

Considerations for
Planning in Child
Nutrition Programs
during COVID-19

June Barrett Owen, Med, RD,
LD, SNS

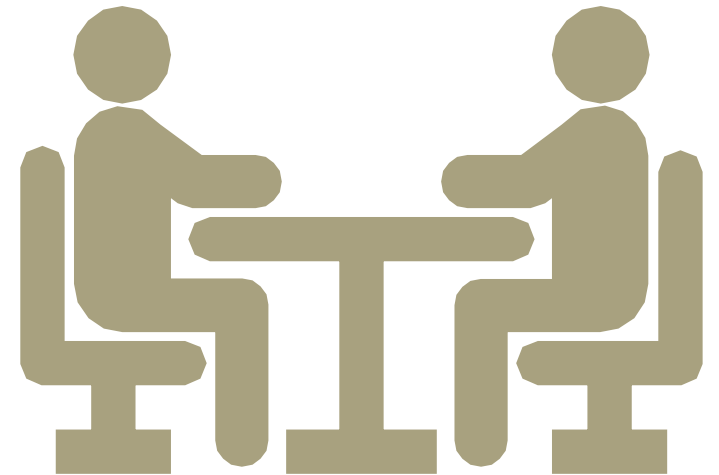
Jeanne A. Brust, Med, SNS

Ben Guthrie, BS, MS

Angelice Lowe, MBA

Agenda

- Explain creating a department planning taskforce.
- Consider reopening procedures.
- Assess considerations for procurement procedures.
- Differentiate between new meal services & discuss considerations for each type.
- Review meal counting & claiming.
- Discuss accommodations of special diets.
- Review food safety guidelines in accordance to CDC & ADPH.
- Discuss considerations when planning new staff training.
- Assess new USDA waivers & extensions.



Discuss the type
education
model that the
school district is
considering!!



Planning for the Uncertain

- Form a department taskforce to discuss reopening scenarios.
 - Size of this group dependent on operation size (2-10).
 - Seek representation from different operational areas who can problem-solve and use creativity.
 - Consider inviting a few allies from outside the operation.
 - Ex: principal, teacher, school nurse, etc.
- Take notes & create action steps for specific dates.

Reopening

- Wash, rinse, & sanitize all food service areas.
- Empty & clean all equipment, including ice machines.
- Assess if repairs are needed.
- Determine condition of food products still in storage & discard any expired or spoiled items.
- If possible, rearrange coolers, freezers, and dry storage areas to reduce points of contact during deliveries.



Considerations when Menu Planning around Procurement Options



MEAL SERVICE
METHOD(S) THAT WILL BE
USED



AVAILABILITY OF
EQUIPMENT FOR
TRANSPORTING/SERVING
MEALS AT ALTERNATE
LOCATIONS



FOOD ITEM(S) CAN BE
SERVED IN GRAB & GO
CONTAINERS/BAGS

Product Availability

- Plan first 2 weeks of menus based on current inventories & the USDA Food Items available at the distributor's warehouses.
 - Determine how you can prepare the menu options ahead of time & package them up for the grab & go &/or transporting to alternate meal locations models.
 - Incorporating USDA Foods available to the maximum extent possible will help to lower food costs.
- Limit menu options to streamline processes as needed.



Product Availability Continued.

Product Versatility

- Plan menus around products that can be used for multiple meal service types.

Flexibility

- Identify appropriate substitutions for menu items should shortages occur.

Procurement Processes

- Emergency Purchases with major food supply chain issues:
 - Under emergency declarations, school food authorities (SFA's) can utilize both micro purchase & emergency procurement methods to get necessary food & supplies for operating.
 - Emergency procurement allows for purchasing **without** bidding if the declaration exists.
 - Use these methods as a backup plan should shortages occur.

Communication in Procurement

- Maintain communication with distributors, brokers, manufacturers & local growers on a regular basis, regarding usage & expected usage in advance to prevent shortages/outs.
 - Tell them what you know.
 - (best guesses based on your expertise can be useful).
 - Pull from past disaster feeding procedures & production records, if applicable.



**Make sure your first
2 weeks of orders
have been placed
on the Online
Application!**

COVID-19 Meal Service Types



Classroom Delivery
& Dining



Cafeteria Service &
Classroom Dining



Take-Home Meals



Classroom Delivery & Dining

Breakfast Ideas

- Breakfast in the Classroom.
- Grab & Go options at school entryways.
 - Require different packaging & materials.
- Consider school layout for other ways that meal could be delivered.

