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MEMO

TO: CHILDCARE PROVIDERS

FROM: Shedron Davis, Executive Director

RE: SPONSOR & CHILDCARE PROVIDERS OPERATIONAL POLICY (CORONAVIRUS/ COVID-19)

DATE: June 10, 2020

As the Corona Virus continues to demonstrate its presence, Alpha & Omega Nutrition Program, Incorporated will continue to develop creative ways to stay engaged with our program participants while keeping everyone safe. As you all know during this time of year we would be planning and preparing for our Mandatory training. This year has brought about many challenges, but we are overcoming all of them one by one. Providers are still required to participate in sponsor training for continued participation, please check your email for our training platform and requirements.

Because of the risk of the rapid spread of the virus in group settings and the need to protect members of our staff and the community from the transmission of this communicable disease, we are making changes to how we operate. Required training will be different this year as our daily operation has also changed. Our office has been closed to the public since March 20, 2020 and will remain closed until further notice.

During our office closure, we will NOT Accept any physical paper from any external sources/providers. Providers must follow the new process until further notice and **SUBMIT REQUIRED PAPERWORK VIA SCAN AND EMAIL ONLY.**

PLEASE ADHERE TO THE FOLLOWING CHANGES LISTED BELOW:

- 1. DO NOT MAIL ANYTHING TO OUR OFFICE.**
- 2. DO NOT DROP ANY PAPERWORK OFF AT OUR OFFICE**
- 3. DO NOT FAX ANYTHING, UNTIL FURTHER NOTICE.**

In addition, if your childcare business is closed and you do not plan to operate in the upcoming months, please let us know, otherwise you are still required to be up to date on all license, inspections and reporting requirements. Providers must provide a monthly update via email to keep sponsor informed of your participation. This information will allow Alpha & Omega to actively access the impact of our CACFP program operation, plan and prepare budget for the PY 2020-2021 program and training materials. We can only include you if you include us in your plans. Sponsors are required to know who is participating under their sponsorship at all times.

Thanks so much for your support and stay healthy!

Revised 6/10/2020