

**AGREEMENT BETWEEN SPONSORING ORGANIZATION  
AND CENTER FOR THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

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**INSTRUCTIONS:** Complete this form for each center in which the Sponsoring Organization administers the CACFP. (One copy of this agreement should be maintained on file by the Sponsoring Organization and one copy of this form should be given to the center.)

This Agreement is entered into this \_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_, by and between

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(Name of Sponsoring Organization, CNIPS #) (Address)

And \_\_\_\_\_ of \_\_\_\_\_  
(Name of Center and FEIN Number) (Address)

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Phone Number Cell Phone E-mail Address

This Agreement specifies the rights and responsibilities of the Sponsor and the Center as participants in the U.S. Department of Agriculture's Child and Adult Care Food Program as administered by the Kentucky Department of Education.

**RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION**

In accordance with CACFP regulations, the Sponsoring Organization agrees to:

1. Provide meals in lieu of reimbursement. If any reimbursement is remaining after the cost of serving meals to the center listed on this agreement, the Sponsor agrees to provide current meal reimbursement rates to the Center within 5 days of receiving reimbursement from the state agency.
2. Maintain documentation that the Center is eligible to participate in the CACFP.
3. If applicable: The center must have a current license/approval issued by the Kentucky Cabinet for Health and Family Services or other appropriate state agency. If license is not required, the center must have a proof of occupancy, fire marshal inspection and a food service permit (if required by the local health department). Proof of all required documents shall be provided to the Sponsoring Organization upon request.
4. Train the appropriate Center staff in program requirements and civil rights compliance before participation in the CACFP begins.
5. Offer at least one training session on the Child and Adult Care Food Program (CACFP) regulations per year. This training shall be conducted **after** the Sponsoring Organization's attendance at State Agency training.
6. Respond to the Center's request(s) for technical assistance.
7. If applicable: The Sponsoring Organization shall maintain and verify family size and income eligibility applications on the Center's participants who are enrolled for care.
8. Monitor Center operations to assess compliance with the meal pattern, record keeping and other program requirements. Monitor reviews will be conducted at least three (3) times within a twelve (12) month period. The monitoring schedule prepared by the Sponsoring Organization shall be varied and unpredictable. At least two of the three monitor reviews shall be unannounced, with not more than six months between reviews. At least one unannounced review must include observation of a meal service. At least one review must be made during each new Center's first four (4) weeks of Program operations. Should deficiency (ies) be identified during a monitor review, the follow-up review must be unannounced.
9. Maintain monitoring records concerning the location and dates of all compliance reviews conducted and scheduled, problems noted, and corrective action taken.

10. The Sponsoring Organization has the right and responsibility to visit the Center to review the meal service and any required records during the Center's hours of child care operations.
11. Notify KDE and the Cabinet for Health and Family Services of licensing violations observed.
12. Notify the Center in writing of the date to begin claiming reimbursement.
13. Submit initial monthly Claims for Reimbursement to the Kentucky Department of Education within 15 days of the close of each reporting month.
14. Not withhold reimbursement for administrative costs in excess of actual incurred administrative expenses up to 15% of the total monthly reimbursement earned by the Center.
15. Ensure that Centers use all of the income solely for the operation or improvement of the Program and only for those administrative-related expenses permitted by the state and federal rules and regulations.
16. Maintain full and accurate administrative records at the Sponsoring Organizations main office, as indicated on the Sponsoring Organization's application. Upon request, fully cooperate to make all records pertaining to the Program available to State Agency, FNS, and the General Accounting Office for review and/or audit purposes. In addition to the current fiscal year, records shall be retained for a period of three years after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the three-year period for as long as required for the resolution of the issues raised by the review and/or audit.
17. Provide CACFP record keeping forms to the Center and offer technical assistance in maintenance of these records.
18. Review all supporting documentation provided by the Center and ensure that all meals meet meal pattern requirements before the claim is submitted.
19. Ensure that the Center is in compliance with civil rights requirements.
20. The Sponsoring Organization has the right to terminate this Agreement for cause if the Center has failed, in a timely manner, to correct deficiency(ies) in its operation of the CACFP after the deficiency(ies) are identified in writing by the Sponsoring Organization. If a termination action is warranted, the Sponsoring Organization shall issue an Intent to Terminate Letter to the Center and to the State Agency at least thirty (30) days prior to the effective date of the termination.
21. The Sponsoring Organization may also immediately suspend this Agreement (including Program payments) after consultation with the KDE, if the health and safety of the CACFP participants or the public are imminently threatened by the Center.
22. The Sponsoring Organization may also terminate this Agreement for convenience. A termination of the Center for convenience may occur if the Sponsoring Organization determines that it is not administratively feasible to continue to sponsor the Center. The Sponsoring Organization must notify the Center and the State Agency in writing of such termination prior to the effective date. Notification must occur at least thirty (30) days prior to the effective date of the termination.
23. Maintain a financial management system in accordance with 7 CFR Part 226 and FNS 796-2, Rev.3.
24. Secure and submit an audit in accordance with OMB Circular A-128 (Public) of OMB A-110 (Private-nonprofit\_ which were issued pursuant to the Single Audit Act of 1984 (Public Law 98-502).
25. Ensure that the Center maintains a not for profit food service operation.
26. Maintain original Center records/documentation for three years, plus the current year.
27. Comply with civil rights requirements.

