

Request to Waive Requirements due to COVID-19
LunchAssist Sample Waiver Template and Sample Language
(Insert District Name)

On March 7, 2020, the California Department of Education (CDE) Nutrition Services Division (NSD) received approval from the U.S. Department of Agriculture (USDA) to allow program operators, in good standing, to serve meals through the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) during unanticipated school closures as a result of the Novel Coronavirus (COVID-19). The waiver allows meals to be served at school and non-school sites, and in a noncongregate setting.

This waiver is effective immediately and enables approved sponsors to allow meals to be taken away from the site and consumed elsewhere, thereby allowing for social distancing.

In order to use this waiver, program operators must submit a request to the CDE. Waiver requests must address the specifics of how the program operator will operate the SFSP or SSO during an unanticipated school closure due to COVID-19.

Answer the questions below utilizing the sample language as you see fit.

Please submit all waivers to the School Nutrition Programs email at SNPINFO@cde.ca.gov.

1. Name of school(s) covered by waiver request:

(list your school names)

2. At what point following school dismissal the meal service would start:

(list start date of meal service as well as planned meal service dates and times)

3. What meal distribution method(s) the institution will use and how the waiver will target the children in the dismissed school(s):

The SFA is requesting to utilize the SSO Meal Pattern for (breakfast and lunch – pick one or both). (If specifically approved for SFSP, then please state that here and change “SSO” to “SFSP”)

The meal distribution method will be (grab n’ go shelf cold meals, hot meals served via food truck or bar-b-que, or other method – please specify).

Meals will be distributed from through a non-congregate setting based in the (parking lot, in front of the school, in a nearby park, or other area such as cafeteria, etc.). Families will (walk up and/or drive-thru, or other – please specify).

Meals will be provided to each student present. Students shall be allowed to take a meal and leave to consume off-site. (If students can take more than one meal – such as lunch for today and breakfast for tomorrow, please specify that here).

All families of children from the dismissed schools will be informed of the meals and targeted via the methods listed in question five, below. All children will be invited to obtain meals during the mealtimes offered at the feeding location. The feeding location will be open to any children under 18 who are interested in obtaining a meal. (edit this section as you see fit)

(Insert other relevant language to describe your meal service plans)

4. **How the meal distribution will target low-income children, if the school does not have 50 percent or more free and reduced-price children enrolled:**

If the school does not have 50% of more free and reduced price eligible children enrolled: The meal distribution will target low-income children through the following methods:

- Banners or Marquees posted outside of the feeding location
- Emails sent to all district families with meal times.
- All call text and phone notification to district families impacted by the school closures.
- Information posted publicly on the District website
- The distribution of a Public Media Release

If the school does have 50% or more free and reduced price eligible students enrolled: The school has more than 50 percent free and reduced-price eligible children enrolled. Please see question five for methods we will use to inform our families of the available meal service.

5. **Methods for communicating with families:**

(Edit, add or delete as applicable to your program):

Banners and/or Marquees posted outside of the feeding location.

Emails shall be sent to all district families with meal times.

Text and “all-call” phone notifications to district families impacted by the school dismissals.

Information posted publicly on the SFA website.

Information posted publicly on the SFA social media accounts.

The distribution of a Public Media Release

6. **How the program operator will ensure proper operation of the program including meal content, meal counts, food safety, and oversight.**

SFA child nutrition services employees will be assigned to staff the program. Menus will be planned according to the (SSO or SFSP) meal pattern. Menu production records shall be completed daily.

Meal counts shall be taken using the SSFO Daily Meal Count Form. All program records will be saved for three years plus the current school year.

Food safety will follow the existing health permit rules and regulations and our existing HACCP plan. Temperature logs will be completed daily. Additional food safety training on personal hygiene will be provided to staff.

Oversight will be provided by the Director of Food/Nutrition Services who meets all USDA Professional Standards requirements.

(Insert, edit, or delete information above as it relates to your specific program operations)