

COVID-19 Application Procedures

CHILD AND ADULT CARE FOOD PROGRAM

Attached in this guide are guidelines and procedures to assist Child and Adult Care Food Program (CACFP) operators in submitting applications to operate non-congregate feeding sites during the COVID-19 public health emergency. Below, find links to the specific CACFP Program procedures within this document:

- [Child Care Center \(CCC\)](#)
- [Day Care Home \(DCH\)](#)
- [Adult Day Care \(ADC\)](#)
- [At-Risk Afterschool Care Program](#)

General Overview

Before submitting an application, read the following general guidance pertaining to operating a CACFP COVID-19 site:

- Submitted claims for reimbursement will not be processed until the CACFP Intake Form has been submitted and approved. The form is located at:
<https://form.jotform.com/200895784993071>
- COVID-19 CACFP applications are eligible for approval as early as March 20, 2020.
- The maximum number of meals Contracting Entities (CE)s and their provider applications may claim per child per day remains:
 - **CCC, DCH, and ADC** - Two meals and one snack **or** two snacks and one meal
 - **At-Risk** – Snack and supper
- Meals for one day may be served at the same time.
- Weekend meals may be served if the COVID-19 feeding site is (1) licensed to serve meals on weekends and (2) the site application indicates intent to serve on weekends.
- CACFP sites must ensure that operations are not duplicating the service provided by an Independent School District CE in the area. Processes must be in place to ensure that duplicate meals are not provided.



COVID-19 Application Procedures

CHILD CARE CENTER

Child Care Center Application Procedures

COVID-19 feeding sites based upon an existing approved regular Child Care Center site under your organization's sponsorship require no supporting documentation. When creating a COVID-19 site application, TX-UNPS will generate checklist items for supporting documentation. Enter in the checklist items that the supporting documentation has been submitted to TDA.

COVID-19 Disaster Feeding Site Naming Convention:

All COVID-19 sites must be created as a new site application and be named based on the meal delivery type:

- For sites using Grab and Go, the designation would be CVGG (for example, CVGG ABC Childcare).
- For sites using Home Delivery service the designation would be CVHD (for example, CVHD ABC Childcare).

NOTE: Existing sites that are Child Care Center and At-Risk can only be created as separate CV site types.

NOTE: If the CV site will use both Grab and Go and Home Delivery methods, then a separate CV site must be made to denote each meal delivery method (for example, CVGG ABC Childcare and CVHD ABC Childcare).

TX-UNPS COVID-19 Child Care Center Site Procedure

1. All COVID-19 sites must be created as a new site application.
2. In the CACFP site list, click Add new Site.
3. A site ID is pre-populated.
4. Enter the site name based on meal delivery method as: CVGG Site Name. For example, CVGG ABC Childcare
5. Complete the site application (note: question numbers may vary):
 - A1: check Child Care.
 - A2: Select Tax Status.



COVID-19 Application Procedures

CHILD CARE CENTER

- A3: Select Licensed type in drop down.
- A4: Enter License number, if applicable.
- A5: Enter License effective date, if applicable.
- A6: Enter License expiration date, if applicable.
- A7: Enter License capacity, if applicable.
- A9: Age Range of Participants: Enter ages.
- A10: Answer Yes or No.
- A11: Enter the elementary, middle, or high school a child would attend if he/she lived next door to this center.
- A12: Is site on school campus?
- A13: Attendance Zone Verification: **only for At-Risk.**
- A14-16: Enter street address.
- A17-19: Enter mailing address.
- A20: Choose Affiliated or Unaffiliated.
- A21: Answer Yes or No.
- A22: Date of Pre-Approval: Enter the first date of COVID meal service. The date cannot be prior to initial start date provided in the jotform.
- A23: If unaffiliated site, answer the question.
- B1 -B5: Enter center contact information.
- B6- B10: Enter the Alternate person in charge (if applicable).
- C1. Enter Months of Operation: Only March – June may be checked. Enter Days of operation: Enter the days of the week you intend to serve. If indicating Saturday or Sunday, you must be licensed to serve on weekends.
- C2. Normal hours of operations: Enter the hours meals are being served.
- C3: Child Care Center meals: Enter mealtimes when meals are being served. **Note:** TX-UNPS may only allow snack to be an hour in duration.
- C5 – C6: Do not complete unless this site is based upon an existing approved regular Child Care Center site under your organization's sponsorship.
- C8: Enter any known anticipated closures for this site.
- C9: Select how meals are prepared.



