



**(281) 912-3054**

12808 West Airport Blvd Sugar Land, TX 77498

## **Request For Site Waiver Application During Covid 19**

Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

please note that **all** waivers must be approved by  
ce please print out copy and file for your records.  
please note that separate records must be kept for different distribution methods  
waivers can be discontinued at any time

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# Declaration for Home Delivery (SITES)

Agencies that wish to deliver meals under the non-congregate feeding waiver must ensure that the privacy and safety of participants is safeguarded. To protect the best interests of both agency and participant, please note the following requirements:

1. In order to protect the confidentiality of participants, Program Operators must have a Written consent (e.g., a letter, consent form, or email) from the participant or his/her guardian before meals can be delivered. The consent must be obtained by the Program Operator or CACFP administrative staff and may not be obtained by a delivery driver or by other CACFP staff unless confidentiality can be assured.

A Memorandum of Understanding (MOU). If the Program Operator uses an external organization or non-staff, they must have a MOU between themselves and the person/organization doing the delivery.

The MOU must include provisions that protect confidential information (e.g., what information can be disclosed, how the information may be used, how the information will be protected, and penalties for unauthorized disclosure).

2. In order to use the waiver for meal pickup or delivery, Program Operators must complete the online COVID-19 waiver application and select the option for non-congregate by Signing the page below.

Please note that your site understands that THIS DECLARATION must be sent to PCCPA and must be kept on file. If Program Operators will offer or deliver meals at times that differ from what has been approved in the Child Nutrition Information and Payment System, they should select on the Box Requesting Time Waiver Request.

3. PLEASE NOTE that sites that wish to use meal delivery must request to use that option by getting written approval from PCCPA. A request should be sent to PCCPA by Email attached with this EMAIL. Sites must adhere to all State and local food safety requirements as applicable to meal delivery and provision of off-site meals.

Under the non-congregate waiver, the home delivery flexibility is effective immediately and will remain in effect until June 30, 2020.

# Declaration for GRAB AND GO (SITES)

Agencies that wish to distribute meals that are considered Grab and Go must notify PCCPA prior to implementation of this option being allowed by the site.

Please note that all rules and regulations are subject to change at any time. Please keep an active communication with our website, Facebook page, AND email address to continue distributing REIMBURSABLE MEALS.

Please note that at this time parents or guardians of children may pick up meals for the children in their household. Please remember to keep a detailed record confirming that all responsibilities and obligations will be followed when distributing any Grab and Go Meals.

Please note that site will have to submit this form, and any future online request found on PCCPA site to verify continued confirmation of the PCCPA and USDA guidelines concerning Meal distribution and accountability.

Please note that Site should ask and see AT MINIMUM one of the following:

1. A Qualified Child in the vehicle (Please collect their full name, DOB, and parent contact information to put them on our system for a claimable meal).
2. A Qualified enrolled child's enrollment form in an adolescent enrichment program.
3. If the child is not present and option 2 is not viable, please verify that the guardian show someone from your team a picture of the child's school ID, School Report Card, Birth Certificate, or any other government issued identification showing the child's age falls within the age group category for the CACFP.

Please remember all health and safety obligations as well as remembering to place in easy view a NO DUPLICATE meal declaration sheet, United we stands, and Growing Together declaration. Please note that those declarations can be held on a shoulder SO long as it is viewable and readable by those picking up the meal.

Additional Information:

- Post clear signage
- including where to park
- where to pick up the meals
- any social distancing measures you want people to take.
- Include this guidance in meal bags/boxes for future reference.
- Set up the site to require as little personal interaction as possible, maximize space between staff and recipients (aim for at least 6 feet) reduce the number of items that multiple people will touch.
- Try to have family groups in line keep a 6-foot buffer from each other.
  - o Tape lines on the floor to show 6 feet of distance.
- Provide your meals (MEAL TYPE QUALIFIED) for multiple days to limit the number of times families have to be present to receive meals.

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# Declaration for Non-Congregate Meals (SITES)

CACFP guidelines requests that only meals eaten on SITE are reimbursable, this waiver would allow Agencies that wish to distribute meals where the child is not present and/or takes the meals home to eat at their home (such as Grab and Go) can do so SO LONG as all other USDA guidelines are followed, or as long as a waiver request is received and approved.

Please note that sites must notify PCCPA prior to implementation of this option being allowed by the site.

Please note that all rules and regulations are subject to change at any time. Please keep an active communication with our website, facebook page, AND email address to continue distributing REIMBURSABLE MEALS.

