

**Summer Food Service Program  
Pre-Program  
Vendor/Sponsor Meeting  
Checklist**

**I. Contact Information**

Sponsor and vendor must establish who will be the contacts during the operation of the program.

- a) Sponsor has established \_\_\_\_\_ at telephone number ( ) \_\_\_\_\_ and email \_\_\_\_\_ as the contact for vendor.
- b) Vendor has established \_\_\_\_\_ at telephone number ( ) \_\_\_\_\_ and email \_\_\_\_\_ as the contact for sponsor.

**II. Billing**

Sponsor and vendor have established a daily or weekly (circle one) timeline for billing sponsor organization for meals received. In addition to the aforementioned daily or weekly timeline, vendor agrees to provide a monthly bill that summarizes, by site, all monthly deliveries. The billing address will be:

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**III. Meal Adjustments**

Sponsor and vendor must agree to the method and timeline for the communication of disallowed or otherwise adjusted meals. Sponsor must have a method in place to notify vendor immediately when meal adjustments are needed. At a minimum, vendor must receive feedback weekly of adjustments for incomplete or spoiled meals.

- a) Sponsor agrees to notify vendor \_\_\_\_\_ (indicate timeline) when notice of problems is received from site personnel.
- b) Sponsor agrees to forward a weekly summary of meal adjustments to vendor.
- c) Weekly summary of Adjustments will be maintained and mailed, emailed or faxed (circle one) to vendor by Monday morning for the preceding week. The contact information for this is: \_\_\_\_\_.

**IV. Meal Quantity and Quality**

Sponsor and vendor must agree to the method and timeline for communicating daily adjustments of the number of meals delivered. Vendor must have 24-hour turnaround time for altering meals per communication from sponsor.

- a) Sponsor and vendor agree that increases or decreases to daily delivery counts will be made by \_\_\_\_\_ (time AM/PM).
- b) The method of notification will be telephone, fax or email (circle one).
- c) The contact number for notification is ( ) \_\_\_\_\_.
- d) The vendor representative responsible for receiving adjustments is \_\_\_\_\_.

Sponsor must be informed and approve any planned changes to the approved menu. Vendor agrees to notify sponsor of changes in menu items before such changes are made. Sponsor will respond immediately to any requests for changes to the menu. Vendor will contact sponsor representative \_\_\_\_\_ (name) of any changes. Said representative may be reached at ( ) \_\_\_\_\_ with any notifications of change.

If situation arises where majority of meals delivered are missing a component sponsor will immediately notify vendor. Vendor will have the option, if reasonable time exists, to provide replacement items to as many locations as possible; otherwise, meals will be disallowed.

**V. Deliveries**

Delivery times are generally connected to the activities at sites. When possible, sponsor will exercise flexibility in the times that meals arrive. In addition, the method of delivery must also be determined. Sites with adequate refrigeration may have multiple meal types delivered at once. Sites without adequate refrigeration must receive separate deliveries or have adequate ice provided by vendor to keep all meals in temperature throughout the meal service.

- a) Sponsor and vendor have agreed to a delivery schedule for all sites Yes/No (circle one). *Sponsor should retain a copy of delivery schedule.*
- b) Sponsor and vendor have agreed to delivery method for each site (single or multiple drops) Yes/No (circle one). *Sponsor should retain a copy of delivery method.*
- c) Sponsor and vendor have agreed to a delivery location (*if applicable other than straight to site*) Address: \_\_\_\_\_.
- d) Sponsor and vendor have agreed that a delivery slip shall be left with each delivery. Additional details/agreement is as follows:

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

**VI. Additional agreements (i.e. specific food requests etc.)**

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## USDA Nondiscrimination Statement

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. 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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### Certification Statement:

I \_\_\_\_\_ and \_\_\_\_\_ certify  
Vendor Representative Sponsor Representative  
that all information on this form and subsequent attachments is true and correct to the  
best of my knowledge.

\_\_\_\_\_  
Signature of Vendor Representative

\_\_\_\_\_  
Printed Name of Vendor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor Representative

\_\_\_\_\_  
Printed Name of Sponsor Representative

\_\_\_\_\_  
Date