Frequently Asked Questions
Program Year 2022-2023 Operations

Guidance Subject to Change – Check dates for the latest version

Contracting Entities (CEs) must understand and adhere to all applicable requirements of the Child and Adult Care Food Program (CACFP), including the guidance set forth in this FAQ document. All program requirements remain in effect unless specifically waived by USDA and as described in this document. Updates since the previous posting will be highlighted. Click on an individual question in the Table of Contents to navigate to the answer. Please contact your local ESC with any questions.

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1. Are non-congregate, meal service times, and parent pick-up flexibilities available to CACFP operators in Program Year (PY) 2023?

Non-congregate service, meal service times, and no child present/parent pick-up flexibilities are not immediately available to operators during PY 2023, and beginning Summer 2022, all CACFP operators must serve congregate meals according to standard regulations. While there is no definitive "start date" for summer for CACFP CEs that operate year-round, the expectation is that CEs should have begun transitioning to standard operations in June and completed the transition no later than July 1, 2022.

If, however, a COVID-19 outbreak at a day care home, child care center, at-risk center, or adult day care home occurs, TDA may provide these non-congregate flexibilities on a case-by-case basis.

Approval for non-congregate, meal service times, and parent pick-up waivers during SY 2022-2023 will be provided if the CE can meet the following requirements:

- The CE must submit the CACFP - Summer 2022/Program Year 2023 - Non-congregate, Meal Service Times, and Parent Pick-up Request Form.

- Requests must include a start and end date for the waiver. A retroactive start date may be entered.

- Within the form, the CE must provide justification that one of the following COVID-related circumstances is in effect around the site area:
  - Closure of facility due specifically to a COVID-19 outbreak.
  - Mandated quarantine of an entire classroom/select population due to COVID-19 exposure. If quarantine protocols are not in place, waivers cannot be used to feed individual participants who are absent due to being infected with COVID-19 or other reasons. **NOTE:** This circumstance does not apply to open At-risk sites.
  - Justification of non-congregate service based on nutrition staffing issues caused by a COVID-19 outbreak. **NOTE:** Waivers may not be used for routine absences or staff vacancies.
Requesters must provide a plan of how non-congregate meals will be served according to the regulations of the applicable program and a plan for how the waiver will be implemented.

CEs approved for this waiver may only use these waivers for the timeframe requested up to a maximum of 14 days. The CE may resubmit a request after 14 days, but TDA may request more information before approving a second waiver.

Any meals served under a waiver not approved may be disallowed.

2. If approved for non-congregate and meal service time waivers, may I bundle meals during the waivers’ effective dates?

Yes. If operating under both the meal service time and non-congregate waivers as a result of a COVID-19-related incident as described above, CEs may allow children or adult participants to pick up multiple meals at one time, as long as they adhere to the daily maximum number of meals allowed for the Program(s) in which they are participating. CEs may also use a distribution approach that allows children or adult participants to pick up meals for more than one day at a time.

CACFP operators may claim the following meals or snacks for reimbursement per child or adult participant, per day, in the CACFP:

- **CACFP Child and Adult Care**: Up to two meals and one snack, or two snacks and one meal, per child or adult participant, per day.

- **CACFP At-Risk**: Up to one meal and one snack, per child, per day.*

- **CACFP Emergency Shelters**: Up to three meals, per resident, per day.

*CEs that are operating a child care center and At-risk site at the same location must ensure that no participants are receiving more than two meals and one snack daily. At-risk meals served to children who have already received two meals and a snack while in daytime child care must not be claimed.

CEs distributing meals for multiple days may not provide meals for more than one operational week at a time. CACFP operators may distribute meals for Saturday and Sunday consumption if they are approved in TX-UNPS to operate on those days.
CEs must ensure that meal production records are completed for each day that meals are intended to be consumed. Additionally, CEs must maintain documentation that demonstrates that it labeled all meals provided and clearly communicated when those meals are intended to be consumed.

USDA posted CACFP: Providing Multiple Meals at a Time During the COVID-19 Pandemic on its webpage.

3. Under an approved non-congregate waiver, may I distribute meals over multiple days and serve individual components in bulk during the summer and next school year?

