

**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.

	Participants		Staff
Breakfast	\$ _____	Breakfast	\$ _____
Lunch	\$ _____	Lunch	\$ _____
Snack	\$ _____	Snack	\$ _____

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 shall terminate on or about _____. An earlier termination may be effected by either party by giving a 30-day written notice to the other party.

Signature – School Official

Name and Title

Date

Signature – Sponsor/Center Official

Name and Title

Date

USDA Non-Discrimination Statement

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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

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