










Remote (Grab and Go) Meal Service Planning Checklist – Scenario #1

Based upon [SNA's COVID-19's Thought Starters on Reopening Schools](#) resource

Description: Serving some or all students via daily grab and go meal service or bulk meal service. Meals could be distributed once a day, on multiple days, or once a week.

This checklist is meant to be a foundation for exploring topics and decisions that need to be made for implementing a remote grab and go meal service. It is not an all-inclusive list.

Overall Considerations:

-  If you have already offered remote meals (in Spring 2020), what worked well? What elements will you continue? What elements would you change/improve on?
-  Determine how many students need remote meals. Is this all of the students or part of the student body?
-  Will you have a meal ordering system? Order daily? weekly? monthly?
-  Will you provide both breakfast and lunch meals remotely?
-  How will you distribute these meals? Will families pick up or school busses deliver? If these options are not available, are there other groups you could partner with such as dairy distributors or soda distributors, etc.?
-  Will you provide 1 day of meals (breakfast and lunch) or provide more than 1 day (bulk service, meal kits to prepare at home)? Meal kits feature bulk food ingredients that can be prepared at home for several different meals; they also include reheating or cooking instructions.
-  Do you have the supplies needed to package foods for remote meal service for an extended amount of time?
-  What types of training and marketing materials can your team develop to help communicate this meal service plan to students, parents and school stakeholders?
-  Have you reached out to your [OPI Regional Specialist](#) to determine whether you need to sign up for any waivers to provide remote meals?

Follow the [Montana School Safety Advisory Committee Guidance on School Re-Entry](#)²⁰ for Phase 1, Phase 2 and Phase 3. Refer to [Montana's School Meal Service Procedures During a COVID-19 Pandemic](#) for specific food safety guidance. Developed June 16, 2020, by Montana OPI School Nutrition Programs and Montana Team Nutrition. The USDA is an equal opportunity provider and employer. This project was funded using U.S. Department of Agriculture grant funds.

Menu Considerations:

- 🍏 What kind of menu changes are required for daily meal service vs. bulk meal service?
- 🍏 Will you use a cycle menu? How will you keep this menu fresh and exciting? Could you use a seasonal cycle menu?
- 🍏 How will you package the grab and go meals while maintaining your commitment to decrease food waste and packaging waste?
- 🍏 Will you collect feedback/ideas on your menus from families who enjoyed remote meals in the previous school year?
- 🍏 How can you maximize use of your USDA Foods and fresh, whole foods in your remote meals?

Administrative, Preparation and Service Considerations:

- 🍏 Develop a system to prepare and distribute remote meals safely – taking into account social distancing and enhanced food safety practices.
- 🍏 Develop a system for counting and claiming remote meals.
- 🍏 Will you need equipment to package (baggers) and distribute (carts, coolers, etc.) remote meals? Do you have existing equipment which you could use in a different way in this new model?
- 🍏 Do you have a backup plan in place in the event that planned menu items are suddenly hard to get? Have you given your food suppliers/vendors a list of acceptable substitute products? Do you have an “emergency” supply of packaged food items on hand to feed all students for at least 1 week? If you don’t need/use this emergency food supply, how will you incorporate this food into your existing menus/meal service to successfully use it?
- 🍏 Will a staggered schedule be needed to serve all students? For example, morning/afternoon or alternate days delivery schedule could be followed.
- 🍏 What are your staffing needs for this service?

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