## **RIGHTS AND RESPONSIBILITIES OF THE CENTER**

1. Submit documentation to the Sponsoring Organization that the Center is eligible to participate in the CACFP.
2. If applicable: The center must submit the current license/approval issued by the Kentucky Cabinet for Health and Family Services or other appropriate state agency. If license is not required, the center must submit a proof of occupancy, fire marshal inspection and a food service permit (if required by the local health department).
3. The center must participate in pre-approval training of CACFP requirements conducted by the Sponsoring Organization.
4. Provide adequate staffing for efficient management of the CACFP.
5. Attend an annual training session on CACFP requirements.

6. Provide and document training of all Center staff involved with the meal service and/or the CACFP regarding the Child and Adult Care Program (CACFP) regulations. The Center shall submit documentation of training to the Sponsoring Organization.
7. The Center must allow the authorized representative of the Sponsoring Organization, Kentucky Department of Education, FNS, and the General Accounting Office to come into the Center for the purpose of reviewing Child and Adult Care Food Program operations during normal hours of child care operation. These reviews shall be conducted with or without prior notification, and all authorized staff making such reviews must show photo identification.
8. Notify the Sponsoring Organization immediately of any changes in the Center's license or approved status, emergencies, interruptions of services, time of meal service, and personnel changes.
9. The Center is required to maintain records in accordance with USDA, the Kentucky Department of Education, and Sponsoring Organization rules and regulations. Monthly Attendance Records for all participants in attendance.
10. The Center must certify and compile the following original documentation to the Sponsoring Organization by the \_\_\_\_\_ day of each month for the preceding month of operation. Failure to do so may result in the loss of payment for that month.
11. The Center shall operate a nonprofit food service program for the benefit of participants using all of the reimbursement accruing to the program solely for the operation or improvement of such a program and only for those food service-related purchases permitted by state and federal rules and regulations.
12. The Center must claim for reimbursement only those meals which meet the Child and Adult Care Food Program requirements for age of participants being served, and for which they are approved.
13. Claim for reimbursement only those meals that are served at locations approved by the Sponsoring Organization.
14. Claim for reimbursement only those meals that are served to eligible participants who are present at the meal service.
15. The Center must comply with civil rights requirements.
16. The Center must serve meals at no separate charge to enrolled children.
17. The Center may not claim reimbursement for more than two meals and one supplement or two supplements and one meal per participant per day.
18. The Center agrees not to claim reimbursement for meals served to children who are over 12 years of age, unless the participant is a migrant under the age of 15 or handicapped persons under the age of 18.
19. The Center agrees to pay a monthly administrative fee to the Sponsoring Organization for managerial services of the CACFP. The Center agrees that the administrative fee shall not exceed 15% of the Center's monthly CACFP reimbursement. The administrative fee shall be deducted from the Center's total monthly reimbursement before reimbursement is issued to the Center.
20. The Center shall maintain necessary facilities for the storage, preparation and service of food and milk and ensure that sanitation health standards are in compliance with all applicable state and local laws and rules.
21. The Center has a right to submit a written complaint to the Kentucky Department of Education, Division of School and Community Nutrition, [scnacfpgeneral@education.ky.gov](mailto:scnacfpgeneral@education.ky.gov), should the Sponsoring Organization fail to comply with the terms of this Agreement.
22. The Center has the right to immediately terminate this Agreement for cause. A termination for cause must be presented in writing to the Sponsoring Organization when the Sponsoring Organization is deficient in its operation of the CACFP. A copy of this written notification is to be provided by the Center to KDE at least thirty (30) days prior to the effective date of termination. The grounds for termination for cause are exclusively limited to the following deficiencies of the Sponsoring Organization:
  - a. Noncompliance with the requirement to disburse meal program payments to the Center within five (5) working days of receipt of payment from KDE;
  - b. Noncompliance with the requirements to submit initial monthly claims to KDE within fifteen (15) days of the close of each reporting month, which results in the untimely disbursement of program payments to the Center; and
  - c. Violation of any other responsibilities as defined in this Agreement.
23. The Center may also terminate this Agreement for convenience. A termination of the Agreement for convenience may occur if the Center determines that it is not administratively feasible to continue under the sponsorship of the Sponsoring Organization. The Center must notify the Sponsoring Organization and KDE in writing of such

