

FOOD BANK OF THE ROCKIES™

Food Bank of the Rockies Food For Kids Team is excited to announce the release of our Summer Food Service Program (SFSP) application. If you are interested in participating in the program, please complete the following application and return to us as soon as possible. **The application deadline to begin meal SFSP meal service in June is Tuesday, April 26th.**

Please review the following information carefully to determine your site's eligibility:

- **Approved sites may be allowed to serve up to two meals a day as long as one meal is a breakfast. Meal options available include:**
 1. USDA approved full fresh meals delivered daily for breakfast, lunch or supper (minimum may vary depending on your location within Food Bank of the Rockies' service area)
 2. USDA approved full packaged shelf-stable super snack meal for breakfast, lunch or supper. Metro Denver sites to pick up weekly at FBR 10700 E 45th Ave in Denver.
- **Approved sites must meet the following standards and attend required training.**
 1. Participating sites must make meals available to all children without regard to race, color, age, sex, disability, or national origin.
 2. Each participating site must display the “*And Justice for All*” poster (provided by FBR) and the menu (provided by FBR) in locations visible by children, parents and visitors.
 3. The site supervisor and personnel responsible for daily operations of the summer meal program must attend SFSP training provided by Food Bank of the Rockies. Training information is at the end of the application. These staff will be responsible for the performance of the site's food distribution in accordance with established FBR, Colorado Department of Education, and USDA standards.
 4. At least one site representative responsible for food distribution must complete the Food Safety and Civil Rights online training courses annually available on FBR's website through NeoGov LEARN: <https://www.foodbankrockies.org/partner-portal/partner-training/>
If you were part of the afterschool meals (CACFP) program during the most recent school year, you may be compliant with this requirement. Training must be completed before meal service begins.
 5. Sites may not charge for the meals and may not receive funding or reimbursement from any governmental entity for these meals.
 6. Sites must be located in a geographical area with a Free and Reduced Lunch population of 50% or more based on Colorado Department of Education or U.S. Census data. Links to these sites to determine eligibility are in the application below.
 7. All meals must be served and eaten on site by participants. Parents, Guardians, or participants are not allowed to pick up meals, take meals home, or eat a meal off-site.
- **Counts of meals served must be conducted at the time of service using Link2Feed each day food is distributed. Link2Feed is an online platform that eliminates paper count forms. Link2Feed training is provided during the required SFSP training by Food Bank of the Rockies. You must have access to a computer, tablet, or smartphone. Failure to record daily counts in Link 2 Feed may result in meal suspension.**

**If you have any questions please contact the Food For Kids Team at
FFK@foodbankrockies.org**

SFSP—Information and Site Requirements by Meal Type

Each type of meal available has certain site requirements related to quantity, storage, and food safety. Please review each below to help you determine the best meal to serve at your site.

Contact Food For Kids staff if you have any questions at FFK@foodbankrockies.org.

Shelf-stable “Super Snack” Meal

Breakfast available during summer only

Minimum served — **200 monthly****

*** Minimum is a combination of meals: breakfast, lunch or supper,*

Meals meet USDA requirements (see sample menu)

Storage

- Cool, dry area—shelving or cabinets
- Shelf stable (UHT) milk can be refrigerated but not required
- Maintain storage temps with thermometer and temperature log

Food Safety and Sanitation

- Hand washing facilities (sink/soap/towels or hand sanitizer)
- Daily cleaning of serving and eating surfaces
- Trash cans

Other

- Meals are picked up weekly at FBR by the site on Tuesdays from 9am-3pm; delivery may be available to rural locations
- Meal counts must be submitted daily through Link2Feed

This institution is an equal opportunity provider

Fresh Meals

Breakfast available during summer only

Minimum served— **30 daily****

*** Minimum is a combination of meals: breakfast, lunch or supper*

Meals meet USDA requirements (see sample menu)

Storage

Refrigerator

- Residential size for up to 65 meals, including milk (UHT shelf stable)
- Commercial size for more meals
- Maintain refrigerator temps with thermometer and temperature log (temp at 39° or below)

Food Safety and Sanitation

- Hand washing facilities (sink/soap/towels or hand sanitizer)
- Food storage temps monitored and recorded (thermometers and logs will be provided)
- Daily cleaning of serving and eating surfaces

Other

- Meals are delivered by our vendor daily or as scheduled; rural delivery subject to availability
- Meal counts must be submitted daily through Link2Feed

Sample Menus

Food Bank of the Rockies and its approved vendors follow the USDA meal pattern for child nutrition programs for meals provided to sites. Below are examples of menus for each of our meal choices. Menus are subject to change; menus below are samples. Special dietary requests will be accommodated with a doctor's written note. During the summer, SFSP also includes a breakfast option.



