

Are staff available to prepare and/or serve meals?

No

Yes

Encourage families to pick up meals at nearby sites open to the community

- Start discussions with surrounding sponsors now
- Determine outreach plan
- Advertise [Kids Food Finder Map](#)

OR

• Work with a nearby sponsor to utilize their staff
• Train other school district staff to prepare and/or serve meals (e.g. admin, teachers)

- Follow sponsor policies
- Hire nearby school district staff as subs

OR

Collaborate with a nearby sponsor to have them set up meal distribution at your sites

The nearby sponsor would prepare, serve and claim meals.

Regular, limited, or alternate staff are able to prepare and/or serve meals

• Provide multiple meals at one time
• Purchase shelf-stable items and assemble back-up meals

- Under the Summer Food Service Program, up to 7 days of meals may be provided
- Food may be provided as unitized meals or in bulk

OR

Contract with a nearby sponsor (e.g. food bank or School Food Authority) or [registered meal vendor](#) for unitized meals (fresh or shelf stable)

If contracting with another sponsor, sponsors must:

- Update child nutrition program application
- Follow steps for [agreement to provide meals](#)

If contracting with a registered meal vendor, sponsors must:

- Update child nutrition program application
- Follow steps for [non-competitive procurement](#)



Meal Service Preparedness Plan Template

Action Items	Considerations	Notes for Action Plan
		What do you plan to do? To whom will you assign the action? Are there deadlines to meet?
Staffing		
Train alternate staff on meal preparation and service	<ul style="list-style-type: none"> ○ Available personnel ○ Training requirements (food safety, meal counting) 	
Collaborate with nearby sponsors	<ul style="list-style-type: none"> ○ Nearby sponsor capacity to set up meal distribution at sites ○ Utilize ACSN regional lists and/or Kids Food Finder Map 	
Hire nearby school district staff as subs	<ul style="list-style-type: none"> ○ Local hiring policy ○ Agreement with nearby school district 	
Menu Planning		
Establish alternate menus	<ul style="list-style-type: none"> ○ Available personnel and food inventory ○ Determine if multiple meals will be distributed at one time ○ Determine if meals will be served unitized or in bulk ○ Request a meal pattern exemption, if needed 	
Purchase shelf stable food items	<ul style="list-style-type: none"> ○ Storage capacity ○ Financial capacity 	
Identify and start conversations with registered meal vendors or nearby sponsors to provide unitized meals	<ul style="list-style-type: none"> ○ Procedures for non-competitive procurement ○ Procedures to enter into an agreement with another sponsor 	
Outreach		
Create outreach plan	<ul style="list-style-type: none"> ○ Effective communication outlets to reach families (email, text, website, social media) ○ Partner with organizations addressing hunger in the community ○ Marketing materials to promote meals this school year are available on the SFSP Outreach Toolkit 	