Classroom Delivery & Dining

Lunch Considerations

- Consider multiple points of service (POS) in areas close to classrooms (possibly concession stands, intersecting hallways, gym, lobbies, outside school library).
- Students could pick up meals at designated times & in small groups.
- Simplify menu.
 - Limit entrée & side options.
 - Ex: 1 hot entrée & 1 cold entrée OR 1 cold, 1 hot sandwich, and 2 popular dishes.
- Consider a shorter menu cycle.

Classroom Delivery & Dining continued- Lunch Considerations

- À la carte options will be difficult to manage in this model, but still possible if operation has order system & staffing for prepping, packaging, & labeling individual meal requests.
- Under NSLP, **water** MUST be provided!
 - Ideas: no touch water fountain, water bottles.
 - Consider cost vs. benefit of such options.



Additional Lunch Considerations



No batch cooking nor restocking serving lines, so how will team will make adequate amounts of each food item?



Delivery to classroom or to POS area.

- Student or parent volunteers?
Additional equipment & associated costs?
- Rolling cart, label maker, insulated bags/containers



Teachers should alternate order so that same students aren't always at end of line.



Discuss if times need to be changed or extended due to social distancing or other issues.

Additional Lunch Considerations



-Technology availability
(Google Forms).

Meal orders

- Old-fashioned document.
- Order day or night before.
- Assist younger children with ordering.



**Who will clean up?
How will trash be
handled?**



**Where will handwashing
stations be located?
Who will clean & sanitize
after eating and how?**

Cafeteria Service & Classroom Dining

- Small groups would go through serving line, get meal, & return to classroom.
- Similarities to previous meal service, **BUT** items should be easily transported by children.
 - NO SPILLS!
 - Consider if there are stairs or elevators that child would walk up carrying a tray of food.
 - Choose sandwiches rather than rice bowls that could easily spill.
 - Use grab & go meals that are all in one bag.

How will cafeteria configuration change ??

Maintain Social Distancing

- Put markers on floors to emphasize where students should stand in line.
- Remove/cover additional seating.

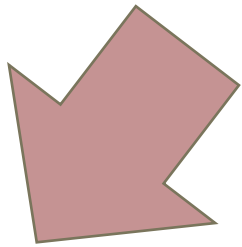
A Note on Meal Patterns:

- Determine if preschool age children will be **co-mingled** (eating at same time & in the same location) with older students & if the preschool meal pattern must be followed.

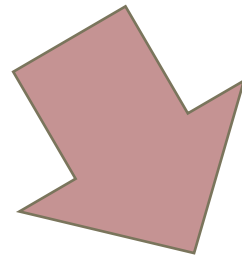
*Once planning for in-school dining has been done, plan for possibility of

Take-Home Meals

Divide into 2 teams



In-School Dining
-prepping & serving
meals



Take-Home Meals
-prepping,
packaging &
serving meals

Considerations

**Transportation of
food
(bus, walking,
biking)**

**After-school
programs**

**Safe storage
of food for
each instance**

Meal Counting & Claiming

- Necessary regardless of meal service type.
 - Only reimbursable meals received by students should be counted.
- Breakfast
 - 4 food items
- Lunch
 - 5 components
- Snack
 - 2 components



Accommodating Special Diets during COVID-19

Reminders for Accommodating for Disabilities

- Accommodations for disabilities that enable equal access to the school meal programs must be provided
- All food items/components must be served.
- Even a small amount of exposure to a food allergen could result in a potentially life-threatening situation!!!

Accommodating Special Diets during COVID-19

Practical Steps:

- **No food item offered to the child may contain traces of substances that may trigger an allergic reaction.**
- **Ensure that surfaces are cleaned prior to meal services & adequate hand-washing stations are available.**
- **Identify & accommodate the documented special dietary needs of the children in your district.**
- **Check the menu for any potential food allergens & plan substitutions as needed.**
- **Prepare the allergy-free food items before preparing the other items or use a separate station to prepare the allergy-free items.**
- **Create a system to differentiate special diet meals from regular meals.**
 - **Brightly colored tape or writing the child's name on the bag/box could be used to prevent the child from receiving the incorrect meal.**

Food Safety Guidelines

Maintain social distancing when appropriate. When lifting a heavy item, staff will likely not be 6 feet apart, so masks are recommended!

- Identify any additional equipment or supplies such as thermometers, alcohol wipes, or other equipment that may be needed to keep food safe when transported & served in other areas of the school.
- Additional equipment considerations:
 - Masks & other personal protective equipment (PPE), soap, hand sanitizer, etc.
- Obtain or develop posters or other aids to assist non-food service school staff to implement safe food practices when they participate in the service of meals.

