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

To promote and maintain the accountability and integrity of the child nutrition programs, Huron Academy 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 children 18 and under, Huron Academy shall implement the following procedure:

- Paper Log for meals provided to parents/guardians
  - When a parent/guardian arrives to pick up meals, the school/district will request the first and last name 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.
  - 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 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.
  - 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.
Procedures to Prevent Distribution of Duplicate Meals
In order to prevent duplicate meals served to students, Huron Academy shall implement the following procedure:

- In order to minimize the potential that parents and families visit multiple sites per day, the school/district will offer meal services only at the **Utica location on Tuesdays 1:30-2:00.**
- 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 meals at multiple sites in order to support program integrity.

Thank you
Mark S. Talbot