

# Submitting Hot Meal Information

The purpose of this Q&A is to clarify Technical Assistance Note No. 2010-12 released by the Florida Department of Education, Food & Nutrition Management (FNM) section concerning Hot Meal Waivers and the use of bulk items.

*\*Beginning with the 2011 Summer Food Service Program, a separate waiver or request will not be required to serve hot meals. Sponsors will be required to provide meal service information as part of the application renewal process for both hot and cold meals.\**

**1. What is the purpose of submitting the hot meal information?**

The hot meal information is used to determine the capability of sponsors to prepare, hold, transport, and serve hot meals that comply with safe food temperatures. This is a preventative measure that helps to address any potential food safety problems during the *application* process rather than during the *review* process.

**2. Which types of sponsors can serve hot meals?**

Any type of sponsor can serve hot meals as long as they are able to demonstrate the ability to prepare, hold, transport, and serve hot meals that comply with safe food temperatures. This includes non-school sponsors, including those that vend meals.

**3. Can hot meals be transported, or must they be prepared and served on site?**

Hot meals can be transported. Sponsors transporting meals must be able to demonstrate the capability to maintain proper temperatures during preparation, transporting, holding, and serving at the meal sites.

**4. How can I serve hot meals?**

In order to serve hot meals, you must submit the following information to FNM:

**Hot Meal Information**

- 1. Sponsor's name
- 2. Sponsor's agreement number
- 3. Contact person
- 4. Contact person's phone number
- 5. Sponsor's address
- 6. A written statement indicating the reasons the sponsor desires to serve hot meals
- 7. The specific dates the sponsor would serve hot meals
- 8. The specific name of the site(s) the hot meal request is for
- 9. The site number(s) on the Child Nutrition Program (CNP) system
- 10. What food preparation equipment is on site?
- 11. How many children will be served at each site?
- 12. How long are meals kept before serving?
- 13. How will temperatures be maintained at the site(s)?
- 14. How will temperatures be maintained during transportation?
- 15. What do you plan to do with the leftover meals? (i.e., serve next day, dispose of after meal service)
- 16. If the sites do propose to serve leftovers, what means will be used to reheat the leftovers?
- 17. Who is your program representative? (Awilda, Brenda, Craig, Julie, Lis, Lisa, Lori, or Wendy)

For samples of hot meal information submission forms, please visit [www.summerfoodflorida.org/issues.html#hotmeals](http://www.summerfoodflorida.org/issues.html#hotmeals). Your program representative may also be able to put you in touch with successful sponsors who can share tips and information on how they run a safe hot meal operation.

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### 5. Why would I not be allowed to serve hot meals?

You may be disallowed from serving hot meals for one or more of the following reasons:

- Documented food temperature deficiencies in previous years
- Corrective action to address food temperature deficiencies did not occur
- Insufficient equipment to prepare, transport, and hold hot food at required temperatures
- Failure to provide all required information in the hot food request checklist

### 6. For food service management companies: Can bulk items such as 10 lb. cans and gallons of milk be used?

The unitized meal requirement specifies that the meal components (except milk or juice) must be packaged, delivered, and served as a unit. Milk or juice may be packaged and provided separately. Purchasing milk and juice in bulk is permitted with an approved waiver although pre-portioned packages are preferred.

### 7. How do I submit my hot meal information?

Your hot meal information should be submitted to your program representative via e-mail, fax, or postal mail.

**Postal Mail Address:** Attn: [Your Program Representative's Name]  
Florida Department of Education  
Food and Nutrition Management  
325 W. Gaines Street, Suite 1044  
Tallahassee, Florida 32399-0400

### 8. How will I know if I will be allowed to serve hot meals?

You will be notified by your program representative.

### 9. Should I submit hot meal information in order to serve hot meals?

If your organization would like to serve hot meals and can demonstrate the capability of preparing, transporting, holding, and serving hot meals that comply with food safety requirements, you should submit hot meal information.

### 10. If we have had deficiencies in the past relative to hot meals service and are disallowed from serving hot meals this summer, how can we work toward planning an operation that will be approved next summer?

A guidance from the Florida Department of Education FNM has been requested.

**TEST MEALS:** Sponsors should order a test meal each day for the purpose of taking and recording the temperatures of all potentially hazardous hot and cold foods. Test meals are reimbursable. FNM's state monitors have been trained to be diligent in documenting temperatures of potentially hazardous foods and to review sponsor-recorded food temperature documentation during their on-site reviews.

The Florida Department of Education, Food and Nutrition Management (FNM) Section, is committed to ensuring that children participating in the Summer Food Service Program receive high quality, nutritious, and safe food. Preparations must be made and precautions must be taken to ensure that foods are kept at the proper temperature: hot meals—140° F or above; cold meals—40° or below. Please see pages 42 - 43 of the [2010 Administrative Guidance for Sponsors](#) for more information on safety rules. FNM has also developed a video entitled "Food Safety Training" that sponsors can use when training their staff. The video can be viewed online at [www.fldoe.org/FNM/foodsafety](http://www.fldoe.org/FNM/foodsafety).

In keeping with our goal to eliminate barriers to access to this federal resource for both summer program sponsors and families, we at Florida Impact will maintain a page dedicated to this and other issues at [www.summerfoodflorida.org/issues.html](http://www.summerfoodflorida.org/issues.html). **We invite you to contact us via the "Submit Feedback" section.** We'd love to hear any of your questions, concerns, or great ideas for operating a safe and nutritious hot meal service during the summer!

*\*Florida Impact is a private, statewide non-profit organization dedicated to anti-hunger advocacy. Our organization also heads up the Florida Partnership to End Childhood Hunger, of which the Florida Department of Education is a partner. Visit [www.floridahungerpartnership.org](http://www.floridahungerpartnership.org) for more information on this initiative.\**



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Prepared by Florida Impact | July 15, 2010

\*UPDATE #2\*