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| dpi logo | School Year (SY) 2021-22 Sponsor-Site Agreement for the Seamless Summer Option (SSO) |
| Instructions: Complete and submit to the Department of Public Instruction (DPI) School Nutrition Team (SNT) SSO specialists. Complete all fields in yellow. |

For SY 2021-22, a School Food Authority (SFA) with a current contract in the USDA Child Nutrition Program(s) operating the National School Lunch Program’s (NSLP’s) Seamless Summer Option (SSO) may sponsor eligible sites outside of their SFA or School Nutrition Contract. This agreement includes the terms and conditions applicable to such an arrangement and must be approved by the Department of Public Instruction (DPI) to be in effect.

# To be eligible for this agreement

* The Receiving Site must operate as a nonprofit organization and provide supporting documentation of nonprofit status.
* The Receiving Site must have the capacity to properly operate SSO.
* The Receiving Site cannot have a current NSLP, Child and Adult Care Program (CACFP) or Special Milk Program (SMP) contract.
* The Sponsoring SFA cannot provide and claim meals to the Receiving Site on days the Sponsoring SFA does not have school (e.g., winter and spring breaks). The Receiving Site is responsible for providing meals on non-school days and these meals cannot be claimed for reimbursement.
* The Receiving Site cannot exceed the maximum number of meals allowed under SSO.
* Students enrolled at the Receiving Site are NOT eligible for Pandemic EBT (P-EBT) benefits.

**If the Receiving Site is a child care center: all of the above applies, and**

* The center must be licensed as specified in the Wisconsin Administrative Code DCF 251.
* The Receiving Site cannot elect to terminate a current CACFP contract to participate in the SSO.
	+ For Community PreK sites:
		- If a district sponsored PreK program operating in a non-school location includes meals as part of the PreK program and meals are provided by the district, the site can be added as a Receiving Site and SSO meals can be provided to children enrolled in the PreK program.
		- If the children do not have access to meal service as part of the PreK program and then go wrap around care where meals are provided by the child care site, then all children at the wrap around care must be provided the same access to SSO meals and the child care site must be eligible as a Receiving Site per above.

**Receiving Site Name** wishes to enter into this Agreement with **Sponsoring SFA** Food Service Department for SY 2021-22 and agrees to the following:

# Terms and Conditions of this Agreement—

## The Receiving Site agrees to:

1. Make reimbursable meals available to all children eligible under the site type elected (open, restricted open, or closed enrolled).
2. Notify all households of enrolled children about participation in the SSO and confirm that enrolled children are not receiving/picking up meals from another SSO site.
3. Attend training provided by the Sponsoring SFA to ensure program requirements are understood and met.
4. Report to the Sponsoring SFA the number of meals required and decide how and when meals will be provided.
5. Provide and serve meals that meet meal pattern requirements for the age/grade groups served, including the infant and preschool meal pattern(s), if applicable.
6. Have an accurate point of service to count the number of reimbursable meals served when each child receives a meal.
7. Meals provided to adults are not reimbursable and must be paid for by the adult or another funding source, but must be counted on the [Point of Service Meal Count Form](https://dpi.wi.gov/school-nutrition/seamless-summer-option). *(https://dpi.wi.gov/school-nutrition/seamless-summer-option)*
8. If a student does not select a reimbursable meal, it cannot be claimed, and items selected must be charged to the student as a la carte.
9. Maintain and submit reports and records as required by the Sponsoring SFA, including daily and monthly meal count sheets.
10. Comply with civil rights laws and regulations.
11. All staff involved in the school meal programs must complete the [Civil Rights Training](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining.) and maintain documentation of completion. *(https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining)*
12. The [And Justice for All Poster](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#poster) must be displayed for students to see in the meal service area or prominent location. *(*[*https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#poster*](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#poster)*)*
13. Allow the Sponsoring SFA to complete site monitoring to review program compliance and respond to any required corrective action in a timely manner.
14. Allow the DPI to complete an Administrative Review (AR) of this site, if selected as part of the Sponsoring SFA AR.
15. Ensure all food safety requirements are met and food is held and served in a safe and sanitary manner. This may also include food safety inspections.
16. Ensure all food and beverages sold to students during the school day outside of a reimbursable meal meet [Smart Snacks Requirements](https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). *(*[*https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks*](https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks)*)*
17. Provide all equipment required to hold and serve meals unless other arrangements are agreed upon with the Sponsoring SFA.
18. If applicable, make arrangements for meals on days when the Sponsoring SFA does not have school and meals will not be provided.
19. Students enrolled at the Receiving Site shall NOT be provided a USDA Free and Reduced Price Meal Application nor will they be included on the Sponsoring SFAs Direct Certification runs since the Receiving Site does not have its own contract with the Department of Public Instruction (DPI), to run any of the USDA Child Nutrition Programs. These students are not eligible for Pandemic EBT benefits.
20. For child care centers: Comply with child care licensing rules or health and safety standards, especially pertaining to meal service and daily attendance capacity, and will promptly inform the Sponsoring SFA of any changes in its licensing or health and safety standards.

