

# Offering Meals During COVID-19

Maine Department of Education  
Child Nutrition  
March 23, 2020

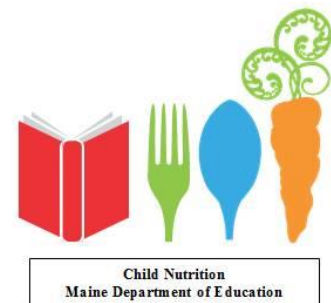
# Today's Agenda

- What we are doing
- Communication
- Summer reimbursement
- Saturday 3/21 updates
- PART 2 Reimbursement will be repeated again



# Prior to COVID-19

- All meals served prior to closure must be filed under the School Lunch program
- USDA food orders will continue as ordered and planned
- USDA product was already ordered for School Year 21 year.



# What is Happening Now at Child Nutrition

- Daily USDA call 6 days a week
- Emergency Management contacts every other day
- Child Nutrition staff is transitioning to work from home
  - Same email addresses and phone numbers



# What is Happening at Child Nutrition Internally

- Staff has focused content areas
- Staff has assigned districts to get up and running
- Constant contact with Department Leadership
- Email is available 7 days a week
- Some staff is working remotely but contact information remains the same



# Resources being Developed

- Summer to NSLP comparison
- List of resources what is available from our partners (who, what kind of help and contact)
- Determining what CACFP is open and closed
- Pictures and text of positive things happening
- Meal pattern problems, collecting unavailable products
- Some ideas for take home meals



# Local Staff

- **Together Everyone Achieves More**
  - Everyone needs to remember to work together and support each other in this stressful time
- **Work smarter not harder**
  - Remember to use assembly lines to set up unitized meals
  - Do as much set up ahead of time as you can
  - Distribute duties equally amongst all the staff members
    - Even if it's “not your job” you are part of the team
- **Make sure you are thinking ahead when you place your food orders**
  - You want to have enough on hand but not so much you don't have room for it
  - Try to have a “plan b” in place if you can't get all of your items



# Terminology

- Mobile route
  - A vehicle that travels a consistent route
  - Meals are disbursed from the vehicle
- Home delivery
  - The focus is an address and food delivered to door (free or reduced)
  - Request is in writing
- Bus route
  - Same as mobile route





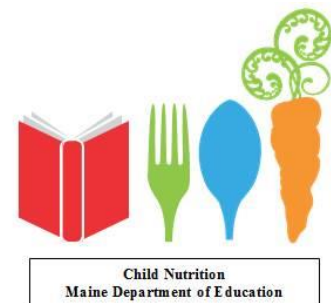
# Additional Resources

- Full Plates Full Potential
- No Kid Hungry
- County EMA
- Maine Credit Unions
- Baylor Project



# Communication

- Child Nutrition uses our list serve
- Child Nutrition also uses the USDA emergency contact list
- DOE Update
- Business Manager list serve



# Communication

- The best method is email
- Phone calls

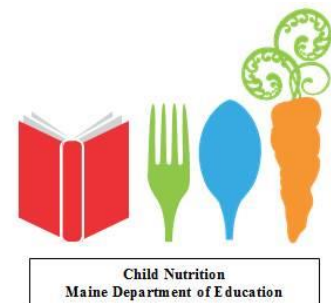


# Summer Site Info Sheet

- Make sure number of days is correct
- Make sure correct days listed
- Both meals
- Correct times
- Correct month
- This is saying I want reimbursement for ...



- Make sure “SUBMIT” site detail
- Make legal Agent approval



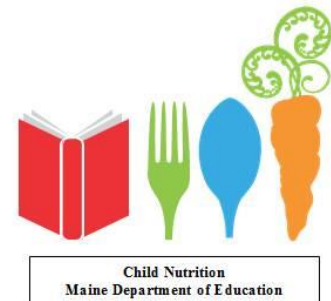
# Questions

- FAQ
  - Changes regularly
  - Past questions may be updated as well
- School Vacation Week
  - Still can provide meals
- Weekends
  - Under summer weekend meals can be offered