Shelf-stable “Super Snack” Meal - These come preassembled for easy serving. UHT Milk is separate and can be refrigerated.

Chicken Salad Sunflower Kernels WG Crackers Amazing Raisins 100% Veg/Fruit Juice	Cheese Plank Sunflower Kernels WG Pizza Crackers GoGo Squeeze Applesauce 100% Veg/Fruit Juice	Bean Dip Sunflower kernels WG Corn Chips Craisins 100% Veg/Fruit Juice	PB & J Squeezers Sunflower Kernels WG Crackers Fruit Cup 100% Veg/Fruit Juice	Sunbutter Cup Sunflower Kernels WG Cracker Craisins 100% Veg/Fruit Juice
Milk (8 oz.)	Milk (8 oz.)	Milk (8 oz.)	Milk (8 oz.)	Milk (8 oz.)

Fresh Meal—Made by our kitchen daily. Cold meals served in a unitized, sealed container.

<u>WG PBJ Bites</u> Peanut Butter & Jelly Baby Carrots String Cheese Blueberries	<u>Southwest Chef Salad</u> Southwestern Chicken Corn Salsa Shredded Lettuce & Cheese Pineapple WG Goldfish	<u>Pizza Pasta Salad</u> Herbed Chicken WG Penne Pasta Pepperoni Tomatoes & Zucchini Fresh Fruit	<u>Beef And Bean Nachos</u> Taco Beef Refried Beans Shredded Cheese Picante Salad Fruit Juice RF Nacho Doritos	<u>Roast Beef And Cheese Sandwich</u> Roast Beef WG 9 Grain Bread Green Leaf Lettuce Baby Carrots Applesauce
Milk, UHT	Milk, UHT	Milk, UHT	Milk, UHT	Milk, UHT



This institution is an equal opportunity provider

SUMMER FOOD SERVICE PROGRAM (SFSP) SITE APPLICATION

Thank you for your interest in the summer meal program under Food Bank of the Rockies' sponsorship. Please complete this application to receive full consideration. **ALL SECTIONS MUST BE COMPLETED. INCOMPLETE APPLICATIONS MAY DELAY THE START OF THE PROGRAM.** Please refer to the previous pages for program information and meal type requirements.

SITE INFORMATION

Site Name:	
Street Address:	
City:	
County:	
Zip Code: + 4	
Nearest cross streets:	

Primary Site Contact Information

Name (First & Last):	
Phone (Best Contact Number):	
Email Address:	
Position Title:	
Date of Background check:	

Secondary Site Contact Information

Name (First & Last):	
Phone (Best Contact Number):	
Email Address:	
Position Title:	
Date of Background check:	

GENERAL SITE INFORMATION

- Age Range of children you will be serving: _____ years to _____ years
- Has this site ever participated in the Summer Food Service Program under this Sponsor (FBR)?
Yes___ No___
- Do you participate in any of these other USDA programs? (check all that apply)
 - National School Lunch Program (NSLP)
 - School Breakfast Program (SBP)
 - Child and Adult Care Food Program (CACFP)
 - Special Milk Program (SMP)
- Is this site associated with and/or operated by a public housing authority? Yes___ No___

SITE TYPE (check only one)

	<u>Open</u> : Located in an eligible area and meals are available to all children in the area.
	* <u>Restricted Open</u> : Located in an eligible area with meals available on a “first- served” basis but service of meals may be limited due to reasons of space, security, safety or control.
	* <u>Closed Enrolled</u> : Service is open only to enrolled children as opposed to the community at large. The site may establish eligibility by (1) collecting income eligibility forms with at least 50% of the enrolled children being eligible for free or reduced-price school lunches, or (2) by using area eligibility information provided by their local school district documenting that at least 50% of the children served by the nearest school are eligible for free or reduced-price school lunches. Accredited summer schools do not qualify as closed enrolled sites.

* Reason for operating a **Restricted Open** or **Closed Enrolled** Site:

SITE ELIGIBILITY

- Is this site open only to enrolled summer school students who receive academic credit?
Yes___ No___
- Did this site operate last year or over the summer? Yes___ No___

Eligibility Method: Choose one of the below on which you are basing your eligibility

School Data, what is the closest school to your site location?