Additional Food Safety Considerations

- Installing clear plastic countertop partitions by POS stations or on other countertop areas where staff may be stationed.
- Utilizing disposable trays, dishes, & utensils.
- Eliminating self-service stations.
- Eliminating share tables & any sharing of food.

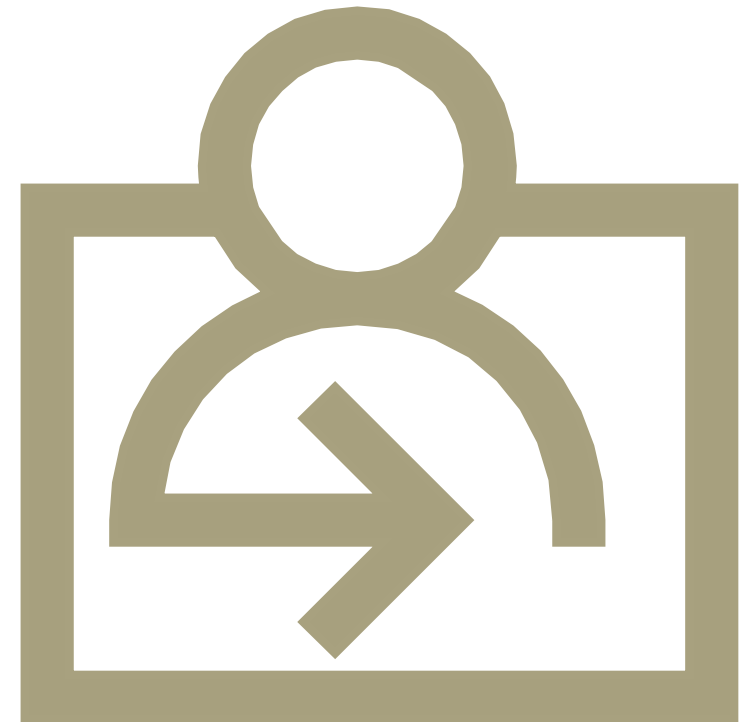


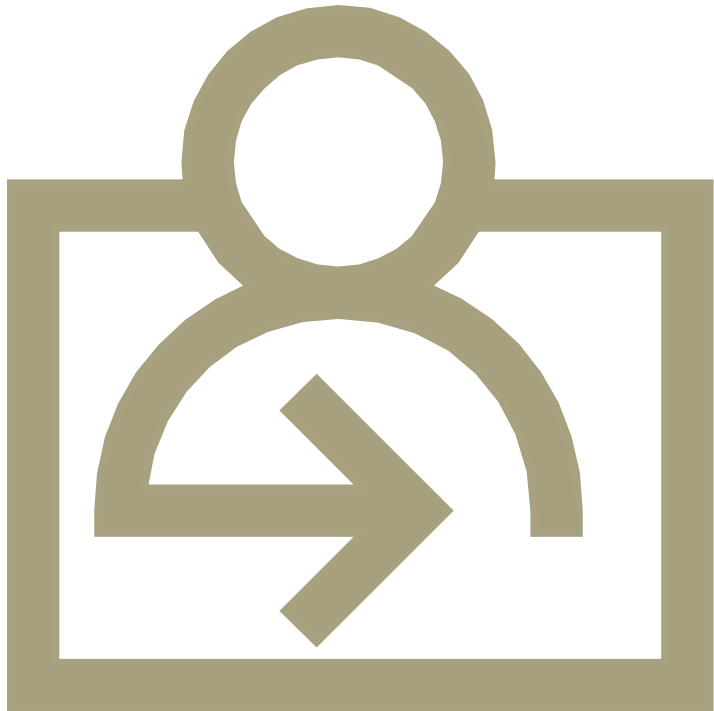
Food Safety Guidelines

- Review CDC and ADPH guidelines for school & restaurant requirements and/or recommendations.
 -
 - Link to ADPH:
<https://www.alabamapublichealth.gov/covid19/index.html>
- Contact the local health department for local guidance.

Staff Training

- Staff training should not be overlooked!
- Flexibility is required.
 - **In-person but small group sessions:** for employees with inaccessibility to technology & practice social distancing.
 - **Recorded training:** for those with ability to watch videos sent via email or uploaded to the internet.
 - **Virtual meetings:** for staff who have access to & are comfortable with using technology.





