Completing
Exhibit A: Sponsor and Site Information

Nebraska Department of Education-Nutrition Services

Information in Exhibit A, includes:

- SFA Site/Building Information – Services To Be Provided
- Additional Information Detailing Foodservice Programs
- Inclusion of a Delivery Schedule If Food is Transported
- Inclusion of Vended Meal Agreement(s)
- Sponsor and Site Applications for All Programs the SFA Participates in. This may include:
  - Summer Food Service Program
  - Fresh Fruit and Vegetable Program

SFA SITE/BUILDING LISTING – GENERAL DATA

- List all feeding locations where food is prepared and/or served
- Include alternative feeding sites and vended locations
- Report enrollment and free/reduced/paid counts
- List grades served at each location

FEEDING SITE OR SCHOOL [1]	ENROLLMENT [2]	FREE [2]	REDUCED [2]	PAID [2]	GRADES SERVED
Nebraska High School	561	150	130	281	9-12
Nebraska Middle School	505	202	50	253	6-8
Lincoln Elementary	260	132	53	75	K-5
Jefferson Elementary School	325	170	41	114	K-5
Early Beginnings Preschool	100	35	15	50	PreK
Tiger Den at High School					
Kids Korner Childcare	35				
St. James Elementary School	115				



SFA SITE/BUILDING LISTING – GENERAL DATA

- Identify meal preparation location
- Record # of serving periods and mealtimes
- Include breakfast, lunch, and snack schedules
- Report number of serving days

FOOD PREPARED ON-SITE; FOOD TRANSPORTED TO SITE IN BULK [3]	# OF SERVING PERIODS (LUNCH)	BEGINNING AND ENDING TIMES OF MEAL SERVICE			NO. OF SERVING DAYS
		BREAKFAST	LUNCH	SNACK	
on-site	4	7:30-7:55	11:10-12:40		177
on-site	4	7:30-7:55	11:20-12:30		177
on-site	5	7:30-7:55	11:10-12:40	3:30-4:00 p.m.	177
food delivered from Middle School	5	7:30-7:55	11:00-12:30		177
food delivered from Middle School	2	8:30-9:00	12:00-1:00		155
food delivered from High School	1	7:30-7:55	11:00-12:40		177
		8:00	11:15		177
		8:15	11:30		177



SFA SITE/BUILDING LISTING – GENERAL DATA

Additional Information

Early Beginnings Preschool is located in a building adjacent to Jefferson Elementary-food is delivered/picked up (wheeled to) via enclosed carts to this area by food service staff. Food is delivered in bulk for family-style meal service. FSMC staff is responsible for delivery. Food for Tiger Den is provided by the High School as pre-portioned reimbursable meals. FSMC staff deliver to Tiger Den. Food delivered in bulk by FSMC food service staff from Middle School to Jefferson Elementary. FSMC responsible for delivery of all food and pick-up after meal service. District vehicle can be provided. Delivery is at 7:00 for breakfast and 10:30 for lunch. Breakfast and lunch meals are vended to Kids Korner Childcare and St. James Elementary.

- Explain unique site operations
- Include delivery or transportation details
- Describe bulk or unitized meal service
- Provide any information helpful to FSMCs



SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED by the FSMC

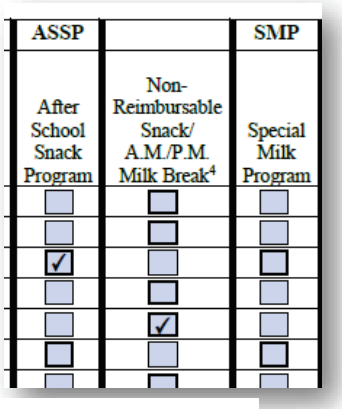
- **Breakfast and Lunch Services**
  - List all sites where food is prepared or delivered
  - Check all applicable breakfast services
  - Check all applicable lunch services
  - Include contract/vended meal services, if applicable

Feeding Site or School[1]	Breakfast						Lunch				
	Offer versus Serve[3]	CACFP Meal Pattern for Pre-school	Alternative (Grab-n-go, in the classroom, or after the bell)	A la Carte Sales	Adult Meals	Contract/ Vended Meals[3]	Offer versus Serve[3]	CACFP Meal Pattern for Pre-school	A la Carte Sales	Adult Meals	Contract/ Vended Meals[3]
Nebraska High School	☑	☐	☑	☑	☑	☐	☑	☐	☑	☑	☐
Nebraska Middle School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
Lincoln Elementary School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
Jefferson Elementary School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
Early Beginnings PreK	☐	☑	☐	☐	☑	☐	☐	☑	☐	☑	☐
Tiger Den-High School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
St. James Elementary	☐	☐	☐	☐	☑	☑	☐	☐	☐	☑	☑
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐



SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED by the FSMC

- **Additional Programs and Services**
  - Indicate Afterschool Snack Program participation
  - Identify Non-Reimbursable Snack/Milk Breaks
  - Identify Special Milk Program participation
  - Use Additional Information for program details



ASSP		SMP
After School Snack Program	Non-Reimbursable Snack/ A.M./P.M. Milk Break[4]	Special Milk Program
☐	☐	☐
☐	☐	☐
☑	☐	☐
☐	☐	☐
☐	☑	☐
☐	☐	☐
☐	☐	☐

Additional Information

Milk break for Early Beginnings Pre-K at 2:30 p.m. FSMC provides the milk. Approximately 100 milks per day. Families pay for the milk.



SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED by the FSMC

- List only participating sites
- Check all applicable programs and meal services
- Explain any services listed under "Other"

SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED

(To be completed by the SFA)

Feeding Site or School[1]	FFVP	SFSP				CACFP					
	Fresh Fruit and Vegetable Program	Breakfast	Lunch	Snack	Supper	Contract/ Vended to Daycare Breakfast[2]	Contract/ Vended to Daycare Lunch[2]	At-Risk Afterschool Snack	At-Risk Afterschool Supper	A.M./P.M. Snack	Other[3]
Lincoln Elementary School	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐
Jefferson Elementary School	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Kids Korner Childcare	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Additional Information

[1] List all feeding locations where food is prepared or delivered. Include alternative feeding sites and contracted/vended locations.
[2] SFA must declare if FSMC needs to provide contract meals. These are meals served to other SFAs for which the SFA has a vendor agreement with.
[3] If food is being provided/purchased for any group on a regular basis indicate in the "other" category, Explain.



Additional Information About Food Service Programs

- Explain unique aspects of your foodservice operation
- Clarify information not detailed elsewhere
- Provide delivery and Point of Sale details
- Add information about summer feeding operations

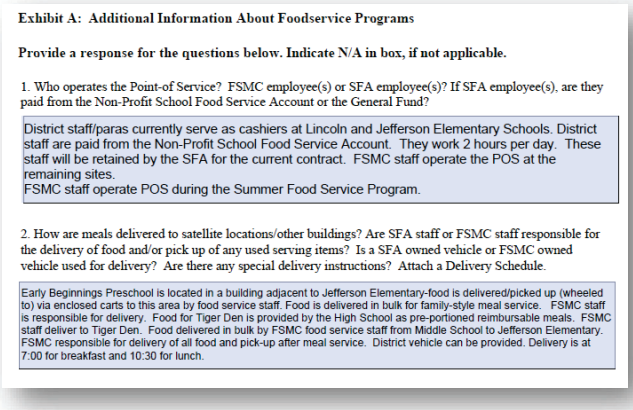


Exhibit A: Additional Information About Foodservice Programs

Provide a response for the questions below. Indicate N/A in box, if not applicable.

1. Who operates the Point-of Service? FSMC employee(s) or SFA employee(s)? If SFA employee(s), are they paid from the Non-Profit School Food Service Account or the General Fund?

District staff/paras currently serve as cashiers at Lincoln and Jefferson Elementary Schools. District staff are paid from the Non-Profit School Food Service Account. They work 2 hours per day. These staff will be retained by the SFA for the current contract. FSMC staff operate the POS at the remaining sites.
FSMC staff operate POS during the Summer Food Service Program.

2. How are meals delivered to satellite locations/other buildings? Are SFA staff or FSMC staff responsible for the delivery of food and/or pick up of any used serving items? Is a SFA owned vehicle or FSMC owned vehicle used for delivery? Are there any special delivery instructions? Attach a Delivery Schedule.

Early Beginnings Preschool is located in a building adjacent to Jefferson Elementary-food is delivered/picked up (wheeled to) via enclosed carts to this area by food service staff. Food is delivered in bulk for family-style meal service. FSMC staff is responsible for delivery. Food for Tiger Den is provided by the High School as pre-portioned reimbursable meals. FSMC staff deliver to Tiger Den. Food delivered in bulk by FSMC food service staff from Middle School to Jefferson Elementary. FSMC responsible for delivery of all food and pick-up after meal service. District vehicle can be provided. Delivery is at 7:00 for breakfast and 10:30 for lunch.

Required Exhibit A Attachments

- Delivery Schedule (if applicable)
- Vended Meal Agreements with schools or organizations
- Sponsor Application(s) for all Programs
- Site Application(s) for all Programs
- Attach all documents as PDFs

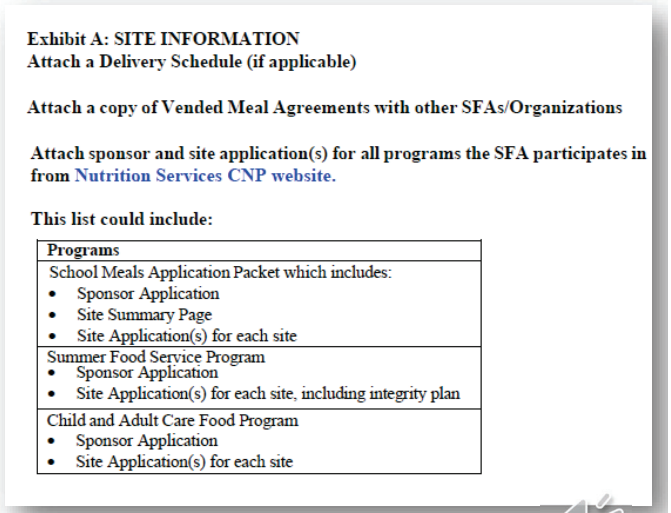


Exhibit A: SITE INFORMATION
Attach a Delivery Schedule (if applicable)

Attach a copy of Vended Meal Agreements with other SFAs/Organizations

Attach sponsor and site application(s) for all programs the SFA participates in from Nutrition Services CNP website.

