



**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

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San Diego Community College District  
Child Development Lab Centers  
**CACFP Meal Distribution Plan**  
during COVID-19 Closure

**2020-2021**

In response to the USDA Child Nutrition Program Waivers  
Subject: Written Plan for CACFP Meal Distribution during COVID-19 Center Closures  
Date: November 2020

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This Districtwide CACFP Meal Distribution Plan is a requirement of the SDCCD participation in CACFP during the physical closure of the Child Development Centers at San Diego City, Mesa, and Miramar College and the offering of distance learning to all enrolled families. The content provided within this plan meets all state requirements and recommendations.

## Introduction

On March 17, 2020, SDCCD Chancellor Constance Carroll announced the suspension of all campus classes, events, and activities as the colleges transitioned to online learning due to the COVID-19 pandemic. This suspension included the San Diego City, Mesa, and Miramar College Child Development Lab Centers, which then transitioned to distance learning activities. On July 14, 2020, Chancellor Carroll announced the continuation of online learning for Fall 2020 and Spring 2021 for most college programs and activities.

As many school districts closed, serving meals and complying with Child Nutrition programs became challenging. To encourage the continuation of meal service, on March 20-25, 2020 the United States Department of Agriculture (USDA) issued meal waivers as part of the COVID-19 Child Nutrition Response Act. San Diego Community College District proceeded to apply and receive the following USDA Child and Adult Care Food Program (CACFP) waivers:

- Non-congregate Meal Service
- Meal Pattern Waiver
- Monitoring Waiver

CACFP requires programs that receive these waivers to have a written plan/procedure in place and retain accurate records of the meals served under the waivers.

The following guidelines are in place for all three SDCCD Child Development Centers for the 2020-2021 program year. All State, County, and District COVID-19 guidelines apply.

## Meal Benefit Forms

Center staff are required to offer the CACFP to all families enrolled at the centers. For families that choose to participate in the CACFP, a Meal Benefit Forms (MBF) must be completed and signed by the parent/guardian.

To obtain signatures during distance learning, center staff prepare packets that include a variety of documents that must be completed and/or signed by the parent/guardian, including the MBF. Center staff schedule dates and times for parents/guardian to drive into the center designated parking lot where the packets are provided to the parents who complete and/or sign applicable documents. All COVID-19 County, District, and College-specific protocols are followed during this signing process, including staff and parents wearing masks and providing individual pens for parents to use. These are disinfected after each use or given to parents to keep.

Procedures on how MBF's are completed, reviewed, and certified can be found in the SDCCD CACFP Handbook.

## Preparing Weekly Meal Count for Ordering

Center staff maintain weekly contact with families during distance learning. Part of this contact includes offering five days of meals for the enrolled child in a “grab-and-go pick up” system. Families are provided with the days, times, and procedures to pick up their child’s meal packets.

After each family has been contacted or attempted to be contacted, Center staff prepare and complete the order form for the SDCCD food vendor Neighborhood House Association (NHA) Nutrition Services, this form is sent electronically by the required day and time for the meals in the preceding week.

## Weekly Menu

During distance learning, the SDCCD food vendor NHA Nutrition Services continues to prepare and deliver meals to the centers. Weekly menus are prepared and distributed by NHA each Monday. Menus are provided to families during meal distribution or sent via email, text, or on the Center’s webpage.

## Meal Components

Meals are delivered by NHA Nutrition Services in individual prepackaged bags that include five of each meal type: breakfast, lunch, and snack. Meal bags have only dry and refrigerated food (no hot or frozen foods). NHA Nutrition Services and the SDCCD make every effort to ensure meals meet the CACFP required meal patterns for children. However, if circumstances such as a food shortage or delay of grocery delivery, the SDCCD has received the Meal Pattern Waiver to allow for additional options to complete a meal or snack.

## Receiving Meals from Vendor

NHA Nutrition Services delivers prepackaged meals once a week on Mondays. Upon receiving the meal bags, the following procedures are followed:

- Designated center staff member verifies that:
  - the number of meals and snacks ordered are correct
  - the temperature of the food meets the required standards
- The Center staff member signs the Transport Record if meals and snacks are accurate and temperatures meet standards.
- If any discrepancies are found, the Center staff member notes it on the Transport Record before signing. In addition, the Center staff notify the vendor by phone and/or email immediately for correction.
- A copy of the Transport Record is kept at the Center.

