

AGREEMENT

AGENCY: ESC19 Head Start
City/County of El Paso, State of Texas

CONTRACTOR: Tornillo Independent School District
County of El Paso, State of Texas

CONTRACT: Meals for Adults in Head Start Program

When this Agreement is duly completed and signed by appropriate authority, it constitutes a CONTRACT between Education Service Center - Region 19 (AGENCY) and Tornillo Independent School District (CONTRACTOR) to be effective September 1, 2025 through August 31, 2026. Witnesseth that Agency and Contractor do mutually agree as follows:

WHEREAS, the Agency operates and administers, through the United States Department of Health and Human Services, a Head Start Program for children residing within the Boundaries of the Tornillo Independent School District; and WHEREAS, the Agency desires to engage the Contractor to render certain assistance in such undertakings:

I. CONTRACTOR OBLIGATIONS

1. Meals

Contractor shall provide a noon meal for adults per classroom per day. This meal shall be served in conjunction with the meal served to the Head Start children and shall meet the CACFP adult feeding requirement.

• **Birthday Celebrations**

Contractor shall provide a monthly birthday celebration snack for adults per classroom on designated day. This is done in recognition of those Head Start children celebrating their birthday. The Agency will Reimburse the Contractor at the rate of snack cost **\$3.00**.

2. Term

The Contractor shall commence performance of this Contract on the 1st day of September 2025 and shall complete performance no earlier than August 31, 2026.

3. Records

The Contractor shall maintain such reasonable records and accounts, including financial records, to assure proper accounting for all project funds, both Federal and Non-Federal shares. These records will be made available for audit purposes to the Agencies, the D.H.H.S. or the Comptroller General of the United States or any authorized representative, and will be retained for three years after the expiration of this Contract unless permission to destroy them is granted by the Agency at the end of the term hereof, it shall have no further responsibility for retaining any records whatsoever.

4. Compliance with Conditions

The Contractor agrees to assist the Agency in complying with all of the Conditions Governing Grants under Section 222 EOA Department of Health and Human Services.

II. AGENCY OBLIGATIONS

The Agency shall:

1. Reimbursement

The Agency shall reimburse the Contractor for costs incurred in the preparation of the meals served to the staff and parent/volunteer on actual participation. Reimbursement for meals shall be at a rate of **\$6.50** per Adult meal claimed.

2. Payment

The Contractor shall submit monthly reports to indicate number and types of meals served, not later than the fifth day of the following month. Upon receipt of the monthly report, the Agency shall reimburse Contractor for the number of meals served at the rate set forth herein not later than the 30th day of the month.

IN WITNESS WHEREOF, the Agency and the Contractor have executed this Agreement as of the date first written above.

Tornillo Independent School District

Rosy Vega – Barrio, Superintendent

Date: _____

ESC19 Head Start

Dr. Armando Aguirre, ESC19 Executive Director

Date: _____

Socorro Rodríguez, ESC19 Head Start Director

Date: _____