Yes. Bulk food items for multiple meal distribution are a COVID-19 flexibility allowed for CEs approved for non-congregate, meal service times, and no child present waivers as a result of a COVID-19-related incident. Bulk food item distribution is a strategy for packaging multiple meals so that like food items are stored together, yet the food items are easily assembled into a meal and require no more than warming to be eaten. **Note that pre-plated, unitized meals are not bulk packaged food.**

Qualities of an **effective** bulk distribution strategy include:

- Package includes a menu describing food items and portion sizes for each meal to be served with simple assembly directions for the meal.
- Students must be provided information that identifies the items that when bundled together meet the requirements of a reimbursable meal.
- Package includes labeled food items requiring only adding water and warming to be served. Microwaving prepared food with room temperature water is acceptable.
- Extra food items are separated and labeled as not part of the reimbursable meal.
- The distribution method meets all applicable food safety regulations.

**Unacceptable** qualities of a bulk distribution strategy include:

- Food items require mixing ingredients for the food item to be edible.
- Food items require chopping, baking, frying, boiling, or roasting to prepare items for serving.
- Raw or partially cooked food items that must be cooked before serving (i.e., raw meat is always unacceptable; raw pre-cut carrots are acceptable).
- Food items held at a temperature or method that is unsafe or prohibited by food safety regulations.
4. Under the approved non-congregate waiver, can CACFP operators deliver meals directly to children or adult participants’ homes?

Yes. If the CACFP operator is approved for a non-congregate waiver, determines there is a need, and it is logistically feasible to deliver meals directly to homes, it may do so with adherence to all federal confidentiality requirements. Delivery could be completed by mail or delivery service, or hand delivered by CACFP staff, volunteers, community organizations, or others. This option is available only to CACFP operators that provide care for enrolled children and adult participants due to confidentiality and logistical requirements. For the At-risk program, home delivery sites require a defined roster of children whose families have agreed to receive home-delivered meals. Only meals delivered to enrolled children or adult participants are reimbursable. The CACFP operator must continue to meet all State or local food safety requirements.

5. What are the requirements for initiating home meal delivery for a household?

Under and approved waiver, CACFP operators must first obtain written consent from households of enrolled children (this could include email or other electronic means) that the household wants to receive delivered meals. In addition, CACFP operators should confirm the household’s current contact information to ensure meals are delivered to the correct location.

It is critical that CACFP operators protect the confidentiality of children and their households throughout this process. The National School Lunch Act and the Family Educational Rights and Privacy Act (FERPA) do not authorize release of household contact information for children without first obtaining the written consent of the child’s parent or guardian. The CACFP operator must make the first contact about meal delivery with the households of enrolled children, and adult participants, and must notify them if contact information will be shared with an external organization (for example, a local non-profit that will provide meal delivery). Once the CACFP operator receives written consent from the parent or guardian to release contact information, the information may be shared with other organizations involved with meal delivery.

6. Do home-delivered meals need to be shelf-stable?

No. The type of meal offered will depend on the resources and capacity of the CE or site. Those that can prepare ready-to-eat meals and have the capacity to deliver meals daily in a way that meets State and local food safety requirements may do so.
In Texas, local health, safety, and sanitation standards may vary depending on where a site is located and how the site is operating. To assist CEs in identifying their local health department, a health inspector locator tool may be found under “Summer Feeding Program Food Safety” on SquareMeals.

CEs must continue to protect the safety of meals served. If possible, CEs should consider whether shelf-stable items may be used when utilizing curbside or home delivery methods.

It is the responsibility of the CEs and sites to contact their local health department to ensure that the latest requirements and standards are implemented.

7. Does the child or adult participant need to be present for home meal delivery?

No. If the CACFP operator has obtained the household’s written consent to deliver meals and has verified the current address, the child or adult participant does not need to be present at the time of delivery. If the meals are shelf stable, no one needs to be present, if the address has been verified. Please consider State and local food safety requirements and best practices.

8. If I deliver meals directly to children’s homes or distribute from an approved non-congregate site, are my transportation and labor costs allowable expenses in CACFP?

Yes. In the event the site meets the criteria described above for requiring a non-congregate waiver, transportation costs related to the delivery of meals is an allowable cost under these circumstances. Transportation costs include labor, equipment, and supplies that are reasonable, necessary, and allocable. CEs must use the actual cost or a mileage rate (allowance) to account for allowable transportation costs.

Note that there is no additional reimbursement for home delivery or mobile meal delivery, but related expenses, such as postage and delivery service fees, would be considered allowable costs. Delivery costs could also be paid with non-program funds, such as private donations.

