



Miami-Dade County Community Action Human Services Department
 Summer Food Service Program
Sponsor Site Manager Agreement

Name of Site : _____ Site # _____

Address of Site: _____

City: _____ State: _____ Zip: _____

Person in Charge of Site: _____

Telephone of the person in charge: _____

The person named above agrees to:

1. Serve meals to all needy 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. Ensure that no meals are removed from the site with the exception of transfer of meals and field trips with prior approval from Sponsor Representative.
3. Provide adequate supervision during meal service with **accurate "Point of Service" meal counts**.
4. Maintain and submit on a timely basis such reports and records as required by the Sponsor including the daily meal count sheets.
5. Immediately report, to the Sponsor, any changes in the number of meals required as attendance fluctuates.
6. Report immediately any other problems in regard to meal service.
7. Abide by all SFSP regulations and special instructions that have been provided by the Sponsor.
8. Attend Sponsor training sessions.
9. Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
10. Be responsible to the program for the reimbursement of all disallowed meals due to your negligence.
11. Immediately notify the Sponsor of any meal service times that need to be changed or are not being met.
12. Immediately notify the Sponsor if meals are not delivered at the scheduled times.
13. Comply with civil rights laws and regulations.
14. Ensure **the trained Site Supervisor or approved alternate contact is on site during meal service.**
15. **Not accept meals from another sponsor.**
16. **Site is not receiving federal funds from other sources for meals.**
17. Ensure a copy of the Department of Health inspection is submitted to the Sponsor.
18. Ensure "And Justice for All" poster is displayed.
19. Ensure site maintains required documents on site (e.g., Meal Counts, Site Supervisors Record of Meals Served)

This is to certify that I have read and agree to the above guidelines and understand that any violation of these guidelines may result in prosecution under applicable State and Federal Statues. **I have not signed an agreement for sponsorship with any other agency.** In addition, if there is any violation of the above mentioned rules, the sponsor reserves the right to immediately terminate the site and to not consider the site for renewal in the following year.

 Site Manager Signature

 Sponsor Signature

CAHSD

 Date