## Distributing Meals to Families

The Non-congregate Meal Service waiver allows meals to be taken away from the site and consumed elsewhere. The SDCCD will begin distributing CACFP meals on August 31, 2020, and will follow all County, district and college specific COVID-19 guidelines, including center staff washing hands, wearing face masks and disposable gloves before handling and distributing the meal bags.

Meal bag distribution includes:

- Parents/guardians are instructed to call the Center when they arrive in the designated parking lot (via car) or when they arrive to the front door of the Center.
- Center staff receiving the call notifies the kitchen staff, who then removes a meal bag from the refrigerator.
- Kitchen staff take the meal bag to the center staff, who is at the front office/door and responsible for delivering the meal bag to the family.
- Center staff provide the meal bag to the parent/guardian by either handing the bag to the parent/guardian outside the front door or by walking to the designated parking spot and placing the meal bag in the trunk or back seat of the car.
- Center staff will use the *Weekly Count Form* (Appendix A) to:
  - confirm the eligible child who is receiving the meal bag
  - indicate the date the meal bag was picked up
  - indicate the number of meals provided in the bag
  - write staff initials confirming the distribution of the meal bag

This process continues until all meal bags are distributed or until the meal distribution scheduled time ends.

Distributing meals on a weekly basis and using the *Weekly Count Form* ensures eligible children receive up to 5 days of meals only once per week. This process prevents the duplication of meals to eligible children.

## Excess or Perishable Food

Due to COVID-19 and the Presidential Major Disaster Declaration for California, programs that participate in the USDA Food Programs and have an approved waiver for non-congregate meal service can use or donate their excess or perishable USDA food to nonprofit or charitable organizations such as food banks. Foods donated cannot be claimed as a food loss.

If excess or perishable USDA food is not donated, it must be discarded into the trash. Discarded food is not eligible for CACFP reimbursement.

## Monitoring

The SDCCD remains committed to ensuring CACFP meals and distribution of meals meet the CACFP requirements and the guidelines as written in this plan. The Monitoring waiver allows for monitoring to take place via remote desktop or virtually. The SDCCD may use one of those options and/or conduct the review onsite with all COVID-19 protocols in place, which includes wearing a face covering, temperature check, hand washing, and limiting time in the Center as much as possible.

The SDCCD food distribution monitoring will be conducted in-person by the District following all County, District, and College-specific guidelines. Site visits are pre-approved by the District and College leadership, following all on-site access procedures and protocols and are subject to change pending Districtwide or College specific changes in COVID19 protocols.

The current monitoring visits for the 2020-21 program year are scheduled for:

- December – Announced Visit

- February – Unannounced Visit
- April – Unannounced Visit

Site monitoring will include observation of the “grab-and-go pickup” process and review of any documentation that supports the ordering, delivery, and distribution of meals and participant eligibility.

## CACFP Online Resources

The following link provides more information on the USDA Child and Adult Care Food Program (CACFP)

<https://www.cde.ca.gov/ls/nu/cc/>

The following link provides USDA CACFP resources during COVID-19

<https://www.cde.ca.gov/ls/nu/cnpcovid19guidance.asp#cacfpreqs>

Appendix A

CHILD CARE FOOD PROGRAM  
MEAL COUNT FORM

SAMPLE



<b>CENTER:</b> Miramar College Child Development Center	<b>CLASSROOM</b> Astrogrovers	<b>WEEK OF:</b> November 16, 2020 - November 20, 2020	<b>KEY</b> X Present   B No meal to Record   A Absent
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Child's Name	Child ID	WEEKLY X MEALS Pick-up date	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			WEEKLY		TOTAL
			B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
Campos-Aguirre, Valentina	RG 193	11/16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	S	S	S
Chia, Adeline	561																			
Digenan, Aunella	RG 515	11/18	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	S	S	S
Evans, Innocendo	289																			
Gonzalez, Ian	586																			
Lee, Aiden	610																			
Murieta, Jamie	RG 308	11/19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	S	S	S
Presley, Maya	158																			
Rahimzai, Usra	197																			
Safolhoq, Nazamin	224																			
Sunatullah, Samo	242																			
Total Meals																		15	15	15

(Remember to have 2 staff initials confirming meal counts)

RG  
BH