

Meal Service Agreement
Meals Transported from Commercial Vendor to Recipient School

The company preparing the meals will be called the vendor. Vendor: _____

The school receiving the meals will be called the recipient. Recipient: _____

Meal Costs: Student Lunch \$ _____ Student Breakfast \$ _____ Student Snack \$ _____
Adult Lunch \$ _____ Adult Breakfast \$ _____ Adult Snack \$ _____
Additional entrees can be ordered for \$ _____ each (Mark N/A if not available.)

Complete the following:

1. 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 _____
Snack: K-12 _____
2. Milk is provided by the vendor and is included in the meal cost? Yes _____ No _____
3. Meal count is to be called in to the vendor by (day and time): _____
4. Meals will be: Delivered _____ Picked-up _____
5. Delivery/Pick-up time: Lunch _____ Breakfast _____
6. Vendor will bill Recipient on the _____ day of each month.
7. Recipient payment will be due on the _____ day of each month.

The vendor 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 after-school snack, and 7 CFR 220.8 for breakfast. The vendor agrees to maintain complete and accurate production records listing the amount of food prepared and the daily number of meals delivered. A delivery ticket must accompany each meal listing menu items and portion sizes when food is delivered in bulk. Information, including standardized recipes, ingredient statements, nutrition fact labels and Child Nutrition labels must be on file with the vendor. 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 vendor 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 an audit is in progress. All records and accounts pertaining to the program must be made available to representatives of the 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.

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:

Vendor

Authorized Signature

Printed Name

Title

Date

Recipient

Authorized Signature

Printed Name

Title

Date