

Serving Student Meals during COVID-19: A Guide for Administrators

Requirements

- Schools are not required to provide meal service on eLearning days or during school closures.
- Indiana has been approved by USDA for non-congregate feeding, meaning grab and go meals, which are allowed to be distributed by sponsors approved to operate the Seamless Summer Option (SSO), Summer Food Service Program (SFSP), and National School Lunch Program (NSLP)/School Breakfast Program (SBP).
 - View the waiver [here](#).
- Questions about which serving option your school is eligible for? View this feeding options flowchart [here](#) and Frequently Asked Questions [here](#).

Financial Management

- Schools will receive reimbursement based on normal reimbursement rates depending on the program being implemented (i.e. SFSP, SSO, or NSLP).
 - Currently, schools will not receive any additional funding beyond normal reimbursement rates under COVID-19.
- Regulations require schools to comply with the requirements to account for all revenues and expenditures of the nonprofit school food service and to meet the requirements for allowable nonprofit school food service expenditures, even during emergency situations (i.e. COVID-19).

Meals

- At the discretion of food service, up to five days' worth of meals can be distributed.
- Only one meal per child per day is allowed even if multiple meals are being handed out at once.
- If multiple meals are distributed, separate meal counts for breakfast and lunch must be maintained, dated, signed, and marked at the point of service.
- Staff need to follow all of the rules for the respective programs, including production records, menu documentation, civil rights, etc.
- If a school will be providing student meals but not claiming reimbursement under any program and non-Federal funds are used to pay for the meals, following a healthy meal pattern is recommended but not required.

Meal Pattern

- Meal pattern requirements are still required unless the state agency has approved for flexibility due to disruptions to the availability of food products resulting from unprecedented impacts of COVID-19.
- Schools must offer students healthy and nutritious meals that meet the meal pattern and will consist of fruit, vegetables, grains, meat/meat alternates, and milk.

Door to Door

- Door to door delivery is an option for some schools. Delivery could be completed by mail or delivery service, or hand delivered by school staff, volunteers, community organizations, or others.
 - For sites less than 50 percent free and reduced rate, delivery is allowed only for free or reduced households if they have a written disclosure agreement (this could include email or other electronic means).
 - In eligible areas that are 50 percent or greater, household consent to deliver meals is required (this could include email or other electronic means).

Mobile Feeding

- Bus stops or mobile sites are only allowed for schools with a 50 percent or higher free and reduced rate and after receiving approval from the state agency.
- Approved SSO schools with a free and reduced rate lower than 50 percent cannot implement mobile or bus stop feeding.
 - They can only implement door to door delivery for free or reduced households as long as they have a written disclosure agreement from the household and prior approval from the state agency.

Resources

- [IDOE's School and Community Nutrition \(SCN\) COVID-19 Newsletter](#)
- [IDOE's SCN COVID-19 website](#)

Questions? Contact your Field Specialist.