Eligible sites are located in a geographical area with a Free and Reduced Lunch population of 50% or more based on individual school OR Colorado census data.

Public School District: _____

School Name: _____

Percent Eligible for Free or Reduced Lunches: _____

Program Year of School Data: _____

Please visit Colorado Department of Education Website to determine your site free and reduced school numbers. School Level Data, •2020-21 PK-12 Free and Reduced Lunch Eligibility by School (XLSX) <http://www.cde.state.co.us/cdereval/pupilcurrent>

Or by Colorado Census Data: <https://www.fns.usda.gov/area-eligibility>

Closed Enrolled Site information: (If you are applying to be a closed enrolled site use this section)

Projected Number of Enrolled Children: _____

Projected Number of Enrolled Children who are eligible to receive free or

Reduced-price meals: _____

Percentage of Enrollment Eligible for Free and Reduced-price Meals: _____%

SITE OPERATION

• **Operation Dates**

Beginning Date: _____ Ending Date: _____

Indicate any meal service closures (**Scheduled closures when you will not be serving meals**) **Unexpected closures must be reported immediately to FBR staff.**

• **Number of days site will operate and serve each month (do not count days you will not be serving)**

June _____ July _____ August _____

Total # of days the Site will serve _____ (Add together all months)

• **Indicate if this is an Indoor or Outdoor site (check one): Indoor_____ or Outdoor_____**

If this is an outdoor site, indicate your plan for serving meals during inclement weather

(Check one) Move service indoors Serve under a canopy or other shelter Cancel meal service

• **Is this a mobile site? Yes_____ or No_____**

MEAL TYPE

**(See Site Requirements and Sample Menus at the beginning of this document for more information)
Approved sites may be allowed to serve up to two meals a day as long as one meal is a breakfast.**

Breakfast: (Choose Option)

_____ **Fresh Meals (Must serve at least 30 kids per day)**

_____ **Shelf Stable “Super Snack” Meals**

- Beginning Date: _____ Ending Date: _____
- Days Meals are requested (circle all that apply)

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	
- Meal time: Start _____ End _____
- How many kids do you anticipate serving each day _____

Lunch: (Choose Option)

_____ **Fresh Meals (Must serve at least 30 kids per day)**

_____ **Shelf Stable “Super Snack” Meals**

- Beginning Date: _____ Ending Date: _____
- Days Meals are requested (circle all that apply)

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	
- Meal time: Start _____ End _____
- How many kids do you anticipate serving each day: _____

Supper: (Choose Option)

_____ **Fresh Meals (Must serve at least 30 meals per day)**

_____ **Shelf Stable “Super Snack” Meals**

- Beginning Date: _____ Ending Date: _____
- Days Meals are requested (circle all that apply)

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	
- Meal time: Start _____ End _____
- How many kids do you anticipate serving each day: _____

MANDATORY TRAINING

- All staff that are responsible for serving and administering the summer meals program must attend training with FBR. **If you are not able to participate in the training, your site will not be able to participate in the meal program.**
- Training will be approximately one hour, via zoom. Times and dates will be offered as soon as your site is approved for the Summer Food Program.

Site Server(s): List names with a contact phone number and email address

Each server will receive a Link2Feed username and password from FBR staff with the email provided.

NAME	PHONE #	EMAIL

RETURN THIS APPLICATION WITH ALL AREAS COMPLETED including the partner agreements below to: Eva Knezic at eknezic@foodbankrockies.org

Contact the Food For Kids Team with questions at FFK@fodbankrockies.org



Agreement between Food Bank of the Rockies, which includes Western Slope Food Bank of the Rockies and Wyoming Food Bank of the Rockies, (hereinafter referred to as FOOD BANK OF THE ROCKIES) and Hunger Relief Partner (hereinafter referred to as PARTNER) named below.

FOOD BANK OF THE ROCKIES Use Only
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PARTNER Name:	
PARTNER Site Address (Street, City, State, Zip)	Area Code and Telephone Number

The purpose of this agreement, and any attachments, is to define the services that will be provided to Partner by FOOD BANK OF THE ROCKIES and the duties and responsibilities of each. FOOD BANK OF THE ROCKIES’ purpose is to collect and re-distribute surplus food and essential items to tax exempt, 501(c)(3) organizations as defined by Section 170(e)(3) of the Internal Revenue Code. FOOD BANK OF THE ROCKIES’s Mission is to end hunger by efficiently procuring and distributing food and essentials to people in need through our partner agencies in Northern Colorado and Wyoming. The undersigned authorized agents of the PARTNER agree to and will ensure compliance with the following criteria in order to participate in the FOOD BANK OF THE ROCKIES’ distribution program.

