

**AGREEMENT TO FURNISH FOOD SERVICE  
FOR THE NEW YORK STATE SUMMER FOOD SERVICE PROGRAM  
(Port Jervis City School District)**

THIS AGREEMENT is made and entered into between school food authority (SFA) Port Jervis City School District and (sponsor) City of Port Jervis Recreation Department.

WHEREAS the Port Jervis City School District agrees to supply:

unitized meals.

It is further agreed that City of Port Jervis Recreation Department will pick-up the meals inclusive of milk and juice at SFA site – Port Jervis City School District Rt. 209 Complex with and for the prices herein listed:

Breakfast	\$2.03 each	Lunches	\$3.55 each
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It is further agreed that the Port Jervis City School District, pursuant to the provisions of the Summer Food Service Program regulations, will assure that: said meals meet the minimum meal pattern requirements as to components and portion sizes, NYS sanitary codes are complied with and full and accurate records that the sponsor will need to be maintained in order to meet its responsibility including menus, production records containing the amounts of food prepared and portion sizes and the daily number of meals picked up by the City of Port Jervis Recreation Department.

To ensure that health and sanitation requirements are met at all times in the preparation of the summer meals, Port Jervis City School District will make available to the City of Port Jervis Recreation Department, the Food Safety Plan, quality assurance plan that provides complete details of the quality assurance procedures for meal preparation, packaging of food items, transportation and delivery schedules, and food production monitoring methods used to ensure that all foods are handled in a safe and sanitary manner. The production/handling procedures for food (meal) assembly shall identify specific measures designed to monitor and assure the maintenance of personnel hygiene, sanitary conditions of the facility and the length of time associated with meal production periods. Food product temperature monitoring procedures shall provide a description of the procedures utilized to assure maintenance of safe food temperatures during all phases of handling, production, storage and shipment of meals. Once the program is in operation, Port Jervis City School District is responsible for submitting a copy, upon request, of the records used for monitoring and recording food temperature during handling, production and storage of the meals to the City of Port Jervis Recreation Department. The Port Jervis City School District is also responsible for making available for review, samples of weights taken during program operations.

All records must be reported to the City of Port Jervis Recreation Department promptly at the end of each month. The Port Jervis City School District agrees also to retain records required under the preceding clauses for a period of 3 years from the date of receipt of final payment under this agreement (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the U.S. Department of Agriculture, NYS Education Department, and the General Accounting Office for audit or administrative review at a reasonable time and place.

In the event that the Port Jervis City School District is receiving Federal assistance under the National School Lunch, Breakfast Program, Special Milk Program, or is receiving donated commodities for use in its Summer Food Service Program under this Agreement, all revenues shall be deposited into its nonprofit food service account and all expenditures made by the SFA in connection with this Agreement shall be paid from such account.

This Agreement shall be effective as of July 1, 2017. It may be terminated by notice in writing given by either party hereto to the other, at least 30 days prior to the date of termination.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement as of the dates indicated below:

\_\_\_\_\_  
Board of Education President  
Date \_\_\_\_\_

\_\_\_\_\_  
Mayor  
Date \_\_\_\_\_

Location of food preparation center: Port Jervis City School District Rt. 209 Complex.