



CACFP Missing Component Reporting Form

To be used for a day(s) when a component is unavailable

State Agencies have the flexibility to waive the requirements to serve meals that meet the meal requirements during the public health emergency due to COVID-19. NDDPI must approve use of this waiver on a limited case-by-case basis. NDDPI must report to the FNS Regional Office when and where this waiver is in effect and for what food components. The ability to grant meal pattern waivers is effective immediately and remains in effect until **April 30, 2020** or until expiration of the federally declared public health emergency, whichever is earlier. **Please submit the following to Stacie Morowski at smorowski@nd.gov every time a meal pattern variation happens.**

Sponsor: _____ Site _____

Contact Name: _____ Email: _____

I would like to request a waiver on this day(s) _____ to serve meals that do not meet the meal pattern for the following reason: _____

Please provide a detailed explanation of which component was missing/substituted and why.

Milk:

Explain why milk is missing/substituted:

Whole Grains or Grains:

Explain why grain is missing/substituted:

Vegetables:

Explain why vegetables are missing/substituted:

Fruits:

Explain why fruit is missing/substituted:

Meat/Meat Alternates:

Explain why meat/meat alternate is missing/substituted:

If additional space is needed attach another page.

_____/_____/_____
Print Name Signature of Authorized Representative, Title Date

(OFFICIAL USE ONLY)

Approved

Denied: Reason _____

NDDPI Signature, Title

Date

This institution is an equal opportunity provider.