This list could include:

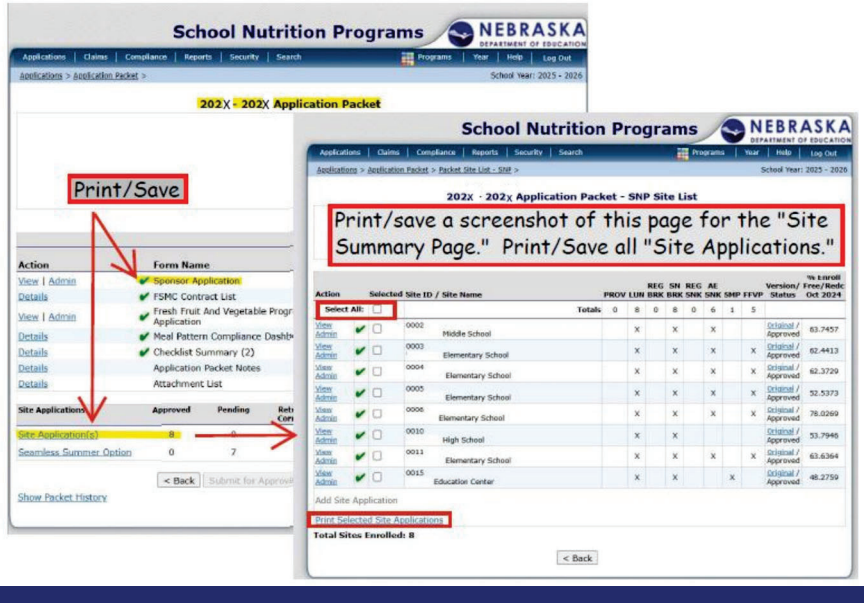
Programs
School Meals Application Packet which includes: • Sponsor Application • Site Summary Page • Site Application(s) for each site
Summer Food Service Program • Sponsor Application • Site Application(s) for each site, including integrity plan
Child and Adult Care Food Program • Sponsor Application • Site Application(s) for each site

Example Delivery Schedule

- Create and attach a delivery schedule, if applicable

Site Name	Site Preparing	Meal(s) Delivered	Delivery Method	Delivered By	Vehicle Used	Delivery Time	Pick-Up Time for Used Serving Items	Special Delivery Instructions
Lincoln Elementary	Nebraska High School	Lunch	Insulated Cambros	FSMC	FSMC-Owned Vehicle	10:45 AM	1:15 PM	Deliver to cafeteria receiving door
Washington Middle School	Nebraska High School	Breakfast & Lunch	Hot/Cold Transport Cart	SFA	SFA-Owned Vehicle	7:15 AM / 10:30 AM	1:30 PM	Call office before arrival
Early Learning Center	Nebraska High School	Lunch	Insulated Cambros	Both	N/A	11:00 AM	12:45 PM	Deliver directly to classroom area

Obtaining Sponsor and Site Applications



Final Steps for Exhibit A Submission

- Complete the RFP Document Checklist for Exhibit A

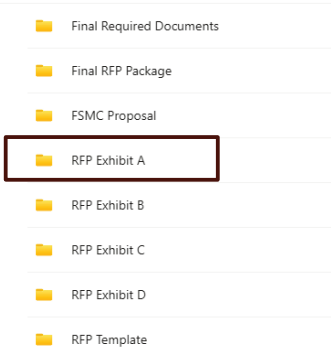
Exhibit A: Site Information

- ☐ SFA Site/Building Listing-General Data Chart
- ☐ SFA Site/Building Listing-Services to Be Provided Chart
- ☐ Additional Information About Foodservice Programs
- ☐ Insert a PDF copy of Meal Service Agreements with other SFAs/Organizations
- ☐ Insert a PDF copy of Sponsor and Site Application(s) for all programs the SFA participates in (Print/Save from the Nutrition Services CNP website)
  - ☐ School Meals Application Packet which includes:
    - ☐ Site Summary Page
    - ☐ Sponsor Application and Site Application(s) for all sites
  - ☐ Summer Food Service Program
    - ☐ Sponsor Application and Site Application(s) including the Integrity Plan for RNC for all sites
  - ☐ Child and Adult Care Food Program
    - ☐ Sponsor Application and Site Application(s) all sites



Final Steps for Exhibit A Submission

- Save to your SFA's SharePoint site in the Exhibit A folder by January 15th





In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: Program.Intake@usda.gov.



This institution is an equal opportunity provider.

