St. Mary's Food Bank®

Kids Cafe Block Claim

Policy and Procedure

Policy

The purpose of this policy is to outline the actions that may occur when a Kids Cafe agency partner submits meal counts reflecting the same number of meals claimed each day without variation for consecutive days, commonly referred to as "Block Claiming."

Block claiming is prohibited. Indicators of block claiming may include, but are not limited to:

- The same children being recorded as receiving meals every day for fifteen (15) consecutive days or longer without variation; and/or
- The same number of meals being claimed daily with no deviation, particularly when meal returns or leftovers are documented.

Procedure

- St. Mary's Food Bank Alliance Kids Café staff will contact the site to provide technical assistance regarding block claiming and review the applicable policy and procedures.
- Kids Cafe staff may conduct an unannounced site visit within sixty (60) days of the submitted meal counts to observe the meal service during the approved meal service time and determine whether the meal counts submitted are accurate or the result of counting errors.
- Kids Cafe staff may cross-reference submitted meal count claims with additional site documentation, including daily meal return inventory records, attendance records, and other operational data, to verify the accuracy of the meal counts reported by the partner agency.
- If block claiming is confirmed, further corrective action may be taken by St. Mary's Food Bank Alliance. Such action may include issuance of an infraction, suspension, or inactivation of the program at the partner agency site.
- Agency partners may contact the Arizona Department of Education at 602-542-8700 at any time during a block claim inquiry or for additional program guidance.