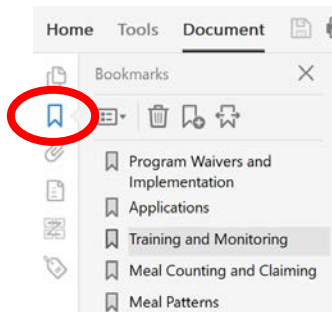


Document Notes:

*Questions are arranged by topic area. Use the PDF bookmarks tab to find questions by topic area:



Questions with an asterisk () in front of them indicate they are from the most recent webinar

*Use Ctrl + Shift + F to search for questions by key word

Program Waivers and Implementation

1. Sponsors can view all waivers on this [webpage](#). All waivers include the most current end date.
2. How long will the emergency feeding status be in place?
 - a. The [unanticipated school closure](#) designation has been extended until June 30, 2020. School Food Authorities (SFAs) and other child nutrition program sponsors can serve free meals to children and youth in the event of an unanticipated school closure, extreme weather event, natural disaster, or other similar situations.
3. Are we allowed to distribute meals to a parent or guardian to take home to their children?
 - a. USDA announced a [nationwide waiver](#) on March 25, 2020 to allow parents/guardians to pick up meals for children. Sponsors must have a plan for ensuring they are able to maintain accountability and program integrity. This includes putting in place processes to ensure that meals are distributed only to parents or guardians of children and youth ages 0-18, and that duplicate meals are not distributed to any child. Sponsor's plans must be approved by CDE School Nutrition.
4. *How can we verify meals are being delivered to kids under school age when a parent/guardian is picking them up?
 - a. Sponsors allowing a parent/guardian to pick up meals on behalf of children must have a method to ensure that meals are being delivered to children ages 18 and under. The exact method must be determined at the sponsor level. Examples may include asking parents how many children live in the household and giving them a number they return with each day, or something similar. For more tips, please refer to [this best practices for parent pick-up](#) resource.
5. *Do we need to document children's names or is it sufficient to ask for a name when a parent/guardian is picking up?

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- a. School Nutrition understands that maintaining this type of documentation may not be feasible depending on safety standards and setup of the site. Sponsors must be able to ensure meals are delivered to children, and the meal count form reflects numbers of meals delivered to children ages 18 and under.
6. *We are distributing grab and go bags twice a week - each bag has 4 breakfasts & 4 lunches. Is that acceptable?
 - a. The maximum number of meal types that may be served at an open site per day is two (i.e. breakfast and lunch). Sponsors may operate up to 7 days per week. That means over the course of one week, the maximum number of meals that may be served to one individual is 14. Using this logic, the scenario described above would not be allowable. The sponsor could distribute meals for 4 days on the first distribution day, and for 3 days on the second distribution day and be in compliance.
7. *I thought we were given the option to go back to the NSLP rather than the SFSP during this Pandemic and emergency feeding?
 - a. SFAs were able to return to NSLP once distance learning was implemented this spring. However, there were no SFAs who indicated wanting to switch back to NSLP during distance learning. Now that distance learning is over, all SFAs must utilize SFSP if serving meals. It is unclear of how operations will look for SY 20-21; however, CDE is working through guidance and resources to support districts and will provide more information as soon as possible.

Applications

1. *For new sites that will start service June 1st, should those site applications be added into Smartsheet or into the Portal? What is the deadline to submit those?
 - The Summer Food Service Program (SFSP) claiming and application processes will be transferred from Smartsheet to the new [Colorado Nutrition Portal](#). This change will help streamline program operations and implement more sustainable processes. Below is an overview of the transition:
 - a) Sponsors must submit the site application update via Smartsheet indicating whether sites will continue operating during the summer break; only sites operating during summer break will be transitioned to the portal.
 - b) Applications from sponsors that will continue serving meals during summer break will be transferred to the portal by School Nutrition staff.
 - c) Sponsors will receive a confirmation email when all information is in the portal.
 - d) After receiving the confirmation, sponsors will use the portal to make application changes and/or add new sites.
 - e) Starting with the June 2020 claim, sponsors will submit claims through the portal.
 - f) Sponsor applications are due by June 30.
2. *We have sites who will operate regular SFSP operations beginning 6/15. To confirm - we wait until 6/1 to input their site information into the Colorado Nutrition Portal?
 - a. Yes. Sponsors will begin using the Colorado Nutrition Portal when they receive a confirmation email indicating that School Nutrition has transferred site applications to the Portal. Site applications will be transferred by June 1, at the latest.
3. What's the deadline for completing the application?
 - a. The application deadline is June 30, 2020.

