

GUIDELINES FOR THE EXECUTION OF THE NATIONAL SCHOOL FEEDING PROGRAMME (PNAE)

DURING THE EMERGENCY SITUATION ARISING FROM THE
CORONAVIRUS (COVID-19) PANDEMIC



MINISTRY OF AGRICULTURE, LIVESTOCK AND SUPPLY
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PRESENTATION



It is known that food is a social right established in Article 6 of the Brazilian Federal Constitution. Thus, the public authority must adopt policies and actions necessary to promote and guarantee food and nutrition security to the population, as established by Law No. 11,346 of September 15th, 2006 or Law No. 11,346/2006, which creates the National Food Security System.

The World Health Organization (WHO) declared a public health emergency due to human infection by coronavirus (COVID-19), and, therefore, Brazil declared state of public calamity and public health emergency of international importance through Legislative Decree No. 6, of March 20th, 2020.

The Ministry of Health, through Ordinance no. 356, recommended social isolation and quarantine measures, including temporary suspension of the school calendar in the states, aiming to apply urgent actions to prevent, control, and contain risks, damages, and aggravations to public health and avoid spreading the disease.

On April 7th, 2020, Law No. 13,987 was published, which amends Law No. 11,947, of June 16th, 2009 - the legal framework of the National School Feeding Program (PNAE). This amendment serves to authorise the distribution of food items purchased with PNAE's resources to parents or guardians of basic education students enrolled in public schools. This measure will be applied, on an exceptional basis, during the period of suspension of classes due to an emergency situation or public calamity.

The delivery of school feeding was initially designed as a public action to meet the specific agenda of nutritional deficiency, particular to a vulnerable population, and was then consolidated into a State programme.

Thus, school feeding went from a specific, limited assistance action to a universal programme that reaches all students enrolled in the Brazilian public education network.

The universality of reach is one of PNAE's guidelines. Therefore, the right to food to all public school students must be ensured even during suspension of classes, for the proper execution of the PNAE in this exceptional moment.



Planning the contents of the Kit

As per the decisions listed above, while public schools are closed due to the pandemic, the food purchased for PNAE will be distributed to parents and guardians in the form of kits. According to PNAE's legislation and the Federal Council of Nutritionists, designing menus is a private activity of the nutritionist who takes technical responsibility for PNAE and its team of nutritionists.

Thus, these professionals must plan and decide which items should compose the Food Kits.

The team responsible for receiving the food for the Kits must follow the recommendations in Resolution No. 216 of 2004, from the Brazilian Health Regulatory Agency - ANVISA.

IMPORTANT

It is recommended that everyone wears masks, both the team of nutritionists and the collaborators who aid in the process.



What should the school feeding team of nutritionists consider when assembling kits?

1. Check the stock.

Prioritise the stocked foodstuffs with the nearest expiration date in order to avoid waste.

2. Previously plan which meals will be served with the Kit and which items are necessary to prepare them, so that the students can have, at home, meals that are as similar as possible to the ones they would have at school.

3. Observe the nutritional quality of the foodstuffs to be distributed, aiming to supply preferably *in natura* (fresh) or minimally processed food. Avoid supplying food under restricted purchase and do not supply foods under prohibited purchase.

4. Define the per capita amount of each food according to:

a) the student's **age group**;

b) the **number of daily meals** the student would have at school;

c) the **number of days the Kit must supply**, under the local management's criteria.

5. The weekly supply of fresh fruit and vegetable portions must be maintained whenever possible. Give preference to fruits, vegetables, tubers and roots of longer durability.

6. Observe and respect food habits, local culture, and cultural specificities of indigenous and Quilombola (Brazilian maroons) communities.

PLANNING, COLLECTION AND DISTRIBUTION OF FOOD

What should the school feeding team of nutritionists consider when assembling kits?



