



Missouri Department of Health and Senior Services  
Community Food and Nutrition Assistance (CFNA)  
Child and Adult Care Food Program (CACFP)

## **Sponsor Agreement with a School or Affiliated Organization to Furnish Food Service for the CACFP**

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Organizations who obtain their meals through a public or private school participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) may sign an agreement with the school to provide meals to the organization. Federal regulations exempt organizations from having to competitively bid for catered meals when those meals are purchased through schools participating in the NSLP or SBP. Organizations may use the sample agreement provided by the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) when obtaining meals in this manner.

Organizations who receive meal services obtained through a competitive process by another department of the same organization, such as a university child care center whose meal services are provided by the campus dining hall or campus student union may also use a noncompetitive process to obtain meals for the Child and Adult Care Food Program (CACFP). Such organizations may sign an agreement with the food service caterer contracted by the organization to provide meals for the entire organization. This type of situation is common in large organizations such as hospitals, nursing homes, schools, governmental entities, and universities, where food services are centralized. As long as the meals provided to the centralized food service were obtained in a competitive manner through a formal bid process, those same services may be used by the CACFP organization.

Send completed form within 5 days of signing to:

Missouri Department of Health and Senior Services  
Community Food and Nutrition Assistance  
Child and Adult Care Food Program  
P.O. Box 570  
Jefferson City, MO 65102  
Fax: 573-526-3679  
E-mail: [CACFP@health.mo.gov](mailto:CACFP@health.mo.gov)



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## Sponsor Agreement with a School or Affiliated Organization to Furnish Food Service for the CACFP

THIS AGREEMENT is made and entered into between  
 (school or affiliated organization) \_\_\_\_\_ and the  
 (independent center or sponsoring organization) \_\_\_\_\_.

WHEREAS the (school or affiliated organization) \_\_\_\_\_ agrees to supply  
 unitized meals  **Inclusive**  **Exclusive** of milk and juice to \_\_\_\_\_ (sponsor)  
 \_\_\_\_\_ with and for the rates herein listed:

Breakfast..... \$ _____ each	Lunch ..... \$ _____ each
Snacks..... \$ _____ each	Supper..... \$ _____ each

It is further agreed that the (school or affiliated organization) \_\_\_\_\_, pursuant to  
 the provisions of the Child and Adult Care Food Program (CACFP) Federal Regulations, attached copy  
 of which is part of this agreement, will assure that said meals meet the meal pattern requirements  
 including food components and minimum portion sizes, and will maintain full and accurate records that  
 the (center or sponsor) \_\_\_\_\_ will need  
 to meet its responsibility including menu records containing the amount of food prepared and daily  
 number of mails delivered by type.

Location(s) where food is prepared:  
 \_\_\_\_\_  
 \_\_\_\_\_

These records must be reported to the (center or sponsor) \_\_\_\_\_  
 promptly at the end of the month. (School or affiliated organization) \_\_\_\_\_  
 agrees also to retain records required under the preceding clause for a period of three federal fiscal years  
 after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon  
 request, to make all accounts and records pertaining to the CACFP available to representatives of the  
 Missouri Department of Health and Senior Services, the United States Department of Agriculture, and the  
 General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of (date) \_\_\_\_\_. It may be terminated by notice in writing given  
 by any party hereto to the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties here to have executed this agreement as of the dates indicated  
 below:

\_\_\_\_\_  
 School or Affiliated Organization Official

\_\_\_\_\_  
 Center or Sponsor Official

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date