

THIS SECTION FOR OFFICIAL USE ONLY: SITE# _____
 ADP _____
 Operating Days _____

**BUFFALO BOARD of EDUCATION
 SUMMER FOOD SERVICE PROGRAM SITE APPLICATION**

Site Name: _____

Address of Food Service Site: _____	Name of person filling out this report Print: _____
	Signature: _____
Mailing address: _____	Did this site participate last year? Yes _____ No _____
Telephone number: _____	Days of the week site will be serving meals (<i>circle those that apply</i>):
Dates of operation: Start date: _____ End date: _____	Mon Tues Wed Thur Fri

DAILY MEAL SERVICE

Indicate meal(s) and service time maximum 2 meals ONLY

Types of meals to be served	Time meal service begins	Time meal service ends
Breakfast		
Lunch		
Snack		

Seating capacity at site: How many children can eat at this site at one time? _____	Maximum number of children to be fed at this site throughout the summer on a daily basis _____
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Describe the organized and supervised system for serving meals to attending children:

Hours of the program: from _____ am to _____ pm

Is there a regularly scheduled organized activity at this site? Yes _____ No _____

Describe-

Number of serving areas _____ Where _____

Describe arrangements for the delivery and holding of meals:

- How and where meals are stored _____
- Is there refrigeration on site? _____
 To hold meals prior to service _____
 To hold excess meals _____
- Describe procedure to adjust the number of meals daily _____

Will there be adequate personnel at site to supervise meal service? Describe _____

**SPONSOR/SITE AGREEMENT
FOR THE SUMMER FOOD SERVICE PROGRAM**

All agreements are between a SFSP Sponsor and Site owner/operator and are subject to review by New York State Education Department (SED) in accordance with applicable federal, state and local law. While this prototype agreement may contain information and sample clauses, the document should not be considered all-inclusive. The Sponsor should carefully read each contract item in the prototype to ensure that the Sponsor's needs are being met, since the Sponsor is administratively and financially responsible for the SFSP. In addition, the Sponsor and site owner/operator should be reminded of federal and State arms-length transaction policies and applicable procurement law when executing any contract or agreement. This guidance and prototype agreement is not intended to constitute legal advice nor is it intended to supplement the actual terms of the agreement. Always consult your legal counsel for legal advice concerning contracts and agreements.

Name of site:

Address of site:

Site Supervisor/Authorized Official:

Telephone:

The person 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. Serve meals that meet the minimum meal pattern requirements.
3. Provide adequate supervision during the meal service.
4. Maintain and submit promptly such reports and records that the sponsor requires.
5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
6. Report any other problems regarding the meal services.
7. Comply with civil rights laws and regulations.
8. Attend sponsor training sessions.

Site Supervisor/Authorized Official

Date

Sponsor

Date