termination prior to the effective date. Notification must occur at least thirty (30) days prior to the effective date of the termination.

24. The Center agrees not to participate in the CACFP under another Sponsoring Organization or the State Agency while this Agreement is in effect.
25. The Center agrees to operate the CACFP in compliance with all information contained on the Center's site sheet approved by the Sponsoring Organization.
26. The Center must notify the Division of School and Community Nutrition if the Sponsoring Organization requires a donation, additional fee or administrative payment for services that exceeds 15% of the Center's monthly CACFP reimbursement.
27. The Agreement is subject to appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the Sponsoring Organization reserves the right to terminate the Agreement upon written notice to the Center. Termination shall not be deemed a breach of contract by the Sponsoring Organization. Upon receipt, of written notice, the Center shall cease all work associated with the Agreement. Should such an event occur, the Center shall be entitled to compensation for all satisfactory and authorized services complete as of the termination date. Upon such termination, the Center shall have no right to recover from the Sponsoring Organization any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
28. Strict standards of confidentiality of records shall be maintained in accordance with the law. All materials and information provided to the Center by the Sponsoring Organization or acquired by the Center on behalf of the Sponsoring Organization, whether verbal or written, shall be regarded as confidential information in accordance with the provisions of the State law and ethical standards and shall not be disclosed. All necessary steps shall be taken by the Center to safeguard the confidentiality of such material or information in conformation with State law and ethical standards.

The Agreement is not valid until approved and signed by both parties.

We certify that the Center is not participating in the CACFP under another Sponsoring Organization or the Stage Agency. We agree to comply with the right and responsibilities outlined in this Agreement, and understand that this information is being given in connection with the receipt of federal funds. We agree that KDE may, for cause, verify the information in this Agreement, and that deliberate misrepresentation of the information in this Agreement may subject us to prosecution under applicable state and criminal statutes.

**CENTER:**

\_\_\_\_\_  
Pastor, Chairman of Board, President or Owner(s)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

**SPONSORING ORGANIZATION:**

\_\_\_\_\_  
Sponsor Representative Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date



# National Background Check

## Policy and Procedure

### PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in the Dare to Care Food Bank Kids Cafe program. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

### POLICY

Site management must ensure that all staff and volunteers at Kids Cafe sites who have “direct repetitive contact with children” undergo a *National Background Check*.

Some examples of **who is required to have** a background search performed:

- ✓ Staff who work directly with the kids in the program daily
- ✓ Volunteers who work directly with the kids in the program daily
- ✓ Anyone who has ongoing, frequent or recurring interactions with or around the kids who participate in the program (e.g. once each week or several times over the course of a summer)

Participants must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer.

### PROCEDURE

**It is the responsibility of the Program Site to perform and verify that a national background check has been passed by any and all staff or volunteers with direct repetitive contact with children.**

Dare to Care Food Bank reserves the right to see proof of the completed background search or searches on Kids Cafe staff and volunteers during routine site inspections. Dare to Care Food Bank will perform all necessary background checks on staff of Dare to Care Food Bank sent to Kids Cafe sites.

### VERIFICATION

By signing this form the Partner Agency acknowledges that it understands and agrees to the National Background Search Policy of Dare to Care Food Bank. Further, Partner Agency verifies that all individuals who participate in the Kids Cafe program who have direct repetitive



contact with the children are listed here, and have undergone, and passed, a National Background Search as described on page one.