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4. Where can I find the application?
 - a. Applications will be submitted through the [Colorado Nutrition Portal](#).
5. The site application asks for an end date. What if we're not sure when our end date will be?
 - a. Sponsors should add a projected end date and revise the site application(s) as needed.
6. What do we do if we need to add a new site after we have already put in our application?
 - a. Sponsors need to complete a new site application in the Colorado Nutrition Portal.

Training and Monitoring

7. *What are the training requirements for this year?
 - a. If the sponsor will continue operating after June 30, the sponsor main contact and all site staff (including volunteers) must be trained by June 30. Sponsors who attended in-person training in March meet the training requirement.
 - b. School Nutrition is hosting a SFSP training webinar on June 2 from 2-3pm. This training will include information on operating under the current waivers. Sponsors can register for the training [here](#).
 - c. Sponsors can complete online training [here](#). Site staff training guides and Civil Rights training guides are located [here](#).
 - d. Civil Rights training is required of all staff and volunteers.
8. *For staff operating the Summer Food Service Program (SFSP) is Civil Rights training required in addition to the other training?
 - a. Yes. Civil Rights training is required for all sponsor and site staff in addition to other applicable training requirements.
9. Are Summer Food Service Program (SFSP) monitoring requirements still in place during emergency feeding?
 - a. a. The [Nationwide Waiver of Onsite Monitoring Requirements for Sponsoring Organizations in the Summer Food Service Program](#), released by the USDA FNS on March 27 waives that SFSP monitoring requirements included at [7 CFR 225.15\(d\)](#) be conducted onsite. Please note that to ensure Program integrity during this time, SFSP sponsoring organizations should, to the maximum extent practicable, continue monitoring activities of Program operations offsite (e.g., through a desk audit).
10. *Do site monitoring visits need to take place within the first 4-weeks of operation for each site?
 - a. Yes. The SFSP sponsor must conduct the required review but may elect to do so offsite. Sponsors are encouraged to complete site reviews offsite whenever possible.
11. *If you have been selected for an Administrative Review, is that still taking place?
 - a. Yes. SFSP Administrative Reviews will still take place in 2020. Additional guidance will be forthcoming.
12. *Will we receive a finding during an Administrative Review if we haven't been documenting the kids' names, just a tally amount, when a parent comes and picks up their meals?
 - a. No. As long as the sponsor has a method in place to ensure meals are being delivered to children 18 and under, that is sufficient. [This resource](#) outlines best practices for parent pickup.

Meal Counting and Claiming

1. Where can I find the meal count form?
 - a. The daily meal count form is located [here](#).
2. Do we need to track student's names or just the number of meals?

