

SFSP Sponsor – Site Information and Agreement

Site Name		Site Address	
Site Supervisor	Phone	Secondary Contact Person	Phone
Anticipated Dates of Operation Start: End:		Site Type <input type="checkbox"/> Open to children enrolled and/or community <input type="checkbox"/> Restricted Open – serving children enrolled and additional children as capable due to: <input type="checkbox"/> Safety <input type="checkbox"/> Security <input type="checkbox"/> Control <input type="checkbox"/> Closed Enrolled – only serving children enrolled	
Meal Type Requested <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		Number of Meals Requested	Meal Service Time Start: End:
Meal Type Requested <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		Number of Meals Requested	Meal Service Time Start: End:
The Site Supervisor named above agrees to:			
1. Serve free meals to all children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).			
2. Serve meals, as planned by the sponsor, which meet the minimum meal pattern requirements, only during the approved meal service time.			
3. Prepare and/or store meal components in a safe and sanitary manner, as directed by the sponsor.			
4. Provide adequate supervision during the meal service.			
5. Take meal counts at the point of service, as directed by the sponsor.			
6. Ensure the trained Site Supervisor or approved alternate contact is on site during meal service.			
7. Ensure meals are only taken off-site, when approved by the sponsor.			
8. Maintain and submit promptly meal count records and other reports that the sponsor requires.			
9. Follow the sponsor’s guidelines for reporting changes in the number of meals required as attendance fluctuates, changes in meal service times, dates of operation, and any other problems in regard to meal service.			
10. Attend sponsor training sessions.			
11. Ensure the “And Justice for All” poster is displayed in a prominent location.			
12. Comply with civil rights laws and regulations.			
13. Ensure that, if the site is located within another agency’s building, that agency is fully aware of the meal service being provided by the sponsor and has also agreed not to obtain SFSP meals from another sponsor, for the same dates of operation (i.e., only one sponsor may be providing meals to the same location, at the same time).			
14. Abide by all SFSP regulations and special instructions that have been provided by the sponsor.			

Additional Information

Certification

This is to certify that I have read and agree to the above statements. It is understood that all staff/volunteers must follow the USDA SFSP regulations and sponsor's policies and procedures as outlined by the sponsor, in training and that any violation of these guidelines may result in termination of meal service at the site.

Site Supervisor Signature

Date

Site Supervisor's Printed Name