



Alabama State Department of Education Child Nutrition School Programs



Quick Reference Guide

Unexpected School Closures * Emergency Preparedness* Milk Disruptions

Area Specialist Name: _____

Phone Number: _____ Email: _____

Before an Emergency / Unexpected Closure

1. Communicate with district leadership regarding the CNP's role in the local disaster plan and the ability to provide meals through waivers.
2. Have a copy of your district's Disaster Plan including knowledge of whether your school could be used as a shelter.
3. Create a CNP Disaster Plan for staff that includes at least a 1-day menu using foods commonly held in inventory that are easily packed and require minimal preparation and refrigeration. Include food safety instructions for families as needed. Have the plan readily available for staff.
4. Understand using USDA Foods in a disaster.
5. Establish your team/who else will help your staff. Ensure the team is well trained. Have quarterly discussions and training on emergency procedures/plans.
6. Save important numbers in your phone and share them with the team. Setup a call schedule and practice communicating with your team. Make sure you have the numbers at the top of this form easily available.

During an Emergency/ Unexpected Closure

1. Don't panic. Remember lessons learned during the pandemic. Be prepared to pivot when necessary.
2. Notify ALSDE CNP of Closure/ Situation via the unexpected school closure survey or by contacting your area representative.
 - Request waivers & assistance if needed.
3. Utilize emergency plans and adjust as needed.
 - Ask for help, pace yourself and be ready for the unexpected.



**Weather Impacts &
Unexpected School
Closures Survey**

Steps to Request a Waiver (ALL USAGE MUST BE PREAPPROVED BY ALSDE)

1. Complete the Unexpected Closure Waiver Request Form (Click or Scan QR Code) or contact your area representative for assistance.
2. Once approval has been received, your district will be notified, and you may proceed with alternate meal service.
 - Waivers cannot be used for more than 10 days. On day 5, if you think you will exceed 10 days, coordination is required with ALSDE to request an extension from USDA.



**Unexpected
Closure
Waiver
Request**

Available Waiver Options

Virtual Learning (NSLP/SBP)

- **Non-Congregate Meal Service**
- **Meal Service Times**
- **Parent and Guardian Meal Pickup**
- **Offer Versus Serve**
- **Bulk Meals**



**Current Waiver
Availability**

No Virtual Learning (SFSP/SSO)

- **Non-Congregate Meal Service**
- **Meal Service Times**
- **Parent and Guardian Meal Pickup**
- **Offer Versus Serve**
- **Service of Meals at School Sites**



**USDA Foods
in a Disaster**

Milk Disruptions

SFAs notified of milk delivery issues must follow these steps to request permission to serve school meals without milk. ALSDE will approve documented milk disruptions for up to two weeks at a time unless there is a significant reason to extend the period.

1. Obtain documentation from the provider stating the milk disruption and a potential period of time.
2. Complete the Milk Disruption Approval Request Form to serve school meals without milk for the specified period. (Click or Scan QR Code)
3. ALSDE will issue an approval letter for a two-week period. If more time is needed, send a second request.
4. Determine if shelf-stable milk or milk from another provider can be purchased. Ensure the milk bid specifies if off-bid purchases are allowed during disruptions.
5. If the bid language does not support off-bid purchases during a milk disruption, submit an emergency procurement request before buying milk from another provider. (Use Link for Guidance)



**Milk Disruption
Approval Request**



**Emergency
Procurement**