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- a. Sponsors must only track the number of meals served to children and youth aged 0-18, by meal type. CDE School Nutrition recommends using the [SFSP Daily Meal Count Form](#).
3. If we use the SFSP tracking form and hand out breakfast and lunch together, can we circle B and L at the top of the sheet and count the total number of meals served on one sheet?
 - a. CDE School Nutrition advises sponsors track meals served for specific meal types separately to ensure accurate claiming.
4. Do we need to submit the number of meals served daily to CDE School Nutrition?
 - a. No, sponsors will submit monthly claims by the claim due date.
5. We are tracking meals distributed through a Google sheet. Will that be acceptable documentation until we get the claim form from CDE School Nutrition?
 - a. Yes, sponsors may use their own tracking mechanism if it ensures accuracy.
6. Can we offer meals to our Emergency Feeding volunteers?
 - a. Sponsors may serve meals free of charge to those on the emergency team that are directly involved in the meal service. This is considered an allowable operating cost ([7 CFR 225.9\(d\)\(5\)](#)). Others on the emergency team not working directly on meal service would need to pay the [adult price for their meals](#). Ultimately, Federal reimbursement for child and youth meals should not be subsidizing adult meals.
7. Can I serve more meals than what is allowable?
 - a. The maximum number of meals types that may be served in one day is two, or one meal and one snack. Lunch and Supper are not an allowable combination. Any meals served in excess of this may not be claimed for reimbursement. The sponsor needs to track the extra meals or items served and cover the cost of these extra items by nonfederal funds such as through a General Fund transfer or donations (see donation questions).
8. Are sponsors required to charge for an adult meal?
 - b. Sponsors have the option to charge for meals served to adults or cover the cost of those meals with non-program funds. Additional information can be found at [7 CFR 225.2 Definition of Income accruing to the Program](#).
9. Can sponsors serve more meals than the number of students enrolled in the school/district?
 - c. Yes, open sites may serve meals to anyone aged 0-18 regardless of where they are enrolled. Additional information can be found at [7 CFR 225.2](#).
10. We are using the Meal Count Consolidation form to keep track of meals served each day. When will the "Claim" form be emailed out so we can submit our claim for reimbursement?
 - d. Sponsors can use the CDE [Monthly Consolidation Worksheet](#), or your own template, to track meals served as long as it ensures accurate counts for meals served. The person listed as the claim main contact in your organization's emergency feeding sponsor application will receive an automated message from Smartsheet on the last Friday of May. You will complete this claim update request to receive reimbursement.
 - e. Starting in June and beyond, claims will be submitted through the [Colorado Nutrition Portal](#).
11. The guidance states that we can provide up to one week of meals at a time. Is one week worth of meals 5 or 7?
 - f. USDA has defined one week of meals as five days and up to 10 meals per child.
12. *How many meals can we give each person per week?
 - g. The maximum number of meals that may be distributed for one day is two (or one meal and one snack). Sponsors may be approved to operate up to 7 days a week. Given this

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information, the maximum number of meals that may be provided to one child in a week is 14.

13. *Just to clarify we may continue to serve weekend meals through June 30th?
 - h. Yes. In the SFSP, sponsors may be approved to serve meals up to 7 days per week. This is true for all operations during the SFSP.
14. Do we claim meals by eligibility type or just by the number of meals served each day?
 - a. All meals are served free to anyone 18 and under in the SFSP. Sponsors will claim the number of meals served each day to children and youth ages 0-18. The maximum number of meals that may be claimed each day for one individual is two.
15. Can we serve and claim meals on weekends?
 - i. Yes, the SFSP allows sponsors to operate during the weekend. If a sponsor is distributing meals for multiple days at a time, these meals may also be claimed if they are to be consumed over the weekend.
16. Can we claim meals served to adults?
 - j. No, adult meals cannot be claimed. Sponsors may only claim meals for children and youth aged 0-18. Sponsors may not claim meals served to anyone over the age of 18 unless they have a documented disability that meets requirements outlined in [7 CFR 225.2](#).
17. If a family requests a meal for a sibling that is not school age, how do we claim them?
 - k. If the sibling is between the ages of 0-18, that meal can be claimed. If the sibling is above the age of 18, they would be counted as an adult and could not be claimed for reimbursement.
18. Are we allowed to serve and claim seconds?
 - l. Second meals cannot be claimed through SFSP during COVID-19 due to social distancing requirements, however, the nationwide [Meal Times Waiver](#) allows sponsors to distribute more than one meal at a time, to adhere to social distancing requirements. Sponsors may distribute up to five days' worth of meals in an amount that equates to two meals or one meal and a snack per child per day, for a total of 10 meals at one time.
19. Are we going to have to submit \$0.00 claims for NSLP meals for April if we are doing emergency feeding?
 - m. If you did not serve any meals under NSLP during the month of April you will not submit a claim in the online system. You will only claim meals through the emergency feeding claim form.
20. What is the deadline for monthly emergency feeding reimbursement claims?
 - n. Emergency feeding claims follow the same [60 day claiming guidance](#) as traditional claims.
21. Is the supper you have on the reimbursement claim resource different from CACFP Supper?
 - o. Yes. The reimbursement rates are different for CACFP Supper. The CACFP reimbursement rates are located [here](#).
22. How soon will the claims be paid?
 - p. Claims will be processed 1-2 times per week and sent to accounting. CDE anticipates reimbursement will be received within 1-2 weeks of submitting a claim.
23. If our program started at the beginning of April, will we still claiming meals at the end of the month like we normally do?
 - q. Yes, sponsors will receive an automated email from Smartsheet on the last Friday of the month that contains the claim submission form.

