

HDM: FOOD TRANSPORTATION

Subject: DELIVERY REQUIREMENTS FOR HOT PREPACKAGED MEALS	Page 1 of 2
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POLICY: The hot home delivered meals shall be delivered to participants in a sanitary manner and within a period of time to maintain quality and to assure absence of contamination.

PROCEDURES:

- A. Routes must be completed within 2 ½ hours following the end of food preparation.**
1. Schedule routes so that distances traveled and number of participants served will conform to the above time frame.
 2. Use batch cooking for vegetables and other heat-sensitive foods whenever possible.
 3. Total route time may be extended to 2-1/2 hours following the end of food preparation with approval of the AAA nutritionist.
- B. Vehicles must be clean and well maintained.**
- C. Drivers must be clean and free from communicable disease.**
- D. Meal delivery**
1. Place the meal in a convenient location indicated by the participant.
 2. Assist participants in opening milk cartons or removing tray covers when asked.
 3. Encourage participants to eat as soon as possible, but if participants wish to eat their meal at a later time:
 - a. Offer to place potentially hazardous food in the refrigerator, or direct participants to do so immediately. Stress that these foods will not be safe to eat if left out at room temperature
 - b. Direct participants not to place food in an oven set at low temperatures to keep food warm for a long time. The refrigerator is the only safe place for food when eating is delayed.
 - c. Before eating, refrigerated foods must be re-heated to high temperatures (food should be steaming or bubbling).
 - d. Inform participants that if meals are not eaten on the day of delivery, the food should be discarded.
 4. Make sure all lids to insulated containers are tightly closed between each stop.
- E. Do not leave meals at homes when the participant is not present.**
1. Leaving meals in insulated containers outside the home is **not permitted** even when a cooler is provided.