

Dear Distribution Partners,

As Minnesota Central Kitchen steadily evolves to meet community meal needs through partnerships, we're enhancing our compliance procedures. We previewed this at our 11/18 Summit and this is your official notification of the changes.

Given our name change on 1/18 we'll refer to our program as Kitchen Coalition throughout the rest of this message!

If your meals are delivered by a Kitchen Coalition Driver you will not notice any change as this whole process will take place between the driver and the kitchen.

If your meals are delivered by a Kitchen or you pick up at a Kitchen you will now be asked to sign for the meals you're receiving. Here are a few things you'll do before signing the Meal Count Form. You can see what it looks like here: [Meal Count Form](#)

1. Verify count of meals you're receiving matches what kitchen has put on form
2. Check to ensure all meals are labeled – example label available [here](#)
3. Open a meal and check to ensure there is a full serving of vegetables and that it appears to be a full serving each of vegetable, protein, and carbohydrate. We estimate this means ~15 ounces of food
4. Take temperature of food.
 - i. Hot food should be at or above 135 degrees F for safe distribution.
 - ii. Cold food should be at or below 40 degrees F for safe distribution.
5. Once you've checked above components make any updates necessary and then sign the form
6. Kitchen partners are responsible for retaining this form and will submit it with their invoice to Kitchen Coalition / Second Harvest Heartland
7. If you notice any issues or have any questions please reach out to me, Annissa Zynda.

Our ability to provide reliable, nourishing meals to the community through partnerships requires robust compliance and responsible stewardship of the resources entrusted in us. There is nothing more important than providing safe, reliable food to our neighbors. I trust you'll see how these enhanced procedures help ensure we're able to do that for as long as meal needs exist in our communities.

Thank you for your partnership,
Annissa (Compliance Lead), Robin, and Joe

PS - we are working closely with kitchen partners on this change. Additionally, we will be doing unannounced visits to the kitchens to verify compliance.