PARTNER agrees to:

1. Meet IRS eligibility requirements for receipt, transfer and use of donated food under section 170(e)(3) and must have 501(c)(3) federal tax-exempt status and provide a copy of the IRS tax-exempt letter to FOOD BANK OF THE ROCKIES and notify FOOD BANK OF THE ROCKIES of any changes to their tax status. This will not apply to Government supported programs (CSFP, TEFAP, CACFP, or SFSP).
2. Notify FOOD BANK OF THE ROCKIES in writing within 15 days, when there are any changes to their food program including: location, director, contact, shoppers, and type/size of food program or additional storage or distribution sites. All changes must be approved by FOOD BANK OF THE ROCKIES staff before continuation of the services called for in this agreement. Note: New PARTNER shoppers must attend an orientation session prior to placing or picking up an order.
3. Participate in random monitoring, scheduled and unscheduled, of its food program(s) by FOOD BANK OF THE ROCKIES staff and/or volunteers appropriately trained by FOOD BANK OF THE ROCKIES, which will be conducted at a minimum of once every two (2) years and agrees to fully accommodate and allow FOOD BANK OF THE ROCKIES trained staff and volunteers full and complete access to facilities, Partner’s staff, volunteers and clients for FOOD BANK OF THE ROCKIES/Feeding America research projects as requested. Monitoring may be more frequent for Government supported programs.
4. Identify their organization as a Partner of FOOD BANK OF THE ROCKIES by prominently posting a FOOD BANK OF THE ROCKIES provided poster. Additionally, PARTNER should include the words “Partner of Food Bank of the Rockies” and identify the partnership by including the Food Bank of the Rockies’ logo on organization’s website with a link to the Food Bank of the Rockies’ website and/or pertinent Food Bank of the Rockies’ webpages. PARTNER will not identify themselves as or make representations on behalf of FOOD BANK OF THE ROCKIES but will clearly identify and state they are a “partner of the Food Bank of the Rockies”. Upon termination of this Partnership Agreement by either Party, the PARTNER shall cease to represent itself in any fashion as a Partner of FOOD BANK OF THE ROCKIES. Within thirty (30) calendar days of termination of agreement, PARTNER shall take all appropriate actions to remove “Partner of Food Bank of the Rockies” from all materials including digital platforms like the website and social media.
5. Not engage in discrimination, in the provision of service against a person because of race, color, religion (creed), national origin, ancestry, age, marital status, disability, sexual orientation, or military status, in any of its activities or operations. All clients will be treated with the utmost of respect and courtesy. Keep a minimum of one (1) staff person from each program Civil Rights certified at all times. Civil Rights re-certifications are required annually. Certification is available through an online course provided by First Net Learning at no charge. USDA Partners can also attend the State’s Civil Rights training. This coursework is required for all Government supported programs.
6. Ensure that PARTNER, its employees, its volunteers, and its clients must not sell, transfer, trade or barter any items received from FOOD BANK OF THE ROCKIES in exchange for money, property, services or otherwise allow the items to enter commercial channels.

