

CSFP Agreement Checklist

In accordance with Part 247.4 (b), local agency contractors must enter into agreements with other agencies prior to making commodities available to these other agencies. Agreements must contain the following:

- _____ An assurance that each agency will administer the program in accordance with the provisions of Part 247 and with the provisions of Part 250, unless they are inconsistent with the provisions of Part 247;

- _____ An assurance that each agency will maintain accurate and complete records for a period of three years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims actions, audits, or investigations;

- _____ A statement that each agency receiving commodities for distribution is responsible for any loss resulting from improper distribution, or improper storage, care, or handling of commodities;

- _____ A description of the specific functions that the local agency contractor is delegating to another agency; and

- _____ A statement specifying:
 - That either party may terminate the agreement by written notice to the other; and

 - The minimum number of days of advance notice that must be given. (The advance notification period must be at least 30 days.)