

Willamina 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, Willamina 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, Willamina School District shall implement the following procedures:

Paper Log for meals provided to parents/guardians

- When a parent/guardian arrives to pick up meals, the school/district will request the first name, last name and age or grade of the child(ren) for whom meals are being picked up.
- The program staff shall record the first and last names of children for whom meals are provided directly to parents on a daily log. (see sample on page 3).
- Students picking up meals from their classroom will be marked on a meal roster.
- 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 and with meal rosters to ensure parents/guardians are not picking up meals at multiple sites in order to support program integrity.
- Meal counts will continue to be recorded using the daily meal count forms, tally sheets, and/or clicker meal count forms.

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

In order to prevent duplicate meals served to students, Willamina School District shall implement the following procedures:

- 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).
- 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.
- Staff shall receive ongoing training on program integrity procedures.
- 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 and distribution sites to ensure parents/guardians are not picking up duplicate meals at multiple sites.

Miscellaneous Notes/Comments:

See next page for sample log.

Example

Willamina School District
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Sample Log for Meals Provided to Parents/Guardians

Summer Food Service Program Meal Count Form
Multiple Meal Distribution

Site Name _____ Meal Type: (Circle all) B L SN SU

Meals in Package	Meal Type B, L, SN, SU	Number of meals in the package	List all intended dates for meals to be consumed
Meal 1	Lunch	1	
Meal 2	Breakfast	1	

Meals Served to Children

(Cross off number as each child 18 years or younger receives a meal package)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195

Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____

Total Meal Packages Served =

Meals in Package	Meal Type B, L, SN, SU	Number of meals in the package		Total Meal Packages Served		Meals to Claim (meals per child x total packages)
Meal 1	Lunch	1	x		=	
Meal 2	Breakfast	1	x		=	

By signing below, I certify that the above information is true and accurate:

Site Supervisor: _____

Signature: _____ DATE: _____