



TO: Mr. David Meadows

FROM: Julie Hinds

DATE: May 19, 2011

RE: Satellite Meals for ICC Early Childhood Center

For your consideration and approval, Mrs. Lynne Rogers and I are requesting to provide satellite meals for the ICC Early Childhood Center. Attached, you will find a memorandum and a sample contract agreement from Lynne Rogers informing you in detail the reason for the above mentioned request.

If you have any questions or if you would like to discuss this request, Mrs. Rogers and I will be happy to meet with you.



School Nutrition Office – 903 Fillmore Drive, Tupelo, MS 38801
662-840-1857 or 662-840-1840 Fax: 662-840-1842

May 18, 2011

To: Julie Hinds
Nancy McReynolds

Fr: Lynne Rogers

Re: Request to Satellite Meals – ICC Early Childhood Center

I am requesting to provide satellite meals for the ICC Childcare Center for May 23rd through July 30, 2011. The ICC Food Service Department will not be open for the summer, and the ICC Early Childhood Center has requested lunch meal service. This contract will provide additional funds for the Food Service Department. ICC has requested to pick up the lunch meals daily at Tupelo Middle Cafeteria instead of requiring delivery by our Food Service van to the ICC Childcare Center. As with the contract for headstart meals, the rate for lunch meals is the free reimbursement of \$2.74.

A copy of the ICC signed agreement is attached for your review.

I would greatly appreciate your placing this item on the agenda of the Board for the meeting on May 24, 2011.

Exhibit 11.8. Sample Contract Agreement for School Food Service

Mississippi Department of Education
AGREEMENT FOR FOOD SERVICE

This agreement is made and entered into by and between:

ICC Early Childhood Center

Organization
 And

TUPELO PUBLIC SCHOOL DISTRICT

School/School District/Institution

The School/School District/Institution agrees to supply meals (inclusive/exclusive) of milk to the organization for the prices herein listed:

Breakfast.....\$ NA each

Lunch.....\$ 2.9425 each (inc.milk)

Snack.....\$ NA each

Supper.....\$ (Adult=\$3.00) each

Documentation explaining how plate cost was determined must be attached. The School/School District may not incur a loss to the Child Nutrition Program in providing these meals.

If meals are delivered to the Organization, completing the following:

Approved sites:

(if additional space is needed, please use back of page)

Time of meal delivery:

ICC EARLY CHILDHOOD CENTER

11:30 - 12 Noon

It is further agreed that the School/School District/Institution, pursuant to the provisions of the Federal Regulations of the following Child Nutrition Programs:

- ☒ X National School Lunch/School Breakfast Program
☐ Child and Adult Care Food Program
☐ Summer Food Service Program

will assure that said meals meet the minimum requirements as to nutrition standards and will maintain full and accurate records needed to meet their responsibility including the following:

3. Menu and food production records
4. Meals, including daily number of meals delivered by type

Exhibit 11.8. Sample Contract Agreement for School Food Service (continued)

These records must be reported to the Organization promptly at the end of the month. The Organization agrees to retain these required records for a period of three (3) years after the end of the fiscal year to which they pertain (or longer if an audit is in process); and upon request, to make all accounts and records pertaining to the program available to representatives of the State Agency and the General Accounting Office for audit or administrative review at a reasonable time and place.

The Organization will be responsible for conducting a meal count at the point of service of each meal. The School/School District/ Institution agrees that meals will not be paid for which are delivered to non-approved sites, which are delivered to approved sites outside of the agreed upon delivery time, which are spoiled or unwholesome or which do not meet meal pattern requirements. The Organization claiming the meals for reimbursement is responsible for claiming only reimbursable (approvable) meals on the monthly claim for reimbursement to the State Agency. Therefore, if the Organization is claiming the meals, the center will be responsible for collecting payment for any non-reimbursable meals from the School/School District/Institution supplying the meals.

This agreement shall be effective from May 23, 2011 until July 30, 2011; and either party may terminate it if at least 30 days notice is given in writing prior to the date of termination.

This agreement is witnessed and agreed upon by:

Organization Authorized Signature:

Name	Title	Date
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School/School District/Institution Authorized Signature:

Name	Title	Date
	<u>Interim Superintendent of Education</u>	