



Kids Cafe® Block Claim Policy and Procedure



Policy and Procedure:

The purpose of this procedure is to outline the possible action that may occur if a Kids Cafe agency partner claims the same number of meals every day with no deviation for consecutive days, also referred to as “Block Claiming.”

Block Claiming is not allowed especially if the meal counts reflect the same named children receiving a meal every day for 15 days or longer with no variation. Or the same number of meals claimed every day with no deviation, especially, if it's noted that meals are being returned as leftovers.

Procedure:

- St. Mary's Food Bank Alliance Kids Cafe staff will contact site to provide technical assistance about “Block Claiming” and the policy and procedure.
- St. Mary's Food Bank Alliance Kids Cafe staff may conduct an unannounced site visit of the partner agency's facility and meal service during the documented meal service time within 60 days of the meal counts to determine if the submitted meal counts are legitimate or the result of counting errors.
- St. Mary's Food Bank Alliance Kids Cafe staff will also cross-reference the daily claims with other site data including the meal return inventory conducted on a daily basis to confirm or dispute the data submitted on the meal count forms provided by the partner agency.
- If a block claim is confirmed, further action may be taken by St. Mary's Food Bank Alliance with the partner agency that may result in an infraction that may include suspension or inactivation of the program at the agency partner site.
- The agency partner may contact the Arizona Department of Education directly if so desired any time during a block claim inquiry or for other questions at 602-542-8700