

.05 FAA Verification of Meal Provision

Before a homeless shelter or kitchen can be [FNS](#) authorized to accept NA, FAA must certify to FNS that the homeless shelter or kitchen provides meals to the homeless.

A homeless shelter or kitchen requesting FNS authorization must complete the following:

- Contact the [FAA District Office](#) that serves the county in which the homeless shelter or kitchen is located.
- Complete the Request for Verification of Meal Provision to the Homeless (FA-127) form. This form is available in the FAA Forms [public folders](#).

Once the FA-127 is completed by the shelter or kitchen, the District Office determines whether the shelter or kitchen provides meals to the homeless. There is no minimum number of daily meals required. The District Office accomplishes this as follows:

- The District may be unfamiliar with the shelter or kitchen. An on-site visit must be completed to ensure that the shelter or kitchen provides meals to the homeless.
- One visit is enough unless the District learns that the shelter or kitchen no longer provides meals to the homeless. In this situation, another visit must be completed. The second visit determines whether the FAA certification should be withdrawn.
- The District may be familiar with the shelter or kitchen and knows that the shelter or kitchen provides meals to the homeless. When this occurs, an on-site visit is not required.

District staff **MUST** complete the District portion of the FA-127 ensuring that the shelter or kitchen provides meals to the homeless. The District forwards the original to the [FAA Policy Support Team](#) and maintains a copy in the District Office.

Upon receipt of the FA-127 from a District Office, the FAA PST sends a memo to FNS confirming the fact that the shelter or kitchen provides meals to the homeless.

FAA PST maintains the original FA-127.