

**MEMORANDUM OF UNDERSTANDING**

“AGENCY”

AND

SAN DIEGO UNIFIED SCHOOL DISTRICT FOOD SERVICES

San Diego Unified School District (SDUSD) Food Services Department will provide lunches and snacks to children on weekdays from Insert Date through Insert Date to Agency, address, city and zip.

 **SDUSD will ensure:**

1. Meals will be delivered prior to your scheduled meal service daily.
2. All meals meet USDA meal standards for the Seamless Summer Feeding Program.
3. No meals will be provided on Wednesday, July 4, 2012.
4. All meals will be provided without charge.
5. A banner announcing your site as a summer feeding site will be provided.
6. Flyers are available for your distribution.
7. Meal counts may be changed without notice in order to achieve the goal of no more than 5% unserved meals.
8. Compliance with Seamless Summer Feeding Program regulations by completing an on-site visit.

**Agency Name will ensure:**

1. Meals are open to children of the community from time of meal service p.m. and meals will be served to all children attending regardless of race, color, national origin, sex, age, or disability.
2. Supervision of all activities and meal service at your site.
3. Distribution of meals to children ages 2-18 according to the guidelines. (Identified in Summer Manual)
4. Accurate daily record of meals served and reported weekly to SDUSD.
5. All assigned equipment will be secured and returned in good condition.
6. No fee will be taken for meals.
7. Food is stored appropriately.
8. All unused meals are returned to SDUSD Food Services.
9. Site is kept clean, safe and sanitary.
10. Site leader (responsible for distributing food) will attend training on Insert Date, time, and location.
11. Meals for field trips are ordered at least one week in advance.
12. Communication with the Prep Kitchen to adjust meal counts as needed so that there is no more than 5% waste from unserved meals. Meal count changes must be received by 5 p.m. the day prior to service.

**San Diego Unified School District Agency Name**

**Food Services Department Authorized Signature**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gary Petill, Director Print Name Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date** Signature Date