

Memorandum

Date: April 15, 2020

To: Returning Summer Food Service Program (SFSP) Sponsors

From: Scott Clements, State Director

Subject: Delivery of Meals by Child and Adult Care Food Program (CACFP) Organizations

On April 11, 2020, USDA provided guidance to State Agencies (SA) allowing Child and Adult Care Food Program (CACFP) program operators to deliver meals to eligible participants. Delivery of meals to enrolled participants is **optional** for CACFP organizations. Organizations may continue to provide *Grab and Go* meals to enrolled participants.

In order for households to receive “*delivered meals*”, the parent or guardian **must** sign a written consent for the enrolled participant/student. Signatures may be obtained by form of signature on ***paper or electronically***. It is critical for CACFP organizations to protect the ***confidentiality*** of children and their households throughout this process. CACFP organizations must contact the households of enrolled participants to inform them of the availability of meal delivery.

The National School Lunch Act and the Family Educational Rights and Privacy Act (FERPA) **does not** authorize the release of household contact information for children without first obtaining written consent from the child’s parent or guardian. **Before delivering meals, organizations must receive written approval from the State Agency (SA).** The following steps must be completed to receive SA approval to deliver meals to enrolled participants:

Step 1:

Please complete the *CACFP Meal Delivery Request Form* at www.mdek12.org/OCN/CACFP. Be sure to:

- List all sites delivering meals to enrolled participants.
- Select all applicable delivery details.
- Describe the Food Safety Plan. Proper food safety protocols must be utilized by program operators. Meals must contain instructions regarding immediate consumption, storage, and disposal of meals.

Step 2:

Upload the completed ***CACFP Meal Delivery Request Form*** into the Mississippi

Application Reimbursement System (MARS) in the Attachment List. Once the form has been uploaded, click the **red** *Submit for Approval* button.

Organizations may ***not*** deliver meals until written approval has been received from the State Agency. Claims will not be allowed for any organization that does not submit the *CACFP Meal Delivery Form* or for meals delivered to households without written permission. If you have any questions or concerns, please email susie.evans@mdek12.org.