## The Sponsoring SFA agrees to:

1. Contact the DPI School Nutrition Team at SSO@dpi.wi.gov to discuss the addition of the Receiving Site under your SSO program.
2. Ensures the Receiving Site does not have a current NSLP, CACFP, or SMP contract.
3. Ensure the Receiving Site is a nonprofit organization.
4. Ensure the Receiving Site has the capacity to properly operate SSO. An onsite visit prior to implementing this Agreement is strongly recommended.
5. Add the Receiving Site to your SFA’s Program Operation Application. Please note, this Receiving Site will not be added to the Online School Nutrition Contract. Include any USDA waivers that are applicable or needed (Meal Service Time, Non-congregate Feeding, and Parent/Guardian Pick Up) for the Receiving Site’s distribution method.
6. Provide training to the Receiving Site staff overseeing the program to ensure they follow SSO program requirements. This includes understanding what constitutes a reimbursable meal, accurate point of service, offer vs serve, food safety, civil rights, Smart Snack requirements (if applicable), documentation requirements, etc.  Training may include watching applicable DPI webcasts located on the [Training Webpage](https://dpi.wi.gov/school-nutrition/training) and the [SSO e-Learning Course](https://rise.articulate.com/share/U748IHHiCVlSVb6nLjbQVgMGmh5tWMkS#/). Maintain documentation of training provided and completed. *(https://dpi.wi.gov/school-nutrition/training) (https://rise.articulate.com/share/U748IHHiCVlSVb6nLjbQVgMGmh5tWMkS#/)*
7. Plan, prepare, and provide meals for the Receiving Site that meet meal pattern requirements for the age/grade groups served, including the infant and preschool meal pattern(s), if applicable.
	1. All children enrolled at the Receiving Site who have access to meal service must have access to the meals provided through SSO, including infants. This may require the Sponsoring SFA to provide infant formula and/or other age-appropriate foods to include all enrolled children. The Sponsoring SFA will need to work closely with the Receiving Site to know the ages and number of children to serve. The Receiving Site cannot take responsibility for feeding the infants/younger children when meals are served to the older children under SSO.
8. Accommodate any [Special Dietary Needs](https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs) of children at the Receiving Site, if supported with a valid medical statement. *(https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs)*
9. Use [Production Records](https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records) or transport sheets to communicate to the Receiving site what is being provided and how meals meet meal pattern requirements. *(*[*https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records*](https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records)*)*

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| Additional Terms and Conditions Agreed to by the Receiving Site and Sponsoring SFA |
| **Optional** |
| **Receiving Site Information** |
| Name of Receiving Site: | Click or tap here to enter text. |
| Name of Nonprofit Organization for this Site: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Site Contact: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Total Enrollment: | Click or tap here to enter text. |
| Age/Grade Groups at Site:  | Click or tap here to enter text. |
| Site Type: | [ ]  School [ ]  Child Care Center [ ]  Other, *please describe:* |
| Site Type:*(check one)* | [ ]  Open [ ]  Restricted Open [ ]  Closed Enrolled |
| Meals: *(check one or two)* | [ ]  Breakfast [ ]  Lunch/Supper [ ]  Afterschool Snack\*  |
| *\*Afterschool snack is only allowable if it is one of the two programs operating under SSO. It is not eligible for the Receiving Site as a third program under NSLP.* |

