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HP-2014-10

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Date: June 19, 2014  
To: Iowa Child and Adult Care Food Program (CACFP) Home Sponsors  
From: Suzanne Secor Parker, Consultant, Bureau of Nutrition and Health Services  
Re: Fiscal Year (FY) 2014 Disaster Response  
Effective: Immediately

This memorandum supersedes the Iowa CACFP memo HP-2012-10, Disaster Response and provides an overview of ways the State agency (SA) and CACFP Home Sponsor organizations can respond to situations resulting from damage or disruptions due to natural disasters such as hurricanes, tornadoes, and floods, as well as other exceptional emergency situations, or man-made disasters.

## **ELIGIBILITY FOR TIER 1 MEALS AND DISASTER BENEFITS**

### ***Children Experiencing Homelessness***

Children residing in or evacuated from disaster areas may be determined homeless under the McKinney-Vento Homeless Assistance Act. These children are categorically (automatically) eligible for Tier 1 meals in CACFP. A local school district's homeless coordinator may provide a certified list of children determined homeless due to a disaster situation. The list must include children's names (first and last), date of determination, school district name, school contact person, and phone number.

Displaced children and adult participants in CACFP are automatically eligible for Tier 1 meals in family day care homes, even if they are temporarily residing with another family. The host family may include the displaced family members and any income provided to them when applying for Tier 1 meals.

Home Sponsors can receive certification of the participant's homeless status from the agency that assisted with the evacuation or that is providing shelter. If the child is not residing in an emergency shelter, the Home Sponsor should have an adult living with the child complete an Iowa Eligibility Application indicating that the child is homeless due to a disaster. No further information is required to certify the child's eligibility.

### ***Disaster Benefits from the Supplemental Nutrition Assistance Program (SNAP)***

Children in households receiving Disaster Supplemental Nutrition Assistance Program (D-SNAP) benefits are categorically eligible for Tier 1 meals in CACFP. Certification of these children may be accomplished through direct contact with Department of Human Services (DHS) Food Assistance Program or by an Iowa Eligibility Application submitted by a household with a Food Assistance case number.

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***Duration of Eligibility***

Children certified for Tier 1 meal benefits based on homeless status or receipt of Disaster Supplemental Nutrition Assistance Program benefits, remains in effect for 13 months.

## **FLEXIBILITIES THAT REQUIRE STATE AGENCY OR FOOD AND NUTRITION SERVICE APPROVAL**

Child Nutrition Program (CNP) policies are designed to allow flexibility and support continuation of meal benefits to participants in disaster areas. There are existing flexibilities in meal service requirements and administrative procedures that make it easier for Home Sponsors to operate and respond to disaster situations.

In **all** of the following situations the Home Sponsor must contact the SA in writing to request a waiver on behalf of the home providers affected, or on behalf of the Home Sponsor organization if needed. The SA is responsible for determining approval of waivers, or request approval of the waiver from Food and Nutrition Service (FNS).

### ***Meal Component and Meal Service***

Flexibility is allowed with regard to time of meal service, and use of offer versus served (only for adult participants).

If emergency conditions exist that prevent home providers from obtaining fluid milk, the SA may allow service of meals without milk or with an alternate form of milk, such as canned or dry milk (7 CFR 210.10(m)(2)(i); 7 CFR 225.16(f)(6); 7 CFR 226.20(e)).

If changes to other meal component requirements are needed, CACFP regulations, 7 CFR 226.20(i) allows special variations in the food components of meals, with FNS approval.

### ***Accountability and Verification Procedures***

In disaster situations, the FNS Regional Office is authorized to allow the SA and Home Sponsors to submit claims beyond the 60/90-day requirement. Claims submitted outside of the 60/90-day requirement, as a result of a disaster, are not subject to the one-time exception for late submissions.

A written request is required if a Home Sponsor organization needs to reconstruct claims that have not been submitted due to loss of current records. The SA may approve such a request in consultation with FNS.

When records required for review purposes, such as paid claims and approved Iowa Eligibility Applications, Tier documentation, and provider records, are destroyed, Home Sponsors must submit the following information to the SA:

- circumstances of the losses,
- dates of the losses,
- types of records that were lost, and
- approximate age of the records that were lost.

Home Sponsor organizations that are operational, but unable to maintain normal accountability systems, including counting, claiming, and monitoring, must contact the SA regarding how to proceed. In these situations, the SA must submit a waiver request to FNS for approval.

### ***CACFP Home Provider Eligibility***

Based on the significant needs of each community, the FNS Regional Office may waive requirements under CACFP that Home Sponsors document that a home is serving an area in which poor economic conditions exist (7 CFR 225.6(c)(2); 7 CFR 226.2 (Tier 1 day care home)). These requirements may be waived for existing eligible homes located in the area damaged by a natural disaster that must relocate to areas that are not eligible based on school or census data.

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***Other Exceptional Emergency Situations or Man-made Disasters***

Other exceptional emergency situations or man-made disasters, such as human pandemic or chemical plant explosions, may impact the ability of Home Sponsors and home providers to continue normal Program operations. In this circumstance, FNS may approve flexibilities to accommodate the needs of severely impacted areas. Flexibilities are provided on a case-by-case basis, requiring justification from the SA. Changes to Program operation or administration must be approved by FNS prior to implementation.

Additional information and/or clarification on several topics in this memo will be sent when received.

Call (515-281-3744) or email ([suzanne.secorparker@iowa.gov](mailto:suzanne.secorparker@iowa.gov)) if you have questions.