

RURAL NON-CONGREGATE MAIL DELIVERY



OFFICE OF
SCHOOL AND COMMUNITY
NUTRITION PROGRAMS
VIRGINIA DEPARTMENT OF EDUCATION

SUN 
MEALS TO-GO

RURAL NON-CONGREGATE MAIL DELIVERY

PANEL DISCUSSION



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MEALS TO-GO

OBJECTIVES

Understand the federal requirements governing the rural non-congregate mail service flexibility.

Learn best practices from the VDOE and program experts.

Walk away with practical next steps for offering mail delivery in your communities this summer.







Rural Areas

SFSP and SSO sponsors in rural areas may operate non-congregate meal services in areas that do not have congregate meal services.

What is non-congregate meal service?



Rural Areas

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Multi-Days Meals

Children may receive up to 10 days worth of meals. Bulk food items may provide up to 5 days work of meals.



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Delivery & Pick-Up

Meals may be picked up or delivered to homes.



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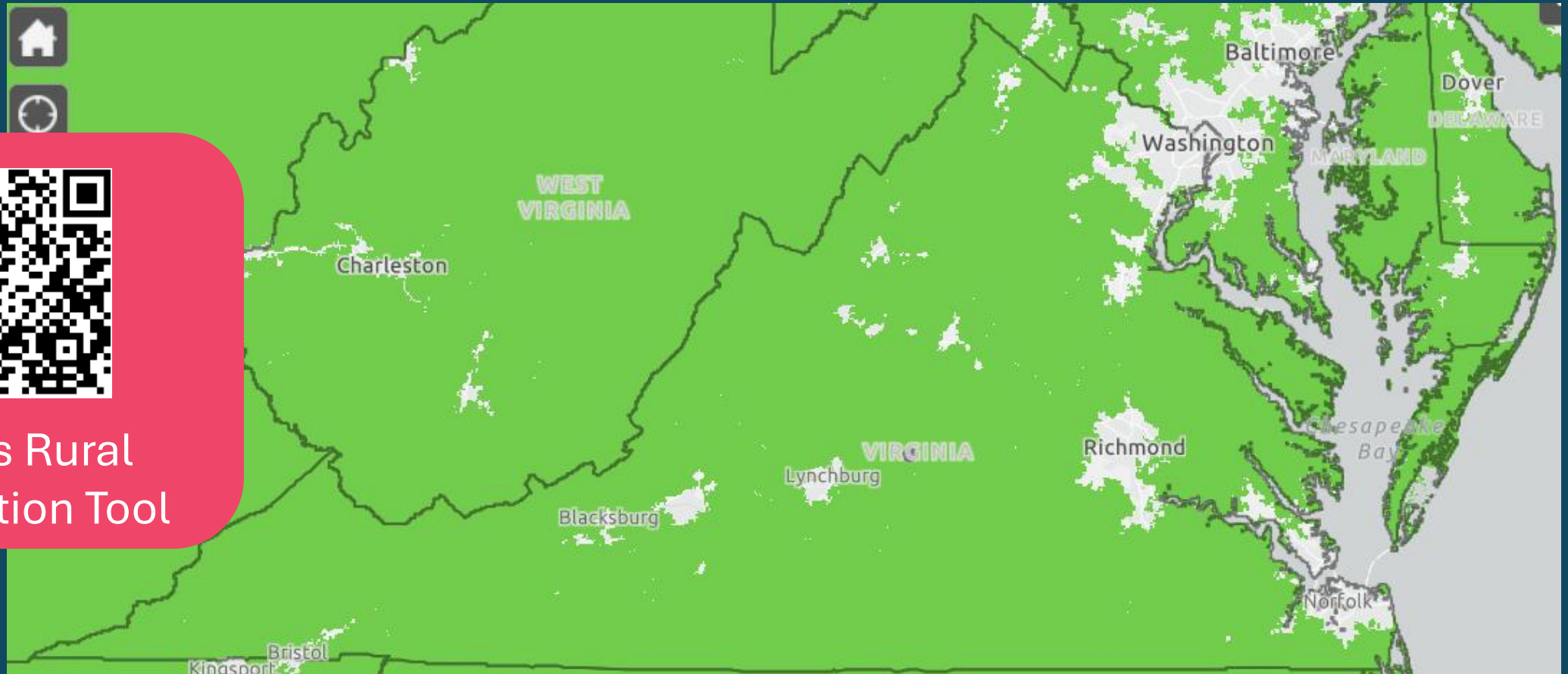
Parent/Guardian Pick-Up

Parents or guardians may pick-up meals on behalf of eligible children.

Where is considered rural?



USDA's Rural
Designation Tool



Where is eligible?