COVID-19 Application Procedures

CHILD CARE CENTER

- C10: Select how meals are served.
 - C11: Check meals that are purchased through a vendor.
 - C12: Answer Yes or No.
 - C13-14: Only answer if C12 is yes.
 - C15-16: Does not apply. Do not answer.
 - D1. Enter enrolled participants.
 - D2. Do not answer.
 - D3. Do not answer.
 - E1. Enter dates: enter the dates as they appear in the currently approved regular Child Care Center site application.
 - Check the certification box. Click Save and finish.
6. Upon completion of all CV site applications, Submit for Approval the Application Packet to initiate the review process.



COVID-19 Application Procedures

DAY CARE HOME

Day Care Home Application Procedures

COVID-19 feeding provider applications based upon an existing approved regular Day Care Home provider application under your organization's sponsorship require no supporting documentation. When creating a COVID-19 provider application, TX-UNPS will generate checklist items for supporting documentation. Enter in the checklist items that the supporting documentation has been submitted to TDA.

COVID-19 Disaster Feeding Provider Naming Convention:

All COVID-19 provider applications must be created as a new provider application and be identified based on the meal delivery type.:

- For provider applications using Grab and Go, the provider application license number would be prefixed with CVGG (for example, CVGG 011111).
- For provider applications using a Home Delivery service, the provider application license number would be prefixed with CVHD (for example, CVHD 011111).

NOTE: If the CV provider application will use both Grab and Go and Home Delivery methods, then a separate CV provider application must be made to denote each meal delivery method.

TX-UNPS COVID-19 Day Care Home Provider Procedure

1. All COVID-19 provider applications must be created as a new provider application.
2. In the CACFP provider application list, click Add Provider.
3. Select the provider license type from drop down menu selection.
4. Enter the provider license number: prefix with meal service delivery type of CVGG or CVHD and then the normal license number. For example, CVGG 011111.
5. Enter the last name of the provider.
6. Enter the first name of the provider.
7. Select Add New Provider to create application.
8. Complete the provider application.
 - 1. Requested Application Effective Date: 3/1/2020 is the earliest date allowable.
 - 4. Enter same information as on existing provider application.



COVID-19 Application Procedures

DAY CARE HOME

- 5. Enter same information as on existing provider application.
 - 6. Enter same information as on existing provider application.
 - 7-11: Enter provider information.
 - 12-16: Enter Day Care Home location address.
 - 17-20: Enter mailing address.
 - 21-27: Enter Alternate Contact Information (optional).
 - 28-31: Enter same information as on existing provider application as applicable.
 - 32. Months of operation are restricted to March through June. Days of operation must be the same as on the existing provider application. If indicating Saturday or Sunday, you must be licensed to serve on weekends.
 - 33-34: Enter hours of operation. Enter Mealtimes. Note: TX-UNPS may allow snack to only be an hour in duration.
 - 35-36: Weekend schedule: Do not enter any information in this section unless the regular application for the provider already had approved weekend meals.
 - 37: Anticipated closures, enter as applicable.
 - 38-40: Enter same info as on existing provider application.
 - 41: Enter the first date of COVID meal service. The date cannot be prior to initial start date provided in the jotform.
 - 42-45: Enter same info as on existing provider application.
 - Check certification box.
 - Click Save to finish.
9. Upon completion of all CV site applications, Submit for Approval the Application Packet to initiate the review process.



COVID-19 Application Procedures

ADULT DAY CARE

Adult Day Care Application Procedures

COVID-19 feeding sites based upon an existing approved regular Adult Care Center site under your organization's sponsorship require no supporting documentation. When creating a COVID-19 site application, TX-UNPS will generate checklist items for supporting documentation. Enter in the checklist items that the supporting documentation has been submitted to TDA.