7. Verify the need to provide food for students with special food needs.

8. Ensure the hygienic and sanitary quality of the food during selection and storage. The items must be properly packaged in the Kit to guarantee protection against contamination.

9. Check the food's expiration date. Distribute those with shorter shelf life first.

10. Receiving the acquired food

a) Check if the quantity and quality of each item are in accordance with those defined in the requisition;

b) Carry out hygienic and sanitary control by verifying the packaging condition and checking the temperature in case there are frozen or refrigerated foods in the Kit.

11. Distribution of foodstuffs:

- a) Define a distribution schedule;
- b) Determine the place for deliveries, calendar, timetables, logistics;
- c) Define the team of professionals who will carry out the distribution.

12. Ensure the participation of School Feeding counsellors in the whole process.



DISTRIBUTION OF KITS

Health Control for Handlers

No matter where the Kits are distributed (students' houses, schools or social assistance network), the local management and nutritionist team must care for the health of all collaborators (handlers, deliverers, and any other involved).

Observe the health of everyone involved in the distribution.



It is worth mentioning the importance of continuously monitoring the health of handlers who are in direct contact with the food to avoid contamination by the new coronavirus or other infectious agents that cause foodborne illnesses.

- Reinforce personal hygiene and precautions when coughing, sneezing, or touching one's face;
- Guide and inform about the infection status and appropriate procedures to control it, monitoring possible symptoms, such as: fever, cough, headache, respiratory symptoms, and remove anyone symptomatic from their functions immediately.
- Ensure the minimum supply of personal protective equipment (PPE), such as caps, masks, and gloves. Similarly, supply hand sanitisers such as soap and 70% rubbing alcohol;
- Pay attention to guidelines and information constantly disseminated by health agencies and class councils.

Sanitation of Premises, Equipment, Furniture and Utensils

It is possible that, when assembling the kits, it becomes necessary to handle *in natura* foods such as raw meats, raw vegetables, cheeses, and others.

In such case, do so separately on a sanitised surface and using sanitised utensils. Wash and sanitise surfaces and utensils after each use.



DISTRIBUTION OF KITS

IMPORTANT

When distributing the kits, it is recommended that guidelines be included for students' families to clean all the products and packages delivered with 70% rubbing alcohol or wash them with soap and water, preferably before they enter their house.

Fruits and vegetables need to soak for 15 minutes in hypochlorinated solution (dilution: 1 tablespoon of bleach for each litre of water), or in water with sodium hypochlorite, as recommended by the manufacturer.

- It is important and recommended that appropriate vehicles (refrigerated trucks) be used for the food distribution, as this ensures safe storage.
- If it is not possible to use proper vehicles, it is recommended that the vehicles be cleaned and often washed inside and outside.
- It is important that the location where the Kits for distribution are stored is sanitised with soap and water (where possible) and finished with 70% rubbing alcohol.
- When sanitisation with soap and water is not possible, it is important to clean frequently (before each new distribution) with hypochlorinated solution (water + bleach in the concentration recommended by ANVISA) or 70% rubbing alcohol.

- The kits' distribution should be under the local management's criteria.
- It is important that the school unit management and the team responsible for the food trace strategies to avoid crowding, choosing a place with enough space and ventilation.
- The delivery strategy must provide minimum contact between distributor and beneficiary, minimum time of stay at the distribution site and, whenever possible, the strategic team must offer areas with sinks and hand sanitisation products such as soap, paper towels, 70% rubbing alcohol, and proper hand sanitisation orientations.



DISTRIBUTION OF KITS

- The school management may choose to distribute food to public facilities, such as community kitchens, popular restaurants, social assistance centres, among others.
- In this case, protocols for distribution of food must be agreed upon with the social assistance network team, considering the care and monitoring of handlers' health, proper personal protection equipment, and sanitisation of the food that will be distributed before the team chooses its destination.
- In case of public facilities that handle, produce and distribute ready-made food, the nutritionist responsible for school feeding must ensure their compliance with the rules on the Technical Regulation on Good Practices for Food Services, approved by ANVISA.
- It is important to clarify and point out that, at any Kit distribution site, the school feeding manager and nutritionist team must certify that students will have access to the food.



