

SFSP Meals During Unanticipated School Closures

FORM B Checklist



This checklist can be used by SFAs to ensure Step 1 documents are complete before they are submitted to the Office of Child Nutrition for review and approval.

Form B must be completed in addition to Form A if any site has any of these circumstances:

(1) Off-site delivery of meals (Food safety plan needed)

Per MSDH: Food transportation time should be kept to a minimum and foods should be as low risk and easy to handle as possible.

(2) Multiple meals being served at one time

- a. Food safety plan needed (Notes attached to each extra meal sent home)
- b. Demonstrate multiple meals will not be served to same child Examples:
 - On Tuesday, the school may not serve a lunch and a breakfast (for Wednesday morning) and then open for breakfast on Wednesday morning as students could receive 2 Wednesday breakfasts
 - School may not serve Monday and Tuesday lunches at one time and serve lunch to the same students on Tuesday

Per MSDH: Anytime a student picks up a meal for later, it should be labelled for consumption or refrigeration within 4 hours. As the holding temperature for home refrigerators is unknown, MSDH recommends that all unconsumed refrigerated meals be discarded after 48-72 hours.

(3) Serving a site with less than 50% f/r eligibility (must explain how SFA will target known F/R eligible children)

___ Field 2B (District Name) is completed

___ Field 3B (Contact Name) is completed

For each site that meets any of the three criteria listed above:

___ Site Name is completed

___ Alternate Meal Service Type – at least one option is selected

___ Description: Includes detailed information for **each** of the selections made for the site

SFA NAME: _____