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24. Is the excel file that was linked in the webinar the same as the actual claim form that will be emailed out tomorrow?

- r. No, that resource was developed to assist with the claiming process. The claim form will be emailed directly to the claim contact as listed in the emergency feeding sponsor application.

25. *Is it correct that for March Claims, that we file normally for the first couple of weeks and submit Smartsheet for the days after COVID shut down?

- s. Yes. Any meals served before schools were ordered to close on March 23 will be claimed through the Colorado Nutrition Portal. Meals served during the unanticipated school closure will be claimed through Smartsheet. Code all meals served from March 20 through September using these codes:

Federal Child Nutrition Programs	Code(optional)	CFDA#	Grant/Project	Source Code
COVID19 Emergency - CARES Act Funds	SRE 94	10.555	4555	4000

26. *What is the last date that the May claim can be entered into Smartsheet?

- t. Claims must be entered within 60 operating days. The May claim deadline is Thursday, July, 30, 2020. All meals served in May will be claimed in Smartsheet.

27. *How do we submit our May claim?

- u. May claims will be submitted through Smartsheet.

28. *What is the reimbursement rate for meals served during a COVID-19 outbreak?

- v. Meals served during COVID-19 are claimed under the SFSP and sponsors are reimbursed based on the [2020 SFSP Reimbursement Rates](#).

29. Is the vended reimbursement amount for rural the same as self-prep?

- w. Yes. Please view the 2020 SFSP Reimbursement Rates [here](#).

30. Will CDE request a specific accounting code to record the emergency feeding claim revenues?

- x. Sponsors will claim under the grant accounting code 4555, see below.

Federal Child Nutrition Programs	Code (optional)	CFDA#	Grant/Project	Source Code
COVID19 Emergency- CARES Act funds	SRE 94	10.555	4555	4000

31. Do we need to track inventory differently for meals served during COVID-19?

- y. Inventory does not need to be separated. Sponsors can continue counting inventory as normal.

32. *What does it mean to update Cares Act Codes for March? I received a grant, are these codes for grants that we received?

- z. The grant codes shared apply for all meals served from March 20 through the end of September. These codes do not apply to tracking additional income received, such as a grant.

33. *We are starting to see invoices for food. Should this be coded differently for emergency feeding?

- aa. Sponsors can use the CARES Act grant code, there is an optional Emergency code (see chart above). The chart of accounts DOES NOT require reporting of grant codes with food service fund expenditures.

34. Are we able to use our food on hand, commodities etc. that is for our regular food service?

- bb. Yes, sponsors are allowed to use USDA Foods and food products purchased for other child nutrition programs for emergency feeding.

Meal Patterns

1. Can we serve two different fruits instead of offering a serving of fruit and a serving of vegetables?
 - a. Yes, the Summer Food Service Program (SFSP) meal pattern requires two or more different kinds of vegetables and/or fruits be served (that is, two vegetables, two fruits or one vegetable and one fruit) at lunch and supper. The SFSP meal pattern requirements can be found [here](#).
2. If we participate in Fresh Fruit and Vegetable Program (FFVP), can we operate FFVP during the emergency school closure?