CEs utilizing a non-congregate waiver must submit a request to TDA that provides adequate justification that a COVID-19 outbreak in the area meets the criteria for non-congregate waiver implementation.
9. **Do I need to maintain separate meal production records to reflect congregate and non-congregate meal service? How do I complete meal production records when providing multiple meals?**

CEs are not required to maintain separate meal production records for congregate and non-congregate meals. One production record can cover both service models as long as the meal production records provide all the required information.

When providing multiple meals, each meal must be recorded on the meal production record on the day of intended consumption. The information recorded on the meal production record must demonstrate the total meal servings planned, served, and leftover. It is not acceptable to complete one meal production record for the day that multiple meals are distributed. CEs must provide records for each day that outlines the components that need to be served to meet the meal pattern requirements.

In all cases, CEs must retain meal production records that demonstrate compliance with the meal pattern and the quantity of food prepared.

10. **With an approved waiver, what are the guidelines for parent/guardian pick-up without a child present?**

If the CE meets the criteria for a parent pick-up waiver, per TDA-established guidelines, when a parent or legal guardian arrives to pick up a meal without a child, the parent or guardian must show proof of guardianship. Preferred methods of proof of guardianship include:

- Official Letter/email from a school listing the children enrolled at the campus
- Student ID cards
- Individual student report cards
- Attendance record from parent portal of the school website
- Birth certificate
- Official letter/email from facility or school listing children enrolled
- Other official ID cards (for example, IDs issued by a child care facility)

Parents/guardians picking up meals at child care centers or day care homes without the child(ren) present may only pick up meals for the child(ren) enrolled at the site. Any meal provided to a parent/guardian for a child not enrolled at one of the above sites may not be claimed for reimbursement. At open At-risk sites where there is no pre-defined enrollment, parents must provide sufficient proof of guardianship as described above.
Legal guardians may also pick up meals for adult participants in CACFP Adult Day Care programs. If the adult participant is not present to pick up the meal, the person who enrolled the adult participant in the program (presumably the legal guardian) may pick up the meal. The legal guardian picking up the meal must show identification that matches their name on the enrollment form that was filled out for the adult participant.

Operators should establish procedures to facilitate this process. For example, once enrollment and proof of guardianship are verified, the CE could issue the parent/guardian a placard or rearview mirror hanger showing the number of meals to be picked up.

To maintain program integrity, sites must inform parents/legal guardians that participants may not receive the same meals from another federally supported feeding site.

11. **Are offsite monitoring waivers available for CACFP operators beginning Summer 2022 and into PY 2022-2023?**

While TDA encourages CACFP operators to return to normal onsite monitoring, offsite monitoring flexibilities are available through June 30, 2023, to ease the administrative burden on Program operators. CEs wishing to use these flexibilities must notify TDA via the CACFP Offsite Monitoring Waiver Opt-In Form, which can also be found on the SquareMeals.org Intake Forms page at: [https://squaremeals.org/FandNRResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx](https://squaremeals.org/FandNRResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx).

Note that only the requirements that reviews be conducted onsite have been waived, not the review requirements themselves.

12. **How does a sponsor conduct a desk audit in place of the onsite monitoring review of a new site?**

CEs must assess the activities they normally do while onsite and determine which of those activities are not possible as a desk audit. To the extent practicable, CEs should continue to use the applicable TDA Review form (H1602 – Adult Day Care; H1606 – Child Care Center; H1606-AT – At-Risk Afterschool Care Center; H1607 – Day Care Home) or alternate, during each desk audit.
To the extent possible, CEs should incorporate technology as part of the desk audit, including video, photographs, and teleconferencing. Many of these technologies are widely available and at no cost.

CEs must thoroughly document the desk audit, including, but not limited to:

- When it was conducted.
- Who the CE interacted with at the site?
- What technical assistance was provided?
- Those areas of the review that could not be completed as part of the desk audit.

Note: All findings will require technical assistance and corrective actions.

13. Are there any meal pattern waivers available in Summer 2022 or PY 2022-2023?

Beginning July 1, 2022, per current guidance, CEs must abide by all meal pattern requirements. Targeted meal pattern waivers expired June 30, 2022. See the next question for flexibilities in the event of a supply chain disruption.

14. Are there any flexibilities in place for sites experiencing a disruption to the supply chain?

Yes. First, CEs experiencing supply chain issues because of the pandemic, such as unanticipated cancellation of food and supply contracts and unexpected substitutions of food products by suppliers, may use emergency procurement processes without submitting a request to TDA via the online request form on SquareMeals. CEs must document proof that the emergency procurement resulted from a pandemic-related supply chain issue and maintain all other supporting documentation usually required when submitting an emergency procurement request. Please refer to the USDA-provided Questions and Answers for Child Nutrition Programs Emergency Procurement Due to Supply Chain Disruptions for more information on emergency procurement options.

