

**Unaffiliated
Sponsor/Site Contract Agreement
Permanent agreement for the At-Risk Afterschool Meals Program**

This contract is entered between _____ and _____.

The sponsor will:

- Annually train the sites key staff on the rules and regulations for the At-Risk Afterschool Meals Program and all record keeping procedures, such as non-food or indirect costs, and Civil Rights.
- Train the sites key staff on all menu/meal patterns, attendance record keeping procedures to ensure the maximum claim reimbursement.
- Prepare all monthly claims for reimbursement to the state agency.
- Ensure that all sites are eligible to participate in the At-Risk Afterschool Meals Program and that sites are informed of all At-Risk Afterschool Meals Program requirements.
- Ensure site is providing some type of enrichment or educational activity.
- Develop policies concerning licensing, training, program integrity, etc. that are implemented consistently.
- Train sites and key staff before they begin participating in the At-Risk Afterschool Meals Program. Once a site begins to claim meals, another visit will be required within the first four (4) weeks (28 days) of program participation.
- Respond to the sites request for technical assistance.
- Provide At-Risk Afterschool Meals Program recordkeeping forms to the site.
- Be responsible for all reviews of the site and all communication regarding the sites participation in the At-Risk Afterschool Meals Program.
- Review each site a minimum of three (3) times per year. At least two reviews must be unannounced and at least once unannounced review must include a meal/snack observation. If, during a review, the site is out of compliance with the contract, the next review will be unannounced.
- Perform the five-day meal count reconciliation at each monitoring visit. The number of participants on the attendance and enrollment records for each meal will be compared for the day of review and for five (5) consecutive days. This procedure will help maintain compliance.
- Contact participants and/or parents/guardians of participants to verify attendance as deemed necessary or as required by the Alabama State Department of Education (ALSDE).
- Assist the site with record retention in an organized efficient manner. Records must be maintained for three (3) years plus the current fiscal year and be readily available for immediate review. In addition, you must allow any of the aforementioned representatives in the site at any time during regular business hours to review the records.
- Show photo identification that demonstrates they are employees of _____ during site reviews.
- Propose to terminate this contract for cause if the site fails to comply with At-Risk Afterschool Meals Program regulations.
- Inform the site they may choose to participate in the At-Risk Afterschool Meals Program directly with the ALSDE.
- Ensure that no child is charged for a meal/snack.
- Retain up to 15% of the reimbursement for administrative costs for sponsoring organizations if not providing the food costs for the site.
- If sponsor is not incurring the meal costs, the following should apply:
 - Disburse payments to sites within five business days of receipt of reimbursement from the state agency.
 - Disburse cash-in-lieu reimbursements to sites
 - If end of fiscal year administrative expenses are less than 15% of the meal reimbursement, disperse remainder to unaffiliated sites.

The Site will:

- Have a current license and/or fire marshal inspection showing capacity for building in which the meals/snacks are served.
- Meet all local and state health and safety standards.
- Participate in training, at least once annually.
- Record and maintain all records required including posting menus, keeping meal attendance, site attendance and enrollment, and food service expenses and receipts.
- Submit all attendance records and meal count records to the sponsor in a timely manner decided upon by the sponsor and the site.
- Notify the sponsor of the sites license status changes. This includes but is not limited to change of capacity, address, etc. Continued participation in the At-Risk Afterschool Meals Program is contingent upon the receipt of this information.
- Allow the sponsor, ALSDE, and any other state or federal officials the right to review the site to observe meal service and attendance records during the hours of operation. These reviews may be announced or unannounced. If, during the review, the site is out of compliance with this contract, the next review will be unannounced.
- Serve meals/snacks which meet the USDA At-Risk Afterschool Meals Program meal pattern.
- Ensure that no child is charged for a meal/snack.
- Offer some type of educational or enrichment activity.
- Ensure that no child older than 18 (unless child turns 19 during the school year or a special needs child who is enrolled in a public school) is served a meal that is reimbursable.
- Ensure that no child leaves the site with a meal/snack claimed for reimbursement.
- Claim no more than a maximum of one (1) meal and one (1) snack, per participant, per day.
- Sites are allowed to change sponsors during the fiscal year (October 1 – September 20th). The site must notify the sponsor in writing that they wish to transfer to another sponsor, giving a 30 day notice. A site with one (1) or more serious deficiencies may not transfer to another sponsor until the deficiencies have been fully and permanently corrected to the satisfaction for the current sponsor.
- Understand that the sponsor may retain up to 15% of the reimbursement for administrative costs if the sponsor is not providing all of the food costs for the site.
- If sponsor is not incurring the meal costs, the following should apply:
 - The sponsor would be required to disburse payments to sites within five business days of receipt of reimbursement from the state agency.
 - The sponsor would be required to disburse cash-in-lieu reimbursements to sites
 - If end of fiscal year administrative expenses are less than 15% meal reimbursement, the sponsor would be required to disperse remainder to unaffiliated sites.
 - Maintain receipts of all food and non-food purchases and submit copies to sponsor monthly.

*Sponsors of unaffiliated sites that incur all costs for food service may opt to retain all meal reimbursement and cash-in-lieu. This arrangement must be part of the permanent agreement between the sponsor and the unaffiliated sites.

Failure to comply with the terms of this contract may result in termination of the contract. This contract may be terminated by either party for cause. _____ and _____ agree this is a permanent and binding contract.

_____	_____
Site Official/Director/Principal Signature	Date
_____	_____
Superintendent Signature (if school is the unaffiliated site)	Date
_____	_____
Unaffiliated Sponsor Representative Signature	Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. 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.

USDA is an equal opportunity provider, employer, and lender.