Partner Agency is required to submit this form when becoming a partner of Dare to Care Food Bank and each time a new staff or volunteer with direct repetitive contact with children joins the program or a minimum of once every two years.

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Program Site Name

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Program Site Representative Name (Print)

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Program Site Representative Signature

Date

<b>Site Program Participant Name (Print)</b>	<b>Staff</b>	<b>Volunteer</b>



**Dare to Care**  
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## **Kids Café At-Risk Afterschool Program (CACFP) Site Agreement**

**Terms of The Kids Café At-Risk Afterschool Program (CACFP) Site Agreement:** The Kid's Cafe Site (Site) agrees to all the following terms and conditions of this agreement. If any of these terms or conditions are violated then Dare to Care (DTC) will follow processes outlined in the Incident/Corrective Action Policy, and/or the Suspension/Termination Policy until the term(s) or condition(s) can be met:

- 1. Eligibility Requirements:** The Site agrees that it is operated by one of the following: a public entity, a nonprofit institution (exempt from paying federal income tax), or church/unincorporated church (that can meet the IRS points in defining a church). The Site is physically located in a low-income area: defined as an area served by a public school in which at least 50% of the enrolled students are approved for free or reduced-price lunch. The Site provides regularly scheduled educational and/or enrichment activities in an organized, structured and supervised environment at least 3 days a week. The Site is not currently receiving reimbursement for meals through a federal program or has been found to be in serious deficiency of these programs in the past. The Site has at least 20 children regularly attending the program. The Site has at least 2 staff/volunteers dedicated to the program, ensuring all paperwork is completed and meals are served according to guidelines. The Site has an adequate area to clean pans and utensils.
- 2. Recipients of CACFP Meals:** The Site agrees to serve meals to all children 18 years of age and under that resides in a "needy" area where at least 50% of children are eligible for free or reduced school meals, and it does so regardless of race, religious status, sex, national origin, age, disability, or sexual preference.
- 3. Distribution Without Charge:** The Site will not sell or require any fee or charge in association with the distribution of meals and drinks received from DTC.
- 4. Discrimination:** The Program Host Site agrees that it will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, gender identity, housing status, or language.
  - a. Site will comply with civil rights laws and regulations.
  - b. Site must display "And Justice For All" poster.
- 5. Religious Services:** The Site agrees that it will not attach any religious materials to food distributions. The Site also agrees to have at least one hour of separation between a religious service and food distribution.

- 6. On-site Designation:** The Site agrees that it will only utilize product within the parameters of the program for which it is approved:

  - a. The Site is categorized as “on-site”, product is served under the parameters by which the product was acquired (i.e., prepared for consumption), and none of the items can be redistributed.
- 7. Program Staffing:** The Site agrees to the following regarding staff and volunteers for their CACFP program:

  - a. The Site will provide adequate supervision during meal service
  - b. The Site will coordinate volunteers as needed
  - c. The Site is responsible for conducting a background check on all staff and volunteers with direct repetitive contact with children
  - d. Site’s staff will be both forthcoming and complete when providing information to DTC
- 8. Trainings:** The Site agrees to attend all trainings required by DTC including but not limited to Onboarding and Food Safety. The Site program contact is then required to hold an in-service training for any additional or new staff. Site will submit a training attendance log to DTC the same day the training is held.
- 9. New Site Probationary Period:** Sites that have not participated in the CACFP program before, Sites that did not participate in the previous program term, returning Sites with a new physical location for participation, or sites participating after previous program termination will receive onboarding and training from DTC followed by a 30/60/90-day probationary period. During this time sites will be required to meet the following criteria to be released from probationary status and continue participating in the program:

  - a. Satisfactory site monitoring review
  - b. Reporting compliance
  - c. Meal distribution compliance

Failure to meet the above criteria will result in increased monitoring, corrective actions plans and if necessary, termination from the program.
- 10. Area of Distribution:** The Site agrees that it will provide adequate and clean, off-the-floor storage space to ensure the wholesomeness of the meals until served. The Site will ensure proper operation of its cold storage equipment. A thermometer will be kept in each cold storage unit, and a temperature log will be completed daily. A thermometer will be kept in dry storage areas, with a temperature log completed daily.
- 11. Distribution Requirements:** The Site agrees to the following meal distribution requirements:

