



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

August 1, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve Child Care Food Program Meal Service Agreement between the Head Start Program at Ft. Wright Elementary School and Kenton County Student Nutrition

APPLICABLE BOARD POLICY:

Legal Status of the Board 01.1; Community Relations 10.3

HISTORY/BACKGROUND:

During the 2022-2023 school year, Ft. Wright Student Nutrition Department will furnish twenty-three breakfast meals, twenty-three lunch meals, and twenty-three snacks per day to the Head Start Program at Ft. Wright Elementary School. The Student Nutrition department will be paid according to the Federal reimbursement rate of school meals.

FISCAL/BUDGETARY IMPACT:

None.

RECOMMENDATION:

Approval to execute the Child Care Food Program Meal Service Agreement with Head Start Program at Ft. Wright Elementary School.

CONTACT PERSON:


Elizabeth Hord



Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.

**Child Care Food Program Meal Service Agreement
With District School Board/School Food Service**

Name of Sponsor/Institution: Northern Kentucky Community Action Commission Head Start/Early Head Start	CNIPS ID: 11499
Contact Person: Kristi Rank	Phone No. 859-655-1151
Address: 437 W. 9 th Street, Newport, KY 41071	
Site: Ft. Wright Head Start	
501 Farrell Drive, Covington, KY 41011	

The Kenton County School District Food Service agrees to furnish meals daily to the above child care center for the period from: August, 2022 to May, 2023 , except for holidays or other days of in-operation complete with required (indicate below):

 x Paper products x condiments x milk

***AGES 1-5 MEALS BASED ON PORTION SIZES FOR AGES 3-5.**

Meal Type/Age	Estimated Total No. of Meals Per Day	Estimated No. of Serving Days per Year	Unit Price per Meal	Total Price	Delivery or Pick-up Time
Breakfast(1-5)*	23	140			8:10 a.m.
Lunch(1-5)*	23	140			10:45 a.m.
PM Snack(1-5)*	23	140			12:40 p.m.

GRAND TOTAL PRICE: \$ _____

The Kenton County School District Food Service agrees to:

- Ensure meals will meet or exceed the Child and Adult Care Food Program Meal Pattern for Children (attached).
- **Menu must be in weekly format with Whole Grain for the day clearly marked. (example attached)**
- **Nutrition Labels for whole wheat/grain rich products, cereals, yogurts and combination foods must be sent with monthly invoice.**
- Provide meals in: bulk or unitized
- Prepare meals for: X pick up by center or delivery by School District Food Service at the time(s) indicated above.
- Provide delivery slips using the KY CACFP delivery slip form or equivalent.
- Submit billing invoice for payment by the 5th of each month to mailing address provided by center.
- Maintain receipts and cost determination records for a period of 3 years after the end of the agreement period to which they pertain. These records will be made available to the KY CACFP, representatives of the U.S. Department of Agriculture, the child care center and The Kentucky Office of the Inspector General.

The Sponsor/Institution agrees to pay for meals based on the above unit price(s) within 30 days of receipt of invoice.

The Kenton County School District Food Service warrants meals provided are safe and wholesome, but that any liability is severed upon receipt of meals. If for any reason, this agreement is no longer desired, either party may terminate these services with a 30 day notification.

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

By: _____
Authorized Signature Date

by: _____
Authorized Signature Date

Title

Title

Child Care Center

School District Food Service