



Kids Cafe® Hot Meal Program

Online Training Addendum
Sponsor: St. Mary's Food Bank Alliance

Training Objectives

- Describe the hot meal program
- Explain how sites are selected to participate
- Detail the equipment needed to run the program
- Explain hot meal delivery process
- Explain how you can prepare for your hot meal delivery and meal service
- Review food safety best practices
- Explain the hot meal leftover policy
- Explain process to report issues with borrowed equipment

What is the Hot Meal Program?



- The Hot Meal Program allows St. Mary's Food Bank Alliance (SMFBA) to provide hot lunches or suppers to several sites that participate in the Kids Cafe program.
- Hot Meals are prepared daily and are delivered to sites with the main component still warm. The meals are made by SMFBA's Community Kitchen students, as part of their curriculum!
- Hot meals model follows a different menu than our cold meal model but they both meet the USDA meal pattern requirements.
- All meals served at your site are claimed for reimbursement as a Supper (CACFP afterschool feeding) and/or a Lunch/Supper (Summer Food Service Program) through the Arizona Department of Education.
- Occasionally you may receive a cold meal on in-services day or during a kitchen transition period. You will be notified in advance.

Hot Meal Requirements



- Sites must be eligible for meals through Summer Feeding and/or CACFP- Afterschool supper program.
- Sites will demonstrate ability to follow USDA regulations for Child Nutrition Programs.
- Sites should be highly compliant in communication, waste management, paperwork submission, and proper meal distribution procedures.
- Sites are generally close to SMFBA in Phoenix (within a 30-minute drive), so that drivers can transport hot and cold components and maintain safe temperature zones.
- Site's meal numbers are in increments of approximately 50 (to optimize Cambro space), and site's meal service time closely aligns with delivery time
- Must have a valid Fire and Health Inspection

Fire and Health Inspections

- Your site must have a valid Fire and Health Inspection annually to ensure a safe environment for children to congregate, participate in activities and to eat meals.
- If you are a school participating in the National School Lunch Program (NSLP) you already meet these requirements and do NOT need to do anything further.
 - If you have a commercial kitchen/cafeteria, please ensure that the county health permit is posted.
- If you do not have an independent fire and health inspection, we can help you obtain one from the vendors we have on contract.
 - Your Site Specialist will keep these on file
- If you have your own permit, we will ask you to send these to us annually about a month before they expire.

Equipment Needed

COLD STORAGE

Sites will need a refrigerator you can use your own or if needed SMFBA can provide you with a refrigerator to borrow



HOT MEAL STORAGE

Sites will be provided with a Cambro unit daily at delivery to keep meals warm.



Meal Delivery

Meals are delivered by a Kids Café driver each day in the afternoon between
12:00 PM and 4:00 PM

Your driver will:

- Bring a new Cambro with meals and plug it in to its designated holding place.
- Bring a crate with your cold components (bag with milk and fruit). Driver will place your cold components in the refrigerator.
- Take back your Cambro from the previous day.
- Ask for a signature of receipt and check the refrigerator and Cambro temperature to ensure food safety



Food Safe Temperatures

- Cooler temperature should be checked and logged ONCE a day on the meal count form.
 - **41°F or cooler always**
- Hot meal sites must check to ensure the meals are warm to the touch. Do not rely on the temperature of the cambro.
- A Best Practice is to Temp a meal each day to ensure it's at 135 or higher. If you wish a thermometer and wipes please ask your specialist.
- Notify your site specialist immediately if temperatures are in the Danger Zone (above 41° for cold foods) or if the hot meals are warm to the touch of the container



Food Safety – Hot Meals

- If the Cambro unit is un-plugged for an extended period, or seems to be damaged or not functioning, contact your Child Nutrition Specialist.
 - NOTE: Your Cambro may register different temperatures during delivery. Temperature should quickly reach holding temperature and the meals should be warm once the Cambro is powered. The cambro readings are NOT always accurate but the meals are still safe as they are temped before they leave our facility
- Meals should only be removed from the Cambro by a staff member, and only at mealtime. Use care when opening the Cambro as steam may be released, or meals may have shifted during transportation.
- If there are leftover meals, you can offer seconds or distribute to the community (only meals served to children can be counted on the meal count form). **Hot meals cannot be saved.**
 - Always unplug your Cambro when you have finished meal service and given out leftovers. Your driver will bring a new, full Cambro and plug it in on your next meal service day.

Leftovers

- Once all meals have been served, **unplug your cambro**.
- Any leftover/ remaining meals should always be given away at the end of meal service.
- Leftover meals should be minimal. You may—
 - Give to children to take home for later consumption (must be refrigerated until use)
 - Give to a community member in need.
 - If it is an adult, do NOT claim meal on meal count form.
 - If it is a known child, you may count this meal on your meal count form.
 - Please only count the first meal given to a child. Second meals should not be counted on meal count form.
- **Do not leave meals in Cambro**
- If you are seeing regular leftovers, contact your site specialist to reduce the number of meals you receive. We do not get reimbursed for leftover meals.
- If you receive **cold meals** and have leftovers, please leave them in the fridge for your St. Mary's delivery driver to pick up the next day. We will distribute these meals at the food bank the next day.
 - If you are not receiving meals the following day, please distribute leftover meals to the community as you would hot meals.

Contact Us

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