  - a. The Site will provide all disposable plates, utensils, cups, and other paper products needed, unless otherwise provided along with the meal. If Site is using reusable trays to serve the meal they must have prior written approval from the health department.
  - b. Site will distribute supplied meals and milk to children under the guidelines identified in the



- CACFP/SFSP training provided by DTC.
- c. Site will hold all necessary permits and meet all applicable governmental health and safety code requirements.
  - d. Site staff will be aware of food safety regulations and attend food safety training provided by DTC.
  - e. Site will serve each meal during their previously reported serve time. Changes needing to be made to the serve times must be communicated to DTC prior to altering the serve time. Serving outside of the Site's designated serve time can result in an incident report.
  - f. Site will keep the menu posted in a visible area.
  - g. Site will report any issues regarding meal services within 24 hours of occurrence.
  - h. Site must offer a free enrichment activity each day a meal is served.

**12. Monitoring and Reporting compliance:** The Site agrees to the following regarding monitoring and reporting:

- a. The Site agrees to allow monitoring visits (announced and unannounced) by DTC staff, the KY/IN Department of Education and the Health Department
  - Failure to allow access to Site service and/or program documentation for monitoring completion or, site closed/no children in attendance for monitor attempt during scheduled serve time will result in a corrective action.
- b. Site will maintain and submit reports and records that are required as directed by DTC.
  - All records must be turned in to DTC through the online portal weekly (by Friday at 11:59PM)
  - Failure to submit documentation by weekly deadline will result in an incident report.
- c. Site will notify DTC of any site closures at least one week in advance
- d. Site will report any changes in number of meals required due to attendance, giving DTC at least two days' notice to implement quantity changes
- e. Site will report any other issues regarding the meal services within 24 hours of issues occurring

Failure to comply with reporting and notification requirements will result in the Site receiving communication of an Incident Report or Corrective Action, DTC will then follow processes outlined in the Incident/Corrective Action Policy, and/or the Suspension/Termination Policy.

**13. 85% Accuracy Serve Compliance:** The Site agrees to maintain a minimum 85% accuracy rate in meal distribution. Accuracy is calculated by comparing the number of meals served to qualifying children against the number of meals requested by the Site. DTC monitors the accuracy rates of all Sites, if the Site falls below 85% accuracy for 2 consecutive weeks, DTC reserves the right to adjust the number of meals provided to reflect the average number of meals served by the Site. Sites serving fewer than 20 meals per day on average may be switched from hot meals to shelf stable meals. Sites can request increases in meal numbers after demonstrating 1 weeks of 85% or higher accuracy with their adjusted meal numbers.

- 14. Delivery Compliance:** The Site agrees to the following regarding meal delivery from DTC:
- a. Site staff or volunteers will be on site and available to receive delivery during pre-determined 2 hour delivery window.
    - If there is no Site staff available at time of delivery the meals will be loaded back on the DTC vehicle and brought back to our Community Kitchen location (1200 S. 28<sup>th</sup> Street) where Site staff will be able to pick up the meals until 3pm and transport to their site for serving.
    - Failure to be on site for delivery during the pre-determined 2 hour delivery window will result in an incident report. If there are multiple incident reports for a site Dare to Care will follow processes outlined in the Incident/Corrective Action Policy, and/or the Suspension/Termination Policy.
  - b. If the Site serve area is on an upper floor of a building the Site staff will meet DTC delivery driver to receive meals on the main floor.
    - DTC will not deliver meals beyond the main floor, the Site staff are responsible for transporting Cambro's to the appropriate location for serving
  - c. The Site will maintain a clear and safe pathway and entrance into the building for ease of delivery
    - If the entrance to the building has steps and no ramp is available, the Site staff are responsible for transporting Cambro's to the appropriate location for serving
- 15. Commitment to Partnership and Communication:** The Site agrees to participate in open communication with DTC and the community. Communication may include but is not limited to virtual and in-person meetings, email, phone, and surveys. The Site agrees to have at least one working email, phone number, and voicemail that are checked regularly.
- 16. Signage/Program Promotion:** The Site agrees to the following:
- a. Site will identify the meal program as Dare to Care Kids Café on all outreach materials and press releases.
  - b. Site will positively affirm its partnership with Dare to Care Food Bank during any interaction with media, and will refrain from any negative communication regarding Dare to Care Food Bank.
  - c. Site will not use the Dare to Care Food Bank logo or Kids Café logo in any manner without prior permission from DTC.
- 17. Liability Release:** The Site affirms that: The Site is solely responsible for compliance with the criteria required of it as a Child and Adult Care Food Program/Summer Food Service Program site, and that Dare to Care Food Bank assumes no liability in connection with its establishment or any standards, its supervision, or the agency's failure to comply with the standards.
- 18. Additional Agreements:** In addition to The Kids Café Afternoon At-Risk (CACFP) Site Agreement, The Site also agrees to execute and submit the Suspension and Termination Policy, and 85% Accuracy Policy.
- 19. Termination of Agreement:** The Site or DTC can terminate this agreement, with or without cause, at any time. In the event of termination all reports, program documentation, food items, food serving, and storage equipment must be returned to DTC within 48 hours of program termination.



