

# Navigating the Application Process for:

1. **Grab and Go/Curbside Pickup,**
2. **Home Delivered Meals, and**
3. **Bus Delivered Meals\***

Due to school closures because of COVID-19, CEs may determine the best distribution method to meet their community needs. **For more information and an extensive FAQ visit:**

[www.SquareMeals.org/CVNSLP](http://www.SquareMeals.org/CVNSLP)

To implement the above methods, CEs must use the guidance provided below when applying:

## Step 1: Complete the Intake Form

- Please complete the intake form below in addition to your TX-UNPS application. This information is required before you can file a claim for the meals served. Schools participating in either SFSP or SSO should complete this form. <https://form.jotform.com/200763789175062>

## Step 2: Complete SSO/SFSP Application in TX-UNPS

- Schools planning to offer meals to students during a closure must start the 2020 SSO/SFSP application as soon as possible in TX-UNPS.
- TDA highly encourages schools to utilize the SSO application when possible.
- When completing the site application, please ensure all sites serving meals due to coronavirus are listed as new sites in the application with the appropriate site designations are used, as noted below.
  - If sites are utilizing the Grab and Go/Curbside Pickup delivery method(s) "CVGG" followed by the site name must be placed on the application.
  - If sites are utilizing the Home Delivered Meals or Bus Delivered Meals method(s) "CVHD" followed by the site name must be placed on the application.
- The preparation site must be recorded as the serving site in TX-UNPS when the CE uses this method.
- Contact [NSLP.bops@texasagriculture.gov](mailto:NSLP.bops@texasagriculture.gov) for more guidance.

## Step 3: TDA Will Review Your Intake Form and Application

TDA will contact you if additional information is need to approve your application. You will receive correspondence via TX-UNPS if the submitted application is approved.



## For All Delivery Methods

# Recommended Materials for Operations

1. All meal components should be placed together in one package.
2. Signs to indicate the following, if applicable:
  - Location of meal pick up and signs for parents/guardians to line up or perform specific actions, for example: staying in their vehicles or for those standing in line to stay 6 feet apart from one another
  - Use chalk, cones, or tape to create visual cues for parents/guardians to assist them in maintaining social distancing and help with having a successful meal service.
5. Clip board with meal count sheets to count meals at Point of Service
6. “And Justice for All” poster displayed prominently
7. “Duplicate Meals” poster displayed prominently (available in this packet).
8. Adequate staff, sites, and/or vehicle (bus, van, car, etc.) to distribute meals
9. Extra cart and portable/folding tables to place additional items needed, if applicable



# Protocols for Grab and Go/Curbside Pickup

## Follow the Below When Serving Meals via Grab and Go/Curbside Pickup Method:

### Grab and Go/Curbside Pickup:

1. Use “drive through” option, if possible, to allow individuals to stay in their cars.
2. Instruct staff on maintaining social distancing by following the steps below to provide meals to those in cars. Remember, signs and cones can be utilized to direct traffic and the driver:
  - Direct cars to stopping point.
  - Signal to individuals in cars to stop.
  - Signal to roll down window.
  - Instruct all individuals to stay inside their car.
  - Ask them to indicate number of children in the vehicle that need meals.
    - **If there are no children in the car, sites may serve the parent if:**
      - 1) The site has completed the No Child Present Intake Form (<https://form.jotform.com/200865693958169>), **AND**
      - 2) The parent has provided proof of child(ren) as described in the “No Child Present Meal Flexibility” one-pager (available in this packet).
  - Signal them to open the back of their car or trunk or have a separate staff member (one who is not handling the meals) to open the trunk
  - Place meal(s) in trunk
  - Have a second staff, or the same previous staff member who opened the trunk, close the trunk or hatch



# Protocols for Home Delivered Meals

## Follow the Below When Serving Meals via Home Delivery Method:

### Home Delivered Meals:

1. Only schools who operate National School Lunch Program/School Breakfast Programs can utilize this meal distribution method.
2. **Children do not need to be present when using this meal distribution method.**
3. Make sure parents/guardians are aware of delivery schedule.
  - Post schedule on website or use a phone service to contact participants.
4. Make sure to account for every delivered meal before leaving current location.



# Protocols for Bus Delivered Meals

## Follow the Below When Serving Meals via Bus Delivery Method:

### Bus Delivered Meals:

1. Post bus delivery routes, stops, and times of delivery on website, or provide frequent communication via flyers, emails, website, robo-calls to district parents, or via local radio stations.
  - Request anyone waiting for meals to maintain social distancing of 6 feet between each individual or family group.
2. Maintain service delivery times as closely as possible to ensure participants will know when to arrive to pick up meals.
3. Once bus arrives at each stop:
  - Set up folding table and any informational items such as the “And Justice for All” posters
  - Ask each person or group how many meals they need to pick up (**refer to the FAQ on [www.SquareMeals.org/CVNSLP](http://www.SquareMeals.org/CVNSLP) for specific guidance on allowed number of meals, meal combinations, and multi-day delivery requirements**).
    - Request that individual or group approach table to pick up meals
    - **If there are no children present, sites may serve the parent if:**
      - 1) The site has completed the “No Child Present Intake Form” - (<https://form.jotform.com/200865693958169>), **AND**
      - 2) The parent has provided proof of child(ren) as described in the “No Child Present Meal Flexibility one-pager” (available in this packet).
  - Repeat for each group receiving meal(s).



**Please Note:**

**All Flyers**

**Mentioned**

**Throughout This**

**Packet are Located**

**After This Page**



# Duplicate Meals are NOT Permitted (NO se Permiten Comidas Duplicadas)

## NOT PERMITTED

Duplicate Meals – Receiving the Same Meal at Both Daycare and School on the Same Day



## NO PERMITIDO

Comidas Duplicadas – Recibir la Misma Comida en Guardería y Escuela el Mismo Día



Food and Nutrition Division  
COVID-19



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

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Updated 03/2020  
[www.SquareMeals.org](http://www.SquareMeals.org)



# No Child Present Meal Pickup Flexibility



In response to current circumstances caused by the COVID-19 outbreak, the U.S. Department of Agriculture has authorized procedures to allow parents/guardians of participants in certain child nutrition programs to pick up meals for their children without the child present.

\*Also applies to guardians of adult participants in CACFP Adult Day Care programs.

## Parents should be informed of what to expect at a meal location:

### 1. Parent/Guardian, check your school or organization's website

- Not all locations provide the option for No Child Present pickup.

### 2. Be prepared to present one of the following:

- Official letter/email from school listing children enrolled
- Individual student report cards
- Attendance record from parent portal of school website
- Birth certificate for children
- Student ID cards

### 3. Be aware some sites can only provide meals to enrolled participants

- A parent may only pick up meals for their child listed on the roster. This applies to many organizations with enrollment requirements; childcare organizations; adult care facilities and certain school locations.

### 4. Parents may not receive meals for other children.

### 5. Each meal provided to parents on behalf of children must be documented by the organization.



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