

# Laurel Spring School District Child Nutrition Department

## 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

### Purpose

To promote and maintain the accountability and integrity of the child nutrition programs, Laurel Springs 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, Laurel Spring School District shall implement the following procedures:

#### ❖ 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 [2 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.

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

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

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- 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). **N/A**
- If multiple meal service times are offered, program staff may use the POS system to record meals and prevent duplicate meal services. **N/A**
- 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.

### **Miscellaneous Notes/Comments:**

See next page for sample log.