Area Eligibility



Conditional
Eligibility



Area Eligibility



Census Data



VDOE F/R Data



Areas where 50% or more of children qualify for free and reduced-price meals in the National School Lunch Program



Use Census data or attendance zones and free and reduced-price data reports



All meals are claimed at the free rate



Areas where less than 50% of children qualify for free and reduced-price meals in the NSLP



Sponsors collect income forms and only claim for children that qualify for free and reduced-price meals (all are claimed at the free rate)



Sponsors must ensure confidentiality and privacy is maintained at the meal service



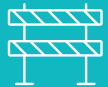
**Conditional
Eligibility**



IMPORTANT!

Non-congregate meal services may only operate in areas that do not have access to congregate meal services. A site cannot operate a congregate and non-congregate meal service at the same time, or for the same meal.

Factors to consider include, but are not limited to:



Physical conditions or other barriers



Limited capacity of a congregate site



Sites serving the same children on different days, different weeks, or different meals on the same day



Sites appealing to specific groups

What about meal service models?



Pick-Up



Home Delivery





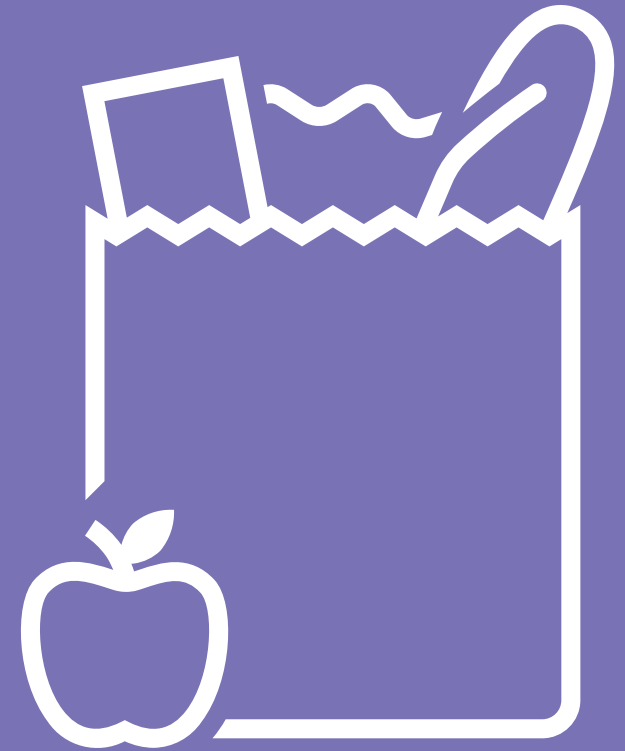
Packaged meals are taken home for later consumption



Typical models include grab-and-go, curbside, take-home backpacks, mobile route stops, etc



Meals must be packaged and portioned to allow children to easily take home



Pick-Up



Home Delivery



Packaged meals are delivered directly to children's home by the sponsor



Written consent from the parent/guardian must be collected prior to initializing delivery



Sponsors should confirm household contact information, number of eligible children, and if meals can be left at the door



Sponsors must protect confidentially of participant and their households



Mail Delivery



Packaged meals are delivered directly to children's home by **a delivery service**



Written consent from the parent/guardian must be collected prior to initializing delivery



Sponsors should confirm household contact information, number of eligible children, and if meals can be left at the door



Sponsors must protect confidentiality of participant and their households



BEST PRACTICES





RURAL NON-CONGREGATE MAIL DELIVERY



Collaborate & Communicate

Connect with other organizations offering summer meals in your area to develop a procedure for ensuring children do not receive duplicate meals.



Home Delivery Certification Form

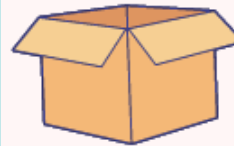
Collect a home delivery certification form from each household before meals are delivered.

Collect Meal Counts

The mail delivery service must provide tracking numbers associated with each child to confirm delivery of each meal kit.



Meal Kit Details



Meal kits must include detailed menus for each meal with instructions for preparation and storage. The USDA FNS [Non-Discrimination Statement](#), or a QR code to the statement, must also be included.

Monitoring

In addition to maintaining menus and delivery tracking as meal counts, conduct random household contacts to ensure meal kits were received. This will help with completing monitoring forms.



VDOE provides a
template home
delivery
certification form



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Summer Food Service Program Rural Non-Congregate Home Delivery Meal Service Opt-In Form

Sponsor Organization: _____

Sponsor Organization Contact Person: _____

Sponsor Organization Address: _____

Telephone: _____ Email: _____

Dates of Home Delivery Service: _____

Participant Information *(please print)*

Parent/Guardian: _____

Home Address: _____

City/Zip Code: _____

Child 1: _____ Child 4: _____

Child 2: _____ Child 5: _____

Child 3: _____ Child 6: _____

_____ I agree that the children listed above may receive *(insert Meal Types)*. Each delivery will include *(insert number and meal type)* and *(insert number and meal type)* and milk. These meals will be received *(add delivery frequency)* during the above dates of service.