Staff Training

Training should take place for:

- Normal school opening staff training topics.
- Any changes that have been made in menus, meal service, meal counting & claiming, and the HACCP plan.
- Volunteers, teachers, administrators, custodians, or others who are assisting with meals.



Staff Training

- Emphasize handwashing, proper glove use, personal hygiene, procedures for accommodating special diets & sanitizing food contact surfaces.
- Staff should know to report illnesses & other related procedures.

Standard Operating Procedures (SOPs)

HACCP

- Update Standard Operating Procedures (SOPs) for each site to reflect any changes in meal service.





- My Account
- User Accounts
- Sponsors
- Sponsor Info
- Sites
- Claims
- To Do List
- State Admin
- State Reports
- NSLP
- Forms
- Reports
- SSO
- SFSP
- SWP & FD

SCHEDULE A : SFA Information

Rev #	Status	Decision Dt	Start Dt	End Dt	Submit Dt	Submit By	Creation Dt	Created By	Revision Comments	Select
0	Approved	6/11/2020	7/1/2020	6/30/2021	6/9/2020	AUSEGERS	5/11/2020	rscott		Select

Autauga County Board of Education 001-0000
 Program Year: 2021 [July 2020 - June 2021] Change Program Year : 2021 Revision: 0 Approved

[Meal Charge Info](#) |
 [Site Meals Info](#) |
 [Review](#) |
 [Print](#)

Schedule A: Meal Charge Information																							
Student Breakfast Charges																							
Type	Reduced Price (<= 0.30)	Full Price																					
1. Elementary	0.3000	1.2500																					
2. Middle	0.3000	1.2500																					
3. High	0.3000	1.2500																					
Student Lunch Charges																							
Type	Reduced Price (<= 0.40)	Full Price																					
4. Elementary	0.4000	2.5000																					
5. Middle	0.4000	2.5000																					
6. High	0.4000	2.5000																					
Other Meal Charges																							
Type	Breakfast	Lunch																					
7. Visitor - Child	1.7500	3.5000																					
8. Visitor - Adult	1.7500	3.5000																					
9. Employee	1.5000	3.2500																					
After School Snack Charges																							
Type	Reduced Price (<= 0.15)	Full Price																					
10. Students	0.0000	0.0000																					
11. Adult		0.0000																					
Other Program Options																							
12. Other Program Participation	<input type="checkbox"/> Summer Feeding Program <input type="checkbox"/> Child Care Program <input checked="" type="checkbox"/> Direct Certification	<input type="checkbox"/> Seamless Summer Program <input type="checkbox"/> Special Milk Program <input checked="" type="checkbox"/> Commodities																					
Safety Net Eligibility	Yes																						
Contracts																							
13. Contract Type	Name & Address	Date																					
Head Start Sub Contract																							
Day Care Sub Contract																							
Other Sub Contracts																							
Calendar																							
14.	<table border="1"> <thead> <tr> <th>Month</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>JUL - 2020</td> <td>0</td> </tr> <tr> <td>AUG - 2020</td> <td>18</td> </tr> </tbody> </table>	Month	Days	JUL - 2020	0	AUG - 2020	18	Selected Operating Dates 8/6/2020 8/7/2020	July - 2020 <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat				1	2	3	4
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Online Application

Update the online application Schedule A & Collection Procedures if applicable changes are made!!

At-Risk Afterschool Meals Program Reminders

- COVID-19 Nationwide Waivers (#33-36) have been extended through the 2020-21 school year.
 - Can also apply for the CACFP "At-Risk Afterschool Programs."
- The activity requirement waiver for "At-Risk Afterschool Programs" expired June 30, 2020.



At-Risk Afterschool Meals Program Reminders

- Use the attendance record to ensure you have the names of all the children you serve.
- Double check your CACFP Budget to ensure you are including the extra costs of serving non-congregate feeding in the At-Risk Programs and that all expenses and revenues have been properly coded.
- Contact us if you have any questions concerning your CACFP Budget or other CACFP issues.



