

# City of Columbus, Ohio Summer Food Service Program Contract

**(Please complete ALL information requested or contract will be void)**

This agreement is entered into between the City of Columbus, Department of Recreation and Parks (hereinafter referred to as the “**City**”), and the Summer Food Service Program provider agency (hereinafter referred to as the “**Agency**”).

*Summer Food Service Program Site Name:*

address (including **NINE DIGIT ZIP CODE** and city) and phone number:

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(Phone numbers provided must be workable numbers for the entire summer for contact purposes.)

Name and Email address of contact person at summer food service program site:

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*Agency Name:*

address (including **NINE DIGIT ZIP CODE** and city) and phone number  
(if different food site name and address information from the above food site name):

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(Phone numbers provided must be workable numbers for the entire summer for contact purposes.)

Name and Email address of contact person at agency:

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**501c3 Verification #** \_\_\_\_\_

**(Please enclose a copy of 501c3 verification)**

This agreement binds the **City** to provide the food supplies to the **Agency** to administer the Summer Food Program. The Agency agrees to comply with all of the program regulations by committing to:

1. Serve meals, supplied by the **City**'s authorized vendor, to eligible children ages 1 through 18, and qualifying disabled participants through age 21, in accordance with United States Department of Agriculture (USDA) regulations; and
2. Serve meals which meet or exceed the minimum nutritional requirements of the USDA; and

3. Provide adequately trained supervision to ensure that all meals are served and consumed on site and in accordance with USDA regulations; and
4. Complete and submit all daily and weekly reports as required by the **City** and the USDA. Maintain records of the daily number of meals received and served as required by the **City**; and
5. Provide the **City** and USDA access to inspect the **Agency** Food Service Program and record keeping system; and
6. Provide adequate refrigeration for the storage of meals for the duration of the program.

The **City** shall have the right to terminate this contract if the **Agency**;

- A. Fails to comply with any **City** and/or USDA Food Program regulation;
- B. Fails to comply with meal time service requirements;
- C. Fails to maintain required Food Program records and documentation;
- D. Permits any meals to be taken off site;
- E. Serves meals to anyone other than eligible participants;
- F. Habitually serves an excessive number of meals as seconds or has an excessive number of leftovers due to a failure to adjust meal orders as attendance fluctuates.

If the **City** should find a high level of meal service violations at an **Agency** location, the **City** shall have the right and responsibility to require corrective action and in the event that the **Agency** fails to comply with the required corrective action, this agreement may be immediately terminated by the **City**.

The **Agency** shall hold the **City** harmless for any and all claims of injury, damage or loss which may occur as a result of the **Agency's** participation in the Summer Food Service Program.

AGENCY REPRESENTATIVE:

APPROVED:

Alan D. McKnight

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Executive Director,  
Department of Recreation and Parks  
Approved As To Form:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature on File

\_\_\_\_\_  
Title

\_\_\_\_\_  
City Attorney

*"The USDA is an equal opportunity provider and employer."*