

**SPONSOR/SITE AGREEMENT  
FOR THE SUMMER FOOD SERVICE PROGRAM**

All agreements are between a SFSP Sponsor and Site owner/operator and are subject to review by New York State Education Department (SED) in accordance with applicable federal, state and local law. While this prototype agreement may contain information and sample clauses, the document should not be considered all-inclusive. The Sponsor should carefully read each contract item in the prototype to ensure that the Sponsor's needs are being met, since the Sponsor is administratively and financially responsible for the SFSP. In addition, the Sponsor and site owner/operator should be reminded of federal and State arms-length transaction policies and applicable procurement law when executing any contract or agreement. This guidance and prototype agreement is not intended to constitute legal advice nor is it intended to supplement the actual terms of the agreement. Always consult your legal counsel for legal advice concerning contracts and agreements.

**Name of Site:**

**Address of Site:**

**Site Supervisor/Authorized Official:**

**Telephone Number:**

**The person named above agrees to:**

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

\_\_\_\_\_  
Site Supervisor/Authorized Official Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date