_____ If I am not home during delivery, I agree to have the meals and milk left at our door.

_____ If I will be away during a week's delivery, I agree to contact the sponsor organization's contact person listed above so food is not delivered for my child(ren)

_____ Children in this household will not receive meals from any other Summer Food Service Program location during the same week meals are delivered.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____ Date: _____

Sponsor Organization Authorized Representative's Name: _____

Sponsor Organization Authorized Representative's Signature: _____

Date: _____



Summer Food Service Program Home Delivery Site Review Form

Two week visit Four week review

If conducting a two week visit, and no serious deficiencies are identified and a meal service is observed, this can fulfill the four week site review requirement. The entire meal delivery route must be attended to fulfill the monitoring requirement. All sites must continue to be monitored at a reasonable level throughout the summer.

Preparation kitchen name: _____

Preparation kitchen address: _____

Date of site review: _____ Monitor's arrival time: _____ Departure time: _____

Site supervisor: _____ Telephone: _____

Number of stops on the route: _____ Number of children on the route: _____ Approved meal service time: _____

Types of meals reviewed: Breakfast AM Snack Lunch PM Snack Supper

| Day of Review | Breakfast | AM Snack | Lunch | PM Snack | Supper |
|---|-----------|----------|-------|----------|--------|
| # Meals delivered (if applicable) | | | | | |
| # Meals/milk from previous day | | | | | |
| Time meals delivered (if applicable) | | | | | |
| # First meals served to children | | | | | |
| # Discarded meals (dropped, spoiled, incomplete meal, etc.) | | | | | |
| # Meals leftover | | | | | |

| Site Review Questions | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| If yes, how many days worth of meals are being provided? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is planned delivery route followed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are parent/guardian consent forms on file for all delivery stops? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is food safety maintained throughout the entire delivery? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

VDOE also provides monitoring forms

Chart A: Only complete for non-congregate meals packs.

| Record food components included in meal packs broken down by day if multiple days-worth of meals are distributed at once. | | | | | | |
|---|------------------------------------|--|--|--|------------------------------------|--|
| Day | Meal type: B L SN SU (circle one) | | | | Meal type: B L SN SU (circle one) | |
| 1 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |
| 2 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |
| 3 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |
| 4 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |
| 5 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |
| 6 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |
| 7 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |
| 8 | <i>Insert food components here</i> | | | | <i>Insert food components here</i> | |

5-day Summer Meals Menu

What's in your box?

- 5 cheddar mix snack packs
- 3 cartons of milk
- 3 cans of mixed vegetables
- 1 bag of cereal
- 2 cans of canned peaches
- 2 cans of canned applesauce
- 3 pouches of chicken
- measuring cup



Keep open containers of food refrigerated!

A healthy breakfast, 5 days a week!

Measure it!

- 1 cup cereal
- 1 cup of milk
- 1/2 cup canned applesauce



Make it!



- 5 chocolate chip oat bars
- 3 cartons of milk
- 3 cans of green beans
- 1 bag of cereal
- 2 can of canned pears
- 2 cans of canned applesauce
- 3 pouches of chicken
- measuring cup



Keep open containers of food refridgerated!

A healthy breakfast, 5 days a week!

Measure it!

- 1 cup cereal
- 1 cup of milk
- 1/2 cup canned applesauce



Make it!



A healthy supper, 5 days a week!

Measure it!

- 1/2 cup of mixed vegetables
- 1/4 cup of canned peaches
- 2 oz of pouched chicken
- 1 cup of milk
- 1 cheddar mix snack pack



Make it!



Microwave your vegetables in a safe dish for 30 seconds!



A healthy supper, 5 days a week!

Measure it!

- 1/2 cup of green beans
- 1/4 cup of canned pears
- 2 oz of pouched chicken
- 1 cup of milk
- 1 chocolate chip oat bar



Make it!



Microwave your green beans in a safe dish for 30 seconds!



Need more food assistance? Scan the QR Code!



This organization is an equal opportunity provider

5-day Summer Meals Menu

What's in your box?

- 5 chocolate chip oat bars
- 3 cartons of milk
- 3 cans of green beans
- 1 bag of cereal
- 2 can of canned pears
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- 3 pouches of chicken
- measuring cup



Keep open containers of food refridgerated!

A healthy breakfast, 5 days a week!

Measure it!

- 1 cup cereal
- 1 cup of milk
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Make it!



A healthy supper, 5 days a week!

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- 1/4 cup of canned pears
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- 1 cup of milk
- 1 chocolate chip oat bar



Make it!



Microwave your green beans in a safe dish for 30 seconds!



Need more food assistance? Scan the QR Code!



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PANEL DISCUSSION





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QUESTIONS





 Rate Now!