A valuable tip!

How to sanitise your hands with soap and water and rubbing alcohol



Total duration of procedure: 40-60 sec.



Wet hands with water



Apply enough soap to cover the surface of your hands



Rub palms against each other



Right palm upon the back of the left hand with interlocked fingers and vice versa



Palms together with interlocked fingers



Back of fingers on opposite palms with interlocked fingers



Wrap right hand around left thumb and rotate, and vice versa



Rub the tips of your right-hand fingers on the left palm in a circular motion, and vice versa



Rinse hands with water



Dry hands with a disposable towel



Use the towel to close the faucet if needed



Now your hands are safe!

SMALLHOLDER FARMING

Acquisitions from Smallholder Farming

As one way to ensure food and nutrition security for basic education students enrolled in the public school system, the law determines a minimum application of 30% of all PNAE resources to smallholder farming products acquisition.

Currently, smallholder farmers, individually or through their organisations (associations and cooperatives), cater the school meals of millions of students, during the 200-day school calendar throughout the national territory.

In addition to providing healthy and diverse food to students, PNAE is one of the most important commercial channels for smallholder production, which generates employment and income for millions of families in rural areas.

Considering the importance of the PNAE to ensure the necessary quality, quantity, and regularity of food for students, and its role as a relevant market for smallholder farmers and their organisations, the Federal Government has been adopting measures to manage the Programme during the current crisis.

The new emergency situation, however, imposes new ways to execute the PNAE, taking into account the diversity of situations in which the Executing Entities operate in the 5,570 municipalities of Brazil, the Federal and state network in the 27 federation units (states).



Managers! Besides ensuring food to students during the suspension of classes, it is crucial to comply with article 14 of Law no. 11,947/2009 regarding the acquisition of foodstuffs from smallholder farming.

How to proceed with existing contracts and new acquisitions from smallholder farming?

The local management may negotiate with suppliers who win bidding processes or public calls to deliver perishable foodstuffs only when classes resume. In this case, the manager must beware of the following:

- **Adopt this measure only** for products that are impossible to stock and distribute in Kits to students' families.
- **Ensure, whenever possible**, the weekly supply of fresh fruits and vegetables, as recommended by the FNDE.
- **Pay attention** to the fact that supplier farmers have a production schedule that was planned according to public calls and that, given the current situation, a possible suspension of delivery of certain foodstuffs may impair their future production and cause losses to all families involved, considering that other commercial channels have also been harmed by this crisis.

It is recommended that contracts signed with smallholder farmers be maintained, respecting the agreed delivery schedule whenever possible. Regarding other delivery conditions, the management (managers or Executing Entities) must negotiate directly with suppliers, provided they do not burden the farmers.

NEW PUBLIC CALLS

It is recommended that the Executing Entities ensure the acquisition of food from smallholder farming, prioritising local purchase.

According to social distancing recommendations, the Executing Entities can carry out new public calls entirely by electronic means, contemplating all stages of the acquisition process and ending with the purchase and sale contract.

How will electronic acquisition work?

1. Food delivery/receipt strategy

Before making the public call, the local management needs to define their strategy for food distribution to students' families - whether it will be at schools, through the social assistance network, or another location to be defined according to their situation, so they may determine how and where supplier farmers must deliver the food.

It is worth noting that logistical costs of packaging must be added to the product's price, as already established by the FNDE guidelines.





MANAGERS, STAY ALERT!

When calculating prices, all inputs (expenses), such as transportation costs, packaging, charges and any other necessity to supply the product must be considered according to the Manual of Acquisition of Smallholder Farming Products for School Feeding available on the FNDE website.

