



Child and Adult Care Feeding Program At-Risk Afterschool Sponsor/Site Agreement 2023-2024

This agreement is to outline the expectations from Feeding Southwest Virginia (FSWVA) for each at-risk afterschool feeding site that is not legally affiliated with FSWVA. FSWVA is a sponsor for non-affiliated sites to provide afterschool meals to children between the ages of 1 and 18 during the months school is in session.

The Site Personnel at each CACFP feeding site agrees to abide by the following:

1. Serve meals to school-aged children between the ages of 1 and 18 (or persons 19 and over who are mentally or physically disabled and participating in a public or private non-profit 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. Provide an educational, recreational, or physical activity each day of the meal service.
5. Maintain and submit promptly all reports and records required by FSWVA and as stated in the CACFP Training.
6. Report to FASWVA any changes in the number of meals required as attendance fluctuates.
7. Report any other problems regarding the meal service within 1 business day.
8. Comply with Civil Rights laws and regulations.
9. Attend all trainings required by FSWVA.

This agreement is valid between **October 1, 2023 and September 30, 2024**. Meals served outside of this date range are not eligible for reimbursement nor can be considered part of the At-Risk Afterschool food service program. During the period of this agreement, the site may not enter into another agreement with another CACFP Program Sponsor. *If the site elects to discontinue participation in this program, 90 days' notice must be given to Feeding Southwest Virginia in writing.*

Name of Site: _____ Date: _____

Address of Site: _____

Telephone # at Site: _____ Email: _____

Site Supervisor: _____ Signature: _____

Sponsor Name: Feeding Southwest Virginia
Address: 1025 Electric Rd, Salem, VA 24153
Phone: 540-342-3011

Sponsor Program Administrator: Brandon Comer, Director of Children's Programs

Signature: Brandon Comer Date: September 27, 2023



**Child and Adult Care Feeding Program
At-Risk Afterschool
Sponsor/Site Agreement 2023-2024**

**Child and Adult Care Feeding Program
At-Risk Afterschool
Training Checklist
2023-2024 School Year**

The following topics were reviewed with the Site Personnel during the annual CACFP Site Personnel Training. The Site Coordinator understands that it is his/her responsibility to assure that any other staff or volunteers that are involved in the 2023-2024 At-risk Afterschool Feeding Program are trained on this content.

Topics Covered During Training:

- 1) Purpose of CACFP
- 2) CACFP Guidelines
- 3) Meal Requirements
- 4) Delivery Method & Schedule
- 5) Health and Safety Standards
- 6) Recordkeeping Requirements
- 7) Site Review Schedule
- 8) Civil Rights

Name of Site: _____

ATTENDEE NAME	EMAIL	SIGNATURE	DATE