

STATE OF COLORADO

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S. Laboratory Services Division
Denver, Colorado 80246-1530 8100 Lowry Blvd.
Phone (303) 692-2000 Denver, Colorado 80230-6928
Located in Glendale, Colorado (303) 692-3090
<http://www.cdph.state.co.us>



Colorado Department
of Public Health
and Environment

CDPHE-CACFP PROCEDURE MEMO #12-04

DATE: June 27, 2012
TO: Child Care Institutions and Adult Day Care Institution Representatives
FROM: Lynne Torpy, R.D., Director
Colorado Department of Public Health and Environment
Child and Adult Care Food Program (CDPHE-CACFP)
SUBJECT: CACFP Guidance on Disaster Response

This memorandum provides guidance to institutions and their sites participating in the Child and Adult Care Food Program (CACFP) on how to respond to situations resulting from damage or disruptions of CACFP operations due to natural disasters.

ELIGIBILITY FOR FREE MEALS AND DISASTER BENEFITS

Children Experiencing Homelessness

Children residing in or evacuated from disaster areas may be determined homeless under the McKinney-Vento Homeless Assistance Act. These children are categorically (automatically) eligible for free meals in the Child Nutrition Programs. A homeless liaison may make the determination of homelessness and provides a list of all children determined homeless due to a disaster situation. The institution or the sponsor must certify these children for free meals.

In cases where a household from a designated disaster area moves in with another household, the homeless liaison may determine the displaced individuals homeless under the McKinney-Vento Homeless Assistance Act. Displaced children and adult participants in CACFP are automatically eligible for free meals in centers, even if they are temporarily residing with another family. The host family may include the displaced family members and any income provided to them when applying for free or reduced price meals.

Institutions and sponsors that require eligibility information can receive certification of the participant's homeless status from the agency that assisted with the evacuation or that is providing shelter. If the child is not residing in an emergency shelter, the institution should have an adult living with the child complete an income eligibility form indicating that the child is homeless. No further information is required to certify the child's eligibility.

Disaster Benefits from the Supplemental Nutrition Assistance Program

Children in households receiving Disaster Supplemental Nutrition Assistance Program (D-SNAP) benefits are categorically eligible for free meals in the Child Nutrition Programs. Certification of these children may be accomplished through direct contact with the SNAP agency or by an application submitted by a household with a case number.

Emergency Shelters in the Child and Adult Care Food Program

Emergency shelters that provide temporary housing to displaced families are eligible to participate in CACFP. Where significant numbers of persons are being temporarily housed, State agencies may designate any appropriate facility as an emergency shelter, and may waive institution application requirements in these situations. When State agencies have designated a facility as an emergency shelter, all children through age 18 may receive up to three free meals (breakfast, lunch, and supper) each day.

An "appropriate facility" may include a school or an institution which, although it is not providing actual shelter, is nevertheless providing meals to displaced families who are being temporarily housed elsewhere, in locations that may not have the means to provide meal services to these temporary residents.

Certification by School Officials

School officials may submit applications on behalf of children they know to be homeless and therefore categorically eligible for free meals. See Part 3 of the Eligibility Manual for School Meals for additional information on this option.

Duration of Eligibility

Children certified for free or reduced price meal benefits because of a disaster situation are no longer *temporarily* approved because households are no longer required to report changes in income or household size. CACFP participants remain eligible for free meal benefits for 12 months.

USING USDA FOODS IN DISASTERS

Please refer to the Food Distribution Program's website for information about using and accounting for USDA Foods in disaster situations: <http://www.fns.usda.gov/fdd/programs/fd-disasters/default.htm>

FLEXIBILITIES THAT REQUIRE CDPHE-CACFP OR FOOD AND NUTRITION SERVICE (FNS) APPROVAL

Child Nutrition Program policies are designed to allow flexibility and support continuation of meal benefits to participants in disaster areas. There are existing flexibilities in meal service requirements and administrative procedures that make it easier for institutions, and sponsors to operate and respond to disaster situations.

Please contact the CDPHE-CACFP office at (303) 692-2330 to request prior approval if any of the modifications to program operations listed below arise at your institution or any of your participating sites due to a natural disaster:

Meal Component and Meal Service

Modification to the time of meal service or the use of offer versus serve; the need to serve meals without milk or with an alternate form of milk, such as canned or dry milk (7 CFR 226.20(e)), if conditions exist that prevent sites from obtaining fluid milk; or if changes to other meal component requirements are needed (7 CFR 226.20 (i)).

Accountability and Verification Procedures

In disaster situations, claims submitted outside of the 60/90-day requirement, as a result of a disaster, might not be subject to the one-time exception for late submissions. Please contact the CDPHE-CACFP office for additional guidance if your institution or participating sites need to reconstruct unsubmitted claims due to loss of current records; or if records required for review purposes, such as paid claims, approved applications and production records, are destroyed due to a natural disaster. When making this notification, please indicate the circumstances and dates of the losses, and the types and approximate age of the records that were lost.

Institutions, and sponsors that are operational, but unable to maintain normal accountability systems, including counting, claiming, and monitoring, must contact the CDPHE-CACFP office to request guidance on how to proceed.

CACFP Site Eligibility

Based on the significant needs of each community, FNS Regional Offices may waive the requirements under CACFP that sponsors document that each site is serving an area in which poor economic conditions exist (7 CFR 226.2). These requirements may be waived for existing

Procedure Memo #12-04

June 27, 2012

Page 4 of 4

eligible sites located in the area damaged by a natural disaster that must relocate to areas that are not eligible based on school or census data.

Please contact the CDPHE-CACFP office at (303) 692-2330 if you have any questions.