1. "Non-congregate meals" are packaged unitized meals and snacks that are not provided in group settings. Examples include grab-and-go drive-up service outside and ordering ahead for grab-and-go pick up. "Unitized meals" are complete reimbursable meals or snacks that meet the CACFP meal pattern requirements.

2. Sites Must At minimum:

a. Identify methods to inform households about the availability of non-congregate meals and snacks.

i. E-mail Blast.

ii. Phone messaging

iii. Paper notice sent home before the child care center closes.

iv. Location of distribution sites.

1. One or multiple child care centers

2. Timing of when those non-congregate meals and snacks

3. Research how to inform households of those locations. While being conscious of the need, the resources, and the age of the potential participants AS WELL as the sites distributing the meals

3. Make sure to document and conduct a capacity assessment. That should include an idea of how the staff operates and how they are operating during COVID 19. Also try to determine the site's inventory of food and supplies (such as containers to package the meals and snacks). Also try to communicate with vendors and or locations to verify that you will be able to obtain sufficient materials to go about distributing proper USDA/TDA standard meals.

4. Verify which non-congregate meals ( breakfast and lunch) and snacks will be offered.

Please note that CACFP child care centers may serve up to two non-congregate meals, and one snack per eligible child at each site per day. While at-risk sites can distribute one noncongregate meals per day.

5. Determine type of congregate meals and snacks that will be offered BUT ALSO consider how those meals will be portable, how meals will be packaged to take food offsite. Verify that you are publishing daily menu and informing the community what is in the meals to prevent any allergy. Follow all state and local regulations in regards to food safety.

6. Please note that meals can only be distribute on the SPECIFIC days you are authorized by us to distribute In other words if you are a center that only operated Mon-Fri, you CANNOT distribute on Sunday.

7. Follow all rules and regulations discussed by site and PCCPA to properly account for meals served as non-congregate meals. Sites must continue maintaining updated list of children's free, reduces and paid eligibility categories for each site. Follow all other rules per CACFP.

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# **Declaration for Time Flexibility Request (SITES)**

CACFP guidelines requests that only meals distributed during a specific time must follow USDA and TDA guidelines. Those guidelines requirements also require that specific number of hours must pass between when a meal is given to children so that it can be considered reimbursable.

This waiver request addresses those Time requirements and focuses on allowing those organization following CACFP regulations to receive a waiver for those meal time distribution.

This will allow day care home/centers to allow to distribute meals in cases that the meals are going to be distributed in form of a grab and go.

This waiver request will be fore those procuring flexibility for serving times, and also will allow for serving multiple meals for the same day at one time.

Please note that sites must still establish meal service times and delivery times. Please note that specific site MUST REQUEST and receive approval to distribute multiple days at the same time, and will only be given with an explanation of how site will monitor and maintain proper accountability guidelines. Meals given in different days MUST be properly documented following TDA/ USDA guidelines.

Meal times must still be properly documented and approved by PCCPA and must be documented on the state site prior to authorization or approval for the time flexibility request. Please note that waiver request for time flexibility must be submitted per each occurrences or modification.

Please note that WITHOUT authorization your meals could potential be un-reimbursable during NON APPROVED time.

## **Waiver of Enrichment Programs (AT RISK SITE)**

Per USDA and TDA guidelines ALL at risk sites participating and receiving reimbursement for meals MUST have a supervised enrichment programs. Due to COVID 19, the following exception can be made should the site request a waiver of such implementation.

This waiver will allow CACFP at-risk afterschool sites to function similar to SFSP open site regulations. During the time that you are allowed too this will eliminate the need for supervised enrichment programs to take place.

This is traditionally submit in conjunction with sites requesting to be allowed to offer noncongregate meal settings, and grab and go or home delivery waiver.

# Waiver Request Of Sites

Name of Site: \_\_\_\_\_

Name of Individual Requesting the following Changes: \_\_\_\_\_

Address of Site: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Waiver Requested	YES	NO	Initial of Person Submitting Waiver Request	Date Requested	Please Sign Here Declaring your Site will follow all USDA/TDA regulations excluding those which you have received a waiver approval from
Home Delivery Waiver					
Grab and Go Waiver					
Waiver for Congregate Feeding Request					
Waiver for Enrichment Program					
Waiver In Case Certain Meal Products cannot be found. *This MUST BE REQUESTED PER INCIDENT and CANNOT be claimed without Further detailed information					
Waiver for Meal Time Distribution Request					
Here Please add any Notes or additional information					