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## **Suspension & Termination Policy**

Violation of any criteria listed in the Site Agreement may result in an incident report and/or corrective action which will be communicated to the primary contact at the Site. Repeated incident reports, or failure to correct a previously identified corrective action within the previously disclosed timeline will result in suspension of hot meal service to the site. For the communicated duration of the suspension period Sites will receive shelf stable meals instead of daily hot meals until the issue has been resolved. When DTC declares the issue to be resolved Sites will resume hot meal service the first serve day of the following week.

- If the end of the Suspension period is reached and the issue is not declared by DTC to be resolved, the Site may enter a second suspension period and continue to receive shelf stable meals, after which if the issue is not resolved the Site will be terminated from the program.
- Termination from the program can occur if the Site has been documented with severe non-compliance, deliberate misuse of foodbank resources, gross negligence in food safety practices, failure to address prior issues leading to suspension, and/ or repeated suspension.
- In the event a Site is terminated from the program they will be notified in writing with a reason for termination, effective date, process for return of DTC property, process for appeal and conditions for future reapplication if applicable. Terminated Sites may reapply after a minimum of one year and be able to demonstrate significant changes and improved capacity. Approval of reapplication is at the discretion of DTC.

## **85% Accuracy Policy**

To reduce food waste and maintain compliance with federal CACFP regulations Dare to Care has implemented an 85% Accuracy Policy. This policy establishes guidelines for maintaining a minimum 85% accuracy in the number of meals served at participating Kids Café At Risk CACFP Sites.

- Meal Accuracy Requirements: a. Sites must maintain at least an 85% accuracy rate when requesting meals from DTC b. Accuracy is determined by the number of complete CACFP meals served to qualifying children compared to the number of meals requested
- Consequences for Below 85% Accuracy: a. DTC reserves the right to adjust the number of meals provided if Site is below 85% accuracy for 2 consecutive week. DTC will take the daily average number of meals being served and lower the number of meals provided to the Site accordingly b. Site will receive communication from DTC if they are below 85% accuracy for 2 consecutive weeks and their meal numbers are being adjusted c. changes made by DTC to number of meals provided will take place the first serve day of the following week d. Sites requiring DTC to adjust meal numbers with new meal average falling below the required minimum of 20 daily meals will be switched from hot meals to receive shelf stable meals until able to demonstrate 1 week of reaching 85% accuracy and serving an average number of daily meals greater than 20
- Increasing number of meals requested after DTC adjustment: a. Sites will be able to request an increase in their number of daily meals provided by DTC after showing 2 weeks of consistently reaching 85% accuracy in the number of meals served out of adjusted number of meals provided by DTC b. changes to number of meals provided will take place the first serve day of the following week



# Dare to Care

Food Bank

**FOR SITE USE:**

These agreements must be signed by the authorized representative who is responsible for any and all actions of the program. The Site's authorized representative's signature below confirms that the Site is accepting and agrees to abide by all terms of this agreement. These documents are agreements made between Dare to Care Food Bank (DTC), located at 5803 FERN VALLEY RD. LOUISVILLE, KY 40228 and

<b>Program Host Site Name:</b>
<b>Program Host Site Address:</b>
<b>Program Host Site Representative Name (PRINT):</b>
<b>Program Host Site Representative Name (SIGN):</b>
<b>Program Host Site Representative Title:</b>

**For DTC USE:**

<b>DTC Representative Name (PRINT):</b>
<b>DTC Representative Name (SIGN):</b>
<b>DTC Representative Title:</b>

*Hope starts here.*