Nationwide Waivers

#33-37 - effective through June 30, 2021

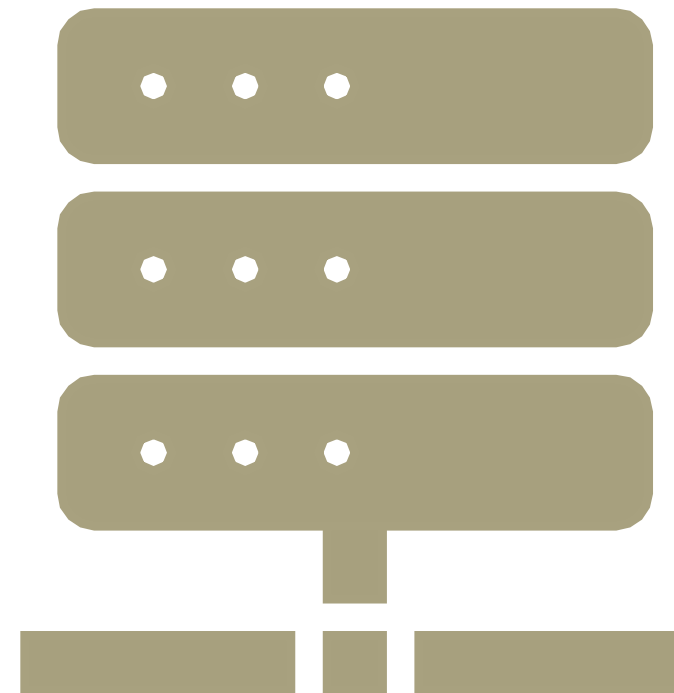


Non-Congregate Feeding (33)

- Extension applicable to all programs EXCEPT summer.
 - Only meals served during **unanticipated** school closures (not including planned or partial building closures) may be claimed under SFSP or SSO.
 - SFSP remains in effect until 8-31-2020.

Meal Service Time Flexibility (34)

- All programs except SSO & SFSP.
- Allows for distribution of multiple meals at the same time, including meals for more than one day at a time.
 - Ex: 8 a.m. --- distribute breakfast & lunch for later.
 - Ex: 11 a.m. --- distribute lunch for that day & breakfast & lunch for following day.





Parent/Guardian Pick-up (35)

allows meal distribution to a parent/guardian to take home to their children.

- All programs except SFSP.
- Procedure must be in place to ensure that meals are properly distributed **ONLY** to parents/guardians of eligible children & that duplicate meals are not distributed to any child.



Parent/Guardian Pick-up (35)

- State agency requests that program sponsors use **one** of the following methods:
 - Ask parent/guardian to present a form of valid child identification.
 - Verify the child's name by utilizing a roster or other methods used at the point of sale; or
 - Create a daily parent/guardian pickup roster by collecting the parent/guardian name, number of children in the household, and names of children in the household.

Meal Pattern Flexibility (36)

allows operators to claim for reimbursement even if a meal does not meet all meal pattern requirements or include all meal components.

All programs
except SFSP.

Operators **MUST**
get advance
approval from
their state
agency.

Based on supply
issues only.

COVID-19
Response #26
allows SFSP to use
this waiver until
July 31st, 2020.

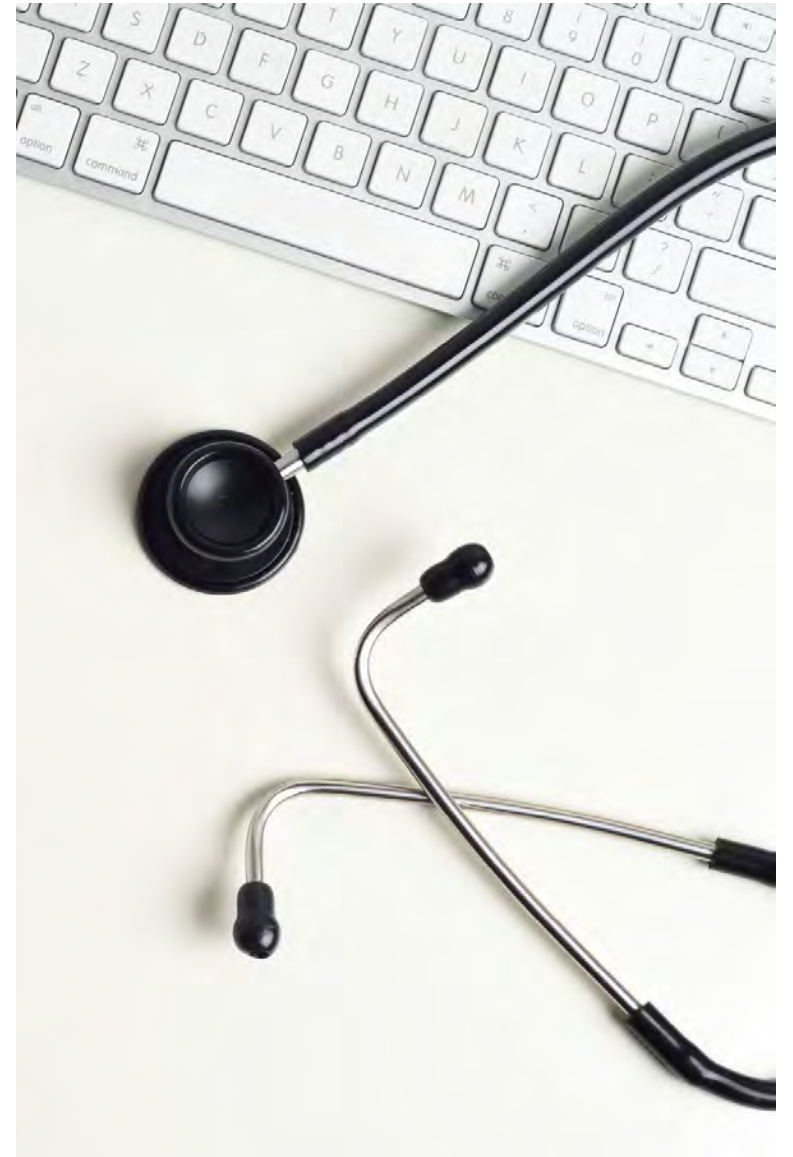
Can only grant this
waiver on a case-by-
case basis.

