

Guidance on Parent/Guardian Meal Pick Up Summer Food Service Program/Seamless Summer Program Sponsors

A recent USDA waiver enables sponsors to allow parents/guardians to pick up meals and snacks for a child even if the child is not present. This waiver applies to the Seamless Summer Option, the Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP) only.

Please note that sponsors are not required to utilize this waiver. Sponsors are not required to notify the state agency of their intent to offer this flexibility prior to use. However, sponsors may be required to evaluate the use and benefit of this waiver and provide the information to the state agency. If the waiver flexibility is utilized, program operators must maintain accountability and program integrity when meals are distributed to parents/guardians without the child being present. It is necessary to have some demonstration of the child's identity when distributing meals. This guidance is effective immediately and remains in effect until August 31, 2020 or until expiration of the federally declared public health emergency, whichever is earlier.

To maintain program integrity, the Indiana Department of Education (IDOE) recommends the following activities:

Communication at the Point of Service

- Have clear written procedures for meal distribution
- Train all staff to follow the written procedures
- Ensure marketing materials and communication at meal distribution sites clearly indicate meals are for children.
- Ensure marketing materials and communications at meal distribution sites do not openly indicate parents or guardians can pick up meals without the child being present.
- Have signage at the distribution point that includes:
 - The meals are provided only for children 18 years and under.
 - The number of meals/snacks allowed per child per day. This number should be based on the number/type of meals (i.e., breakfast, lunch, supper, snack) that the site is approved to serve per day. For example, only one breakfast and lunch is allowed per child per day.
 - An identifier may be required to validate that meals being distributed are only for children.

Communication to Households

- If sponsors decide to offer this flexibility, households should be notified that meals are only for children 18 years and under.
- Consider using this state agency developed handout at least one time during the meal distribution process. <https://www.doe.in.gov/sites/default/files/nutrition/sfsp-flyer-participant-families.pdf>