

TO: Sponsors of the 2007 Summer Food Service Program (SFSP)

FROM: Charlene Russell-Tucker, Chief
Bureau of Health and Nutrition Services and Child/Family/School Partnerships

DATE: May 3, 2007

SUBJECT: **Operational Memorandum #04-07 SFSP**

1. Food Service Management Companies (FSMC) – Approved for Registration
2. Criteria for the Use of Special Accounts with Food Service Management Companies

1. FSMC – Approval for Registration

A list of food service management companies (FSMC's) approved to participate in the Summer Food Service Program (SFSP) for children is enclosed. Program sponsors may contract only with food service management companies that have registered with the Connecticut State Department of Education. All companies responding to the public announcement must be provided with a copy of each sponsor's invitation for bid. Sponsors are encouraged to send the invitation for bid to all companies registered with the state.

The term "food service management company" includes commercial companies and nonprofit organizations who prepare meals in their own facility, those who prepare meals in the sponsor's facility and those using school facilities. Public schools not using a management company are included in this definition because excluding them would imply that sponsors could not contract with schools to prepare meals. However, school food authorities are exempt from the registration requirements. The term "food service management company" is used interchangeably with the word "vendor."

A copy of the standard form of contract FNS-688 (9-98) is included for those sponsors that have indicated a possibility of contracting for meals. Additional copies of this contract are available upon request. This contract must be used by a sponsor if their contract with a food service management company will be \$10,000 or more. Also, material contained in this contract may be used in preparing an agreement with a school food authority.

2. Criteria for the Use of Special Accounts with FSMC's

The State agency may under special circumstances require vended sponsors to establish a special account for the deposit of operating cost payments made by the State agency to the sponsor. In determining whether such an account will be required, the State agency shall consider:

- Past performance of the sponsor; and
- The size of the sponsor's program.

The State agency retains the right to require a special account at any time during the term of the program after considering current performance of the sponsor.

If there are questions regarding the issues addressed in this memorandum, please contact Bob Zwack at (860) 807-2081.

CRT:rzz

Enclosures

k/cnshared/cnmemos.om#04-07-SFSP-(05-03-07)