

**MEMORANDUM OF AGREEMENT
BETWEEN
AUDUBON AREA HEAD START
Hopkins Country Public School Food Services
2020 – 2021 School Year**

Hopkins County Public School Food Services agree to provide meal services to all Head Start/Preschool children served on-site of the Public School Campus. All Head Start / Preschool Children will be claimed in the school systems National School Lunch claim.

Reporting Head Start Children on National School Lunch:

Audubon Area Head Start will provide a computer roster of Head Start and KERA preschool children on a monthly basis or as deemed necessary. The roster will be the documentation needed for income verification on Head Start and Head Start Enhanced children. Head Start designated children are automatically eligible for Free Lunch without further documentation.

KERA Designated and Over-Income Children:

If applicable, all KERA designated children will complete a Free and Reduced Priced Meal Application provided by the district upon enrollment into the program. All over income KERA/KERA Disability children will be charged for their meals. These charges and collections are the responsibility of the district. The district will be responsible for approval of the applications for the district.

Meal Requirements:

All meals will meet requirements of National School Lunch and Head Start Performance Standards §1302.44 Child Nutrition. *Medically-based diets or other dietary requirements are accommodated and appropriate substitutions provided.* The non-dairy beverage provided must be nutritionally equivalent to fluid milk and meet the nutritional standards set by the United States Department of Agriculture (USDA) for Child Nutrition Programs.

We ask that children are served the portion sizes served to the 6 – 12 year old age child.

Head Start/Preschool children will not participate in offer-vs-serve. Due to the age of the children they are not mature enough to make these choices. The classroom teachers will make these decisions in the best interest of the children.

Children will be allowed sufficient time at meals. The American Academy of Pediatrics recommends that students get at least 20 minutes for lunch. That means 20 minutes to actually sit down and eat — excluding time waiting in line or walking from class to cafeteria. Socializing is an important aspect of dining because allowing students sufficient time to relate to others provides a break in routine and refreshes them for the afternoon. Children enjoy their food more and may even try more healthy options if they can relax, eat, and socialize without feeling rushed.

IN WITNESS WHEREOF, the parties hereto have caused said agreement, including attachments, to be executed by their duly authorized officials.

Signature of School Food Services Official



Signature of Audubon Area Head Start Official

Date Signed

May 26 , 2020

Date Signed

**ATTACHMENT TO MEMORANDUM OF AGREEMENT
FOR MEAL SERVICE**

1. **Amendment/Termination Clause.** In the event that federal or state laws or other regulations, including funding requirements, are amended or judicially interpreted so that the continued fulfillment of this Agreement, on the part of either party, is substantially unreasonable or impossible, or if the parties are unable to agree upon any amendment that would therefore be needed to enable the substantial continuation of the services contemplated by this Agreement, then the parties shall be discharged from any further obligation created under the terms of this Agreement, except for the equitable settlement of the respective accrued interest of obligations, incurred up to the date of termination.

2. **Non-discrimination policy.** The district will not discriminate against any employee or applicant because of race, religion, color, sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the district.

3. **Right to Audit Clause.** The district shall, at all times during the term of this Agreement and for a period of three years after the completion of this Agreement, maintain such records, together with such supporting or underlying documents and materials relating to or pertaining to this Agreement kept by or under the control of the district, including, but not limited to those kept by the district, its employees, agents, assigns, successors, and subcontractors. The district shall at any time requested by the Head Start program, whether during or after completion of this Agreement, and at the district's own expense make such records available for inspection and audit (including copies and extracts of records as required) by the Head Start program. Such records shall be made available to the Head Start program during normal business hours at a mutually agreed upon location and subject to a three-day written notice.

4. **Confidentiality.** Family files, personnel records, financial information, client information, and other related information is considered confidential. The district will protect this information by safeguarding it when in use, filing it properly when not in use, and will not disclose, divulge, reveal, report or use for any purpose any confidential information except as authorized by Audubon Area Head Start or as required by law. The obligation of confidentiality will apply during the terms of this Agreement and will survive indefinitely upon termination of this Agreement.