Yes, the [FFVP Q & A](#) from USDA on April 9, 2020, states that FFVP may operate during the unanticipated school closures. The FFVP produce must be served at sites that were awarded FFVP grant funds; the produce used for FFVP cannot be a replacement for the fruit/vegetable component within the meal; and FFVP must be in addition to, but may be served at the same time, as other meals provided to families. Sites will continue to claim FFVP as normal within the [Colorado Nutrition Portal](#) should the site decide to continue operating FFVP during the closure.
3. Do we need to use standardized recipes for grab and go meals/emergency feeding?
 - a. Standardized recipes are recommended as a best practice.
4. Can you go over the juice requirements again?
 - a. When serving a snack, 2 components are required. If milk is one of the components, juice may not be served as the other component. At breakfast, full-strength fruit or vegetable juice may be served as the entire ½ cup component. At lunch/supper, full-strength 100% vegetable or fruit juice cannot be counted to meet more than half (3/8 cup) of the ¾ cup requirement. The SFSP meal pattern requirements are located [here](#).
5. Do we need to keep production records daily for meals we are making?
 - a. Yes, production records are required. A template is located [here](#).
6. Most fruit cups come in a ½ cup portion, can we send 1 cup of fruit with a meal?
 - a. Yes, sponsors may serve larger portions than the required minimum. Keep in mind that at lunch/supper the fruit/vegetable component must be at least two different items.
7. Are we allowed to serve one kind of fruit at lunch/supper if it is the correct portion size and we are unable to get two different items that day?
 - a. No. In the SFSP at lunch/supper, two or more items in the fruit/vegetable component must be served. For example, if you are only able to obtain one type of fruit, you may serve a vegetable with the meal as the second item.
8. Is a daily production required if we are distributing meals for multiple days at a time?
 - a. Sponsors must maintain production records for the day meals are distributed. For example, if you serve 3 days' worth of meals on Monday, you will record those 3 days on one production record.
9. Do we need a production record for each site if we are serving the same items at all sites?
 - a. For sites that operate as stand-alone sites, a separate production record is required for each meal type. If you have multiple stops on a bus or mobile route, you may use one production record for the entire route.

Milk Requirements

10. Please explain why fluid milk is required?
 - a. The SFSP meal pattern, as outlined in [7 CFR 225.16\(d\)\(1\)](#), (2), and (3), requires 8 fluid ounces (1 cup) of milk to be served with a breakfast, lunch, and supper. If milk is served as part of a snack, it must also be 8 fluid ounces (1 cup).
11. Can we give the child the option to not take a milk?
 - a. No, milk is a required component of the SFSP meal pattern.
12. Are we still required to offer two types of milk?
 - a. No, only one type of milk is required in the SFSP.
13. We have kids who can't have dairy. Is there an acceptable milk alternative?
 - a. Yes, there are acceptable milk alternatives. Use [this list](#) to determine allowable milk substitutions.
14. If we serve breakfast and lunch in the same grab and go bag, can we place one milk in the bag?
 - a. No, milk is a required component for each meal. In this scenario, two servings of milk must be provided.
15. If a student doesn't want a milk at breakfast, can we give them an extra fruit instead of milk?
 - a. This is not allowable. For a meal to be considered reimbursable, it must contain milk.
16. If I can't obtain enough milk to meet the requirements, what can I do?
 - a. CDE School Nutrition has flexibility to waive the milk requirement, on a case by case basis, if a sponsor is unable to obtain milk. Email Jon Padia (padia_j@cde.state.co.us) or Erin Opgenorth (Opgenorth_e@cde.state.co.us) if you are unable to obtain milk.

