



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: \_\_\_\_\_

Authorized person in charge: \_\_\_\_\_ Authorized person telephone number: \_\_\_\_\_

**The Person named above agrees to:**

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).

**Training:**

- **Ensure that program staff MUST adhere to the CDC health and safety protocols at all times on site.**
- Maintain and submit required paperwork such reports and records as required by the Sponsor including the daily meal count sheets/feeding reports (if related to site).
- **Ensure that at least two (2) program staff MUST attend a Sponsor training session.**
- **1:25 ratio; 1 staff per 25 children.**

**Servings:**

- **Ensure supervision during entire meal service is done by a Sponsor trained Site Supervisor/Alternate Site Supervisor, with accurate "Point of Service" meal counts using the Clicker/Meal Counting Device.**
- Immediately report any other problems/concerns in regard to meal service to sponsor.
- Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
- Immediately notify the Sponsor of any meal service times that need to be adjusted or are not being met.
- **Immediately notify the Sponsor if meals are not delivered at the scheduled times.**
- **Ensure site maintains required documents on site (e.g. • Feeding Reports, Daily Meal Count Records, Daily Vendor Delivery Tickets)**

**Site Liabilities:**

- Immediately report, to the Sponsor, any changes in the number of meals required as attendance fluctuates. **Meal counts MUST be provided to Sponsor on a daily basis, by 12 noon.**
- Report immediately any other problems in regard to meal service.
- Abide by all SFSP regulations and special instructions that have been provided by the Sponsor.
- Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
- Ensure "And Justice for All" poster is displayed.
- Comply with civil rights laws and regulations.
- **Not accept meals from another sponsor.**
- **Site is not receiving federal funds from other sources for meals.**
- Ensure a copy of the Health Inspection Report is submitted to the Sponsor.

**Site will be responsible to the program for the reimbursement of all disallowed meals due to your negligence.**

**If deficiencies are found during site visits conducted by Sponsor. Second violations will result in meal discontinuation; third violations will result in immediate closure of site.**

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 Statutes. **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

\_\_\_\_\_  
CAHSD Sponsor Signature

\_\_\_\_\_  
Date