

Meal Distribution Off Campus

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

February 2024



Why should you consider Mobile Feeding?

- Reach children in remote areas with limited access to transportation
- Increase participation
- Target areas with high need



- A designated truck or bus follows a specific route to deliver food to areas where groups of children gather, under an approved non-congregate waiver.
- Congress has enacted a permanent option for non-congregate meal services in rural areas where traditional group meal services are not available with an approved non-congregate waiver.

Mobile Meal Service Requires On-Site Consumption Without Non-Congregate Waiver

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- You can operate a Mobile Meal Service, but if you don't have a non-congregate waiver on file, you must provide meals for consumption on site, following congregate feeding regulations.
- Meals are required to be eaten at the distribution site.
- Children are not permitted to approach the van or distribution area, take a meal, and leave the premises.
- Children are allowed to take only one fruit, one vegetable, or one grain item (in accordance with the final rule), provided that all health, safety, and sanitation standards are upheld.
- Taking the entire meal away from the site is not allowed.

- Each mobile distribution location must be individually included in your MARS contract.
- Every distribution stop is deemed an individual satellite location and requires pre-authorization from the Health Department to function.
- The OCN requires the precise route details, including all the stops, their addresses, and the start and end times of distribution at each location.



Eligibility Criteria for Non-School Meal Service Locations 6

To offer meal services at a non-school site or any external location, compliance with one of two conditions is necessary:

1. The site should have been operational last year under the Summer Food Service Program (SFSP), or
2. You must obtain authorization from the health department for this year's operations.

If the site was in operation the previous year and received health department approval, then you can continue its operation without needing a new health inspection.

For a Non-School Site to be operational and registered in MARS, it must either have a history of operating under SFSP or possess a valid health permit from the Mississippi State Department of Health (MSDH).



- Maintaining critical control points is crucial.
- As food is moved to specific sites, managing time and temperature is increasingly vital.
- Site Supervisors need training and proper tools to measure and document the temperatures of food items.
- Pro tip: Make use of your delivery receipts for tracking!

Point of Service

For each mobile meal service location, a designated Point of Service (POS) is essential. The same documentation that supports the distribution of meals is required.

You need a specific system in place at each site to accurately count meals as children receive them. Counts made retrospectively are not valid.

It's not sufficient to tally uneaten meals; the count must occur as children proceed through the service line. We recommend using paper tally forms or a counter for tracking.



MANAGING THE MEAL SERVICE	
SUMMER FOOD SERVICE PROGRAM	
Sample Daily Meal Count Form	
Site Name: _____	Meal Type (circle): B L SN SU
Address: _____	Telephone: _____
Supervisor's Name: _____	Delivery Time: _____ Date: ___/___/___
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]	
First Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60	
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	
121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140	
141 142 143 144 145 146 147 148 149 150	
Total First Meals + [2]	
Second meals served to children:	
1 2 3 4 5 6 7 8 9 10	Total Second Meals + [3]
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10	Total Program Adult Meals + [4]
Meals served to non-Program adults:	
1 2 3 4 5 6 7 8 9 10	Total non-Program Adult Meals + [5]
TOTAL MEALS SERVED = [6]	
Total damaged/incomplete/other non-reimbursable meals + [7]	
Total leftover meals + [8]	
Total of items: [6] + [7] + [8] = [9] (Item [9] should be equal to item [1])	
Number of additional children requesting a meal after all available meals were served: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
By signing below, I certify that the above information is true and accurate:	
Signature _____	Date _____

Monitoring and Updating Average Daily Participation (ADP) in MARS

Average Daily Participation (ADP) reporting is essential and must be submitted to the State Agency through MARS, the online system. When applying, you will estimate the ADP for each site.

Should you observe a variance in ADP after the site commences operation—whether higher or lower than anticipated—it is mandatory to update the ADP in MARS to reflect accurate numbers.

Accurate ADP reporting is critical and will be checked during reviews. Set a reminder to reassess your ADP one week after site launch to verify its accuracy. If discrepancies are found, promptly update MARS.

Remember, this requirement applies to all sites, not just satellite ones. Adjust the ADP in real-time as needed.



Delivery Receipts & Meal Counting ¹⁰

**Summer Food Service Program
Delivery Receipt –Satellite Sites Only**

Central Kitchen Name: _____ Date of Delivery _____
 Site name: _____ Meal Type (please circle one): B L S Snack

To be completed by the Central Kitchen Representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual Serving Size					
Quantity Sent					
Temperature at Central Kitchen					
Time the Food left the Central Kitchen					

Signature of Central Kitchen Representative: _____ Date: _____
By signing you are verifying that all information in the chart above is true.

To be completed by the Site representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity received at site					
Temperature at Site					
Time Received at site					

Signature of Site Supervisor: _____ Date: _____
By signing you are verifying that all information in the chart above is true.

- Every satellite and mobile feeding site must complete and keep daily delivery receipts, which are mandatory in addition to meal count forms.
- This requirement stands even if the food is not delivered but picked up; a filled delivery receipt is still necessary for each site.
- You can either use the State Agency's (SA) provided template or create a custom one to suit your operation. The crucial point is that site supervisors must accurately fill out these receipts daily for each satellite location.

**SUMMER FOOD
SERVICE PROGRAM**
Sample Daily Meal Count Form

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Supervisor's Name: _____ Delivery Time: _____ Date: ____/____/____	
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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60	
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	
121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140	
141 142 143 144 145 146 147 148 149 150	
Total First Meals + (2)	
Second meals served to children: 1 2 3 4 5 6 7 8 9 10 Total Second Meals + (3)	
Meals served to Program adults: 1 2 3 4 5 6 7 8 9 10 Total Program Adult Meals + (4)	
Meals served to non-Program adults: 1 2 3 4 5 6 7 8 9 10 Total non-Program Adult Meals + (5)	
TOTAL MEALS SERVED = (6)	
Total damaged/incomplete/other non-reimbursable meals + (7)	
Total leftover meals + (8)	
Total of items: [6] + [7] + [8] = [9] (Item [9] should be equal to item [1])	
Number of additional children requesting a meal after all available meals were served: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
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Temperature at Central Kitchen					
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Quantity received at site					
Temperature at Site					
Time Received at site					

Signature of Site Supervisor: _____ Date: _____

By signing you are verifying that all information in the chart above is true.



You Need BOTH Delivery Receipts and Meal Counts if you are delivering meals off campus!



The image shows a 'Food Establishment Inspection Report' form from the Mississippi Department of Health. At the top, it asks 'Corrective Action Required: Yes / No' and 'Corrections required by (Date)'. The form includes fields for 'Establishment Name', 'Address', 'City/State', 'Zip', 'County', 'City/Town', 'Street Address', and 'Business'. Below these is a section titled 'FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS' with a sub-heading 'Risk Factors are food preparation practices, food handling, and food service that are most commonly reported in the Centers for Disease Control and Prevention's National Food Safety Inspection System (NFSIS)'. The main body of the form is a checklist of various food safety and health inspection items, each with a corresponding box for a grade (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z). A large green letter 'A' is superimposed over the center of the form, indicating the overall inspection grade. At the bottom, there are fields for 'Date', 'Inspector', and 'Signatures'.

- Health inspections are compulsory for mobile and satellite sites; exemption is not granted.
- Initiate inspection requests for these sites with MDE well in advance.
- Passage of inspection is not guaranteed; timely planning is essential.
- Complete the necessary survey and promptly forward it to Kellye Nelson.



- Key Points for Health Inspection Readiness:
- Identify the site supervisor in charge.
- Ensure availability of running water at the site.
- Disclose the use and storage location of any chemicals.
- Describe methods for maintaining appropriate temperatures for hot and cold foods.
- Please note, this list may not cover all inspection criteria. Please refer to MS Department of Health

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United States Department of Agriculture

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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(800) 256-1005 or (202) 690-7442;

email:
program.intake@usda.gov.

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Form AD-3027 - Revised Print & Revised September 2016

Must be present at each Mobile/Satellite feeding site!



- Ensure a sanitation strategy is in place.
- A handwashing station is mandatory as per Health Department regulations.
- Devise a handwashing solution if no permanent facilities are available, potentially adapting your mobile setup as needed.

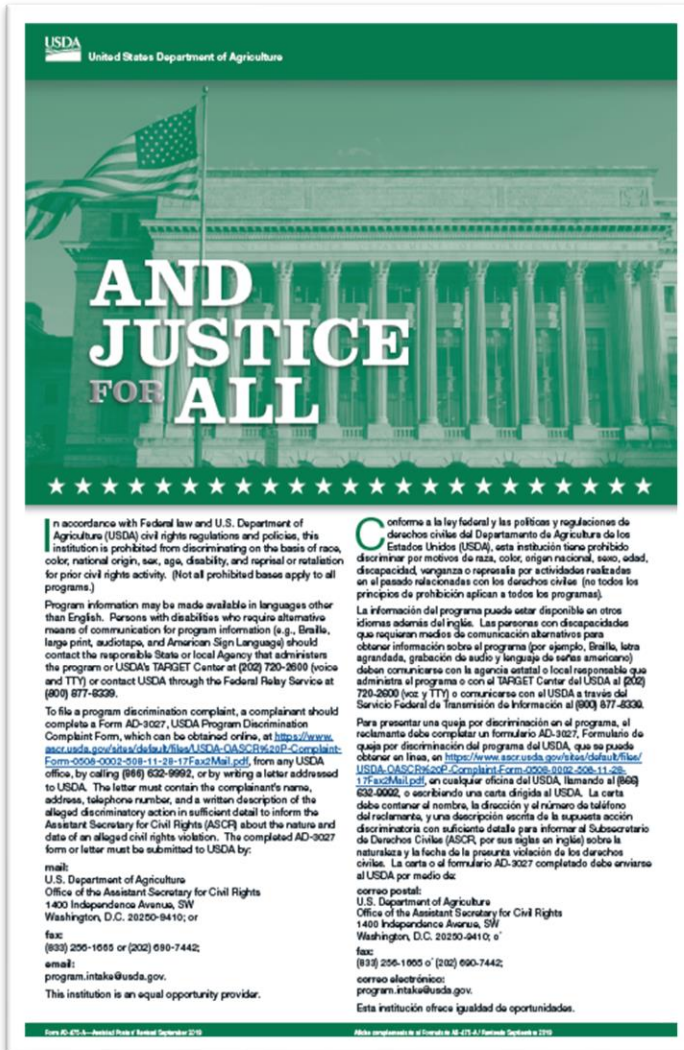


Questions?

Non-Discrimination

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