

At-Risk Afterschool Meals Program
No Cash Agreement Between the Sponsoring Organization and Site

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

In accordance with 7 CFR § 226, the sponsoring organization agrees to:

1. Represent the site for the purpose of participation in the At-Risk Afterschool Meals Program including the preparation and processing of reimbursement from the Virginia Department of Education (VDOE).
2. Prepare meals that comply with At-Risk Afterschool Meals Program meal pattern requirements.
3. Claim meals/snacks for reimbursement only for sites with approved site applications in SNPWeb.
4. Claim meals/snacks for reimbursement for only those meals/snacks documented as actually served at the site, not the number of meals/snacks delivered.
5. Adjust the number of meals/snacks prepared and delivered within **24** hours of being notified of a change by the site.
6. Ensure the site completes all requirements for updating expired licensure with the Virginia Department of Social Services (VADSS), or if not subject to licensing, ensure completion of annual local health/sanitation and fire safety inspections. The sponsoring organization is to upload copies of new licensure or inspections into SNPWeb. A certificate of occupancy may replace the local health inspection requirement.
7. Submit claims for reimbursement for only reimbursable meals/snacks served to children up to the VADSS license capacity, or if not subject to licensing, up to the capacity listed on the site's certificate of occupancy.
8. Train site staff on the At-Risk Afterschool Meals Program recordkeeping requirements and meal pattern requirements of the At-Risk Afterschool Meals Program prior to participation in the program. Offer annual training to appropriate staff at each site and continue to offer additional training as needed and required by the staff.
9. Respond to a site's request for technical assistance.
10. Develop and provide At-Risk Afterschool Meals Program recordkeeping forms for sites and written internal and external procedures to operate program.
11. Review all At-Risk Afterschool Meals Program records generated at the site to ensure accuracy and that all records meet program requirements.
12. Conduct a pre-approval visit for all prospective new sites to discuss At-Risk Afterschool Meals Program benefits and requirements and to ensure staff are capable of operating the food service program. The sponsoring organization is to upload all pre-approval forms into SNPWeb.
13. Conduct a review of newly participating site within four weeks of the beginning of program operation. Conduct a minimum of three reviews per year to each site during the hours of site operation to review their meal preparation and service procedures and other records to show non-profit food service status. These visits may be announced or unannounced.
14. Implement acceptable accounting practices to record income and expenditures for internal records control and site records.
15. Ensure that all meals/snacks claimed for reimbursement are served to children through 18 years of age or under and mentally or physically disabled persons as defined by the state who are participating at a facility serving a majority of persons 18 years of age and under.
16. Ensure that no more than one meal and one snack is claimed per child per day.
17. Ensure that all meals claimed for reimbursement are served to eligible children without regard to race, color, national origin, sex, age or disability.

RIGHTS AND RESPONSIBILITIES OF THE SITE

In accordance with 7 CFR § 226, the site staff agrees to:

1. Participate in At-Risk Afterschool Meals Program training provided by the sponsoring organization.
2. Maintain and provide to the sponsor a copy of the center's license with the VADSS, or if not subject to licensing, ensure completion of annual local health/sanitation and fire safety inspection, and provide copies to sponsoring organization; promptly corrects any violations cited. A certificate of occupancy may replace the local health inspection requirement.
3. Inform the sponsoring organization promptly of changes in the number of children participating, meal times, shifts, days of operation and change in site address.

4. Allow representatives from the sponsoring organization, VDOE, or the USDA to enter the site for the purpose of reviewing the At-Risk Afterschool Meals Program operations; monitoring visits may be announced or unannounced.
5. Maintain accurately completed records of daily attendance separate from meal counts.
6. Maintain accurately completed records of daily meal counts taken at or near the time of service.
7. Maintain accurately completed records of all menus served to children for each meal service.
8. Serve meals/snacks at no charge which meet At-Risk Afterschool Meals Program meal pattern requirements for children.
9. Mail or deliver attendance records, meal counts, and menus to the sponsoring organization by the **5th** day of each month.
10. Claim reimbursement for participating children served at any one meal service up to the authorized VADSS license capacity of the center, or if not subject to licensing, up to the maximum capacity listed on the site's certificate of occupancy.
11. Ensure that all meals/snacks claimed for reimbursement are served to children through 18 years of age or under and mentally or physically disabled persons as defined by the state who are participating at a facility serving a majority of persons 18 years of age and under.
12. Ensure that all meals claimed for reimbursement are served to eligible children without regard to race, color, national origin, sex, age or disability.

We agree that this is a permanent and binding agreement and can be terminated by either party with written notice.

CERTIFICATION

We certify that the site is not participating in the At-Risk Afterschool Meals Program under any other sponsoring organization. We further certify that all of the above information is true and correct to the best of our knowledge and that we will comply with the rights and responsibilities as outlined in this Agreement. We understand that this information is being given in connection with the receipt of federal funds, that VDOE or sponsoring organization officials may, for cause, verify information; and that deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes. We certify that if the site is found in serious deficiency and terminated from At-Risk Afterschool Meals Program that this will result in placement on the National Disqualified List (NDL) and will not be allowed to participate in any federal programs. We further certify that the site has not previously been terminated from At-Risk Afterschool Meals Program participation for cause in Virginia or any other state.

We further certify that this program is made available to all eligible children. In accordance with federal law and U.S. Department of Agriculture policy, discrimination is prohibited on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

NAME AND ADDRESS OF SITE

NAME AND ADDRESS OF SPONSOR

Feeding Southwest Virginia
 1025 Electric Rd.
 Salem, VA 24153

NAME AND TITLE OF SITE REPRESENTATIVE

NAME AND TITLE OF SPONSOR REPRESENTATIVE

Brandon Comer
 Director of Children's Programs

SIGNATURE OF SITE REPRESENTATIVE

SIGNATURE OF SPONSOR REPRESENTATIVE

Brandon Comer

DATE: _____

DATE: August 15, 2022