**Agreement to Furnish Food Service between the
CACFP Institution and the Board of Education**

This agreement is entered into by and between the following:

|  |  |
| --- | --- |
| Board of Education (BOE) |  |
| CACFP Institution |  |

The above-named BOE agrees to furnish meals to the above-named CACFP Institution for the following per meal rates:

|  |  |  |
| --- | --- | --- |
| Breakfast: | $ |  |
| Lunch: | $ |  |
| Snacks: | $ |  |

If applicable, include the types and amounts of any charges paid to the BOE **in addition to** the per meal price:

|  |
| --- |
|  |

All additional charges must be included in the CACFP institution’s approved Center Budget and be reported as part of the expenditures on the annual [*CACFP Nonprofit Status Income and Expenditure Report for Child Day Care Centers, Emergency Shelters, At-risk Afterschool Programs, and Adult Day Care Centers*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/IncExp/Income_Expenditure_Report_CACFP_Centers.xlsx).

|  |
| --- |
| List sites covered by this agreement below or attach a list of sites. |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |

It is further agreed that the BOE will assure that *(check one option):*

[ ]  Meals meet the CACFP meal pattern requirements and that the Board of Education’s school food authority (SFA) will maintain complete and accurate records, including menus, amounts of foods prepared and numbers of meals provided daily; **OR**

[ ]  The Board of Education’s SFA has been approved by the Connecticut State Department of Education (CSDE) to use the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns to prepare meals for CACFP participants ages 2 and older.

**Agreement Terms**

* The BOE must provide menus to the CACFP institution prior to the month served and the record of the number of meals delivered must be reported to the CACFP institution at the end of the month.
* Meals served **SHALL NOT** be claimed under any of the following school nutrition programs: NSLP, SBP, Special Milk Program (SMP), and Afterschool Snack Program (ASP)*.*
* Revenue from this agreement **SHALL** be considered income to the NSLP, SBP, SMP, and ASP.
* Allocation of the U. S. Department of Agriculture’s USDA Foods for the NSLP does not include meals prepared for the CACFP.

|  |  |  |
| --- | --- | --- |
| The |  | also agrees to retain records for three years after |
|  | *Board of Education* |  |

the date of the final claim, or until the resolution of any outstanding audit findings, and upon request to make all accounts and records pertaining to the CACFP available to representatives of the administering agency for audit or administrative review.

This agreement **SHALL NOT** exceed one year in duration and will be effective for the period below.

|  | to |  |
| --- | --- | --- |
| *Beginning date* |  | *Ending date* |

This agreement may be terminated by notice in writing by either party at least 30 days prior to the date of termination.

|  |
| --- |
|  |
| Signature of Board of Education Official |
|  |  |  |
| Title |  | Date |

|  |
| --- |
|  |
| Signature of CACFP Institution Official |
|  |  |  |
| Title |  | Date |

# A copy of the signed agreement must be forwarded to the school food service director and the Connecticut State Department of Education.

For more information on food service management company (FSMC) contracts, visit the CSDE’s [FSMC](https://portal.ct.gov/SDE/Nutrition/Food-Service-Management-Company) website or contact the [CACFP staff](https://portal.ct.gov/SDE/Nutrition/CACFP-Contact) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard,
 Suite 504, Hartford, CT 06103-1841.

This form is available at [https://portal.ct.gov/-/media/SDE/Nutrition/FSMC/‌School\_Food\_Agreement\_CACFP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/FSMC/%E2%80%8CSchool_Food_Agreement_CACFP.pdf)



|  |  |
| --- | --- |
| In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:1. mail: U.S. Department of AgricultureOffice of the Assistant Secretary for Civil Rights1400 Independence Avenue, SWWashington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:program.intake@usda.gov

This institution is an equal opportunity provider. | The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; victims of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.  |