- 7.** Not require mandatory donations or suggest the same in any manner whatsoever, require or request volunteer time or participation in any religious activity or service in order to receive food, nor show preferential treatment to clients who do participate, voluntarily donate, or volunteer their services.
- 8.** Use the products solely for charitable purposes related to PARTNER's mission. FOOD BANK OF THE ROCKIES product must not be given to staff for personal use, served for general partner or congregation use or be used for fundraising purposes, such as prizes or gifts.
- 9.** Support FOOD BANK OF THE ROCKIES and Feeding America's mission of closing the Meal Gap by receiving monthly food orders and/or allocations. PARTNER may have partnership terminated due to no activity on their accounts. In the occurrence of being inactivated, PARTNER will be required to reapply by completing and submitting the FOOD BANK OF THE ROCKIES Partner Application.
- 10.** Support the operation of FOOD BANK OF THE ROCKIES with a support fee ("ASF") up to the current FOOD BANK OF THE ROCKIES and Feeding America specified rate per pound for product received, payable at the time of pick up or via approved and current credit account. Not applicable to Government supported programs.
- 11.** Pay a service charge plus any costs or other fees incurred to collect unpaid amounts for any check used to pay the support fee that is returned to FOOD BANK OF THE ROCKIES for Insufficient Funds, Account Closed, or any reason. In addition, if costs are spent in order to collect amounts due to FOOD BANK OF THE ROCKIES, those amounts must be reimbursed to us before PARTNER can use our services again.
- 12.** Abide by the policies, procedures and record keeping requirements of FOOD BANK OF THE ROCKIES, including maintaining annual chronological records of all receipts for products received from FOOD BANK OF THE ROCKIES. This record must be made available to FOOD BANK OF THE ROCKIES during monitoring visits and kept on file for three (3) years + current year for auditing purposes.
- 13.** PARTNER is required to collect and maintain client served numbers per FOOD BANK OF THE ROCKIES direction. Selected Partners utilizing Link2Feed (L2F), a client service insights software, agrees to the MOU and EULA agreement; outlining terms of upholding the highest security and ethical standards in regards to client Information. L2F is offered and available to selected Partners based on program participation and gap analysis. L2F is offered at no charge to the PARTNER.
- 14.** Serve directly to clients in the form of meals; distribute items for emergency situations and/or supplemental assistance within FOOD BANK OF THE ROCKIES' service areas in Colorado or Wyoming. Food assistance programs are offered at no cost to the clients.
- 15.** Have adequate storage space and agrees to store all food in a manner that is appropriate given the nature of the various food products to insure wholesomeness until used and/or distributed. FOOD BANK OF THE ROCKIES prefers food storage facilities to be commercial buildings. PARTNERS with residential storage/distribution facilities will be accepted at the sole discretion of FOOD BANK OF THE ROCKIES.
- 16.** Abide by local, state and federal laws regarding food handling, food safety and storage. PARTNER agrees to check FDA recall website via link on FOOD BANK OF THE ROCKIES website a minimum of once weekly. FOOD BANK OF THE ROCKIES will make every attempt to notify PARTNER via email, website and waiting area postings of any FDA recalls or safety issues related to product.
- 17.** Immediately notify FOOD BANK OF THE ROCKIES whenever it receives notice of any claim of liability with respect to food or any report of illness, which may have been caused by food provided by FOOD BANK OF THE ROCKIES.
- 18.** Keep a minimum of one (1) staff person from each program food safety certified at all times. Food Safety re-certifications are required annually. Certification is available through an online course provided by First Net Learning at no charge, or through outside sources at the PARTNER'S cost. If training takes place outside of FOOD BANK OF THE ROCKIES, PARTNER will provide proof of certification, along with the name of the training company and date of course.
- 19.** Notify FOOD BANK OF THE ROCKIES personnel immediately in the event of an accident involving a designated representative of the PARTNER occurring anywhere on FOOD BANK OF THE ROCKIES premises. Report all injuries (including minor injuries), fill out and sign accident report provided by FOOD BANK OF THE ROCKIES. Authorized representatives of the PARTNER assume all risks of visiting, shopping and volunteering in an environment that includes, but is not limited to, lifting heavy boxes, working near machinery, walking on or around pallets of product, standing on cement or asphalt, or other potential dangers as exist in and around an operating warehouse/storage facility.

20. Support a positive work environment, free of unlawful harassment or discrimination. All PARTNER representatives while in the FOOD BANK OF THE ROCKIES Warehouse are expected to conduct themselves professionally and in a respectful manner when interacting with FOOD BANK OF THE ROCKIES staff, clients, volunteers, other Partners, vendors, and board members.

21 Abide by FOOD BANK OF THE ROCKIES’ zero tolerance policy for the following:

- Threats or violent acts directed to staff, volunteers, partner representatives or property of FOOD BANK OF THE ROCKIES: This includes, but is not limited to, threatening or hostile behaviors, physical abuse, vandalism, arson, or sabotage.
- Theft: Theft includes consuming or possessing FOOD BANK OF THE ROCKIES items meant for those eligible clients being served by the PARTNER.
- The manufacture, possession, sale or use of any controlled substance while on FOOD BANK OF THE ROCKIES premises.

Violators will be asked to leave FOOD BANK OF THE ROCKIES’ premises and will not be allowed to return. In addition, his/her PARTNER will be contacted and further action may be taken, including and up to possible suspension/termination of Partner status.

