

# COVID-19 Bulk Meal Pick Up Form

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Phone Number: \_\_\_\_\_

Agency/Designee Name: \_\_\_\_\_

Date meals will be picked up: \_\_\_\_\_

Time of pickup: \_\_\_\_\_

Available between 10 am-noon

Will this be a recurring pick up:     NO                       YES

Please indicate days for pick up:

Monday                       Wednesday                       Friday

Which school do you intend to pick up from?

- |   |   |                                      |   |  |
|---|---|--------------------------------------|---|--|
| <input type="checkbox"/> Bellevue       | <input type="checkbox"/> Brighton Academy | <input type="checkbox"/> Clary       | <input type="checkbox"/> Corcoran       | <input type="checkbox"/> Delaware      |
| <input type="checkbox"/> Dr. Weeks      | <input type="checkbox"/> Ed Smith         | <input type="checkbox"/> Franklin    | <input type="checkbox"/> Frazer         | <input type="checkbox"/> Henninger     |
| <input type="checkbox"/> Huntington     | <input type="checkbox"/> HW Smith         | <input type="checkbox"/> Lemoyne     | <input type="checkbox"/> McKinley-B     | <input type="checkbox"/> Nottingham    |
| <input type="checkbox"/> Porter         | <input type="checkbox"/> PSLA Fowler      | <input type="checkbox"/> Salem Hyde  | <input type="checkbox"/> Seymour        | <input type="checkbox"/> STEAM @ King  |
| <input type="checkbox"/> Syracuse Latin | <input type="checkbox"/> Van Duyn         | <input type="checkbox"/> Webster     | <input type="checkbox"/> Mary Nelson YC | <input type="checkbox"/> Payton Temple |
| <input type="checkbox"/> Peace Inc West | <input type="checkbox"/> Peoples AMEZion  | <input type="checkbox"/> Westcott CC |   |  |

**Roster of children aged 18 and under and their addresses provided:**                       Yes

Number meals to be provided: \_\_\_\_\_

(only one per name per roster provided)

FNS Administrator Approval: \_\_\_\_\_

\_\_\_\_\_  
Print/Sign

FNS Manager: \_\_\_\_\_

\_\_\_\_\_  
Print/Sign

\*Meals must be distributed to names on provided roster within 2 hours of pick up from feeding kitchen for food safety purposes. Leftover meals, or meals not distributed to children must be returned to pick up school

Completed copy retained on site by FNS Manager on site with rosters.

# Covid Bulk Pick Up Instructions:

1. Refer agency/designee to complete pre-registration by calling 315-435-4207 to pre-register.
2. Agency/designee who have pre-registered will be assigned to a distribution site for meal pick up.
3. Manager will provide a listing of agency/designees with counts to be packed
4. Distribution site staff will assemble and label bulk meal packs per listing provided.
5. Agency/designee pick up: Person(s) will identify themselves at designated pick up location and confirm number of meals requested which should match pre-registered counts as provided on managers listing.

\*\*If an agency/designee does not want to pre-register, staff should suggest asking community members to:

- have another member of the household come to the site for pick up
- wait until other community members in line are served before providing more meal units
- call your site supervisor



