



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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School Operations and Management Services
Child Nutrition Program Administration
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TO: District Superintendents
Superintendents of Schools
Chancellor, New York City Schools
Chief Administrative Officers of Nonpublic Schools
Executive Directors of Residential Child Care Institutions
School Food Service Directors/Managers

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: Department of Homeland Security Directive - - Central Kitchen Project Survey

URGENT

The Department of Homeland Security has directed the U. S. Department of Agriculture (USDA) to provide information regarding school food authorities (SFAs) which have central kitchens or satellite meal delivery systems. We are required to compile an inventory of the physical location of all central and satellite production kitchens operated by SFAs participating in the National School Lunch Program (NSLP). The attached spreadsheets are provided to facilitate the survey. USDA recognizes that this is a significant undertaking and has discussed the effort extensively with senior Department officials, but has been instructed that since it deals with Homeland Security it is required. As the Agency in New York State that administers the NSLP, we are requesting that you provide this information in accordance with the following definitions:

A CENTRAL PRODUCTION KITCHEN is a facility which prepares and cooks food which is then transported either (1) as ready to serve (sometimes with plating or reheating) to facilities where children eat; (2) in components or in bulk for further processing/assembly at Satellite Kitchens.

A SATELLITE PRODUCTION KITCHEN is a facility which either 1) prepares and cooks food which is both served to participants enrolled in program(s) at the same facility where the satellite kitchen is located AND is transported to other facilities as ready to serve or in components or in bulk; 2) receives food in bulk or as meal components, which may be assembled into individual meals or otherwise repackaged for transport to feeding sites and/or served to participants enrolled in programs at the same facility where the satellite kitchen is located.

The above definitions are provided for assistance only and are not intended to be specific or limiting. We recognize that operations may vary from community to community.

DO REPORT facilities that provide meal service to community or institutional facilities even if the receiving facility is not a USDA nutrition program operator (e.g., jails, nursing homes, meals on wheels).

DO NOT REPORT any facilities which only provide meals on an irregular basis (e.g., for football banquets, etc.) or whose only offsite meal services are commercial catering to non-institutional facilities.

DO NOT REPORT any facilities that only receive pre-plated vended meals and distribute them to other facilities without doing any further processing.

DO NOT REPORT any facilities where food is just prepared, cooked and served to students at that site.

You may submit the information on the attached form. We have provided a reporting format in MS Word for this information. Please use this format to ensure consistent reporting from all State agencies.

Since the information collected is somewhat sensitive, it will only be shared with USDA. We appreciate your cooperation and assistance in providing the information that has been requested as soon as possible, **but by April 4, 2003 at the latest.** If you have questions, please call Jamie Ralston at 518/474-3956.

If you are submitting on paper, please fax to 518/473-0018. You may also e-mail the information to Jralsto2@mail.nysed.gov.

Attachment: MS Word Table