

OHIO SUMMER FOOD SERVICE PROGRAM UNAFFILIATED SITE AGREEMENT

Instructions: An “unaffiliated site” is a site that is legally distinct from the sponsor. Complete this agreement when a Summer Food Service Program (SFSP) sponsor operates a site at a location when there is no other affiliation between the sponsor/site and location except the site is located there (i.e. site located in a school, apartment complex, library, municipal park, etc).

Sponsor	Sponsor IRN	Site Agency	Site Name	Site Address

Location Agency Director

The “location agency director,” is the individual with the authority to permit the SFSP sponsoring organization meal service at the site. For example, a school principal or food service director, apartment complex manager, rec center director, etc. This individual must have signature authority at the site-level organization.

Location Agency Director Name	Location Agency Director Title	Location Agency Director Email	Location Agency Director Phone Number

Site Supervisor

The site supervisor is the individual on site for the duration of the meal service, who has been trained by the sponsor, and is responsible for all administrative and management activities at the site, including, but not limited to: maintaining documentation of meal deliveries, ensuring that all meals served are safe, and maintaining accurate point of service meal counts.

Site Supervisor Name	Site Supervisor Title	Site Supervisor Email	Site Supervisor Phone Number	Site Supervisor Affiliation
				☐ Staff/volunteer of the Sponsor ☐ Staff/volunteer of the Site

Dates of Operation: Start Date:		End Date:	
Site Type: ☐ Open ☐ Restricted Open ☐ Closed Enrolled			
Any dates the program will be closed: (for example July 4)			
The following meals will be served at this location: (check all that apply)			
Meals	Begin Time	End Time	Anticipated average daily attendance
☐ Breakfast			
☐ Am Snack			
☐ Lunch			
☐ PM Snack			
☐ Supper			
☐ Evening Snack			
The Summer Food Service Program located at this site: (check all that apply)			
☐ Has their own food service license			
☐ Has a food service license exemption			
☐ Is having food provided by a vendor who has the appropriate food service license			
The sponsor will use some or all of the kitchen facilities at this location: ☐ Yes ☐ No			
The meal site identifies as a: ☐ For-Profit ☐ Non-Profit			
Non-Profit sites: Is proof of non-profit status on file? ☐ Yes ☐ No			
Note: For-profit sites must be open or restricted open sites.			
If this site is in a school, has the Food Service Director been notified? ☐ Yes ☐ No			
The following agency will be responsible for cleaning up the food serving and eating areas that are used:			

Site responsibilities:

1. Agree to meal service of one or two meals a day at the location. The sponsor and site may choose which combination of meals they would like to serve; however, serving lunch and supper on the same day is not allowed.
2. Serve meals only during approved pre-determined serving time for each meal type selected.
3. Maintain and submit promptly such reports and records that the sponsor requires.
4. Comply with all applicable USDA regulations including local public health and Ohio Department of Health food safety regulations.
5. Report any health, safety, or other problems regarding the meal services.
6. Comply with all civil rights laws and regulations.
7. Display "And Justice for All" non-discrimination poster throughout the meal service
8. Attend sponsor training sessions as applicable.
9. **SPONSOR NAME**, Ohio Department of Education and Workforce, and the United States Department of Agriculture have the right to monitor the above meal service location at any time.

Site Supervisor Responsibilities:

1. Remain on site during the entire approved meal service time, regardless of site attendance.

2. Serve meals to all 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 non-profit school program for the mentally or physically disabled).
3. Serve meals that meet the minimum meal pattern requirements.
4. Provide adequate supervision during the meal service.
5. Maintain accurate point of service meal counts.
6. Maintain and submit promptly such reports and records that the sponsor requires.
7. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
8. Report any health, safety or other problems regarding the meal services.
9. Comply with civil rights laws and regulations.
10. Attend sponsor training sessions.

Sponsor Responsibilities:

1. File a monthly claim for reimbursement with the Ohio Department of Education and Workforce for meals served by the site in compliance with the SFSP regulations.
2. Prepare/provide meals that meet the SFSP meal pattern requirements and follow all local and state Health and Safety requirements.
3. Provide training, including Civil Rights, on the SFSP and provide orientation training to all new site staff prior to their undertaking any SFSP duties.
4. Provide technical assistance to the site as needed.
5. Conduct mandatory monitoring visits – pre-operational, first week and fourth week reviews, as applicable.

By signing this document, the *location agency director* and *site supervisor* acknowledge the above responsibilities for the summer meal program operating at the address noted above.

Location Agency Director	
Printed Name:	
Signature:	
Date:	
Site Supervisor	
Printed Name:	
Signature:	
Date:	
SFSP Sponsor	
Printed Name:	
Signature:	
Date:	

This institution is an equal opportunity provider.

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