



Change in Meal Site Operations Report

Old or Current Site Information

Meal Site: _____ Provider: _____
 County: _____ Site Manager: _____
 Address: _____ Phone/Email: _____

Meal Service _____
 Time(s): _____ Anticipated Opening/Closure Date: _____

Days of Operation: Su M T W Th F Sa
 Seasonal: Y/N

Services Provided: _____

Nature of Change in Operations

Site Opening Site Closure (Long-Term) Other Significant Operational
 Site Reopening Site Closure (Short-Term) Change (Describe Below)

Description of and reason for change:

Updated Site Information

Meal Site: _____ Provider: _____
 County: _____ Site Manager: _____
 Address: _____ Phone/Email: _____

Meal Service _____
 Time(s): _____

Days of Operation: Su M T W Th F Sa
 Seasonal: Y/N

Services Provided: _____

Definitions

Site Opening: A new site opening or a site reopening after a period of more than 30 days

Site Reopening: A site reopening after a temporary closure (not to exceed 90 days)

Site Closure (Long-Term): A site closing for a period of more than 30 days or permanently

Site Closure (Temporary): A site closing temporarily

Other Significant Operational Change: Includes but is not limited to reduction in days of service, suspension of congregate or home-delivered meals, changes in location, contact information, or site management