

Avoiding Duplicate Meals in Non-Congregate Meal Service



Maintaining Accountability & Ensuring Program Integrity in Summer Meals

The maximum number of meals or snacks that may be claimed for Federal reimbursement, per participant, per day varies by Child Nutrition Program. In summer meals, up to two meals, or one meal and one snack, per child per day, in any combination except lunch and supper may be claimed. Sponsors may be approved to claim meals for reimbursement in the following combinations:



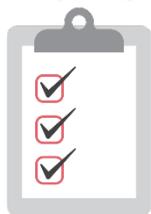
1 Breakfast + 1 Lunch
1 Breakfast + 1 Supper
1 Snack + 1 Breakfast
1 Snack + 1 Lunch
1 Snack + 1 Supper



Sponsors are required to have a process or plan to ensure that participants are not receiving multiple of the same meal per day. Here are best practices for ensuring that duplicates of the same meal per participant are not served. These best practices are only suggestions, and sponsors are encouraged to determine what is feasible for their operations.

Best Practices

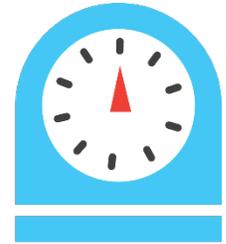
Signage Communicate with participants and families regarding:



- Meal types offered
- Meals allowed per participant, per day
- Can pick up meals only at one site
- Whether parents or guardians may pick up meals without children present
 - Whether someone other than the parent or legal guardian needs consent from the family to pick up meals on their behalf?

Allowing Adequate Time for Meal Pickup

- Provide families with an adequate pickup time window.
- Provide pickup times near or during the normal meal time period.
 - If serving breakfast and lunch together consider serving nearer the lunch hour, allowing families to save the breakfast meal for the next day.
- Do not offer pickup availability for the entire day – this could lead to duplicate meal pickup.



Adjust Your Schedules & Meal Service Styles

- If offering multiple days' worth of meals, limit the days that the site is open for pickup
 - Offer 2 days' worth of meals on Monday, Wednesday and Friday.
- Offer only one type of meal distribution method – Grab and Go or Bus Routes or Home Delivery.
- If using actual count, compare site meal count records to ensure that participants are not listed at more than one site on the same day.
- Make sure sites are located an adequate distance apart and that site operate meal service at the same time to prevent “double dipping.”



Conduct Actual Meal Counts

- Use a school/site roster to check of student names
- Have participants/ families sign off for meals when they pick them up
- Have families pre-register for meal pickup
- Compare site meal count records to ensure that participants are not listed at more than one site on the same day.



As a reminder, the flexibilities offered by the waivers, such as parent pick-up & offering multiple days' worth of meals at once, are optional. Sponsors are not required to participate in these waivers if participating puts the integrity of the program at-risk.