Second, USDA issued guidance to TDA to allow discretion before finding any CEs seriously deficient for failing to meet meal pattern requirements because of a supply
chain disruption. During an administrative review, CEs will have to provide documentation proving that the meal pattern deviations resulted from a supply chain issue and that a good faith effort was made to meet the meal pattern (for example, alternate menus, component substitutions) after the disruption occurred.

To assist CEs and sites in these efforts, TDA has developed the *Monthly Record of Meal Pattern Deviations Due to Supply Chain Disruptions Form*, vi in which CEs can document instances when required food components were unavailable due to supply chain disruptions. Refer to the form instructions for more information about how this form is to be used.

CEs must follow normal procurement requirements, including capital purchases, for non-pandemic related goods and services.

15. **Are there any flexibilities in light of the ongoing infant formula shortage?**

Yes. Given the recent infant formula shortages threatening the nutritional quality of meals served to infants in the care of CACFP operators, the Food and Drug Administration (FDA), is temporarily allowing the import of certain infant formula products from abroad.

Per program regulations, infant formula served in the CACFP is creditable if it is iron-fortified (containing at least 1 mg of iron per 100 calories, as prepared); is mixed in the proportions recommended (not diluted); and is regulated by the FDA. On this last point, infant formulas imported into the U.S. as a result of the 2022 FDA Infant Formula Enforcement Discretion Policy have been determined to be nutritionally adequate and safe by the FDA, and thus meet the intent of FDA regulation. Therefore, imported formulas that are iron-fortified and are mixed in the proportions recommended can be included as part of a reimbursable meal in CACFP.

The FDA is permitting the formulas approved for enforcement discretion to be imported to the U.S. until January 6, 2023, and FDA’s continued exercise of enforcement after January 6, 2023 will be made on a case-by-case basis.

- After January 6, 2023, imported formulas are creditable as long as they are available for sale in the U.S. retail market and utilized prior to the formula expiration date.

- TDA will continue to provide guidance and technical assistance as the January 6 deadline approaches.
It is important to note that the mixing instructions on formulas imported from abroad may use the metric system; CACFP operators should be cognizant of this measurement difference and ensure formulas are appropriately and safely mixed.

Best practices for the use of infant formula include:

- Infant formula for CACFP should only be purchased from reputable retailers such as local, regional, or national grocers, pharmacies, or membership-based warehouses. Purchases may be made in-person or online from these retailers.

- For those used to using a specific general brand (one that is not designed for a specialized medical need), it is safe to use different brands as available (Note that it may take some time for an infant to adjust to a new formula; parents may wish to contact their child’s pediatrician with questions about whether the infant is tolerating a particular formula.)

- Homemade infant formulas are not regulated by the FDA and are not creditable under any circumstances in the CACFP.

- Parents may supply the infant formula for the reimbursable meal if this practice complies with State and local health codes. However, parents or guardians cannot donate formula or food they receive through WIC to the center or day care home for general use.

- CACFP institutions may receive donations of food items to meet any component of a reimbursable meal, including formula. However, institutions should be mindful of expiration dates, evidence of potential tampering, and other potential food safety issues when using donated foods in CACFP meals.

- Please notify your ESC if you are unable to procure formula that meets the standards described in this FAQ.

For additional information, refer to the following resources:

- [Questions and Answers Regarding the 2022 Infant Formula Shortage in the Child and Adult Care Food Program](#)
- [Tips for Preparing Imported Infant Formula](#)
16. **What area eligibility flexibilities are available beginning Summer 2022?**

Through June 30, 2023, per the Keep Kids Fed Act, all day care homes previously classified as Tier II will be treated as a Tier I site for the purpose of reimbursement only. Sponsors should continue to correctly identify provider sites by the correct tier on the site application and claim meals in accordance with the regulations associated with each tier. For example, even though Tier II providers are being reimbursed at the Tier I rate, they cannot claim resident children, as those children do not qualify for free or reduced-price meals. Sites relying on area eligibility for Tier I classification must still complete a CACFP Meal Benefit Income Eligibility Form documenting the eligibility of the resident children for free/reduced price meals.