1. Provide oversight of the program through onsite monitoring by February 1, utilizing the [SSO Site Monitoring Form](https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring). *(*[*https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring*](https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring)*).* It is preferred that this be completed onsite, however, if the offsite monitoring flexibility was elected in the SY 2021-22 Program Operations Application, this monitoring may be completed offsite. Maintain this document on file for the current year plus three years
2. Claim and receive the reimbursement for the reimbursable meals served at the Receiving Site.
3. Request and maintain the daily and monthly meal count sheets from the Receiving Site.
4. Meal counts are based on the point of service meal counts and not the number of meals provided to the Receiving Site.
5. When claiming, add the Receiving Site’s meal counts to the Sponsoring SFA’s meal counts for the school site providing the meals.
6. Ensure the Receiving Site meets all food safety requirements.
7. Follow and include the [Meal Service at Non-School Meal Distribution Site Standard Operating Procedure](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-meal-service-non-school-sites.docx)in your food safety plan. *(*[*https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-meal-service-non-school-sites.docx*](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-meal-service-non-school-sites.docx)*)*
8. Notify your local sanitarian that the Receiving Site will be participating under your contract in the school meal programs and discuss if a food safety inspection is required based on the type of agency.
9. Since the reimbursement is being paid to the Sponsoring SFA, it is the responsibility of the Sponsoring SFA to pay for food safety inspections, if required.
10. USDA Free and Reduced Price Meal applications shall not be provided or processed for the Receiving Site.
11. Enrolled students at the Receiving Site will NOT be included on the Sponsoring SFAs direct certification runs.
12. Maintain all documentation for the meals provided and claimed for the Receiving Site for the current year plus three years.
13. If the Sponsoring SFA is scheduled for an AR in SY 2021-22, the Receiving Site may be reviewed as part of the AR. Any noncompliance identified resulting in corrective action and/or fiscal action for the Receiving Site, as part of an AR is the responsibility of the Sponsoring SFA.

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| **Sponsoring SFA Supplying Meals Information** |
| SFA Name: | Click or tap here to enter text. |
| Agency Code: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Food Service Director:  | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| School site from where meals are provided and under which meals will be claimed: | Click or tap here to enter text. |

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| Certification/Agreement Signatures |
| The Receiving Site and Sponsoring Site have reviewed and discussed these terms and conditions. By signing this Agreement you acknowledge and agree to comply with the responsibilities outlined in this Agreement. Any deliberate misrepresentation or fraud will be subject to fiscal action and/or any applicable state and federal laws. This Agreement shall become effective **Enter Date**, and it shall remain in effect until **Enter Date**, unless terminated by a prior written notice of not less than sixty (60) days from either party to the other.This Agreement cannot be extended beyond June 30, 2022. |
| **Receiving Site** | **Sponsoring SFA** |
| Name of Representative: | Click or tap here to enter text. | Name of Representative: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. | Title: | Click or tap here to enter text. |
| Signature: |  | Signature: |  |
| Date: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
| ***Submit a copy of this fully-executed agreement to*** ***SSO@dpi.wi.gov*** ***along with documentation of nonprofit status for approval.*** |
| Nonprofit documentation may include:* Documentation from the IRS of 501c3 status;
* If under another organization’s nonprofit status, documentation that shows the Receiving Site is under that organization. e.g., provide a copy of the page or screen shot from the Catholic Diocese School Directory that includes the Receiving Site.

Public schools are nonprofit, no further documentation required. |

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| DPI Use Only |
| Signature: | Click or tap here to enter text. | Nonprofit Documentation: [ ]  Complete [ ]  Incomplete |
| Title: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), (AD-3027) found online at: [How to File a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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