

Summer Food Service Program COVID Related Non-Congregate and Parent/Guardian Pick-Up Waiver Election Form
New York State Education Department, Child Nutrition Program Administration

Sponsor Name:

Sponsor LEA Code:

Sponsor Contact E-mail:

Sponsor Contact Name:

Sponsor Contact Phone:

Please note: Summer Food Service Program sponsors must submit this form and required additional documentation for New York State Education Department (NYSED) approval to CNSFSP@nysed.gov.

Sponsors must receive NYSED approval prior to implementing waivers.

The use of these waivers may impact the eligibility data allowed to qualify the site(s)/program operations.

Election of these waivers requires sponsors to operate a closed enrolled site and collect individual eligibility to demonstrate at least 50% of the enrolled/registered children qualify for free or reduced-price meals.

Waiver Approvals are contingent on meeting the following requirements to the satisfaction of NYSED:

Sponsor must be in Good Standing

The sponsor is in good standing with NYSED in its operation of Child Nutrition Programs. Sponsors must demonstrate/provide sufficient documentation to NYSED that any issues and findings from NYSED's monitoring of sponsor operations under previous waiver elections have been corrected.

The need for waivers is due to COVID-19

The sponsor has provided sufficient information/documentation to NYSED to demonstrate that congregate meal service is limited by the COVID-19 pandemic therefore waiver flexibilities are necessary.

Sponsor can maintain accountability and program integrity. Please provide the sponsor's plan by answering the following questions.

1. Provide a detailed justification to demonstrate that congregate meal service is limited by the COVID-19 pandemic therefore waiver flexibilities are necessary.

2. Describe the Distribution/Delivery Plan. Include the following:
- Registration/sign-up system and processes that will be implemented to ensure meals are distributed only to parents or guardians of eligible children, and that duplicate meals are not distributed for any child.
 - Distribution/delivery days/times. If distribution days or times will be different for each site, please indicate that in this response.
 - How many days of meals will be distributed at the same time for each child (for example, 3 days of breakfast and 3 days of lunch are distributed each week).
 - Plan for ensuring food safety requirements are met during preparation, storage, and distribution/delivery.

No more than 7 days may be distributed at a time. NYSED may limit the number of meals that may be distributed at one time based on the sponsor's capacity.

3. How and when will the sponsor communicate the Distribution/Delivery Plan to households including:
- [Parent Letter](#)
 - Distribution/delivery days/times
 - How to register/sign-up to receive meals
 - The list of food items households are receiving
 - Menus showing which foods, and how much of each food, should be served at each meal
 - Which foods require refrigeration or heating for food safety

Submit the following additional documentation with this form:

- ✓ Copies of communications to household demonstrating all of the above
- ✓ [Menu Tool](#)- only applicable if providing multiple days of meals

4. Will you serve meals to infants? YES NO

A sponsor must receive State agency approval prior to serving meals to infants (birth through 11 months of age) (7 CFR 225.16(f)(2)). Once approved to serve meals to infants, sponsors must follow the CACFP infant meal pattern requirements (7 CFR 226.20(b)).

5. Describe the system that will be implemented to ensure one meal per child per meal service is provided, counted, and claimed. For example, if the operator boxed meals for 4 children together, how will the sponsor accommodate families with 3 children? How will the sponsor count and claim for these situations? *NYSED requires sponsors have at a minimum, meal boxes for one child.*

6. If the sponsor will be delivering meals, please explain your process for ensuring meals are delivered to eligible children only, parent consent was received prior to delivery and if using a 3rd party service to deliver meals, that an MOU was obtained.
- The MOU should include information such as what will be disclosed, how the information will be used, how the information will be protected from unauthorized uses and disclosures, and penalties for unauthorized disclosure, and the school must ensure data is always handled appropriately and by all organizations involved with meal delivery to safeguard household confidentiality.

7. Geographic area of distribution/delivery that the site will draw its participants from:
- a. In the box below, provide a description defining the specific geographic area the delivery will draw its participants from -**OR**
 - b. Provide a map to CNSFSP@nysed.gov with the area designated and/or information to define the specific physical locations where families are residing, even if temporary, who will be able to register for the meal distribution/delivery. For instruction on how to create a map, click [here](#).

Some Examples:

- Families living along East Lake Street between South Street and North Street
- Families living in the Town of Thomas in the Winslow Bungalow at 1450 S. Main St, Spring Gardens at 52 Ridge St, and Glass Lake Bungalows at 407 Mount Calm St

N/A: Map provided to CNSFSP@nysed.gov

8. Refer to [USDA's Guidance: Summer Food Service Program](#): Providing Multiple Meals at a Time During the Coronavirus (COVID-19) Pandemic.

What Considerations Were Used to Determine the Number of Days Meals Would be Provided?

- How long foods may be safely stored before eating.
- How long foods can be stored before food quality suffers.
- How much space do families have to store food that meets meal pattern requirements, for multiple children for multiple days
- Participants' access to refrigeration and freezer space for the amounts of food and milk provided.
- Food storage space at the summer site and on meal delivery vehicles (such as buses or food trucks).
- Whether fewer pick-up days and times will decrease access to meals for some children.

Additional Requirements:

If a site chooses to purchase additional food with SFSP funds, the food must be creditable under the meal pattern requirements. Condiments, such as ketchup or jam, that are served with creditable food are exempt from this restriction and can be purchased with Program funds. If a site wishes to serve additional foods that do not meet SFSP meal pattern requirements, the site must use non-Program funds to purchase foods.

Meal Modifications: SFSP sponsors are required to make reasonable modifications to the meals and snacks they serve, or to the meal service, to accommodate children with disabilities.

If a meal modification does not meet the meal pattern requirements, it must be supported by a medical statement that is signed by a licensed physician or licensed health care professional who is authorized to write medical prescriptions under State law.