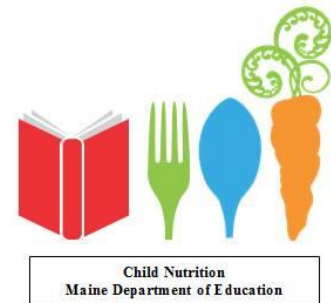
# Accountability

- Summer accountability is simple tick sheet
- Children takes a meal tic one off
- multiple days means multiple tic sheets. One for lunch one for breakfast.
- Make sure they are dated, which meal and site name



# Claiming

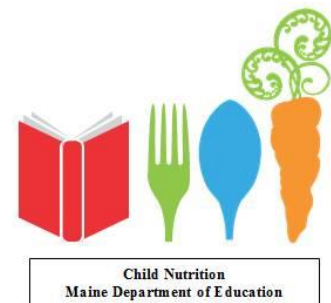
- Claiming- this is a separate from NSLP claim. Totally different claim system
- In NEO
- Need to think summer program





# USDA Food

- Not required
- Summer program gets very little USDA Food
- Suggest track USDA food for the possibility replacement
- It can be used
- Today a conference call about it



# Saturday 3/21 Updates

- FNS also waives requirements to serve meals through the Child and Adult Care Food Program and School Lunch Program in a congregate setting.
- This allows schools and CACFP to offer breakfast and lunch not in the cafeteria. They can offer breakfast and lunch anywhere and students can take it with them.



# Saturday 3/21 Updates

- Program regulations Child Nutrition Program meals (summer, lunch, breakfast and CACFP) must follow meal service time requirements.
- Allows State agencies to adjust the time of meal service, as addressed in regs, including suspension of meal times as needed in the Child and Adult Care Food Program.
- This means there are no longer any time restrictions for any of our programs.



# Saturday 3/21 Updates

- FNS regulations require eligible schools and at-risk afterschool care centers to serve afterschool meals and snacks in a structured and supervised environment, with an educational or enrichment activity.
- FNS recognizes that in this public health emergency, waiving these requirements
- This allows the NSLP afterschool snack and the CACFP at risk program not require the enrichment activity.



# Saturday 3/21 Updates Summary

- Schools can now operate the school lunch program using the waivers.
- Breakfast and lunch program can be a drive up or on a bus with no area eligibility requirements or time restrictions.
- The meals must use proper accountability such as a checklist or other POS system.
- The NSLP meal pattern would have to be followed and children present.
- Both breakfast and lunch could be offered at the same time.



# Saturday 3/21 Updates Summary

- The meals must use proper accountability such as a checklist or other POS system.
  - The NSLP requires check off by student
  - Save all documentation



# Saturday 3/21 Updates Summary

- The NSLP meal pattern would have to be followed and children present.
  - NSLP must be followed when possible
    - Products
    - Cost
    - Staff resources
  - SFSP if NSLP cannot be met
  - If neither can be met contact Child nutrition to let us know (keep serving)



# Meal Pattern

- Summer pattern easier
- Milk is becoming a problem.





# Summer or School lunch

- We are not suggesting or encouraging flipping back to NSLP
- It is possible a district may operate both for different areas
- It is also possible that NSLP operate breakfast and lunch and Summer operate snacks and supper.
- Web page that compares SFSP and NSLP



# Saturday 3/21 Updates Summary

- Schools could operate the school breakfast and lunch program.
- No area eligibility requirements or time restrictions.
- The meals must use proper accountability
- The NSLP meal pattern would have to be followed and children present with some flexibility.



# PART 2

- This will be repeated at another time
- Some highlights



# Claiming for Reimbursement

- Early March
- Summer program
- School Lunch program



# Claiming for Reimbursement

- Early March
  - NSLP
  - Breakfast
  - Lunch
  - Snack
  - FFVP



# Claiming for Reimbursement

- Summer program
  - File as 13<sup>th</sup> month
  - May include a couple of months



# Claiming for Reimbursement

- School Lunch program (during closure)
  - Same as the regular school lunch program
  - Breakfast and lunch



# Reimbursement

- What documents do I need
  - Nothing happen unless there is documents
  - What was used to prepare/verify meals served.
  - Make sure all dated so all can be matched
- How long
  - 3 years plus one
  - Audit closed





And just like that  
the Lunch Lady  
became a  
Essential Employee!



The Lunch Ladies  
are Staff too!

