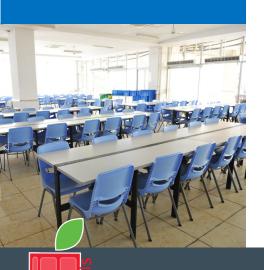
Checklist to Close a Meal Site

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





Complete <u>IMMEDIATELY</u> 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



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







Checklist to Close A Meal Site

During COVID-19 Pandemic



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
 - o 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

<u>Schoolmealfinder.hoonuit.com</u> 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.



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 <u>Donation or Transfer of</u> <u>USDA Foods</u> one-pager to complete this step



- 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



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





www.SquareMeals.org