



Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance (CFNA)
Summer Food Service Program (SFSP)

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

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 Summer Food Service Program (SFSP). 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 SFSP organization.

Send completed form within 5 days of signing to:

Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance
Summer Food Service Program
P.O. Box 570
Jefferson City, MO 65102
Fax: 573-526-3679
E-mail: SFSP@health.mo.gov



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

THIS AGREEMENT is made and entered into between
 (school or affiliated organization) _____
 and the (sponsor) _____.

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 Summer Food Service Program (SFSP) 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 meals delivered by type.

Location(s) where food is prepared:

These records must be reported to the (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 SFSP 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 hereto have executed this agreement as of the dates
 indicated below:

 School or Affiliated Organization Official

 Sponsor Official

 Title

 Date

 Title

 Date