Offer versus Serve

1. *Can Offer versus Serve be applied to elementary schools as well as high schools?
 - a. Yes. The [Offer versus Serve requirements](#) are the same for anyone 18 and under in the SFSP.
2. *What are the Offer versus Serve requirements?
 - a. The SFSP Offer versus Serve requirements are located [here](#)
 - b. At breakfast, the sponsor must offer 4 food items, and the child must take at least 3
 - c. At lunch/supper, the sponsor must offer 5 food items from the 4 components, and the child must take at least 3 components
3. *Are we allowed to do Offer versus Serve?
 - a. Yes. As of April 21, all sponsors are allowed to implement Offer versus Serve at sites.
4. *If we are doing grab and go, how do we implement Offer versus Serve?
 - a. Sponsors using Offer versus Serve must ensure safety requirements of staff, program participants, and food. The exact method must be determined by the sponsor, but examples may include providing an entrée item in a bag and having fruit/vegetable and milk in separate containers for individuals to select.

Special Dietary Needs

17. Do we have to provide special meals for kids with allergies?
 - a. Sponsors are required to make accommodations when a child has a signed medical statement on file.
18. If we have to accommodate allergies, how can we be prepared for that not knowing who is coming?

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- a. Prepare as much as possible by reviewing medical statements on file in your district, communicating with families ahead of time and having simple alternatives in stock (for example, rice is a simple substitution for a student who cannot have gluten).
19. *How can we make a special dietary accommodation if we don't currently have a meal modification form for the student, and they don't want to visit their medical provider right now?
- a. Sponsors are required to make meal modifications when the child has a signed medical statement. Meal or food substitutions may be made at a sponsor's discretion for a child with a non-disability medical or other special dietary need. Sponsors are encouraged to work with families to determine the best course of action.

Donation Guidance

1. How should we record food donations?
 - a. If a sponsor receives a food donation, they should record the monetary value of the food donation at fair market value. For public school sponsors, please use as revenue, source code 1920 and as an expense, object code 0630.
 - b. A food donation should be treated like any other purchase. Sponsors must ensure proper food safety protocol has been followed in the handling, processing, storage, shipping and receiving of the product. A best practice would be to include language in the HACCP plan regarding how donations will be handled and to create local processes or procedures on accepting donations. It's also very important to review your entity's donation policy for non-monetary donations.
2. How should we record monetary/cash donations?
 - a. If a sponsor receives a monetary/cash donation, they should record the donation in a different account outside of the nonprofit food service account, Fund 21. Public school sponsors should record the donation under source code 1920. The funds can then be applied to any of the specified obligations (adult meals, delivery fees, student meals, unpaid meal charges/bad debt, etc.).
 - b. It is important to remember, for accounting purposes, that revenue is recognized when the meal is served. All meals served need to tie back to revenue received. For example, depositing a lumpsum into a student revenue account will skew the total by not having the ability to tie back to meals served.
3. *We are receiving donations from our community. Can we use these donations to offset emergency food and labor costs?
 - a. Yes. Sponsors must continue to follow the donation guidance outlined above.

Eligibility

1. We have children who are not area-eligible, can we still serve them meals?
 - a. Yes. With USDA FNS's approval of CDE School Nutrition's area eligibility waiver, all meal sites may operate as open sites and serve meals to anyone 0-18. Sponsors operating sites in non-area eligible locations will have to describe in the sponsor application how they are targeting high-need students with the meal service.
2. If serving in an area that is not area eligible, can we only serve to kids who qualify for free or reduced-price meals?
 - a. With approval of the area eligibility waiver, sponsors operating emergency feeding may serve meals to anyone 0-18 at any approved site. Sponsors operating sites in non-area

