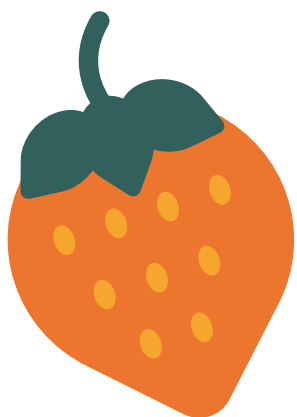




REACHING OUR POTENTIAL TOGETHER



The Y believes that all children deserve the opportunity to reach their full potential

and nothing is more fundamental in this effort than having consistent access to healthy meals. We have a responsibility to the communities that we live, work and play in, to develop lifelong habits in youth that yield healthy futures. Driven by our commitment and cause, the Y has pledged to not only ensure that children receive access to nutritious foods, but to also educate them about healthy choices and model healthy behaviors. Through the YMCA Food & Fun Program, the Y is leading the charge as a Child Nutrition Program sponsor and vendor to provide meals that are rich in fresh fruits and vegetables, whole grains, free from fried foods, and low in added sugar.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Sample Menu

LUNCH

Monday	Deluxe Hoagie <ul style="list-style-type: none">• Sub Bun w/Turkey, Cheese,• Spinach, cucumber, & tomato• Baked Chips• Fresh Apple• 1% Milk
Tuesday	Turkey Wrap <ul style="list-style-type: none">• Whole Grain Tortilla• Deli Turkey and Colby Cheese• Cucumber• Grapes• 1% Milk
Wednesday	Build You Own Pizza <ul style="list-style-type: none">• Whole Grain Flatbread• Marinara• Pepperoni• Shredded Mozzarella• Diced Peppers• Clementine• 1% Milk
Thursday	Garden Chicken Salad <ul style="list-style-type: none">• Spring Mix and Cherry Tomatoes• Whole Grain Croutons• Chicken Breast• Cheddar Cheese• Apple• 1% Milk
Friday	Grilled Chicken Wrap <ul style="list-style-type: none">• Tortilla w/ Grilled Chicken, Mexican• Cheese, Spring Mix, & Shredded• Fresh Kiwi• Whole Grain Graham Cracker• 1 % Milk



YMCA Food & Fun Summer Food Service Program (SFSP)

2022 Site Agreement & Memorandum of Understanding

J.A. Henry Community YMCA

SITE INFORMATION:

Instructions: Please complete the entire application. **Incomplete** applications ***will not*** be processed.

This application is due April 7, 2023. *Submission after the due date may result in delayed meal service for your site.*

Site Information:

Organization Name: _____

Program Name: _____

Program Address (Street, City, State, Zip): _____

	Name	Phone Number	Email Address
Primary Contact (Required)			
Secondary Contact (Required)			
Delivery/Pick Up Contact			

- The YMCA is able to provide supper to after school & break camp programs throughout the school year. Would your site be interested in participating in school year meals?

☐ Yes

☐ No

☐ Potentially, with more information

- The YMCA is also able to provide meals on the weekends. Would your site be interested in participating in weekend meals?

☐ Yes

☐ No

☐ Potentially, with more information

- Would your site be interested in using the Cartwheel Meal Counter app for meal counting?

☐ Yes

☐ No

☐ Potentially, with more information

- Are you located in an active school building?

☐ Yes

☐ No

If yes, provide the license capacity:

- Does program site have access to a functioning restroom with sink for hand washing? ☐ Yes ☐ No
- Name of closest public school:
- Have you participated in the SFSP before? ☐ Yes ☐ No
- Is program participation based on enrollment or drop-in? ☐ Enrollment ☐ Drop-In

MEAL INFORMATION

The YMCA is able to provide lunch OR supper to summer sites. Sites are able to get breakfast OR snack in addition to lunch/supper if they are interested. Please indicate preferred meals and service times below

Days of Meal Operation

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Meals	Start Time	End Time	Maximum Number
<input type="checkbox"/> Breakfast			
<input type="checkbox"/> Lunch			
<input type="checkbox"/> Supper			
<input type="checkbox"/> Snack			

Please describe where meals will be served at your location:

PROGRAM INFORMATION

Please provide the name and a brief description of the program, including activities

Program Dates

___/___/___ to ___/___/___

START DATE END DATE

- What are your program hours? _____ to _____
- Is the site serving meals outside? ____ Yes ____ No
 - If yes, what are the alternate arrangements in case of inclement weather?

