

	<p>Summer Food Service Program</p>  <p>Sponsor Site Agreement for Unaffiliated Sites</p>	<p>Child Nutrition Programs <i>Finance and Support Services</i> P.O. Box 110500 Juneau, Alaska 99811-0500 Phone (907) 465-4788 Fax (907) 465-8910</p>
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Sponsor Organization	Site	Site Address	Site Supervisor	Phone and Extension
Click here to enter sponsor name.	Click here to enter site name.	Click here to enter site address.	Click here to enter site supervisor name.	Click here to enter phone/extension.

Section 1 – The responsibilities of the Sponsoring Organization:

1. File a monthly claim for reimbursement with the Alaska Department of Education and Early Development (DEED) for meals served by the site in compliance with the SFSP regulations.
2. Prepare/provide meals that meet the SFSP meal pattern requirements and follow all DEC or MUNI Health and Safety requirements, if applicable.
3. Ensure there is a Certified Food Protection Manager on site, if applicable.
4. Provide at least one yearly training, including Civil Rights, on the SFSP and provide orientation training to all new staff prior to their undertaking any SFSP duties.
5. Provide technical assistance to the site as needed.
6. Conduct three (3) mandatory monitor visits – pre-operational, first week and fourth week reviews, as applicable.

Section 2 – The person named above agrees as Site Supervisor to:

1. Serve meals to all children 18 years of age and under.
2. Review menus and production records daily to assure that all meals served meet the minimum meal pattern requirements.
3. Provide adequate supervision during the meal service, assuring
 - No offsite consumption of food items except fruits, vegetables, or grains
 - No parent or adult consumption of foods from child’s meal
 - Prior written notice for state agency approval of field trips and adequate staff and meals available for children not participating in field trip
4. Maintain and submit promptly such reports and records that the sponsor requires
 - Daily meal count documentation and consolidation forms
 - Daily review of Production Records and comparison of meals planned and meals actually served.
5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
6. Report to the sponsor any other problems regarding the meal services.
7. Comply with civil rights laws and regulations.
8. Comply with sanitation guidelines and assure food quality and safety.
9. Attend sponsor-training sessions.

Section 3 – Sponsor/Site Transfer Procedure:

An unaffiliated site may transfer to another sponsoring organization with written notice. The site must give written notice of intent to terminate their agreement and intent to transfer to another sponsor to their current sponsor and to the new sponsor no later than [Enter number](#) days prior to the effective date of the termination and transfer. A site cannot participate with more than one sponsor during any one month.

An unaffiliated site who has a current agreement with a sponsor is considered participating in the SFSP until a termination letter is sent to the sponsor. Even though an unaffiliated site may be inactive, unless the site has terminated their agreement, the unaffiliated site is considered participating with the sponsor.

Procedure for transfer:

The unaffiliated site must give notice of intent to transfer to the current sponsor and new sponsor no later than [Enter number](#) days prior to the effective date of the transfer. **A copy of the notice must also be submitted to DEED.** The notice must be in writing and include the following:

1. The effective date of the termination of the agreement
2. The intent to transfer to another SFSP sponsor
3. The name of the sponsor the site will be transferring to
4. Any remaining equipment and where it will be used
5. Any remaining food and non-food items and where it will be used
6. Remaining funds and how they will be used

When a site chooses to transfer from one sponsor to another, measures must be taken to ensure nothing purchased using USDA SFSP funds from origin sponsor is transferred to the new transferring sponsor (i.e., no property or equipment owned by previous sponsor).

The new sponsor is required to conduct both a pre-approval visit and a monitoring visit within the unaffiliated site's first four weeks of participation with the sponsor.

Exception:

There may be extenuating circumstances which would cause an exception to the transfer policy. Such situations must receive prior approval from Child Nutrition Programs.

Recruitment:

Sponsoring organizations must take measures to ensure that recruitment attempts are conducted only on unaffiliated sites who are not participating in the SFSP with a different sponsor. However, if contacted by an unaffiliated site, a sponsor may provide information on administration of the SFSP.

Section 4 – Certification and Signatures:

Name of Sponsoring Organization	Site Name
Click here to enter sponsor name.	Click here to enter site name.

PLEASE RETURN THIS PAGE TO DEED CNP

I certify that I have read and understand the information on this agreement and that it is true and accurate to the best of my knowledge. I understand this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

I have read and understand that this institution has the right to apply for the Summer Food Service Program (SFSP) through the state of Alaska Child Nutrition Programs and have declined this option. I understand that the sponsoring organization listed above may retain up to 15% of my meal reimbursement for administrative expenses if our agency prepares the meals. I understand that no meals may be claimed for reimbursement if they are served prior to the receipt and signature of this document by all necessary parties.

Name of School District (if applicable)
Click here to enter school district name.

Name of Site Supervisor	Title	Signature of Site Supervisor	Date
Click here to enter site supervisor name.	Click here to enter title.		Click here to enter date.

Name of School District Fiscal Authority (if applicable)	Title	Signature of School District Fiscal Authority (if applicable)	Date
Click here to enter district fiscal authority name.	Click here to enter title.		Click here to enter date.

Name of Fiscally Responsible Authority of Current Sponsoring Organization	Title	Signature of Fiscally Responsible Authority of Current Sponsoring Organization	Date
Click here to enter sponsor fiscal authority.	Click here to enter title.		Click here to enter date.

For sites transferring to a new sponsor only:

Name of Fiscally Responsible Authority of New Sponsoring Organization	Signature of Fiscally Responsible Authority of New Sponsoring Organization	Date
Click here to enter new sponsor fiscal authority.		Click here to enter date.

Civil Rights Assurance

The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear above are authorized to sign this assurance on the behalf of the Program applicant.