

MEMORANDUM AND AGREEMENT

This document confirms the Memorandum of Understanding and Agreement, effective this _____ day of _____, 2017 between Our Little Helpers AND _____.

1. PURPOSE

The purpose of this Memorandum and Agreement (MAA) is to serve as a written understanding between Our Little Helpers and _____ in providing students, youth and children with healthy meals. This MAA documents the expectations and responsibilities of the principal parties involved. The duration of this agreement is for one school year, beginning _____, 2017.

2. GOAL

To provide students of _____ with nutritional meals during the school calendar year.

3. SPONSOR RESPONSIBILITIES

- a. Prepare, serve, deliver and distribute nutritional meals to students that participate in afterschool programs.
- b. Conduct Annual Site Compliance Training.
- c. Provide additional training for Site Coordinators, Supervisors and Servers in meal service, meal counts, meal patterns, civil rights, safety and sanitation, required site documentation and record keeping, etc.
- d. Respond to and accommodate change requests, e.g. increase/decrease to number of meals and special requests.
- e. Provide sites with proper food storage equipment.
- f. Conduct a minimum of three site visits per school year in which one visit is announced and/or unannounced.
- g. Manage site documentation.

4. SITE RESPONSIBILITIES (Please read the following carefully and initial)

- a. Attend training session(s) provided by your sponsor
- b. Provide space for volunteers to serve students
- c. Provide Our Little Helpers with total enrollment numbers and a valid roster
 - Total Enrollment _____
- d. Inform Our Little Helpers of the number of meals to prepare and deliver and only order the number of meals to support roster.
 - Number of Meals Requested _____

- e. Inform Our Little Helpers of any site changes, e.g. increase or decrease of numbers and notify assigned Administrative Coordinator via email of said changes.
- f. Provide a minimum 48 hours advance notice for special requests.
- g. Maintain accurate site documentation, e.g. Meal Count Worksheet (Form 34) Transport Records and Roster/Attendance (Form 71).
- h. Report meal count numbers to assigned Administrative Coordinator weekly via email.
- i. Agree to serve meals to children 18 years of age and younger or people of all ages with physical or mental disabilities who participate in special school programs for the disabled.
- j. Agree to ensure all students are served each meal component.
- k. Adhere to state requirements of safety and sanitation.
 - Keep hot foods 140° or hotter before serving
 - Keep cold foods and beverages 41° or colder before serving
 - Keep garbage cans, food storage containers and serving utensils clean and sanitize eating areas daily
- l. Agree to follow procedures in training packet regarding food borne illness
- m. Agree to maintain equipment provided by Our Little Helpers and store in a secure area when not in use, e.g. ladles, thermometers, etc.
- n. Sign all supplemental agreements.

5. EQUIPMENT INVENTORY AND RETURN

The equipment provided during the school year will be collected on the day following the last day of scheduled meal service. The items on loan must be returned. If all items are not returned _____ will be subject to equipment replacement costs and may cause the following CACFP Program to be in jeopardy until fees are paid.

6. SUSPENSION AND TERMINATION

For the continued success of your CACFP Program and to remain in compliance _____ must adhere to the Site Responsibilities. Failure to adhere to the responsibilities listed above will result in suspension or termination depending on the severity and number of repeated offenses. A non-compliance memo will be issued detailing the compliance offense and correction needed. Three offenses for the same repeated action will result in termination from the CACFP program.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigners and personal representatives.

Signed this _____ day of _____, 2017

Site Signing Authority

Our Little Helpers