



Application for Freshwise Kids Cafe Meals

2011-2012

Program Title : _____

Agency Name: _____

Program Location
(Full Address) _____

Mailing Address
(if different) _____

Fax Number _____

Program Contacts	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE</u>
Director / Supervisor	_____	_____	_____
Primary Site Contact	_____	_____	_____
Secondary Site Contact	_____	_____	_____

Participant Age Range: _____

Projected Enrollment: _____

Program is open: *(circle all that apply)* Monday / Tuesday / Wednesday / Thursday / Friday

Daily Program Hours Opens _____(AM/PM) Closes: _____(AM/PM)

Open During School Breaks? Yes / No

Kids Cafe Service Request

Meal Program Dates: Start _____ Finish _____

Dinner Service

Requested: Yes No Requested Days: Mon / Tues / Wed / Thurs / Fri
Desired Time: _____ to _____ Anticipated High: _____ Anticipated Low: _____

**There must be a minimum of 1.5 hours between snack and dinner*

Snack Service

Requested: Yes No Requested Days: Mon / Tues / Wed / Thurs / Fri
Desired Time: _____ to _____ Anticipated High: _____ Anticipated Low: _____

**There must be a minimum of 1.5 hours between snack and dinner*

NOTE: These are suggested times only. Freshwise reserves the right to adjust these times based on transportation logistics and partnering site needs.

* LaDonna Lewis * 138 Joseph Avenue Rochester, NY 14605 *
* phone: 585.254.4423 * fax: 585.647.2808 * llewis@foodlinkny.org *

Special requirements or other information: _____

Are there any other programs operating at your site? Please list below:

Program _____

Phone _____

Email _____

Please sign, date, and return this original to LaDonna Lewis at Freshwise:

Signed _____

Date _____

Print Name: _____



* LaDonna Lewis * 138 Joseph Avenue Rochester, NY 14605 *
* phone: 585.254.4423 * fax: 585.647.2808 * llewis@foodlinkny.org *



2011-2012 Kids Cafe Meals Agreement with Foodlink, Inc.

The terms of the following agreement have been agreed upon and understood by Foodlink, Inc. with Foodlink's Freshwise kitchen operating as the meal provider ("Sponsor") and _____ ("Program Partner").

By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of Kids Cafe. The Kids Cafe program, sponsored locally by Foodlink, aims to lessen the impact of hunger by offering children enrichment activities, nutritional education and nutritious meals.

Program Partner Responsibilities:

1. Serve nutritious meals and snacks provided by Sponsor free of charge to children up to the age of 19.
2. Serve all components of every meal and/or snack at the assigned time and according to the provided menu specifications.
3. Ensure that your site complies with all applicable Federal and local statutes, ordinances and regulations pertaining to the meal program.
4. All key staff, with a minimum of two (2), must attend all training sessions required by Sponsor (Freshwise).
5. Make reasonable efforts to teach participating children about nutrition, meal preparation, hygiene, and table etiquette. Ensure that children complete appropriate hand washing prior to eating.
6. Children should be involved in serving or cleaning up after meals at least one day per week.
7. Track and record DAILY: number of meals delivered, number of snacks delivered, number of meals and second helpings served, number of snacks and second helpings served, temperature logs, equipment received and attendance records.
8. Submit paperwork including all the counts for daily records listed above no later than 8:00am Tuesday morning of the following week. **Failure to submit paperwork will lead to citation and possible suspension.**
9. Adjust the number of meals requested, based on attendance, to limit waste. Call no less than 48 hours prior to meal delivery to adjust meal counts to meet increased or decreased demand. (Sponsor reserves the right to adjust meals counts as deemed necessary based on recorded attendance and/or monitored evaluation of participants).
10. Maintain the program binder, provided by Sponsor, with copies of all weekly reports and signed daily delivery tickets for monitoring by Sponsor and/or New York State Education Department.
11. Post all signage as provided by Sponsor and CACFP to support and/or advertise the Kids Cafe program.
12. **Use products received from Sponsor, under this agreement ONLY, for on-site feeding at the scheduled serving time for the designated Kids Cafe location.**
13. Notify Sponsor of any/all unscheduled closings or when meal service is not required due to an on-site program event. If your program fails to notify Sponsor of site closing 72 hours prior to the date, you **will be INVOICED** for the price of meals delivered.
14. If you are taking a field trip, the box lunch request form must be submitted no later than a week before the field trip.
15. A signature is required on all meal and paper product delivery slips. In the event there is no one available to sign for the delivery, **all items will be returned to Sponsor as undeliverable and will be INVOICED for the price of the meal order.**



16. Take and record all food temperatures upon delivery. Immediately report foods received not within a safe temperature range (45° – 145° unsafe range per Monroe County Department of Health). Take and record all food temperatures just prior to serving.

17. Please circle requested meal type and days of service:

Snack: M T W TH F
Supper: M T W TH F

18. Requested meal service time: Fill in the times

Snack: from _____ to _____
Supper: from _____ to _____

Any site in violation of the above named rules may be placed on probationary status. If the above named responsibilities are not adhered to, Foodlink reserves the right to suspend and/or discontinue food service at any time.

B) Sponsor Responsibilities:

1. Fulfill the child pattern meal requirements using a variety of nutritious foods as identified by USDA/CACFP.
2. Provide nutrition education, advice and support to the Kids Cafe site as requested.
3. Provide technical support and assistance to the Kids Cafe site, including monitoring and helping to seek community support.
4. Provide ample paper products as needed by Program Partner for use in serving Kids Cafe only. This includes: plates, bowls, napkins, forks, spoons, hair restraints, plastic gloves, and thermometers.
5. Provide peanut butter, jelly, and bread to Program Partner for emergency purposes only.
6. Take and record food temperatures before the food leaves the kitchen facility.
7. Take and record food temperature upon delivery of food to program site.
8. We will deliver to _____(full address) at a time dictated by Sponsor.

C) Term of Agreement: This Agreement will begin on _____(date) and continue until _____(date) at which time the Agreement may be terminated.

D) Use of Foodlink/Freshwise Equipment: All equipment supplied by Sponsor is expected to be returned in the same condition as it was when it was lent to the Partner Program. This includes but is not limited to: utensils, cambros, cambro transporters, paper products, pans/trays, thermometers. Any and all damages done to the equipment will result in the cost of the equipment being charged and invoiced to the Partner Program. All Sponsor equipment is to be returned to the Sponsor when the agreement expires.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates indicated below.

Foodlink, Inc., Freshwise

Program Partner

By: _____ Date: _____
Site Coordinator *Signature*

By: _____ Date: _____
Program Partner Representatvie *Signature*

Site Coordinator *Print Name*

Program Partner Representatvie *Print Name & Title*

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.





MANDATORY TRAINING

Training is required of **at least 2 key staff** from each site. If you do not attend one of the trainings you will be unable to host a summer food site. Foodlink will provide this training at 2 different dates and times. Each site will be receiving the necessary information and supplies to run the Summer Food portion of your program at this meeting.

Please Circle the date you will be attending:

Tuesday, Aug. 23 ----- 9:00 - 10:30 AM

Wednesday, Aug.24 ----- 12:00 - 1:30 PM

*** Please print the names of those who will be attending this training**

1. _____
2. _____
3. _____
4. _____

*** Please print the name of your site _____**

This training will take less than 1.5 hours to complete. It will be held at:

Freshwise Kitchen
138 Joseph Ave.
Rochester, NY 14605

**For questions or concerns please contact LaDonna Lewis
at 585-254-4423 or by email at llewis@foodlinkny.org**

