**Home Meal Delivery via School Bus**

**Standard Operating Procedure**

Delivering meals to student homes is an opportunity to increase participation in the meal program, reach students in rural areas, and provide additional services to students with special needs. Prior to delivering to student homes, schools must obtain written consent from the household to determine the number of students requiring meals. From that point forward, meals may be delivered to and dropped at the front door. Parents and students do not need to be present for meals to be delivered.

**Materials needed for bus delivery service:**

* Written consent from household regarding the number of meals needed
* Bus route with delivery address
* Check off list with student ID and Name (enter into POS at school or on the bus?)
* Hand Sanitizer/ sanitizer for cleaning bus after service
* Meals
* Thermometer, if needed

**Home Meal Delivery**

* Meal service days XXX and XXX
* Load bus with meals (hot or cold)
* Staff enter the bus – wearing face masks and practicing social distancing while on the bus – recommended no more than 3 employees at a time, including the bus driver.
* Using the home meal service delivery route deliver meals to homes
* Deliver meals to the porch or doorstep – ring the bell or knock to let the families know you have dropped off the meals.
* Do not come into contact with families – this is **contactless delivery.**
* Check off the student name and ID after delivering the meal to the porch.
* Repeat until the check off list is completed.
* Return to Central Kitchen.
* Wipe down the bus – sanitize seats where staff sat and other high touch areas.

\*\*Need to address hot or cold meal service and if you’ll take temperatures\*\*