COVID-19 Disaster Feeding Site Naming Convention:

All COVID-19 sites must be created as a new site application and be named based on the meal delivery type:

- For sites using Grab and Go, the designation would be CVGG (for example, CVGG ABC Adult Day Care).
- For sites using Home Delivery service the designation would be CVHD (for example, CVHD ABC Adult Day Care).

NOTE: If the CV site will use both Grab and Go and Home Delivery methods, then a separate CV site must be made to denote each meal delivery method (for example, CVGG ABC Adult Day care and CVHD ABC Adult Day Care).

TX-UNPS COVID-19 Adult Day Care Site Procedure

1. All COVID-19 sites must be created as a new site application.
2. In the CACFP site list, click Add new Site.
3. A site ID is pre-populated.
4. Enter the site name based on meal delivery method as: CVGG Site Name. For example, CVGG ABC Adult Care.
5. Complete the site application (question numbers may vary):
 - A1: check Adult Care.
 - A2: Select Tax Status.
 - A3: Select Licensed type in drop down.
 - A4: Enter License number, if applicable.



COVID-19 Application Procedures

ADULT DAY CARE

- A5: Enter License effective date, if applicable.
- A6: Enter License expiration date, if applicable.
- A7: Enter License capacity, if applicable.
- A9: Age Range of Participants: Enter ages.
- A10: Answer Yes or No.
- A11: Enter the elementary, middle, or high school a child would attend if he/she lived next door to this center.
- A12: Attendance Zone Verification: do not answer.
- A13-15: Enter street address.
- A16-18: Enter mailing address.
- A19: Choose Affiliated or Unaffiliated.
- A20: Answer Yes or No.
- **A21: Date of Pre-Approval: Enter the first date of COVID meal service. The date cannot be prior to initial start date provided in the jotform.**
- A22: If unaffiliated site, answer the question.
- B1 -B5: Enter center contact information.
- B6- B10: Enter the Alternate person in charge (if applicable).
- C1. Enter Months of Operation: Only March – June may be checked. Enter Days of operation: Enter the days of the week you intend to serve. If indicating Saturday or Sunday, you must be licensed to serve on weekends.
- C2. Normal hours of operations: Enter the hours meals are being served. **Note:** TX-UNPS may only allow a snack to be an hour in duration.
- C3: Regular Meals: Enter mealtimes when meals are being served.
- C5 – C6: Do not complete unless this site is based upon an existing approved regular Adult Care Center site under your organization's sponsorship.
- C8: Enter any known anticipated closures for this site.
- C9: Select how meals are prepared.
- C10: Select how meals are served.
- C11. Check meals that are purchased through a vendor.
- C12: Answer Yes or No.



COVID-19 Application Procedures

ADULT DAY CARE

- C13-14: Only answer if C12 is yes.
 - C15-16: Answer the questions.
 - D1. Enter enrolled participants
 - D2. Do not answer.
 - D3. Answer the question.
 - E1. Enter dates: enter the dates as they appear in the currently approved regular Adult Care Center site application.
 - Check the certification box. Click Save and finish.
6. Upon completion of all CV site applications, Submit for Approval the Application Packet to initiate the review process.



COVID-19 Application Procedures

AT-RISK AFTERSCHOOL CARE PROGRAM

At-Risk Application Procedures

If the COVID-19 feeding site is based upon an existing approved regular At-Risk site under your organization's sponsorship, no supporting documentation is required. When creating a COVID-19 site application, TX-UNPS will generate checklist items for supporting documentation. Enter in the checklist items that the supporting documentation has been submitted to TDA.

Restrictions

The following restrictions apply for COVID-19 At-Risk sites:

- **TDA is prioritizing existing site approvals. New sites will be considered only where no alternative meal service is available. TDA will validate meal coverage prior to consideration.**
- USDA has not waived the Area Eligibility requirement for At-Risk sites. Eligible sites must be located in an attendance area of a school in which 50% or more of the children enrolled are eligible for free or reduced-price school meals.
- If the site is located on a school campus, the CE must provide a District Approval Letter with written confirmation from an authorized ISD representative confirming that the ISD has approved the CE utilizing their campus to provide COVID-19 disaster meals. The approval should be from a district-level authority such as the Child Nutrition Director or Superintendent's office. District-level approvals in email format may be accepted if the sender can be identified as an ISD employee. District approvals in letter format must include a bona fide signature.



