

COVID-19 CHILD CARE FOOD PROGRAM Q & A

FLORIDA DEPARTMENT OF HEALTH – BUREAU OF CHILD CARE FOOD PROGRAMS

1. Waiver form – is it required that I submit a waiver form for my organization?

Yes, in order to use any of the state or USDA nationwide flexibilities allowed you MUST have a waiver requesting that flexibility on file with CCFP.

2. How will CCFP contact me during this event?

CCFP will contact contractors via email using the Program Manager’s information from MIPS. Please ensure that the email for your Program Manager in MIPS is correct and that you are checking the email often for important updates. If your Program Manager information is incorrect, please make sure that you log into MIPS, update the information, and submit, so that it can be approved.

Information and alerts related to COVID-19 will also be posted on the CCFP website. The CCFP website can be accessed at the following link: www.flhealth.gov/CCFP

3. What are Non-Congregate Meals?

This means that meals do not need to be served in a group setting. Also, the meals may be handed out to children or parent/guardians of the children as in a grab ‘n go setting.

- For child care centers – children receiving meals must be enrolled in the center and center must maintain attendance as well as meal counts or use the Meal Count Record by Name form available in MIPS. Centers can claim meals served to enrolled children up through age 12. NOTE: Persons of any age with documented disabilities (SSI, SSDI or eligible for Medicaid based on the disability) and who are enrolled in a child care center serving a majority of persons who are age 12 and under, may be provided meals and those meals may be claimed for reimbursement.
- AMP – must maintain meal counts. AMP can claim meals served to children up to age 18. NOTE: Persons of any age with documented disabilities (SSI, SSDI or eligible for Medicaid based on the disability) and who participate in an AMP facility which serves a majority of persons who are age 18 and under may be provided meals and those meals may be claimed for reimbursement.

4. What is a grab ‘n go meal?

A “grab ‘n go” meal is a packaged meal that can easily be given to children to take home and consume. The foods can be hot, cold, or shelf-stable (meaning they do not require refrigeration). If foods are offered that are hot or cold, the proper temperatures must be maintained until the time the parent picks up the food(s). You may want to recommend that parents either bring a cooler or go directly home after pick-up of meals, if possible, to ensure foods are kept as safely as possible.

Sample grab ‘n go meals:

- Turkey sandwich, carrot sticks, apple, milk
- Nut butter sandwich, celery sticks, fruit cup, milk
- Tuna salad, crackers, cucumber slices, banana, milk
- Cheese stick(s), potato salad, mandarin oranges, muffin, milk

- Ham and cheese on a tortilla, salad with dressing, peach cup, milk

5. What does Flexibility of Meal Service Times mean?

This means contractors/facilities do not need to follow approved meal service times

- In conjunction with the Non-Congregate Feeding waiver, multiple meals may be served at one time – all approved meal types may be provided during one grab ‘n go trip
- Meals for multiple days may be provided (up to a week at a time) with State Agency approval
- State and local food safety requirements must still be met

6. What is the maximum number of meals and snacks that can be claimed for Federal Reimbursement each day?

- For child care centers and day care homes operating the CCFP, up to two meals and one snack, or two snacks and one meal, per child per day
- For At-Risk Afterschool Meals Program (AMP) sites, up to one meal and one snack, per child per day
- For CCFP Emergency Shelters operating the Homeless Children Nutrition Program (HCNP), up to three meals, per resident 18 years and younger, per day

7. Can CCFP contractors provide bulk food items as part of the non-congregate meal service?

Yes, as long as individual meals are easily identifiable as a reimbursable meal.

- Must include the required food components in the proper minimum amounts for each reimbursable meal being claimed
- Must ensure that food items are clearly identifiable as making up reimbursable meals
- Must ensure that only minimal preparation is required for meals
- Encouraged to provide menus with directions for how items are to be used for each meal, the portion sizes for each item, and handling/preparation/heating instructions (if applicable)

8. What should I do if unable to serve the CCFP Meal Pattern?

- Substitutions to menus are permitted to encourage meeting the meal pattern to the best possible extent. For example, if cantaloupe is on the menu but only canned peaches are available, this substitution can be made as it is replacing one fruit with another. No waiver is needed in this situation.
- If meals are served that *do not* meet the meal pattern (missing components or non-creditable foods), you must complete the Meal Pattern Waiver Documentation Form. This form must be submitted monthly. See instructions on the form on how to complete.
- Examples of meal pattern issues that would need to be reported on the Meal Pattern Waiver Documentation Form:
 - Serving meals with non-creditable milk (example: serving 2% to any age child or serving whole milk to children older than one)
 - Not serving the required daily whole grain/whole grain-rich item
 - Serving a non-creditable grain item such as a granola bar or cereal with more than 6 grams of sugar per ounce

- Serving a lunch or supper meal without the required vegetable serving (serving two fruits)
- All contractors must maintain menus and indicate what was served on a daily basis
- This applies to institutions and facilities under a sponsor.