Beyond the reimbursement flexibilities described above for day care home providers, beginning July 1, 2022, **all other CACFP sites** dependent on area eligibility to operate, including CACFP At-risk sites operating in SY 2022-2023, must establish area eligibility according to standard regulations.

17. **How can school data be used to establish area eligibility for Summer 2022 and School Year 2022-2023?**

Sites in the attendance area of a school that qualifies as area eligible will also qualify as area eligible. TDA has updated its [School Data – Area Eligibility Report](#) to indicate the list of area eligible schools.

Normally, new sites or sites renewing their area eligibility status using this school data can establish area eligibility for five years. However, given the lack of eligibility data obtained during SY 2021-2022 due to the pandemic, many schools on the School Data Report relied on **February 2020** data to determine area eligibility.

Therefore, for any sites using this year’s School Data Report to establish area eligibility, if the school you are near shows a data source of “**Feb 2020 NSLP FRP**,” area eligibility based on that school will only be valid for three years, through Summer 2024 or SY 2024-2025. Area eligibility determination using any other school on the report is valid for the standard five years.
18. If a school is not listed on the School Data – Area Eligibility Report, are there any additional flexibilities available for determining area eligibility?

Yes, for Summer 2022 and SY 2022-2023 only, schools that operated the Seamless Summer Option in SY 2021-2022 and did not operate under the Community Eligibility Provision (CEP) can use CEP data to establish area eligibility. Specifically, schools with an Independent Student Percentage (ISP) of 31.25 or greater are considered area eligible for Summer 2022 and SY 2022-2023 only. These schools are not listed on the School Data Report. If you believe a school in your area meets this criterion, please contact your Education Service Center. Note: Any area eligibility determination based on proximity to a school under this flexibility is only valid during Summer 2022 and SY 2022-2023, as applicable.

19. Does the Keep Kids Fed Act provide any financial relief for CACFP operators?

Yes. Any meal and snack served under CACFP will receive a temporary 10-cent reimbursement in addition to the adjusted rates set to go into effect July 1, 2022. This temporary reimbursement will be available through June 30, 2023. The reimbursement rates for 2022-2023 are published on SquareMeals.org at: https://squaremeals.org/Programs/ChildandAdultCareFoodProgram/ReimbursementRates.aspx.

20. In SY 2022-2023, are there any additional flexibilities for At-risk operators other than those described above?

No. At-risk sites must operate according to all regulations once SY 2022-2023 begins. Only in the event of a specific COVID-19 event will At-risk sites be approved to use non-congregate, meal service times, parent pick-up, and/or offsite monitoring waivers.

21. Can I still claim CACFP meals served to young adults at the emergency shelter I operate?

The American Rescue Plan Act authorized the reimbursement of CACFP operators of emergency shelters for meals and snacks served to young adults during the COVID-19 public health emergency. Beginning March 11, 2021, reimbursement at the free rate could be claimed for:

- All reimbursable meals and snacks served to young adults, ages 18 through 24, who reside in an emergency shelter participating in CACFP; and
22. Are the costs of personal protective equipment (PPE) and cleaning and sanitary supplies that are intended to reduce the spread of COVID-19 allowable expenses?

Yes. PPE (e.g., gloves and face masks) as well as cleaning and sanitary supplies are allowable costs during the COVID-19 public health emergency if the purchases are made to support Child Nutrition Program operations. This also includes items such as floor markers and other related products that promote social distancing and other behaviors to reduce the spread of COVID-19. All costs must be documented and adhere to the cost principals in 2 CFR Part 200 (reasonable, necessary, etc.).

23. May funds from the nonprofit food service account be used to purchase bottled water (as an alternative to water fountains and other on-site options) for non-congregate meals served during the COVID-19 public health emergency?

Yes. The purchase of potable bottled water to supplement meals served in non-congregate settings is an allowable cost. Note: Milk must be served as part of each reimbursable meal, and potable water may not be provided as a substitute for milk.

24. Am I required to collect racial and ethnic data at my sites?

Yes. The requirements related to the collection of racial and ethnic data are not waived. CACFP operators must, annually, attempt to gather the race and ethnicity of individual participants attending sites. CEs operating an enrolled site typically gather this information in enrollment forms. Sites that do not have enrollment, such as At-risk sites, must attempt to gather data at least once each school year.

25. Can I use visual observation to determine a participant’s race or ethnicity?

No. Effective May 17, 2021, federal policy prohibits visual observation as an allowable practice for gathering this data; the preferred method is self-identification and self-
reporting. A best practice for this includes obtaining the information from parents or guardians.