COVID-19 Application Procedures

AT-RISK AFTERSCHOOL CARE PROGRAM

COVID-19 Disaster Feeding Site Naming Convention:

All COVID-19 sites must be created as a new site application and be named based on the meal delivery type.

- For sites using Grab and Go, the designation would be CVGG (for example, CVGG ABC Childcare).
- For sites using Home Delivery service, the designation would be CVHD (for example, CVHD ABC Childcare).

NOTE: Existing sites that are Child Care Center and At-Risk can only be created as separate CV site types.

NOTE: If the CV site will use both Grab and Go and Home Delivery methods, then a separate CV site must be made to denote each meal delivery method. For Example, CVGG ABC Childcare and CVHD ABC Childcare.

TX-UNPS COVID-19 At-Risk Site Procedure

1. All COVID-19 sites must be created as a new site application.
2. In the CACFP site list, click Add new Site.
3. A site ID is pre-populated.
4. Enter the site name as: CVGG or CVHD Site Name. For example, CVGG or CVHD ABC Childcare.
5. Complete the site application (question numbers may vary):
 - A1: Check only At-Risk Afterschool Care Center.
 - A2: Select Tax Status.
 - A3: Select Licensed type in drop down.
 - A4: Enter License number, if applicable.
 - A5: Enter License effective date, if applicable.
 - A6: Enter License expiration date, if applicable.
 - A7: Enter License capacity, if applicable.
 - A8: At-Risk Expiration Date: pre-populated at time of site approval.
 - A9: Age Range of Participants: Enter ages.



COVID-19 Application Procedures

AT-RISK AFTERSCHOOL CARE PROGRAM

- A10: Answer Yes or No.
- A11: Enter the elementary, middle, or high school a child would attend if he/she lived next door to this center.
- A12: Attendance Zone Verification: complete information as requested.
- A13-15: Street address: This must be the address where meals are being served.
- A16-18: Enter mailing address.
- A19: Choose Affiliated or Unaffiliated.
- A20: Answer Yes or No.
- A21: Date of Pre-Approval:
 - Existing Sites: Enter the date the application is being completed.
 - New Sites: Enter date when site's agreement was signed.
- A22: Date of Pre-Approval: Enter the first date of COVID meal service. The date cannot be prior to initial start date provided in the jotform.
- A23: If unaffiliated site, answer the question.
- B1 -B5: Enter center contact information.
- B6- B10: Enter the Alternate person in charge (if applicable).
- C1. Enter Months of Operation: Only March - June may be checked.
Enter Days of operation: Enter the days of the week you intend to serve.
- C2. Normal hours of operations: Enter the hours meals are being served.
- C3. Skip this Section. Proceed to C4.
- C4: At-Risk meals: Check Snack and Supper. Enter the start and end times. **Note:** TXUNPS may only allow an hour duration for Snack be entered.
- C5 - C7: Do not complete unless this site is based upon an existing approved regular At-Risk site under your organization's sponsorship.
- C8: Enter any known anticipated closures for this site.
- C9: Select how meals are prepared.
- C10: Select how meals are served.
- C11. Check meals that are purchased through a vendor: If applicable select only Snack and Supper.
- C12: Answer Yes or No.



COVID-19 Application Procedures

AT-RISK AFTERSCHOOL CARE PROGRAM

- C13-14: Only answer if C12 is yes.
 - C15-16: Does not apply. Do not answer D1. Enter enrolled participants.
 - D2. Do not answer.
 - D3. Do not answer.
 - E1. Enter dates:
 - Existing: enter the dates as they appear in the currently approved regular At-Risk site application.
 - New: enter the appropriate dates as prompted. Check the certification box.
 - Click Save and finish.
6. Upon completion of all CV site applications, Submit for Approval the Application Packet to initiate the review process.