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- eligible locations will have to describe in the sponsor application how they are targeting high-need students with the meal service.
3. We have a McKinney-Vento student that just turned 19. Can we still serve that student?
 - a. Yes. The McKinney-Vento Act applies to children and youth age 21 and under, consistent with their eligibility for public education services under state and federal law.
 4. Can we use current free and reduced eligibility data, or do we have to use October count data to determine eligibility?
 - a. Sponsors may use PK-12 data from another month if that qualifies the site. However, with approval of the area eligibility waiver, sponsors operating emergency feeding may serve meals to anyone 0-18 at any approved site, regardless of the site's eligibility. Sponsors operating sites in non-area eligible locations will have to describe in the sponsor application how they are targeting high-need students with the meal service.
 5. How does site eligibility for emergency feeding work in conjunction with sites that participate in the Community Eligibility Provision (CEP)?
 - a. All students attending Provision 2, Provision 3, or Community Eligibility Provision (CEP) schools are considered eligible for meals, regardless of their individual eligibility. These sites are considered area eligible.
 6. Our school will be closed on the CEP count day, how will that work?
 - a. Normally, school districts must calculate the CEP identified student percentage (ISP) using data as of April 1. USDA issued a nationwide waiver on March 26, 2020 that allows flexibility regarding the reporting date. CDE School Nutrition will communicate data reporting guidance to all SFAs in the coming weeks that will determine ISPs and CEP eligibility for the 2020-21 school year. An SFA electing to implement CEP for the 2020-21 school must still make the decision to do so by June 30, 2020.
 7. Can home schooled children receive meals?
 - a. Yes, any child 0-18 can receive a free meal at an open site.
 8. With financial status of families changing quickly during this time, should we promote the free and reduced meal application upon return from emergency feeding?
 - a. Yes, the applications can be found on the [School Meal Eligibility webpage](#).
 9. I serve a very small school that has students that come from two other towns. Can we provide meals to all of these children?
 - a. Yes, an open site may serve anyone 0-18.
 10. A neighboring district needs help feeding kids, can we go into the other district to serve meals?
 - a. If there is a need in the community, you may operate sites in neighboring districts. You would first want to ensure no other organizations are providing meal service in the area, to ensure the site would not duplicate meal service efforts.
 11. *I heard that sites serving immigrant communities can serve 3 meals/day? Can you clarify this and how you verify this?
 - a. Migrant site eligibility is based upon a determination that the site predominantly serves children of migrant workers. The sites operate like area-eligible open or restricted open sites and are reimbursed for meals served to all attending children. The determination of site eligibility based upon migrant status must be updated annually. To confirm migrant status, sponsors must maintain information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.

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Sponsors will select the site type as 'migrant' in the site application and maintain documentation for the required timeframes. If the site also serves non-migrant children, the sponsor must also certify that the site predominantly serves migrant children. Sites serving migrant children can serve up to three meals, or two meals and one snack, per day. Sponsors may serve meals up to 7 days per week.

Food Safety

1. To uphold social distancing, how do you recommend meals be served?
 - a. Sponsors have the flexibility to offer meals in various ways to meet their community's needs. Many sponsors are doing grab and go meals and/or meal delivery. Whatever method chosen, sponsors must develop a food safety plan that protects the health and safety of workers, recipients of meals, and food. Work with your local health department to ensure your plan is in line with current guidance.
2. Do we need a health inspection letter?
 - a. Self-preparation sites that do not participate in other child nutrition programs must request a health inspection from their local health department. CDE School Nutrition recognizes that health inspections may not be a top priority for local health departments at this time. Please contact us to discuss any issues you are facing regarding this requirement.
3. Can we use share tables for children to leave components they might not want, such as milk?
 - a. Share tables may be an option as long as the sponsors determines a process to ensure the safety and health of workers, recipients of meals, and food. Utilize CDE School Nutrition's Share Table [Resource](#) and work with your local health department to ensure your plan is in line with current guidance.
4. What if we have trouble getting food delivered?
 - a. Due to the [Nationwide Meal Pattern Waiver](#), sponsors who are unable to obtain required food components and/or milk can apply for a waiver to serve meals that don't meet traditional requirements. If you are experiencing a disruption to the availability of food products, please contact Jon Padia (padia_j@cde.state.co.us) or Erin Opgenorth (Opgenorth_e@cde.state.co.us). CDE School Nutrition will work with sponsors on a case-by-case basis to address food shortages.
 - b. Sponsors having trouble with food availability may note that the SFSP meal pattern allows sponsors to serve whole grain or enriched grains, allows for any milk fat variety to be served, and does not have vegetable subgroup requirements.
5. Do we need to serve cold meals or can we serve hot meals?
 - a. Sponsors can serve hot and/or cold meals if they have an adequate food safety plan in place.