In the event FOOD BANK OF THE ROCKIES has reason to believe any parts of this agreement have been violated, the PARTNER understands the following procedures will be employed. The action taken depends on the severity of the violation and could be any of the following:

- Investigation
- Letter of warning
- Probation period
- Follow up to confirm compliance
- Loss of charge account privileges
- Loss of VIP privileges
- Termination

PARTNERS suspended or terminated may plead their case with the Programs Advisory Council at the regularly scheduled monthly meeting and agree to abide by the decisions of the council and FOOD BANK OF THE ROCKIES. In the case of suspension or termination, the PARTNER agrees to return any product previously received from FOOD BANK OF THE ROCKIES still in its possession at the request of the FOOD BANK OF THE ROCKIES. This agreement can be terminated by either party, without cause, by written notice at least fifteen (15) days prior to termination.

The undersigned three people state their organization meets FOOD BANK OF THE ROCKIES’ requirements for partnership and agree to abide by all the above.	
Signature, Food Program Director or equivalent	Date
Printed Name & Title	Address: Phone #:
Signature, Organization Director or equivalent	Date
Printed Name & Title	Address: Phone #:
Signature, Board of Directors Chairperson or equivalent	Date
Printed Name & Title	Address: Phone #:

NOTICE TO PARTNER:

PLEASE READ CAREFULLY. THIS AGREEMENT CONTAINS DISCLAIMERS OF WARRANTIES AND A STRICT RELEASE OF LIABILITY.

1. **AGREEMENT.** This Agreement is between Food Bank of the Rockies and

(PARTNER)

this _____ day of _____, 20 _____.

During active participation in the food distribution program offered by FOOD BANK OF THE ROCKIES, the PARTNER will receive assorted foods from FOOD BANK OF THE ROCKIES.

2. **INSPECTION.** The PARTNER agrees that it will be solely responsible for determining whether said food is fit for human consumption. It is the PARTNER’s responsibility to review postings of FDA recalls either through FOOD BANK OF THE ROCKIES’ link to the FDA site online, or through postings at the PARTNER waiting area per #16 in the Partner Agreement.
3. **DISCLAIMER OF WARRANTIES.** The PARTNER acknowledges it accepts all food from FOOD BANK OF THE ROCKIES “as is”. FOOD BANK OF THE ROCKIES, Feeding America and the original donors expressly disclaim any implied warranties of merchantability or fitness for a particular use. There are no express warranties in relation to this gift of food. No person is authorized to give any warranties on behalf of FOOD BANK OF THE ROCKIES to assume any liability for FOOD BANK OF THE ROCKIES.
4. **RELEASE OF LIABILITY – INDEMNIFICATION.** The PARTNER releases FOOD BANK OF THE ROCKIES, Feeding America and the original donor from any liability resulting from the condition of the donated food. The PARTNER further agrees to indemnify and hold harmless FOOD BANK OF THE ROCKIES, Feeding America and the original donor from all liabilities, damages, losses, claims, causes of action at law or at equity, or any obligation whatsoever arising out of or attributed to any action of the PARTNER or any personnel employed by the PARTNER in connection with shopping, loading, other warehouse activities, storage or use of donated food.

(HUNGER RELIEF PARTNER NAME)

(Signature)

(Print Name and Title)

Summer Food Service Program Participation Agreement
Food Bank of the Rockies (FBR) will:

- Provide meals that meet USDA meal pattern and SFSP standards to sites.
- Train site staff on SFSP meal service regulations, program administration, food safety, and civil rights.
- Collect daily participant meal counts through Link2Feed software, review for accuracy, and report information to the Colorado Department of Education.
- Conduct site visits a minimum of twice per summer.
- Communicate program updates and changes in a timely manner.
- Respond to questions and concerns in a timely manner.
- Take necessary action if meal counts are submitted late or program regulations are not adhered to.

Participating Summer Food Service Program sites will:

- Provide required SFSP application information.
- Follow all SFSP guidelines and regulations set by the USDA and Food Bank of the Rockies.
- Have **all staff serving meals attend annual trainings** held by FBR staff **prior to starting meal service.**
- Communicate site closures, changes in site staff, meal service time, and number of requested meals as soon as possible to FBR staff. Allow 3-5 days for changes to be made.
- Enter daily participant meal counts in Link2Feed software at the point of service.
- Monitor number of left-over meals and communicate information to FBR staff to limit waste.
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Be prepared for at least two site visits per summer.
- In the case of serious corrective action, FBR staff will re-visit within 5-7 business days. If the items are not corrected, there will be a required training and meal service will be suspended until training has been completed.

SFSP PARTNER NAME

Signature

Print Name and Title