

**--SAMPLE SUBMISSION FORM  
SELF-PREP SITES--**

**Hot Meal Information**

[DATE]

- 1. Sponsor's name: We Feed Kids on Site
- 2. Sponsor's agreement #: 04-0000
- 3. Contact person: Joe Schmoe
- 4. Contact person's phone #: (XXX) XXX-XXXX  
(XXX) XXX-XOXO (cell)
- 5. Sponsor's address: 1234 Some Street  
Anywhere, FL 30000

6. Reasons the sponsor desires to serve hot meals:

The meals we serve are often the only hot meal most of our children will receive during the day. We have a well-equipped kitchen and experienced staff, and we have always received positive State evaluations on our food preparation.

7. The specific dates hot meals will be served:

June 7, 2010 thru August 13, 2010

8. The specific name of the site(s) the hot meal request is for	9. Site # on the Child Nurtition Program system	10. What food preparation equipment is on site?	11. How many children will be served at the site?
We Feed Kids On Site #1	0001	Each site is equipped with 1 commercial range with two ovens 30"-36" and 6 burners, 1 refrigerator with shelves (commercial reach-in 40-50 cu. feet), 1 deep freezer (commercial reach-in 40-50 cu. feet), 3 work tables (4 linear ft. per worker), 1 counter, and two 3 compartment sinks	50
We Feed Kids On Site #2	0002		150
We Feed Kids On Site #3	0003		75

12. How long are meals kept before serving?

Meals will be served immediately after cooking.

13. How will temperatures be maintained at the sites?

Food will be kept at temperatures above 140 degrees in ovens and on top of the ranges where they are cooked. Thermometers will be used to assure compliance with temperature requirements.

\*14. How will temperatures be maintained during transportation?

N/A

\*15. What do you plan to do with the leftover meals? (i.e., serve next day, dispose of after meal service)

Leftover meals will either be disposed of after meal service, or stored in refrigerators under 41 degrees after meal service.

\*16. If the sites do propose to serve leftovers, what means will be used to reheat the leftovers?

Hot foods will be reheated in the ovens directly out of the refrigerator to temperatures above 140 degrees the next day. If the food is not used the next day, it will be disposed of at the end of that day.

17. Who is your program representative? (Awilda, Bonnie, Brenda, Craig, Darlene, Lis, Quinn, or Wendy)

Jane Doe