26. If a child picks up a meal without a parent or guardian present, must I verbally ask the child to self-identify his or her race and ethnicity? What if a child participant is too young to understand the purpose or nature of the question?

While requesting data verbally is allowable, TDA understands that requesting information verbally may be uncomfortable for staff and for participants. Respect for individual dignity should guide the processes and methods of collecting data on race and ethnicity.

Additionally, TDA discourages asking a child to self-identify their race and ethnicity, as this practice may confuse young children. Obtaining data from parents or guardians is the preferred method of data collection, as parents or guardians can provide accurate information. If a parent or guardian is not present at the time of meal pick-up, or if the parent chooses not to identify, their response may be marked “unknown.” For that reason, TDA does not expect that the number of respondents will equal the number of children at a meal service site. However, TDA expects program operators to continue to capture the data.

TDA has developed a new Collection of Child Nutrition Program Participant Racial/Ethnic Data Prototypes form to assist program operators in capturing racial and ethnic data to the best extent possible. This form is available in the applicable tables on the CACFP Administration and Forms page on SquareMeals.org.

27. What parameters has USDA established for collecting data from parents or guardians?

Parents and guardians may be asked to identify the racial or ethnic group of the participating child/student only after the following has been explained:

- Providing the information is to ensure compliance with USDA nondiscrimination requirements only
- Failure to report the information will not affect the participant’s eligibility for meals.

Program operators of sites that do not require enrollment should choose data collection methods that are easy for adult participants or parents and guardians to use. For this
requirement, parents and guardians of children attending non-enrolled sites are not required to provide the participant’s name. Parents and guardians must not be required to fill out a free or reduced-price meal application for a non-enrolled program.

28. **Is there a grace period during which program operators that have used visual identification in the past can develop other data collection methods?**

Yes. While the requirement to end the practice of visual identification was effective as of May 17, 2021, USDA is providing a grace period through December 31, 2022, for CACFP operators to develop other data collection methods, such as utilizing data from alternative sources in which the respondent has self-identified race or ethnicity, including school databases.

During the grace period, program operators will not receive a finding of non-compliance during reviews; however, it will be noted as an observation and may become a finding if alternative means are not implemented before the end of the established grace period. By January 1, 2023, program operators must have alternative means to capture the data, or they may be issued a finding of noncompliance on their next review.

29. **In absence of good participant data, may I report aggregate racial/ethnic data on potential participants?**

During the grace period that expires December 31, 2022, program operators may report aggregate data on potential participants as they develop resources to acquire individual participant data. After the grace period ends, program operators may only report aggregate data if they have attempted to obtain individual participant data but could not do so. Aggregate data must be specific to the service area of the meal service site.

Examples of sources of aggregate data include:

- Use the Census’ American Community Survey at [https://www.census.gov/programs-surveys/acs/](https://www.census.gov/programs-surveys/acs/) to obtain localized aggregate data on the population to be served.

- Use racial and ethnic data obtained from the National Center for Education Statistics Common Core of Data database at [https://nces.ed.gov/ccd/schoolsearch/](https://nces.ed.gov/ccd/schoolsearch/) to search the specific school on the population to be served.
• Use aggregate school enrollment data to obtain localized data on the population to be served for sites that are operated at the same school or at a site in the attendance area served by a school.

30. **May sites that do not require enrollment, and are operated by a school sponsor, utilize school enrollment data to obtain racial or ethnic data for individual children?**

Yes. Non-enrolled sites operated by a school sponsor may use school enrollment data to obtain the racial or ethnic data for individual children.
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Frequently Asked Questions
Program Year 2022-2023 Operations

i https://app.smartsheet.com/b/publish?EQBCT=ee31a884bfb34987b84acc37cdecf4b2

iii http://squaremeals.org/Programs/SummerFeedingPrograms/SummerFeedingProgramFoodSafety.aspx
iv https://app.smartsheet.com/b/publish?EQBCT=29d5d0a25944e95bf72a8da35d601dd
v https://www.fns.usda.gov/cn/sp23-cacfp18-2021
viii https://www.fda.gov/media/158832/download
ix https://squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/School%20Data%202021%20-%202022.pdf
x https://squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/CACFP_SFSP_Racial-Ethicin_Data_Collection_Form_Prototype_220727.pdf
xi https://squaremeals.org/Programs/ChildandAdultCareFoodProgram/AdministrationForms.aspx