



**CHILD AND ADULT CARE FOOD PROGRAM  
SUMMER FOOD SERVICE PROGRAM POLICY  
MEMORANDUM**

Subject: Food Safety: Maintaining Time/Temperatures of Delivered Meals.

Programs: Child and Adult Care Food Program and Summer Food Service Program Sponsors

Date: October 1, 2014 (Effective immediately)

Regulation: 7 CFR 226.20(l), 7 CFR 225.14(c)(6)(B)(vi) Policy MEMO SP 37-2013

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 11-296 strengthens food safety requirements in the National School Lunch Program, School Breakfast Program and all other Food and Nutrition Service programs. This policy statement regarding food safety reflects existing policy as well as updated procedures to ensure the highest food safety standards in Food and Nutrition Service programs. Any updated procedures are indicated below and apply to the existing policy.

Sponsors and sites must maintain time and temperature control for all delivered meals (vended and central kitchen). Remember that food requiring time and temperature control must be kept out of the temperature danger zone. Hold cold foods at an internal temperature of 41<sup>0</sup> F or below. Hold hot foods at an internal temperature of 135<sup>0</sup> F or above.

Procedures at the time of delivery and time of meal service are described below.

**MEALS NOT ACCEPTED AT DELIVERY**

- Temperatures must be taken when the food is delivered. If the cold food is not 41<sup>0</sup> F or below or hot food is not 135<sup>0</sup> F or above do not accept the delivery.
  - Sponsor must complete an incident report and corrective action must be issued to the vendor. The State agency must be informed within 24 hours of the number of meals that were not accepted and a copy of the Vendor Incident Report must be provided to the State Agency.\* Email to: Vicky Wallace at vicky.wallace@education.ohio.gov (or fax to 614-752-7613, Attn: Child and Adult Care Food Program Vendor Incident Report Officer).
  - The sponsor must have an alternative plan to provide a meal to the participants. This plan is to be entered on the Claims Reimbursement and Reporting System Online Application Center Management Plan and approved by the State Agency.\*
  - The sponsor may not seek Child and Adult Care Food Program reimbursement for the meals not accepted. However, if the alternative meal served is creditable, reimbursement can be claimed, menus, meal counts and food receipts must be maintained.
  - For any unaccepted meals, the sponsor will not be responsible for paying the vendor. The vendor will bear the cost for any meals that do not conform to the contract and not accepted by the sponsor at the time of delivery.

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### **MEALS ACCEPTED AND SERVED WITHIN 2 HOURS OF DELIVERY**

- Temperature of the meal must be taken upon delivery. If the temperature is at or below 41<sup>0</sup> F for cold food or above 135<sup>0</sup> F for hot foods meals are acceptable.
- For food safety purposes, the best practice for sponsors is to serve the meal as soon as the meals arrive from the vendor. Sponsors are highly encouraged to plan your delivery time accordingly.
- If meals are served immediately upon arrival no further temperature process is required or **IF AND ONLY IF** the meals are served within a 2 hour window of delivery time and the food has been stored appropriately in cold storage equipment/containers or hot food equipment/storage containers.

### **MEALS ACCEPTED AND NOT SERVED WITHIN 2 HOURS OF DELIVERY**

- If the food is not served within 2 hours of delivery the temperature of the food must be taken before served and must be discarded after four hours of delivery.
- If the temperature of the cold food is above 41<sup>0</sup> F or the hot food is below 135<sup>0</sup> F the food cannot be served to/consumed by the participants.
- Because the sponsor/site has chosen not to provide the meal to the participants within two hours of delivery and has not held the meals within the safe zone (cold food is above 41<sup>0</sup> F or the hot food is below 135<sup>0</sup> F) the temperature problem is the sponsor/site responsibility, the sponsor must still pay the vendor for the spoiled/unservable meals.
- Temperature logs must be maintained by the sponsor.
- The sponsor must have an alternative plan to provide a meal to the participants. This plan is to be entered on the Claims Reimbursement and Reporting System Online Application Center Management Plan and approved by the State Agency. \*
- The sponsor may not seek Child and Adult Care Food Program reimbursement for the discarded meals. However, if the alternative meal served is creditable, reimbursement can be claimed, menus, meal counts and food receipts must be maintained.

### **ALLOWABLE CHILD AND ADULT CARE FOOD PROGRAM FOOD SAFETY RELATED PROGRAM COSTS**

- The purchasing of holding equipment are allowable Child and Adult Care Food Program costs. The request must be part of the operating cost/ budget request and specific prior written approval is required. If you have questions contact the State agency.
- The cost of Food Services Licenses for the sponsor and sites are allowable Child and Adult Care Food Program costs and can be included as other operating costs on the Child and Adult Care Food Program budget.

**IMPORTANT:** Only meals served to participants may be claimed for reimbursement.

# Vendor Incident Report: Meals Not Accepted

**Copy of report must be emailed to State Agency within 24 hrs.**

Vendor Name:	Date of Delivery:
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Name of Site Food Delivered To:

Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
Number of Meals Ordered						
Number of Meals <b>Not Accepted</b>						

Description of Food Items <b>Not Accepted</b> (including milk, if applicable)	Quantity Delivered or Serving Size	Food Item Delivered (check one)		Temperature and Time					
		Unitized	Bulk	Temp. leaving kitchen	Time	Temp. at delivery	Time	Temp. when served	Time

Type and Amount of Milk Delivered Today (if	Number of 4 oz. Cartons	Number of 8 oz. Cartons	Number of Half Gallons	Number of Gallons
Fat Free (Skim)				
Low Fat (1%)				
Whole Milk				

Meals Returne d to	Print Name Vendor Representative	Signature Vender Representative	Time of Delivery:
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Meals Not Accepted	Print Name Sponsor Representative	Signature Sponsor Representative
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List any problems or discrepancies regarding food and/or delivery:

If an alternative meal was served by the sponsor, list menu:

## VENDOR INCIDENT REPORT, continued

### **CORRECTIVE ACTION**

To prevent future occurrences of unacceptable meals, the sponsor must issue corrective action to the vendor. The corrective action must include:

- **What** procedures will be implemented to address the problem?
- **Who** will address the problem and create the new procedures? List personnel responsible for this task.
- **When** will the procedure for addressing the problems be implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when did implementation of the plan begin)?
- **Where** will the corrective action documentation retained?
- **How** will staff and vendor and if applicable, facilities or providers informed of the new policies and procedures (e.g., handbooks, training, website, emails, etc...).

#### **Requested Corrective Action:**

Sponsor to list specific action and timeline to be taken by vendor to correct problem.

#### **Vendor Corrective Action Plan Response:**

Vendor to list details of how problem will be corrected as per above sponsor request.