

**Pennsylvania Department of Education**  
**Division of Food and Nutrition**  
**CACFP Non-Congregate Meal Form for COVID-19 Closures**

- Pre-approval is not required to begin implementing the non-congregate meals. However, to claim meals for reimbursement during this time, sponsors **must** complete this form including all active centers/institutions/ providers. Only list approved sites from the 2019-2020 Sponsor Application Packet.
- Claims will not be accepted for any center/institution/provider that is not listed on the CACFP Non-Congregate Meal Form for COVID-19 Closures.
- Sponsors with greater than 10 sites should contact PDE for a form with additional spaces or discuss other arrangements for collecting this information.
- Once completed, e-mail completed form to RA-CACFP@pa.gov.
- **Forms must be submitted by March 31, 2020.**

**Sponsor Name:**

**Agreement Number (AUN):**

Complete the chart below for each active site under your CACFP sponsorship:

PEARS Site Building Number	PEARS Site Name	Site Is Currently Open or Closed (O or C)	If Closed, Date Site Closed	Will Site Be Serving Non-Congregate Meals (Y or N)	Start Date of Non-Congregate Meal Service	Meal Types That Sponsor Will Serve:		
						<ul style="list-style-type: none"> <li>• May not serve more than 2 meals, 1 snack or 2 snacks, 1 meal</li> <li>• At Risk Program providers may not serve more than 1 snack and 1 meal.</li> <li>• PEARS must accurately reflect meals being served.</li> </ul>		
						Breakfast	Lunch	Supper
						AM Snack	PM Snack	Evening Snack
						Breakfast	Lunch	Supper
						AM Snack	PM Snack	Evening Snack
						Breakfast	Lunch	Supper
						AM Snack	PM Snack	Evening Snack
						Breakfast	Lunch	Supper
						AM Snack	PM Snack	Evening Snack
						Breakfast	Lunch	Supper
						AM Snack	PM Snack	Evening Snack
						Breakfast	Lunch	Supper
						AM Snack	PM Snack	Evening Snack
						Breakfast	Lunch	Supper
						AM Snack	PM Snack	Evening Snack

Submitted by: Name:

Title:

Date Submitted to RA-CACFP@pa.gov: