



Mobile Meal Service Planning and Implementation Checklist

This checklist is designed for operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option who are implementing a mobile meal service model.

Once you have determined that a mobile meal service model is right for your community and your food service operation, utilize this checklist to assist you with the planning and implementation of your program.

Securing Transportation

- What kind of vehicles do you have available? Food service vehicles, buses, white fleet, food trucks, vehicles for rent/lease, etc.
- Who will drive your vehicles? Food service staff, transportation staff, volunteers, other district/school staff, etc.
- Will you need any special licenses or permits? Review insurance coverage, liability etc.
- Are there any district/school policies regarding transportation/vehicles?
- Can you partner with your Transportation Department?
 - If yes, be sure to set clear directions and expectations for transportation staff
- Determine who will pay for mileage, fuel, vehicle maintenance, labor, etc.
- What is the vehicle availability for use with mobile meal services?
 - For example, do the buses also have to transport students so they are only available for meal service from 10am-1pm?

Planning Your Route

- If doing home delivery, obtain written consent (can be via email or other means) from each household wanting to receive delivered meals, confirm contact information, and the number of eligible children in the household to ensure the correct number of meals are delivered to the correct location.

Where to set up bus routes/stops:

- What is the geographic area that you would like to target? Are there areas with high student populations?
- Approximately how many children live in those areas?
- Seek input from your Transportation Department
 - Can you utilize established bus routes/stops?
 - Experienced bus drivers may know where high-need areas are located
 - Can you utilize transportation routing system to create mobile meal routes?
- Consider transit times and proximity to meal preparation site
- Stage stops in locations that are easily accessible and safe for cars, walkers, bikers, etc.
 - Consider traffic flow and avoid having cars impede normal traffic patterns



Mobile Meal Service Planning and Implementation Checklist

This checklist is designed for operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option who are implementing a mobile meal service model.

- Stage stops that are easy for the vehicle you are utilizing to access

When to set up bus routes/stops:

- What time is most convenient for participants? Consider school schedules, lunch breaks, parent pickup, etc.
- Consider how long food is being held, transit times, time spent at each stop, number of vehicles available, staffing, storage capacity, etc.

How to create your route:

- Use Google Docs to collect information from parents, such as addresses, names, quantities of meals, and dates/times of meal delivery/bus stops
- Use this information to create your route using the [MapQuest](#) Route Planner
- If available, utilize the Transportation Department's routing system

Menu Planning & Procurement

- Ensure meal pattern requirements are met (NSLP/SSO or SFSP Simplified)
 - See pages 6-8 for sample menus
- Determine how many meals/days' worth of meals you will provide at one time
 - Submit or revise your [Multiple Day Meal Distribution Plan](#)
 - **Storage capacity of meals in vehicles will drive how many meals you can serve at one time*
- Will you serve hot and/or cold meals?
- Will you serve items that families need to prepare/heat at home?
 - If yes, include instructions for families
- Determine the packaging you will need
- Determine what types of foods are available and/or preferred for your menu:
 - Pre-packaged, assembled and/or prepared/packaged on-site, or a combination of both
 - **Product availability and substitutions will affect your menu*
- Identify delivery lead times or delivery delays that may affect your menu
- Review menu for variety
- Submit a [meal pattern waiver](#) if unable to meet the meal pattern due to one or more of the following reasons:
 - Desired items unavailable for purchase, or purchased items cannot be delivered
 - Access to safe and nutritious food impacted by learning plan/food service model
 - Inability to meet the NSLP meal pattern due to the court ruling



Mobile Meal Service Planning and Implementation Checklist

This checklist is designed for operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option who are implementing a mobile meal service model.

Utilize this chart to compare the pros and cons of serving hot and cold meals in your mobile meal service program.

Meal Service Type: Hot or Cold?		
	Cold Meals	Hot Meals
Food Cost	Variable: While food items for neither hot nor cold meals are inherently more expensive, it may be more difficult for SFAs serving hot meals to fully benefit from bulk food purchasing arrangements.	
Labor	Less expensive: Cold meals are less time-intensive to prepare and can be prepared in advance.	More expensive: Hot meals are more time intensive to prepare and must be prepared daily. Staff require more training to prepare and serve hot meals.
Logistics	Less complex: Meals are easier and less costly to transport (i.e. packed tightly in coolers). Smaller vehicles may be used for transportation.	More complex: Meal delivery requires additional space and more expensive equipment (i.e. hot boxes or pan carriers). Modified/specialized vehicles may be needed for transportation.
Child Preference	Less preferred: Cold meals may seem monotonous (even when varied) and lack sensory appeal for children participating in the program.	More preferred: Participation and retention rates generally increase at sites implementing hot meal service. A hot meal may be the only one a child receives that day and can expose children to a wider culinary range.
Nutritional Value	Same: Both meal types provide an NSLP/SFSP compliant nutritious meal.	
Safety	Less complex: Cold meals may be easier to keep at a safe temperature using coolers, ice packs, and other readily available materials.	More complex: Hot meals may be more difficult to keep at a safe temperature using hot boxes and tray carriers that are more expensive to procure and costly to operate.
Food Waste	More opportunities to reduce waste: Unserved cold food items can be stored for later service if maintained at a safe temperature. Unitized meals must be served as a complete entity and food items not consumed must be discarded or placed on a share table. Offer Versus Serve (OVS) can be used when meals are not unitized, thus producing less waste due to student selection of required food items or components for a reimbursable meal.	Fewer opportunities to reduce waste: Unserved hot food items must be disposed of or given away.

As shown in the table above, there are tradeoffs in any decision to serve hot or cold meals to children as part of your mobile meal service program. You may opt to serve only hot or cold meals in your program, or you may opt to serve a combination of both hot and cold meals across different days, meal sites, or meal types. Be sure to fully consider all factors affecting service when developing your program.



Mobile Meal Service Planning and Implementation Checklist

This checklist is designed for operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option who are implementing a mobile meal service model.

Equipment & Food Safety

- Consider the volume of food that will need to be held
- Will you need equipment for hot foods and/or cold foods? Coolers, insulated bags, etc.
- Consider what is needed to secure food during transport
- Test how food will be packaged and how much food will fit in your available equipment
 - For example, how many meals or bags can fit in each cooler, and how many total coolers are needed to meet the demand for each route
- Consider storage capacity on the vehicle you are using. Will you have enough space for the number of meals you are serving?
- Identify critical control points
- Contact your local health department for guidance
- Ensure you have Standard Operating Procedures for mobile meal service in your Food Safety Plan

What You Need to Have on Route

- And Justice for All Poster* posted on the vehicle for participants to see
- Printed menu
- Heating instructions (if doing frozen/cold foods to be heated at home)
- Route schedule

Point of Service & Meal Counts

- Are you using meal count sheets, check off rosters, or an electronic point of sale?
 - Sample meal counting tracker: [Blue Ridge USD](#)
 - Sample meal counting tracker: [Grand Canyon USD](#)
- Ensure separate meal count sheets are kept for each meal service
 - For example, if you are providing breakfast and lunch for two days at a time, you should have four separate meal counting sheets
- Ensure there is someone available to keep accurate meal counts, and ensure this person is properly trained on meal counting and what the participants need to take to count as a reimbursable meal
- Will parents/guardians of eligible children be permitted to pick up meals without the children present?
 - If yes, submit or revise your [Parent/Guardian Pickup Waiver](#)



Mobile Meal Service Planning and Implementation Checklist

This checklist is designed for operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option who are implementing a mobile meal service model.

Communications & Marketing

- Determine your method of communicating with households
 - Letters
 - Phone calls/robo-calls
 - Messaging apps (i.e. [WhatsApp](#))
 - Social media
 - District website
 - Banners in high traffic areas
 - School kiosks
 - School administrators include in school newsletters and other school based communications
 - Press releases for local media coverage
 - Local radio
- Determine frequency of communication (e.g. daily, weekly)
- Include menus and photos of meals in your communication
- Work with the Communications Department to assist with marketing and branding your program
- Identify local “champions” who can help get the word out: parents, teachers, school administrators, or other trusted members of the community
- Use [Canva](#) to create marketing templates (create a free account)

Additional Plans for Implementation

- Identify start date
- Identify mobile meal service operational assignments (bus route/meal service staff, meal assembly staff, cleaning/disinfecting of equipment, etc.)
- Determine estimated participation by route
- Determine estimated total daily meal needs to create meal assembly plans
- Will meals be assembled the day of, the day before, the week before, etc.?
 - **Will depend on storage and staffing availability*
- Determine bus loading process—How long will it take, location, order of loading, etc.

Adapted from [No Kid Hungry's SFSP Mobile Meals Toolkit](#) and in partnership with the Arizona School Nutrition Programs Advisory Council.

