

Unanticipated School Closure SFSP Checklist

Site: _____ Date: _____ Supervisor: _____

Meal Service and Meal Pattern

- A DAILY meal count of all meals (by type) served to children is maintained at this site.
 - If site is 50% or more free/reduced: Daily Meal Count Form, POS system, or Meet Up Eat Up App is used.
 - If site is under 50% free/reduced: student roster or POS system used for enrolled students and Daily Meal Count Form used for non-enrolled children.
- Meals are served to all children regardless of the child's race, color, national origin, sex, age or disability.
- Adult Meals (if offered) are being recorded separately and are not being claimed for reimbursement.
- The Summer Food Service Meal Pattern is being followed.
 - Breakfast – Serve all: 1 cup milk, ½ cup fruit and/or vegetable, 1 grain/bread
 - Lunch/Supper – Serve all: 1 cup milk, 2 fruits and/or vegetables (¾c minimum), 1 grain/bread, 2oz meat/meat alternate
 - Snack - Select 2 of the 4 components: 1 cup milk, ¾ cup fruit and/or vegetable, 1 grain, 1oz meat/meat alternate
- All components are being served for each meal.
- Site is serving a maximum of 2 of the 4 meal services available (Breakfast, Lunch, Snack, Supper). Lunch and Supper cannot be served together, but all other combinations are acceptable.
- The “And Justice For All” poster is on display in a prominent place.
- As a best practice, signage is displayed to the community and includes what meals are served, meal service times, and dates of operation.
- Meal service location is visible and easy to locate. Doors are unlocked if service is inside the building.

Documentation

- Completed Meal Count Forms are kept on file for three years plus the current year.
- Daily production records and menus are maintained and kept on file for three years plus the current year.
- Adult Meals are kept separate and are funded by an outside source.
- All vendor invoices are kept on file.

Food Safety

- Acceptable sanitary procedures are followed during receiving, preparing, holding, and serving meals.
- If the site does not have adequate facilities for holding meals, meals are delivered within one hour of the start of meal service.
- Food temperatures are being taken on-site. Training of staff or volunteers may be necessary.
- Cold food is at or below 41 degrees and hot food is at or above 135 degrees.
- Refrigeration equipment is in good working order and temperatures are being recorded.
- Staff is healthy, no one is working while ill.