OVS Flexibility for Senior High Schools (37)

- Under NSLP & SBP.
- Waives the OVS requirements in order to support safe access to nutritious meals.
- Enables schools to offer complete meals for delivery or pickup for students doing distance learning.

Communication with Student Households

- Designate key contact person within each school, who will be included in all written materials provided.
- Utilize social media.
- Develop a document with all new information that could potentially affect households & make it easily accessible.
 - Ex: changes in à la carte pricing, choosing to maintain or omit vending machines, & any other new policies in effect.



General Information

- ALSDE CNP continues to correspond with USDA Southeast Regional Office (SERO) about issues such as vegetable sub-group concerns, financial concerns, and distance learning issues. Please email us with any concerns that you have so we can pass those on. If you need assistance while planning, please email or call your assigned area school programs staff member.

More General Information

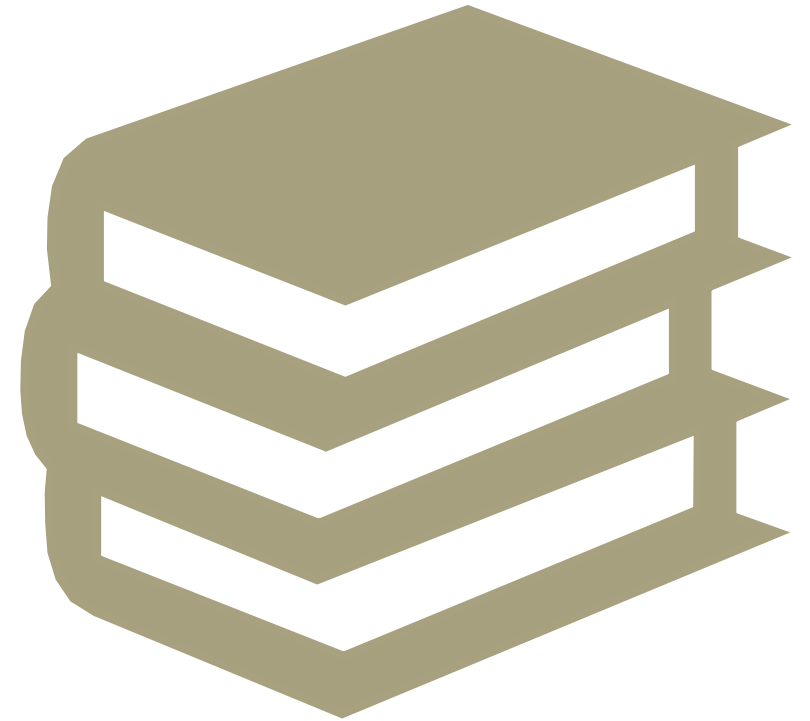
- All USDA guidance will be forwarded to SFAs as soon as possible upon release by the USDA to the state.
- Please *check* your **email frequently**. Read and print emails for future reference.
- Please read the **ALSDE CNP, COVID-19 Weekly Updates** that is released at the first of each week as it contains guidance specific to needs during this time.

Additional Reading

Alabama Child Nutrition Program Resource:

School Nutrition Association Resource:

Kentucky Department of Education Resource:



Non-Discrimination Statement

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.