Mobile Sites and Bus Routes

6. Can we have buses take meals to their local bus stops in rural areas?
 - a. Yes, sponsors can deliver meals. Sponsors must complete a site application for each stop.
7. Are we allowed to deliver meals door to door?
 - a. Yes, delivery can be completed by mail or delivery service, or hand-delivered by school staff, volunteers, community organizations, or others. This option is only available to

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SFA sponsors of school sites due to student confidentiality and logistical requirements. With approval of the area eligibility waiver, all sites are considered area eligible and therefore SFAs may deliver meals to any student regardless of their eligibility status. Sponsors operating sites in non-area eligible locations will have to describe in the sponsor application how they are targeting high-need students with the meal service.

8. How does meal delivery work for area eligible schools?
 - a. Area eligible schools may deliver meals to all students in their eligible area. With approval of the area eligibility waiver, all sites are considered area eligible and therefore SFAs may deliver meals to any student regardless of their eligibility status. Sponsors operating sites in non-area eligible locations will have to describe in the sponsor application how they are targeting high-need students with the meal service.
9. How does meal delivery work for non-area eligible schools?
 - a. With approval of the area eligibility waiver, all sites are considered area eligible and therefore SFAs may deliver meals to any student regardless of their eligibility status. Sponsors operating sites in non-area eligible locations will have to describe in the sponsor application how they are targeting high-need students with the meal service.
 - b. Schools must first obtain written consent from households of students (this could include email or other electronic means) that the household wants to receive delivered meals. In addition, schools should confirm the household's current contact information and the number of students in the household to ensure the correct number of meals are delivered to the correct location.

General COVID-19 Questions

1. What should we do if we have a volunteer or staff member test positive from COVID-19?
 - a. Follow your organization's emergency planning measures to inform the appropriate people in your organization. Work with your local health department to determine appropriate next steps based on current guidance.
2. Is the Pandemic EBT available to families and if so how they can apply for those or who is overseeing that?
 - a. Yes, this is available in Colorado. The Colorado Department of Human Services (CDHS) recently received approval of their Pandemic EBT application and is working to implement the program.

Miscellaneous

1. Will webinar materials be available for download?
 - a. Yes, PDF's of previous webinars and the Q&A document are located on the [Emergency Feeding webpage](#).
2. *I tried to upload a Direct Cert this morning and am getting an error, did something change?
 - a. The Direct Certification module is now working properly. If you still have issues, please contact Free&ReducedPriceSchoolMeals@cde.state.co.us.
3. *Can multiple sponsors serve meals in the same area?
 - a. Sponsors must work together to ensure meal sites do not duplicate services if operating in the same area. If multiple sponsors wish to operate in similar areas, sponsors must ensure the same group of children will not attend both sites.
4. *Who can sign the Daily Meal Count forms?

Meal Service During COVID-19 Questions and Answers

- a. The site supervisor or site staff in charge of that site.
5. *Do menus need to be posted up at each site during emergency feeding?
 - a. It is a best practice to post menus at sites if possible.
6. *Any update on the mask distribution through the Colorado Mask Project?
 - a. CDE School Nutrition has passed all requests to the Governor's committee that is leading the initiative. The project received a large influx of requests and are waiting on additional donations to cover all requests; however, they are prioritizing school districts.
7. *Do we need to display the And Justice For all poster at all sites?
 - a. Yes, the And Justice for All (AJFA) poster must be displayed at all sites and the sponsor's main office. Due to COVID-19, if printed AJFA posters are not available paper copies may be used, and the 2015 poster may be used if the 2019 poster is not available.