Supplier farmer/organisation: it is extremely important to check the call for the place of delivery, to calculate its logistical cost and evaluate its feasibility according to the prices to be paid.

2. Preparation of public calls

The procedures for preparing the menus, the deadline for receiving sale projects and the form of publication of calls remain the same as the ones adopted for onsite public calls.

However, it is necessary to observe the specifics of the new way of food distribution and processing in the family environment.

NEW PUBLIC CALLS

3. Receiving documentation

The documents to qualify proposals, the sale project and its annexes, as well as sale and purchase contracts may be forwarded digitally to Executing Entities, as long they are provided for in the notice, registered, and formalised in the process.

4. Project analysis and selection

The Executing Entities may analyse received projects through a public call commission, with or without the interested parties. They may also set up mechanisms such as videoconferences to enable remote participation of smallholder farmers and/or their organisations, for example.



Attention!

The Executing Entities must include, in public calls, an electronic address (e-mail) to send the documentation.

5. Publication of Public Call results

The results must be published in the official press and other media, such as social media, accessible to smallholder farmers and their organisations.

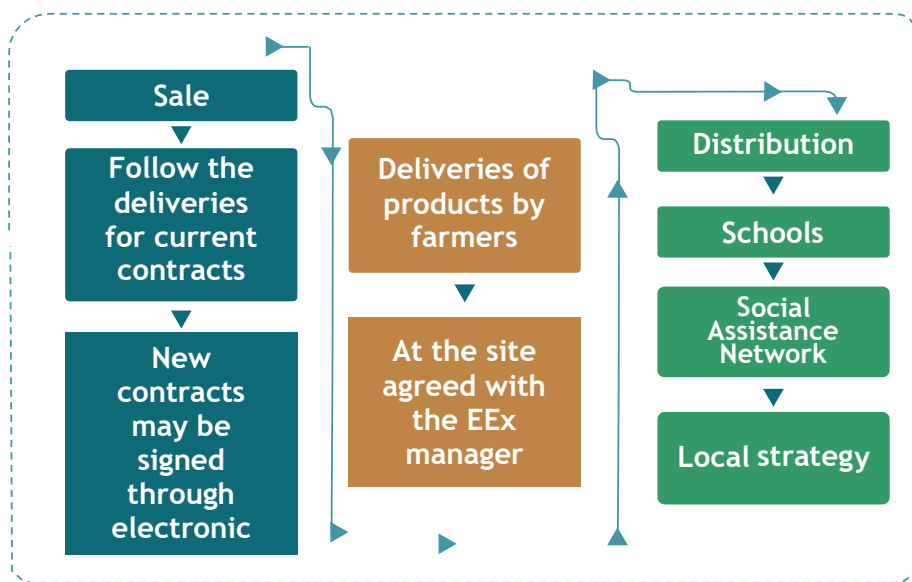
6. For other matters regarding acquisitions from smallholder farming, the current regulations must be followed (Resolution CD No. 26, of June 17th, 2013, and Resolution/CD/FNDE/MEC No. 04, of April 3rd, 2015).

The Executing Entity, together with the Technical Assistance and Rural Extension (ATER) entities present in municipalities and other local partner organisations (representative entities, councils, etc.), must have additional strategies to ensure the participation of indigenous and Quilombola communities in the purchasing processes.

Smallholder farmers, as well as their productive organisations that do not have the electronic means necessary to enable their participation in the online public call process, may seek the support of an ATER Entity, Union or a partner entity to enable it.

NEW PUBLIC CALLS

Step-by-step of PNAE deliveries in times of Covid-19



Accountability

The resources transferred by FNDE to the Executing Entities, within the PNAE framework, will be counted together with the regular transfers for 2020, for the purposes of accounting to be carried out in the following year, according to the rules laid down in Resolution CD/FNDE No. 26/2013.

Thus, it is important to document all details of local management decision-making related to the distribution of foodstuffs within PNAE during the period of suspension of classes.



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