MOBILE MEALS: PLANNING & DELIVERY CHECKLIST

For those who are considering starting a mobile program, this checklist provides a thoughtful set of questions to evaluate the level of need for mobile meals in your community and help you develop a game plan for program implementation. For in-depth guidance, refer to No Kid Hungry's *Mobile Meals Toolkit*.

Does your community need a mobile meals program?
- Have options for fixed site locations been exhausted?
- What is the geographic area that you would like to target?
- Is the location area eligible?[1]
- Approximately how many children live in those areas?
- Approximately how many of those children receive summer meals through current programs?
- Are kids concentrated in specific communities that would be well-suited to a mobile meals program?
- What are the most significant barriers to summer meals participation in those areas?

Is your organization ready to manage a mobile meals program?
- Are you passionate about providing children with healthy meals when school is out of session?
- Do you have experience successfully operating the Summer Food Service Program (SFSP) or National School Lunch Program Seamless Summer Option (SSO)?
- Do you have strong relationships with organizations that could support the program, such as nonprofit organizations, community leaders, school districts, and influential community members?
- Is there a willingness and ability to obtain and invest the funds necessary to operate a sustainable mobile meals program?
- Can you create a vision for running a mobile meals program over many years, and is there a commitment from staff and partners to achieve that vision?

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[1] The No Kid Hungry Averaged Eligibility Map will show you if a given location is area eligible based on the USDA Food and Nutrition Service's averaging policy. Eligibility information provided in the mapping tool corresponds to census block group data and does not include eligibility estimations based on school meal enrollment data.

If mobile meals seem like a good fit, the following checklist is a roadmap to successful implementation. While not every item may apply to your organization, the checklist below will help you think through all of the critical factors for success. Refer to No Kid Hungry's *Mobile Meals Toolkit* for more resources and guidance.

Assessment and Outreach

- Identify communities that would most benefit from mobile meals.
- Identify the community partners – nonprofit, business, and government – that can help make your program a success.
- Identify specific site locations that are convenient for kids.
- Develop an outreach plan to promote the program.

Budget Planning

- Create a budget that gets you to a sustainable program.
- Identify your costs and sources of funding for the program.
- Identify in-kind or volunteer capacity to help run the program.

Program Delivery

- Determine what food you will serve and how you will serve it.
  - Will you prepare your own food or hire a vendor?
  - Will you serve hot meals or cold meals?
- Determine how you will deliver the meals.
  - What kind of vehicle(s) will you use?
  - Will you buy, lease or borrow?
- Develop a staffing model for food service and programming at sites.
- Develop a plan for programming at sites.

Evaluation and Improvement

- Develop criteria for success and an evaluation and improvement plan.
- Learn about other mobile meals programs to get ideas for future improvement and expansion.

Well-executed mobile meals programs fill a vital role in the community:

- Eighty percent of children are at home during the summer months, and parents are interested in the program.
- One in three low-income parents is confident that a mobile meals truck would make their children more likely to participate in the summer meals program.

Still have questions? Need additional information to successfully plan and implement your program? Use No Kid Hungry's *Mobile Meals Toolkit* or contact the No Kid Hungry Center for Best Practices at bestpractices@strength.org.