

MEAL TIMES, OPERATION HOURS and/or NUMBER OF DAYS Change Request

When a time change is required, please complete this form stating the *current* meal times. Then complete the second set of boxes with the request for **new meal times**. Also write in *current* hours and days of operation. Fill in new hours and days of operation *if* hours or number of days of operation is changing. Sign and submit by mail, e-mail or directly to the Sponsoring Organization. All mealtime and schedule changes will be effective at the beginning of the following month. Mealtime changes must be approved prior to the effective date of the change.

Mealtime Current Schedule

Meals	BREAKFAST		AM SNACK	LUNCH		PM SNACK		SUPPER	
	SH 1	SH 2		SH 1	SH 2	SH 1	SH 2	SH 1	SH 2
Time of Meal Service	Start:		Start:	Start:		Start:		Start:	
	End:		End:	End:		End:		End:	
Number of Meal shifts (SH)									

Mealtime Schedule Changes

Meals	BREAKFAST		AM SNACK	LUNCH		PM SNACK		SUPPER	
	SH 1	SH 2		SH 1	SH 2	SH 1	SH 2	SH 1	SH 2
Time of Meal Service	Start:		Start:	Start:		Start:		Start:	
	End:		End:	End:		End:		End:	
Number of Meal shifts (SH)									

Provider's Name: _____

Effective Date: _____

Current Hours of Operation: _____

Current Number of Days: _____

New Hours of Operation: _____

New Number of Days: _____

Signature: _____

Date: _____

- Breakfast shall not begin after 9:00 a.m. Lunch is served from 11:00 a.m. to 1:30 p.m. and Supper 5:00 p.m. to 7:00 p.m.
- If am or pm snacks are offered, they must be served between meal types. (Snacks after supper are not eligible for reimbursement.)
- The length of meal service for Breakfast, Lunch and Supper cannot exceed one hour unless meals are served in shifts.
- The length of meal service for Snack cannot exceed 30 minutes, unless meals are served in shifts.
- A minimum of one and one-half (1½) hours must elapse between the end of meal service and the beginning of Snack service. For example: a minimum of one and one-half hours must elapse between the end of Breakfast and the beginning of morning Snack service; another one and one-half hours (minimum) must elapse between the end of morning Snack and the beginning of Lunch service.

Approved by _____

Date: _____

CNP _____ MM/MFP _____

M. Tracking Log _____

Sponsor Name _____ St. Vincent dePaul _____

Agreement Number : 4869 _____