

San Ysidro School District
Child Nutrition Department

**Procedures for Allowing Parents and Guardians to Pick Up Meals for Children
COVID-19 Emergency Feeding Protocol Waiver #5**

Purpose

To promote and maintain the accountability and integrity of the child nutrition programs, San Ysidro School District shall institute procedures to ensure that meals are responsibly distributed to parents/guardians of eligible students, 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

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 enrolled children, San Ysidro 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 form attached be filled out. First and last name of the child (ren) for whom meals are being picked up, along with STUDENT ID
- The program staff will take filled out forms and shall record the first and last names of children for whom meals are provided directly to parents on SYSD POS SYSTEM
- The weekly form 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 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 weekly meal count forms at each distribution day.
- If parents/guardians request meals for more than five children at one time, they may be asked to provide evidence that the children are either enrolled in the school or otherwise eligible to receive meals. This maintains program integrity by placing a limit on the number of meals served to parents/guardians who do not have a child present.

San Ysidro School District
Child Nutrition Department

Procedures to Prevent Distribution of Duplicate Meals and Insure Program Integrity

In order to prevent duplicate meals served to students, San Ysidro School District shall implement at least one of 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 three locations at the same date(s)/time(s). If multiple meal service times are offered, program staff may use the POS system to record meals and prevent duplicate meal services.
- 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.
- 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 to ensure parents/guardians are not picking up duplicate meals at multiple sites.

Please place filled formed on dashboard prior to picking up meals. Please be prepared to hand staff member filled out sheet.

Cut-✂-----

Place on car dash board, hand over to staff when requested

Information Form for Meals Provided to Parents/Guardians

Required each time you pick up meals

Child First Name

Child Last Name

Student ID #
