools/programs, including their siblings and other children living in the household.

- Here is a list of WI agencies (i.e. schools) that are currently providing meals during COVID-19:
  

18. **Q:** Can a childcare site receive meals by delivery or by pick-up from the school district’s meal program to serve to enrolled participants while in care?

   **A:** No. Sites cannot receive meals from the school or other agency for the enrolled participants. The site must continue to serve meals through their own participation in the CACFP.

   ➔ If sites close and are not supplying meals to the enrolled participants through the CACFP non-congregate waiver, then the enrolled participants may receive meals through a school or other agency’s meal program.

### Claims Processing and Reimbursement Questions

19. **Q:** Will additional funding be available to cover costs when reimbursement decreases due to a decrease in enrollment and claimed meals?

   **A:** No. The only funding that is available is through the normal claim reimbursement received from the submission of the number of meals served to eligible participants.

20. **Q:** Will there be any disruptions in CACFP reimbursement?

    **A:** There is no change to the DPI claim processing and payment schedule.
### CACFP COVID-19 Questions and Answers

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<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21.</strong> Q: If a site closed in the middle of the month, can the claim be submitted before the month has ended?</td>
<td><strong>A:</strong> No. You cannot submit claims until after the month has ended.</td>
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<td><strong>22.</strong> Q: Can sites provide meals to families of enrolled participants (ex. parents, caregivers, non-enrolled siblings) and other adults in the community <strong>if they pay for the meal?</strong></td>
<td><strong>A:</strong> If the agency has the capacity to provide meals to adults or other non-enrolled individuals, they may do so but cannot claim for those meals. The site may elect to either charge for these meals or use non-CACFP funds to pay for those meals.</td>
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| **23.** Q: **Updated 4/14:** Can sites be reimbursed for more than two meals and one snack or two snacks and one meal per participant per day during COVID-19? | **A:** The maximum number of meals or snacks that can be claimed for Federal reimbursement, per participant, per day is the same as under regular CACFP operation:  
  - Child and Adult Care Programs: Up to two meals and one snack, or two snacks and one meal, per participant per day;  
  - At-Risk Afterschool Meals Component: Up to one meal and one snack, per participant per day;  
  - Emergency Shelters: Up to three meals, per resident 18 years and younger, per day |
| **24.** Q: **Updated 4/14:** Can sites be reimbursed for meals served to participants over the age of 12 years? | **A:** Child care sites can only claim meals for participants through age 12 years, unless they have a disability that is supported by valid documentation (school’s IEP). At-Risk Afterschool Sites and Emergency shelters can claim meals for participants 18 years and younger. |
| **25.** Q: Can sites be reimbursed for meals not approved within their CACFP contract? | **A:** No. Meals must be approved within the CACFP contract prior to being claimed for reimbursement. The CACFP contract can be updated to add additional meals. Contact your assigned consultant for further information. |
| **26.** Q: **NEW 4/8:** Can I claim all participants as free during the COVID-19 public health emergency? | **A:** No. Child care centers, outside of school hours centers, and adult care centers must categorize their participants as free, reduced or non-needy based on their complete and valid Household Size Income Statements. |
| **27.** Q: **NEW 4/8:** How do I complete my CACFP claim when serving meals on-site and off-site, or off-site only? | **A:** Refer to the [COVID-19 CACFP Claims](#) for specific instructions. |
| **28.** Q: **NEW 4/8:** Can I include all of my claim totals for meals/snacks under one site, even though my program is a Sponsoring Organization (more than one site)? | **A:** No. Sponsoring Organizations must complete the claim by site even when the organization is serving or distributing meals to all participants from all sites at one location or delivering meals to multiple locations. This includes enrollment (HSIR), days of service, ADA, meal counts, and claim edit checks. |