SIMPLIFIED LUNCH MENU

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan
*Italian Sandwich (2 oz Grain) (2 oz MMA)	*Grilled Cheese (2 oz Grain) (2 oz MMA)	*Hamburger w/ WG Bun (2 oz Grain) (2 oz MMA)	*Turkey Club Sandwich (2 oz Grain) (2 oz MMA)	*PB&J Uncrustable (2 oz Grain) (2 oz MMA)	*Chicken Teriyaki w/ WG Rice (2 oz Grain) (2 oz MMA)	*Chili Cheese Tater Wedges w/Crackers (3) (2 oz Grain)-Crackers (2 oz MMA)-Chili & Cheese
Applesauce 1/2c	Apple Chips 1/2c	Applesauce 1/2c	Craisins 1/2c	Diced Pear 1/2c	100% Orange Juice 1/2c	Peaches & Strawberries 1/2c
Half Pickle 1/2c	Carrot 1/4c	Ranch Garbanzos 1/2c	Broccoli 3/4c	Carrot 1/4c	Carrot 1/4c	Tater Wedges 3/4c (in bowl)
1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk
<i>Mustard</i>		<i>Ketchup</i>	<i>Mustard</i>			

SEAMLESS LUNCH MENU K-8

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan
*Italian Sandwich (2 oz Grain) (2 oz MMA)	*Grilled Cheese (2 oz Grain) (2 oz MMA)	*Hamburger w/ WG Bun (2 oz Grain) (2 oz MMA)	*Turkey Club Sandwich (2 oz Grain) (2 oz MMA)	*PB&J Uncrustable (2 oz Grain) (2 oz MMA)	*Chicken Teriyaki w/ WG Rice (2 oz Grain) (2 oz MMA)	*Chili Cheese Tater Wedges w/Goldfish Crackers (2 oz Grain)-Crackers (2 oz MMA)-Chili & Cheese
Applesauce 1/2c	Apple Chips 1/2c	Applesauce 1/2c	Craisins 1/2c	Diced Pear 1/2c	100% Orange Juice 1/2c	Peaches & Strawberries 1/2c
Whole Pickle 3/4c	Carrot 1/2c	Ranch Garbanzos 1/2c	Broccoli 3/4c	Veggie Juice 1/2c	Carrot 1/2c	Potatoes 3/4c (in bowl)
	Celery 1/4c	Carrot 1/4c		Carrot 1/4c	Celery 1/4c	
1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk	1% white or fat free chocolate milk
<i>Mustard</i>		<i>Ketchup</i>	<i>Mustard</i>			

Thanksgiving Break 2020 Lunch Menu

Thursday: Tostadas de Pollo con crema	Friday: Tacos de Pollo	Saturday: Chicken Quesadillas	Sunday: Chicken Salad
3 oz. chicken (protein)	3 oz. chicken (protein)	3 oz. chicken (protein)	3 oz. chicken (protein)
2 corn tortillas (grain)	2 corn tortillas (grain)	2 corn tortillas (grain)	2 corn tortillas strips (grain for toppings)
lettuce/tomato/salsa (veg)	lettuce/tomato/salsa (veg)	lettuce/tomato/salsa (veg)	lettuce/tomato/zucchini/salsa (veg)
crema (condiment)	crema (condiment)		mayo (condiment)
apple juice (fruit)	orange (fruit)	apple juice (fruit)	orange (fruit)
chocolate milk	chocolate milk	chocolate milk	chocolate milk

Ingredient Box: Each box includes all ingredients to make the 4 meals OR one big meal. Protein will be packaged all together. It will include fresh whole vegetables and fruits and milk/chocolate-milk portions as well.

- Ingredients**
- 12 oz. of cooked frozen chicken
 - 8 tortillas
 - 1 tomato
 - 1 lettuce
 - 1 crema
 - 1 salsa
 - 4 oz cheese

Single meal ideas mentioned above
OR

Big meal recipes ideas:

1. Chicken fajitas tacos
 - A. Thaw chicken and sauté with chopped zucchini, onion and tomato. Serve in warm tortillas, top with shredded lettuce and crema, add salsa if desired. Eat with fruit and milk
2. Chicken tortilla bake
 - B. Mix crema with cheese and desired condiments. Warm tortillas and thaw chicken. Alternate layers of chicken, tortillas and the crema mixture. Bake at 350 for 15 min until cheese melts. Serve with a side salad. Eat with fruit and milk



Thanksgiving Menu Breakfast

<p>Thursday: Banana mini pancakes, vanilla Greek yogurt, orange and milk</p>	<p>Friday: Two egg patties, one sausage patty, cheese string, apple juice and milk</p>	<p>Saturday: Crispy Waffle, syrup, vanilla Greek yogurt, orange and milk</p>	<p>Sunday: Whole grain cereal, milk, apple juice, cheese string</p>
---	---	---	--