9. How do I offer infant meals?

- Due to the nature of infant meals, it is acceptable to give parents containers of formula and baby foods. If you have infants enrolled for care and are offering meals to older children, you must also offer meals for infants.

10. Is it necessary for a child to be present at the Grab ‘n Go in order to receive a meal?

No, we have received a nationwide waiver regarding this flexibility. The parent/guardian may pick up meals for children. This will reduce the number of people at pickup points and encourage sheltering in place.

11. Are enrichment activities required at Afterschool Meals Programs?

No, the requirement for enrichment activities have been waived until the end of this event.

12. Can I serve and claim for reimbursement meals that are served to community children?

- In child care centers and day care homes, there is still a requirement that meals claimed must be served to enrolled children

13. What paperwork do I need to maintain?

- AMP – that are providing child care services must maintain meal counts and attendance
- AMP – sites using the non-congregate waiver with Grab ‘n Go meal service, must maintain meal counts and a monthly attestation will be required (in lieu of attendance)
- Child care centers and day care homes that are implementing non-congregate meal service due to COVID-19 must maintain meal counts and are still required to maintain attendance for those enrolled children receiving a meal
- Child care centers and day care homes that are providing child care services must follow normal CCFP record keeping procedures for enrolled children
- All contractors still need to maintain menus showing foods actually served and expenditure documentation
- Child care centers must also maintain Free/Reduced Meal Applications and enrollment rosters

14. How do I maintain attendance if my center/day care home is not open for care?

You will need to maintain a list or attendance of the children receiving a meal on a daily basis. There is a form available in MIPS called Meal Counts by Name, that would allow you to maintain the list and meals received. You would still need to complete a monthly meal count record by recording total number of meals served by type each day.

15. What if I am unable to file claims within 60-days?

USDA has issued a nationwide waiver extending claiming deadlines by 30 days for January and February 2020 claims. The deadline in MIPS to file electronic claims is still 30 days. Claims over 30 days up to 90 days must be submitted by paper. Paper claims may be submitted to CCFPClaims@flhealth.gov.

16. Sponsoring Organizations – What if I am unable to monitor my facilities due to closures of the facilities or my organization’s office?

USDA has issued a nationwide waiver regarding monitoring for sponsoring organizations. Please see *Nationwide Waiver of Monitoring Requirements for Sponsors in the Child and Adult Care Food Program* memo available on our website www.floridahealth.gov/CCFP under **COVID-19 Public Notice of Statewide Waiver Request** link and last paragraph link **USDA COVID-19 National Waivers** for specific monitoring waivers. Sponsors must notify the State Agency using the CCFP Waiver Request Form if they plan to take advantage of these monitoring flexibilities. Some of the flexibilities include:

- USDA waives the requirement that no more than six months may elapse between reviews during this event
- USDA waives the requirement for observing a meal service during this event
- USDA waives the requirement for on-site reviews and allows desk reviews during this event, including pre-approval visits and visits to new facilities for their first four weeks of operation

17. We have AMP sites that do not qualify based on the 50% School List; how can these sites be approved?

If you have new sites that you would like to have start serving meals contact us at 850-245-4323. Leave a message that you need someone to contact you about site eligibility and a Policy Specialist will contact you. Florida has requested a waiver for area eligibility, and it is currently being reviewed by the USDA National Office.

18. I have provided meals for my facility by taking the children through a local school or Afterschool Program grab ‘n go. Can I claim those meals for reimbursement?

No, only meals that you purchased and provided are eligible for reimbursement.

19. Can I still submit claims and get paid if I am closed and not serving meals?

No, the CCFP is a reimbursement program, meaning that you are reimbursed for meals served. Therefore, if you did not serve any meals in a month, you cannot submit a claim.