

Child and Adult Care Food Program (CACFP)

SAMPLE SCHOOL FOOD AGREEMENT

**Agreement to Furnish Food Service between the
Child and Adult Care Food Program (CACFP) Institution and the Board of Education**

This agreement is entered into by and between the _____ and
Board of Education
_____. The _____ agrees to
CACFP Institution *Board of Education*
furnish meals to _____ for the following per meal rates:
CACFP Institution

Breakfast \$ _____
Lunch \$ _____
Snacks \$ _____

If applicable, include the types and amounts of any charges paid to the Board of Education **in addition to the**
per meal price: _____

All additional charges must be included in the CACFP institution’s approved Center Budget and be reported
as part of the expenditures on the annual *Nonprofit Status Income and Expenditure Report*.

Sites covered by this agreement include the following: *(List below or attach a list of sites.)*

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

It is further agreed that _____ will assure that (check **one** option):
Board of Education

Meals meet the CACFP meal pattern requirements and that the Board of Education’s school food
authority will maintain complete and accurate records, including menus, amounts of foods prepared
and numbers of meals provided daily;

OR

The Board of Education’s school food authority has been approved by the Child Nutrition Unit to
use the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns
to prepare meals for CACFP participants ages two and older.

CACFP SAMPLE SCHOOL FOOD AGREEMENT, continued

- Menus must be provided to the CACFP institution prior to the month served and the record of the number of meals delivered must be reported to the institution at the end of the month.
- Meals served **SHALL NOT** be claimed under any of the following school nutrition programs: NSLP, SBP, Special Milk Program (SMP) and Afterschool Snack Program (ASP).
- Revenue from this agreement **SHALL** be considered income to the NSLP, SBP, SMP and ASP.
- Allocation of U. S. Department of Agriculture (USDA) Foods for the NSLP does not include meals prepared for the CACFP.

The _____ also agrees to retain records for three years after
Board of Education

the date of the final claim, or until the resolution of any outstanding audit findings, and upon request to make all accounts and records pertaining to the CACFP available to representatives of the administering agency for audit or administrative review.

This agreement **SHALL NOT** exceed one year in duration and will be effective from

_____ to _____ .
Date *Date*

It may be terminated by notice in writing by either party at least 30 days prior to the date of termination.

Signature of Board of Education Official

Signature of CACFP Institution Official

Title

Date

Title

Date

A copy of the signed agreement must be forwarded to the school food service director and the CSDE.

CACFP SAMPLE SCHOOL FOOD AGREEMENT, continued

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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.

This institution is an equal opportunity provider.

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For more information on FSMC contracts, visit the CSDE's [FSMC Web site](#) or contact the [CACFP staff](#) in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This form is available as a PDF document at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fsmc/CACFPsampleSFA.pdf and a Word document at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/fsmc/CACFPsampleSFA.doc.