

**CONSOLIDATION AGREEMENT FOR
SCHOOL FOOD AUTHORITIES (SFAs)
FOR SCHOOL NUTRITION PROGRAMS**
(Sponsor SFA Must Enter this Information in ECAS)

1. _____ (**Relinquishing SFA**) hereby transfers and relinquishes its authority, duties and obligations associated with the programs designated below to _____ (**Sponsor SFA**), for the _____ school year.

2. **Relinquishing SFA** address:

3. **Sponsor SFA** address:

4. **Sponsor SFA** Agreement Number: _____

5. **Relinquishing SFA** is (check the appropriate box below):

- Public School
 Non-Public School. New Jersey Department of Education Identification

No. _____

6. **Sponsor SFA** shall assume **Relinquishing SFA's** authority, duties, and obligations for the following School Nutrition Programs (check the appropriate box(es) below):

- National School Lunch Program (NSLP) 7 CFR Section 210.10.
 School Breakfast Program (SBP) 7 CFR Section 220.8.
 Afterschool Care Snacks (ASSP) 7 CFR Section 210.10.
 At-Risk Afterschool Meals Program ("Dinner") 7 CFR Section 226.20.
 Special Milk Program (SMP) 7 CFR Section 215.7a.

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7. Food Service Employees at the **Relinquishing SFA** will be provided by (check the appropriate box):

- Relinquishing SFA
- Sponsor SFA

8. In the event that **Sponsor SFA** is not in session and the **Relinquishing SFA** is in session, meals will be:

- Reimbursable meals will not be served or claimed.
- Relinquishing SFA will provide meals and record meal counts by eligibility category.
- Sponsoring SFA will provide meals and record meal counts by eligibility category.
- Relinquishing SFA will provide non-reimbursable meals and meals will not be claimed for reimbursement.
- Sponsoring SFA will provide meals and Relinquishing SFA will record meal counts by eligibility category.
- Other: _____

Appropriate documentation will be maintained if meals are claimed for reimbursement.

9. All legal and financial authority, duties, and obligations associated with operating the School Nutrition Programs designated above are hereby transferred from the **Relinquishing SFA** to the **Sponsor SFA**.

10. The Sponsor **SFA** accepts all legal and financial authority, duties, and obligations associated with operating the **Relinquishing SFA's** School Nutrition Programs designated above including, but not limited to.

- a. Distributing the household free and reduced-price meal eligibility applications.
- b. Processing the free and reduced-price meal eligibility applications and determining student eligibility, performing direct certification, notifying applicants of eligibility, completing verification requirements, providing a hearing official, updating eligibility changes, and generating and revising the master eligibility list and benefit issuance documents.
- c. Maintaining all School Nutrition Program records and direct certification documentation.
- d. Planning all menus and maintaining production records.
- e. Determining the meal and a la carte meal prices.
- f. Determining the method of collecting money and recording and reporting point of service meal counts by eligibility category.
- g. Overseeing all fiscal aspects including, but not limited to, revenue and expenses associated with the School Nutrition Programs.
- h. Completing edit check worksheets.
- i. Submitting and certifying claims for reimbursement.
- j. Maintaining all records relating to receipt of reimbursement.
- k. Complying with federal and state mandated training requirements for food service and administrative personnel.
- l. Paying over claims as a result of administrative reviews.
- m. Complying with USDA Smart Snacks requirement.

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- n. Performing on-site accountability reviews for the NSLP and, if applicable, the SBP and/or ASSP.
 - o. Complying with all state and federal laws, regulations and guidelines applicable to the School Nutrition Programs designated in paragraph 6 above.
 - p. Complying with Civil Rights requirements, including compiling data, maintaining records, and submitting reports as required to permit effective enforcement of nondiscrimination laws, regulations, policies, instructions, and guidelines to ensure that no person shall, on the grounds of, race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the SFA receives Federal financial assistance from USDA-FNS.
 - q. Submitting and certifying the annual documents and reports in the New Jersey Department of Agriculture (NJDA) SNEARS web based system.
10. The Parties agree to cooperate fully with each other in the performance of this Agreement and will meet on a quarterly basis to discuss the status of, and to amicably resolve any issues associated with, the School Nutrition Programs designated above.
11. This agreement shall remain in effect unless terminated by a prior notice of not less than sixty (60) days from one party to the other.
12. This agreement shall remain in effect unless terminated by a prior notice of not less than sixty (60) days from one party to the other.

13. LIST OF RELINQUISHING SFA's SCHOOLS

SCHOOL NAME & ADDRESS	SCHOOL TYPE	MEAL PATTERN GRADE GROUP	VENDED MEALS PROVIDED
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School <input type="checkbox"/> Ungraded	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades K-8 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School <input type="checkbox"/> Ungraded	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades K-8 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School <input type="checkbox"/> Ungraded	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades K-8 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School <input type="checkbox"/> Ungraded	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades K-8 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School <input type="checkbox"/> Ungraded	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades K-8 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School <input type="checkbox"/> Ungraded	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades K-8 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
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The Parties have expressed their mutual agreement to the foregoing, and in consideration thereof, the undersigned, as the duly-authorized representatives of their respective agencies, hereby make the following certifications and execute this Agreement.

Certification Statements (Both Relinquishing SFA and Sponsor SFA must initial and sign)

1. School calendars for both SFAs will be shared prior to the start of the school year/agreement.
Relinquishing SFA Initials _____ Sponsor SFA Initials _____
2. Ordering and delivery schedules will be developed to the mutual agreement of both SFAs. Contact persons and ordering procedures will be established for both SFAs.
Relinquishing SFA Initials _____ Sponsor SFA Initials _____
3. Meal order adjustments and cancellations (snow days, delayed openings) will be coordinated between the SFAs within mutually agreed upon timeframes.
Relinquishing SFA Initials _____ Sponsor SFA Initials _____
4. This Consolidation Agreement was reviewed by both SFAs prior to both parties signing.
Relinquishing SFA Initials _____ Sponsor SFA Initials _____
5. The Relinquishing SFA will give Sponsor SFA advance written notice of any change to the sites or other information listed in Section 13, List of Relinquishing SFA's Schools. Relinquishing SFA will also notify the State Agency.
Relinquishing SFA Initials _____ Sponsor SFA Initials _____
6. SFAs must notify the State Agency of intent to terminate this Consolidation Agreement. Dates of notification and termination must be documented.
Relinquishing SFA Initials _____ Sponsor SFA Initials _____

Relinquishing SFA:

Signature: _____

Name (Printed): _____
(Business Administrator/Chief School Administrator)

Date: _____

Sponsor SFA:

Signature: _____

Name (Printed): _____
(Business Administrator/Chief School Administrator)

Date: _____

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