**CACFP Unanticipated Closure FAQ Sheet**

1. **Our institution is currently closed, and I anticipate we will be closed until late April. Should I still have menu’s, blank sign-in sheets and meal count sheets available for this time period?**

No, you are not required to keep CACFP documentation for the period that you are not operating CACFP due to the unanticipated closures.  Just document the period that you are closed.  Of course, be sure to keep on file all CACFP documentation from when you were operating CACFP prior to the closure.

1. **Our Childcare Center is open, but we have a lot of children not attending. We have had some requests for meals from parents that are staying home.**

Currently, the option to provide non-congregate feeding is only available to child/adult care centers and daycare homes that are closed/no longer offering child/adult care services due to COVID-19.  At these closed centers, you may only provide non-congregate meals to the participants who are enrolled in CACFP at that closed site.

1. **Are you now asking for any of our daycare home providers who have or are experiencing food shortage issues to contact Sarah Platt individually or for the sponsor to do so?**

Daycare home providers should document the shortage including any substitutions offered, how they had tried to obtain the foods to meet the meal patterns, the date, and meals affected.In addition, we’re asking Sponsors to report food shortages to us so that we are aware of what’s going on in the state.  Sponsors should email Sarah Platt to report food shortages at [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov)

1. **Has there been any guidance regarding monitoring?**

Guidance regarding monitoring will be emailed out to all sponsors on March 31, 2020.

1. **Is there a waiver that allows CACFP to not only feed our registered children, but also their families? Can CACFP program extend to non-program adults?**

At this time there is no flexibility for child care centers to feed adults.  We’ll keep everyone updated if we receive any new guidance on this issue from USDA.

1. **Our CACFP Head Start Centers, even if they are not in session, can claim meals if we provide the meals?**

Yes, that’s correct.  If your Head Start Center is closed and no longer offering childcare services, you can offer non-congregate meals/snacks to your CACFP enrolled participants.  Your participants should take those meals/snacks off-site to consume.

1. **One of our Day Care Home Sponsors asked if we have a stance on whether they should conduct their scheduled in-person provider trainings or cancel them due to the coronavirus.**

Your local training(s) should depend on your needs and participants. Maine DOE has made no suggestions about meeting cancelations at this time, however, Governor Mills has issued a ban on gatherings of 10 or more people.

1. **Can I use the CNP web for application for summer program?**

No, CNPweb is currently only for CACFP.

1. **Through CACFP At Risk, can we provide a child with up to three meals (1 meal per day for 3 days) at a single pickup time?**

Yes, the new flexibility allows you to serve up to 3 days’ worth of meals/snacks at one meal service/pick-up time.

1. **Can we claim all three meals through CACFP At Risk?**

In CACFP At Risk programs, may claim up to 1 meal and 1 snack per child per day.

1. **How do we document this on meal count records?**

Meal count records should indicate the site name, the day’s date, and the type of meal/snack being served.  In the case of offering multiple meals at one service time, each site must have one tick sheet per day per meal served. Each of these tic sheets should indicate the type of meal served, the date served and the date which the meal is intended for.

1. **How do we document this in attendance records?**

Attendance records should document the day’s date and the first and last names of the children in attendance.  Staff can record the children’s names, or you can let the children sign themselves in if appropriate.  Accurate, complete attendance records will be of the utmost importance in this scenario as you’ll still need to ensure that you are not serving the same child more than once in the same day.  As an edit check at the end of each day, compare your total attendance to the number of meals served to further ensure the accuracy of your record keeping.

1. **Can we get reimbursed for food that was purchased and we ended up giving the food to the families?**

Reimbursement is based on meals served. If meals were not served and food was given away, that food cost cannot be reimbursed.

1. **How often should we be contacting Sarah if we experience food shortages?**

If the institution is unable to meet the meal pattern due to food shortages, please contact Sarah Platt regarding the missing component. The institution should then document any reoccurring food shortages and keep those records on file.

1. **Normally we claim 130 children, currently we only have 40 children, how many children do we claim?**

You can only claim meals served. If you have only served 40 children, then you can only claim 40.

1. **Can an At-Risk site serve new kids?**

At-Risk sites can serve children 0-18 years of age; children who are 18 years of age at the start of the school year (but turn 19 during the school year) and disabled adults of any age, are eligible to participate.