

Checklist to Close a Meal Site

DURING COVID-19 PANDEMIC

If your organization should determine that it is no longer possible to keep a meal site open, use this checklist to ensure the proper communication channels are updated and parents and families may continue to receive access to meals during this challenging time.



Important:

If you are closing a meal site, follow this checklist



STEP 1

Complete **IMMEDIATELY** upon decision to close a meal site:

1. Update the SSO or SFSP site application(s) with the last date of meal service in TXUNPS.
2. Once the site closure is approved, provide an explanation in the site application closure screen in TXUNPS. Add a brief description for why the site was closed.

For application assistance call 877-TEX-MEAL

STEP 2

Update your website to ensure the below list is accurate:

- Currently open meal sites
- Site address(es) where meals are available
- Serving times and days of the week
- What to expect when accessing the meal site(s)
 - **For example:** does a child need to be present, will they be asked to provide identification
- Contact information for each meal site



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STEP 3

Notify parents and guardians of changes:

- Use social media, email blasts, newsletters, robo-calling, and your organization's website to make this notification
- Share an updated list with local news media outlets for the community to be aware of the changes
 - [Sample Press Release available here](#)
- Share when the closure will start and if there is an anticipated date when it will reopen
- Share the below language to help those in need continue to find a meal for themselves and their children during temporary or permanent closures:

Three Alternative Options* to Find a Meal for Children 18 and Younger



Text FOODTX or COMIDA to 877-877 to receive a text with the three closest meal sites to your location.



Visit TEA's Schoolmealfinder.hoonuit.com to find the closest meal serving location



Call 2-1-1 to find a meal site location

*Use school district website to verify accuracy. Meal-times and serving locations are subject to change due to unforeseen circumstances.

STEP 4

- Consider donating additional food items to Food Banks or charitable organization.
- State and local health codes are followed in the storage and transport of the leftover food items.
 - Use the [Donation or Transfer of USDA Foods](#) one-pager to complete this step

STEP 5

- Notify nearby schools that remain open of your closure so they can prepare for an increase in participants
- Work with a local food relief program to maintain continuity of service

STEP 6

Post signs at closed meal sites to direct visitors to other meal sites



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