

Dear Kitchen 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. If you have questions, please reach out. Please implement these new procedures beginning with your January 2023 invoices.

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

We have a few critical changes

1. Implementation of a Kitchen Coalition Meal Count form (attached) and linked on [Agency Zone - Kitchen Coalition](#)
2. Occasional unannounced visits from Kitchen Coalition Compliance Specialist to cross reference information on the Kitchen Coalition Meal Count form
3. Updated contracts with above compliance measures, Kitchen Coalition vs. MCK branding, as well as some highly anticipated updates to invoicing – working towards a fixed rate billing by kitchen (more details to come later)

As a reminder, all meals must be labeled to be distributed and reimbursed. If you are unable to print a label temporarily, please print out the same information on a traditional paper printer and provide copies to your distribution partner that they can show or hand out the information.

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,
Annisia (Compliance Lead), Robin, and Joe

PS - we have also notified distribution partners of this change. Let us know if any of them have questions you can't answer when you ask for a signature and we'll follow up!

Structures for Kitchen Coalition Meal count form based on delivery type

Note you may operate in two of the below categories. You can still use only one form per invoicing period because in all cases you as the kitchen retain control of the document

SHH driver picks up meals

- Kitchen produces meals based on production schedule orders from Kitchen Coalition
- Kitchen fills out/signs/dates Meal Count Form
- Kitchen Coalition driver counts meals prior to loading the vehicle
- Kitchen Coalition driver signs/dates/returns Meal Count Form to Kitchen
- Kitchen sends completed Meal Count Form with invoice to Second Harvest Heartland
- Kitchen Coalition Team matches meal count form with invoice and PO before any invoice is approved/paid. Kitchen Coalition Team verifies signature from known contact

Kitchen delivers meals or distribution partner picks up meals

- Kitchen produces meals based on production schedule orders from Kitchen Coalition
- Kitchen fills out/signs/dates Meal Count Form
- Distribution partner signs/dates Meal Count Form when meals are transferred to their possession
- Kitchen retains control of the Meal Count Form and returns it to Kitchen Coalition with invoice
- Kitchen Coalition Team matches meal count form with invoice and PO before any invoice is approved/paid. Kitchen Coalition Team verifies signature from known contact

Kitchen distributes meals

- Kitchen produces meals based on production schedule orders from Kitchen Coalition
- Kitchen fills out/signs/dates the meal count form, if a Kitchen Coalition rep is present for the count they also sign and date the Meal Count Form
- Kitchen sends Meal Count Form to Kitchen Coalition with invoice
- Kitchen Coalition team matches meal count form with invoice and PO before any invoice is approved/paid. Kitchen Coalition Team verifies signature from known contact