

**DATE:**

**7-24-25**

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve renewing the Child Care Food Program Meal Service Agreement with Northern Kentucky Community Action Commission Head Start/Early Head Start**

**APPLICABLE BOARD POLICY:**

**Legal Status of the Board 01.1; Community Relations 10.3**

**HISTORY/BACKGROUND:**

**During the 2025-2026 school year, the Ft. Wright Elementary Student Nutrition Department will furnish approximately twenty breakfast meals, twenty lunch meals, and twenty snacks per day the Head Start Program at Ft. Wright Elementary School operates. The estimated amount to be paid by Northern Kentucky Community Action Commission Head Start/Early Head Start to the KCSD Student Nutrition Department is \$**

**FISCAL/BUDGETARY IMPACT:**

**None (Food/labor costs to KCSD will be reimbursed by NKCAD Head Start/Early Head Start.)**

**RECOMMENDATION:**

**Approval to renew the Child Care Food Program Meal Service Agreement with Northern Kentucky Community Action Commission Head Start/Early Head Start.**

**CONTACT PERSON:**

**Jennifer M Notton, Director Student Nutrition**

  
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 & Adult Care Food Program (CACFP)

## Meal Service Agreement between the CACFP Sponsoring Organization and the School District Food Service

CACFP Sponsoring Organization: NKCAC Head Start	CNIPS ID: 11499	Phone: 859-446-7289
Sponsor Contact: Emily Spradlin	Sponsor Address: 437 West 9 <sup>th</sup> Street, Newport KY 41071	
CACFP Site Receiving Meals: Ft. Wright Head Start	Phone:	
Site Contact: Lauren Grant	Site Address: 1055 Eaton Drive, Ft. Wright KY 41011	
School Food Service Providing Meals: Kenton County School District	Phone: 859-957-2659	
School Food Service Contact: Diana Hankinson	School Address: 1055 Easton Drive, Ft. Wright KY 41011	

The      Kenton County School District                      agrees to furnish meals complete with ☐ Paper products, ☒ Condiments,  
 (School District Food Service)  
 x Milk to      Ft. Wright Head Start                      for the period from:    August 2025    to    May 2026    with the exception of  
 (CACFP Site) (Date) (Date)  
 holidays or other days of in-operation.

Meal Type/Age*	Estimated Meals Per Day	Estimated Serving Days per Year	Unit Price per Meal	Total Price	Days of the Week (circle)	Delivery or Pick-up Time
Breakfast (1-5)	20	140	\$ 3.25	\$ 9,100/yr	M T W Th	8:10am
Breakfast (6-12)			\$	\$		
AM Snack (1-5)			\$	\$		
AM Snack (6-12)			\$	\$		
Lunch (1-5)	20	140	\$ 4.85	\$ 13,580/yr	M T W Th	10:45am
Lunch (6-12)			\$	\$		
PM Snack (1-5)	20	140	\$ 1.25	\$ 3,500/yr	M T W Th	1:40pm
PM Snack (6-12)			\$	\$		
Supper (1-5)			\$	\$		
Supper (6-12)			\$	\$		
Grand Total Price				\$		

*\*Meals for ages 1-5 are based on the portion sizes for ages 3-5. Meals for ages 13-18 are based on portion sizes for ages 6-12.*

The      Kenton County                      School District Food Service agrees to:

- Ensure meals meet or exceed the Child and Adult Care Food Program Meal Patterns. (Meals do not include grain-based deserts or juice two times in the same day.)
- Provide meals: ☐ in Bulk ☒ Unitized
- Prepare meals for: ☒ Pick up by Site/Sponsor 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.
- Provide Nutrition Fact Labels.
- Ensures that a variety of meal components are served (example: not serving the same fruit or vegetables for breakfast and lunch or consecutive days in a row)
- Submit billing invoice for payment by the    5th    of each month to email address provided by CACFP sponsor.
- 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 Sponsor of the Child and Adult Care Food Program and the Kentucky Office of the Inspector General.

The CACFP Sponsoring Organization 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 2-week notification.

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

By: \_\_\_\_\_  
 Authorized Signature Date

\_\_\_\_\_  
 Title  
 School District Food Service

By: \_\_\_\_\_  
 Authorized Signature Date

\_\_\_\_\_  
 Title  
 CACFP Sponsoring Organization