SUMMER FOOD SERVICE PROGRAM – SITE AGREEMENT

Site Name: _____ **Site #**_____

The site 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. Notify FSP of site authorized staff and assure that authorized staff receive, count, and sign for meals.
3. Serve meals that meet the minimum meal pattern requirements.
4. Provide adequate supervision during the meal service.
5. Maintain and submit promptly each week the Daily Meal Counts, Daily Delivery Receipts, Weekly Consolidated Meal Count, Labor hours worked in the Summer Food Service Program (relating to serving meals and/or completing paperwork) and Field Trip Notification form(s).
6. Notify FSP a minimum of 5 business days in advance of any Field Trips or of any changes in the Field Trip schedule.
7. Report to FSP any changes in the number of meals required as attendance fluctuates.
8. Report any other problems regarding the meal services.
9. Comply with civil rights laws and regulations.
10. Have all staff involved in the meal service attend the virtual training session. A test must be taken at the end of training. You will receive a certificate after you pass the test via email. Please print the certificate and post at your site.
11. Comply with all procedures outlined in the Site Supervisor's Guide.
12. Serve a minimum of 25 lunches or breakfasts per day. If you serve 2 meals a minimum of 20 each per day.
13. An FSP-provided stipend is available to help offset daily site labor. To be eligible, <u>all</u> required reports must be turned in by the end of each week. The checks will be issued and mailed to the site after the program ends. The stipend will be based on the maximum number of labor hours as it relates to the number of 1st meals served per day (see chart below). Sites will not be eligible for a stipend on any day when 5% or more of the meals delivered are leftover. Sites that are allowed to continue meal service that are serving less than 25 lunches or breakfast per day will <u>NOT</u> be eligible for the stipend.

    Sites that are visited by ISBE and have "disallowed meals" (meals that FSP will not be reimbursed for) <u>will not receive a stipend for their entire program.</u>

    The stipend is <u>NOT</u> a paycheck for staff employed by the site. The total amount a site receives as a stipend is intended to partially <u>subsidize</u> labor expenses the site may incur. Only one (1) check will be issued per site.

Daily Participation	25-50	51-75	76-100	101-125	126-150	151-175	176-200	201-250	251-275	276-300
Lunch/Supper Maximum Labor Hours	1.0	1.5	1.9	2.3	2.7	3.1	3.5	4.0	4.4	4.8
Lunch/Supper Approximate Daily Labor Stipend	$8.01	$11.24	$14.47	$17.70	$20.93	$24.15	$27.38	$30.61	$33.84	$37.07
Breakfast Maximum Labor Hours	0.8	1.2	1.5	2.0	2.3	2.7	2.9	3.1	3.3	3.5
Breakfast Approximate Daily Labor Stipend	$6.07	$9.30	$11.95	$15.82	$17.44	$20.67	$22.28	$24.22	$25.83	$27.13

FSP may immediately terminate meal service to a site upon receipt of evidence that the terms and conditions of this agreement are not fully complied with. Terminated sites are not eligible for a stipend.

_____ _____ _____

Site Supervisor Name (please print) Site Supervisor Signature Date

_____ _____

FSP Authorized Signature Date