- Does your site have a refrigeration unit that can accommodate the number of meals you would like to serve?

____ Yes ____ No

- If yes, please describe the type of refrigeration unit you have (i.e. house unit, commercial 2-door unit, walk-in, etc.) and how many meals do you expect the refrigeration unit to hold?

PROGRAM PROCEDURE AND REQUIREMENTS

The primary site contact is responsible for initialing the following portions of the site requirements. If you have any questions about the policies and procedures listed below, please contact the YMCA Food & Fun Office

YMCA Food & Fun Procedures

Incurs the upfront cost of all meals, food and supplies and operations of the YMCA Self Prep Kitchen

- Reviews food orders on a weekly basis and contacts site regarding questionable orders
- Reviews invoices and compares to food delivery tickets to identify discrepancies
- Manages meal program budget

Provides meals and/or supper to eligible sites

- Ensures that all menu items are in compliance with USDA requirements and HEPA standards

Processes paperwork and submits claims for reimbursement.

Completes all site visits/monitoring requirements set forth by USDA & Tennessee's Department of Human Service (DHS)

Reviews reported numbers from previous day

- Make adjustments to orders if needed
- Follow up with site staff that do not report their information.

Provides coaching & on-site and/or online training to meal program sites

Provides meal program training for staff and volunteers

- Trainings are offered at a variety of times and dates to maximize staff attendance

Site Requirements to Receive Food

Attend a YMCA SFSP Training Session (online or in-person)

- Sites serving 50+ children will be required to have at least four (4) representatives attend training.
- All sites will be required to send at least two (2) representatives attend training
- All sites will follow all USDA, SFSP, and YMCA rules, regulations, & guidelines as outlined at training

INITIAL

Communicate any turnover in trained staff

- Update the YMCA when new staff are hired and ensure they complete the appropriate training

INITIAL

Complete a signed Site Agreement

Update information on as needed basis. All changes must be submitted to the Food Program Office Admin & Program Director

INITIAL

- Place orders by 4 p.m. each day for the following day using approved order methods.
- Site staff complete meal counts at point of service via the Daily Meal Count Form.
- Site staff are responsible for reporting the numbers of meals delivered & served on a daily basis.
- Site staff will pick up all meals from the YMCA's central kitchen.

Weekly Tasks

Each Monday, review information from previous week to ensure that:

- Delivery Ticket has been signed and updated
- Paper Daily Meal Count Forms are filled out accurately & signed

Scan previous week's information to the Food Program Office Manager & Program Director

Site Leads are responsible for ensuring that hard copy paperwork is delivered to the YMCA:

Meal service will be suspended if:

- Site staff do not mark meals at the point of service
- Sites fail to communicate closures, meal adjustments, staff turnover, or other relevant changes
- Sites that are not in compliance with paperwork deadlines
- Sites fail to address corrective action steps given by the state or YMCA



INITIAL



INITIAL

The term of the Agreement is from the signed date below through August 31, 2023. During the life of this agreement the meal program site cannot enter into an agreement with any other sponsor for the program(s). Any equipment provided by the YMCA of Metropolitan Chattanooga will be reclaimed and moved to another location when deemed necessary. In the event that the program is continued beyond its initial term, the terms of this Agreement shall remain in force unless modified. This document is a temporary contract that is legal and binding.

PRIMARY CONTACT SIGNATURE

DATE

SECONDARY CONTACT SIGNATURE

DATE

YMCA Food & Fun REPRESENTATIVE SIGNATURE

DATE

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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.

This institution is an equal opportunity provider.

Send to: lhorne@ymcachattanooga.org or fax to 423-266-7328 Attention to: Laura Horne

For questions, contact Trish King, Program Director or Laura Horne, Senior Program Director at 423-805-3361