**Procedures for Allowing Parents and Guardians to Pick Up Meals for Children**

**Program Integrity Plan for Preventing Duplicate Meals**

**COVID-19 Emergency Feeding Protocol Waivers #5 & #35**

*Instructions: Please edit these procedures to fit your individual school/district needs. Update the highlighted areas to include your individual information and edit/modify/add/delete as needed. When parents pick up meals for children, programs must have a plan to protect accountability and integrity - but that doesn’t mean the policies below are going to work perfectly for everyone. These are just examples. Please feel free to share more best practices for complying with these requirements with us at* *jennifer@lunchassist.org**.*

**Purpose**

To promote and maintain the accountability and integrity of the child nutrition programs, [insert school district] shall institute procedures to ensure that meals are responsibly distributed to parents/guardians of eligible children, and that duplicate meals are not distributed during the COVID-19 outbreak.

If meals are provided for children who are present, then the following procedures do not need to be followed. These are only necessary to ensure program accountability and integrity for meals that are provided directly to parents/guardians when children are not present.

**Policy Reference**

COVID-19: Child Nutrition Response #5 & #35

Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children

**Procedures for Parent/Guardian Meal Pick Up**

In order to ensure meals are provided to the parents/guardians of children 18 and under, [insert school/district] shall implement at least one of the following procedures (select one or both options; customize to your school/district):

❖ Option One: Verbal Confirmation

* When a parent/guardian arrives to pick up meals, the school/district will request the parents say the first and last name of the child(ren) for whom meals are being picked up.
* The program staff shall verbally confirm that children are ages 18 and under.
* Meal counts will continue to be recorded using the daily meal count forms, tally sheets, and/or clicker meal count forms.
* Optional: If parents/guardians request meals for more than [insert # children] children at one time, they may be asked to provide evidence that they have these children, such as showing a student ID or other type of documentation. This maintains program integrity by placing a limit on the number of meals served to parents/guardians who do not have a child present.
* Other, please specify:

❖ Option Two: Paper Log for meals provided to parents/guardians

* When a parent/guardian arrives to pick up meals, the school/district will request the first and last name of the child(ren) for whom meals are being picked up.
* The program staff shall record the first and last names of children for whom meals are provided directly to parents on a daily log. (see sample on page 3).
* The daily log of meals served directly to parents/guardians will be saved as part of the meal count record. This record may be periodically cross-referenced between schools to ensure parents/guardians are not picking up meals at multiple sites in order to support program integrity.
* Meal counts will continue to be recorded using the daily meal count forms, tally sheets, and/or clicker meal count forms.
* Optional: If parents/guardians request meals for more than [insert # children] children at one time, they may be asked to provide evidence that they have these children, such as showing a student ID or other type of documentation. This maintains program integrity by placing a limit on the number of meals served to parents/guardians who do not have a child present.
* Other, please specify:

❖ Option Three: Electronic POS System for Parents/Guardians with at Least One Child Enrolled

* The school/district will utilize a point of sale system to provide meals to parents/guardians with at least one child enrolled in the school/district.
* Parents/guardians who are able to provide the first and last name of at least one child enrolled in the school/district may pick up meals to take home to each of their children ages 18 and under.Program staff shall use the electronic POS to search for at least one of the student names and verify that they are enrolled.
* If the children are not enrolled in the school/district, then program staff shall follow the procedures outlined in “option two” by recording the first and last names of children for whom meals are provided directly to parents on a daily log. The daily log of meals served directly to parents/guardians will be saved as part of the meal count record. This record may be periodically cross-referenced between schools to ensure parents/guardians are not picking up meals at multiple sites in order to support program integrity.
* Meal counts will continue to be recorded using the daily meal count forms, tally sheets, and/or clicker meal count forms (unless the district chooses to record meal counts through the POS).
* Optional: If parents/guardians request meals for more than [insert # children] children at one time, they may be asked to provide evidence that the children are either enrolled in the school or otherwise eligible to receive meals. This maintains program integrity by placing a limit on the number of meals served to parents/guardians who do not have a child present.
* Other, please specify:

**Procedures to Support Program Integrity:** Preventing the Distribution of Duplicate Meals

In order to prevent duplicate meals served to students, [insert school/district] shall implement at least one of the following procedures (add/delete/customize to your school/district):

* In order to minimize the potential that parents and families visit multiple sites per day, the school/district will offer meal services at all locations at the same date(s)/time(s).
* If multiple meal service times are offered, program staff may use the POS system to record meals and prevent duplicate meal services.
* If individuals or community members attempt to go through the line multiple times, staff will provide a verbal reminder that duplicate meals are not allowed.
* Signage will be posted at each feeding site as a reminder to parents/guardians that meals may be picked up only once per day.
* Staff shall receive ongoing training on program integrity procedures.
* Optional: The daily log of meals served directly to parents/guardians will be saved as part of the meal count record. This record may be periodically cross-referenced between schools to ensure parents/guardians are not picking up duplicate meals at multiple sites.
* Other, please specify:

**Miscellaneous Notes/Comments:**

See next page for sample log.

**Sample Log for Meals Provided to Parents/Guardians**

**Child First Name** **Child Last Name** **Optional Comments:**

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