Meal Service Agreement
Host School Provides Meal Service to Recipient School Students

The school preparing and serving meals will be called the host. The host school agrees to allow students from the recipient school to eat in the host cafeteria.

Host: _____

The school sending students to the host school will be called the recipient.

Recipient: _____

Check the USDA grade groups that will be served. Grade groups determine the portion sizes to be served.

Lunch: K-5 _____ 6-8 _____ 9-12 _____ K-8 _____

Breakfast: K-5 _____ 6-8 _____ 9-12 _____ K-8 _____ 6-12 ____ K-12 _____

Mark the applicable items:

_____ The host school will distribute, approve and verify household meal applications for the recipient students. The host school will be fiscally responsible for any approval errors that result in an overclaim.

_____ The host school will maintain daily, a separate Point of Service meal count of free, reduced and paid meals served to the recipient students and complete an Edit Check Worksheet for the recipient school at the end of each month. The host school will be fiscally responsible for any counting errors that result in an overclaim.

_____ The host school will collect money for meals from the recipient students according to the meal charges and collection procedure approved by the Nebraska Department of Education for the host school. The meal charges will be: Lunch: Reduced: $ _____ Elementary: $ _____ Secondary: $ _____ Adults: $ _____
Breakfast: Reduced: $ _____ Elementary: $ _____ Secondary: $ _____ Adults: $ _____

_____ The host school will bill the recipient school at the end of the month for the total number of student and adult meals served at the following prices: Student Lunch: $ _____ Student Breakfast: $ _____
Adult Lunch: $ _____ Adult Breakfast: $ _____

_____ The recipient school will pay the host school an amount equivalent to the reimbursement received each month. This payment will be due within 5 days of receipt of reimbursement.

The host assures that all meals will meet USDA meal pattern requirements as to food components and portion sizes as stated in 7 CFR 210.10 for lunch and 7 CFR 220.8 for breakfast. The host agrees to maintain complete and accurate production records listing the menu, portion sizes and the amount of food prepared. Information, including standardized recipes, ingredient statements, nutrition fact labels and Child Nutrition labels must be on file at the host school. The host must comply with Offer Versus Serve requirements. The vendor must also implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by USDA.

The host agrees to retain records required under the preceding paragraph for a period of three (3) years after the end of the fiscal year to which they pertain (or longer, if audit is in progress). All records and accounts pertaining to the program must be made available to representatives of the recipient school, Nebraska Department of Education, U.S. Department of Agriculture and the General Accounting Office for audit or administrative review at a reasonable time and place.

The recipient will be responsible for submitting the monthly claim for reimbursement to the NE Dept. of Education.

This agreement shall be effective from _____ to _____. It may be terminated by a 30-day written notice by either party. The terms of this agreement cannot exceed one year.

The parties have executed this agreement as of the dates indicated below:

Host	Recipient
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date