



CHILDREN'S PROGRAM AGREEMENT 2020-2021

The terms of the 2020-2021 Children's Program Agreement are agreed upon by Care and Share Food Bank and _____ (Program Partner). By signing this agreement, both parties acknowledge their respective responsibilities related to program administration.

PROGRAM PARTNER RESPONSIBILITIES

Program Staffing and Volunteers

- Select and maintain a Program Coordinator as the primary contact for the program and notify Care and Share in writing within two business days of any program staff or volunteer changes
- Inform Care and Share in writing within two business days of any changes to days or hours of operation
- Ensure all staff and volunteers with direct repetitive contact with children pass a national background check

Documentation and Training

- Complete training as needed provided by Care and Share
- Submit required program documents prior to annual training: Agency Agreement, ServSafe Certification or equivalent, and Background Check Policy Form
- Participate in annual Care and Share on-site monitoring
- Ensure at least one program representative is certified as a ServSafe Food Handler or complete equivalent training

Food Distribution

- Follow delivery or distribution center pick up schedule determined by Care and Share. Inform Care and Share of any cancellations at least 48 hours ahead of scheduled delivery or pick up appointment. Sites that fail to notify Care and Share of cancellations or do not pick up product are subject to program suspension up to and including removal from program consideration for the following program year.
- Distribute program food to children and their families free of charge a minimum of once each week. If operating a School Pantry, maintain weekly or bi-weekly open hours of operation.
- Use school records to identify food allergies participating children may have and flag their name so those items are not distributed to them

- Maintain dignity, discretion, and confidentiality in program administration and food distribution
- Program staff and volunteers shall not engage in discrimination in the provision of service against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military, or status as a protected veteran

Food Storage

- Maintain compliance with ServSafe Food Handling guidelines; keep accurate temperature and pest control logs; and store program food in a locked, sanitary, and temperature-controlled place away from cleaning materials and toxic chemicals
- Maintain compliance with all applicable federal and local statutes, ordinances, and regulations

Reporting

- Notify Care and Share within two business days of any order discrepancies
- Keep accurate records and submit monthly reports in provided format by the 3rd of the following month to cninnumbers@careandshare.org
- Notify Care and Share in writing within 30 days should the Program Partner decide to discontinue programming. Program Partner must notify all program participants as well.
- Annually distribute, collect, and submit to Care and Share program participant surveys
- Request in writing to use any Care and Share logos

CARE AND SHARE RESPONSIBILITIES

- Provide a designated pounds amount of food to Program Partner
- Conduct annual on-site monitoring
- Provide training as needed for all Program Partner staff and volunteers
- Provide annual program participant surveys
- Inform Program Partner within two business days of any changes in guidelines
- Notify Program Partner in writing within 30 days should Care and Share decide to discontinue programming

Printed Name, Title, and Signature: Program Partner Authorized Representative Date

Printed Name, Title, and Signature: Care and Share Authorized Representative Date