AGREEMENT FOR A SCHOOL
TO FURNISH FOOD SERVICE
TO A CHILD/ ADULT CARE CENTER

This agreement is between the ______________________________________________________
(School)

And the _____________________________________________________________
(Child/Adult Care Center)

Located at ____________________________ , whereby the school
will supply meals to the child/adult care center, subject to the provisions and at the rates herein described.

The school will assure that all meals supplied by the school are composed of nutritious foods and meet
USDA meal pattern and quantity requirements, as specified in the Child and Adult Care Food Program
regulations. A copy of the regulations, 7 CFR Part 226, will be available upon request from the State
Department of Education, Pre-School Nutrition Programs.

The following types of meals will be supplied at the specified rates. The rates for breakfast and lunch will /
will not (circle one) include milk.

<table>
<thead>
<tr>
<th>Participants</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>Snack</td>
<td>Snack</td>
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<tr>
<td>$_________</td>
<td>$_________</td>
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</tbody>
</table>

The number of meals to be supplied per day of each type will be approximately __________. The child/adult
care center will provide the school with an adjusted meal count if the attendance varies significantly from the
normal. The school shall assure that all foods are within the safe temperature range, as specified by the
State health regulations, when delivered at the child/adult care center.

The school shall maintain the following records: (a) menus of meals supplied, (b) a daily record of the
amounts of food prepared, and (c) the number of meals delivered by type. These records shall be reported to
the child/adult care center promptly at the end of the month. The school also agrees to retain all required
records for a period of three years after the end of the fiscal year to which they pertain and, upon request, to
make such records available to authorized personnel from the State Department of Education and the
General Accounting Office.

The herein described food service shall begin on or about the ___________________ and
date
shall terminate on or about ___________________. An earlier termination may be effected by either
date
party by giving a 30-day written notice to the other party.

______________________________________                    ____________________________
Signature – School Official                                      Signature – Sponsor/Center Official

______________________________________                    ____________________________
Name and Title                                                    Name and Title

______________________________________                    ____________________________
Date                                                              Date


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Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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