

**Instruction for adding Summer Food Service Program (SFSP) and/or Child and Adult Care Food Program (CACFP) to the base Food Service Management Company (FSMC) contract**

**Material Change:** When adding the CACFP and/or SFSP program(s) to an existing FSMC contract, SFA will need to evaluate the possibility it might create a material change to this contract. If value of the added program(s) is greater than 10% of original value of the awarded FSMC contract, the SFA should contact your DPI representative for additional guidance.

This amendment to add SFSP and/or CACFP to the base FSMC Request for Proposal (RFP)/contract contains all the required contractual language for participation in these programs. The School Food Authority (SFA) should consult with its legal/contracting department before entering into any agreement or amending a current agreement.

- **Public Opening Requirements:** A public opening of proposals received by potential FSMCs is not required. However, if the SFA desires to have a public opening of proposals received (and its RFP has SFSP listed as part of the services in the FSMC agreement), then a representative from the DPI Child Nutrition Team (CNT) must be present. Contact Amy Kolano, (email: [Amy.Kolano@dpi.wi.gov](mailto:Amy.Kolano@dpi.wi.gov)) to schedule a representative from DPI CNT to attend the public opening of proposals.
- Complete all sections of the amendment and add costs from .... Section of the amendment to the FSMC RFP/Contract. The total value of the proposal will include this amount for calculating the total cost of the proposal.

**Delete this section prior to adding the amendment to the FSMC base contract.**

**AMENDMENT TO THE FOOD SERVICE MANAGEMENT COMPANY BASE CONTRACT FOR THE ADDITION OF Summer Food Service Program (SFSP) AND/OR Child and Adult Care Food Program (CACFP) CHILD NUTRITION PROGRAM(S)**

January 2018

This "*Amendment*" is entered into and between [Clinton Community School District](#), the School Food Authority ("SFA") and [NAME OF FSMC](#) the Food Service Management Company ("FSMC") and collectively referred to herein as the "*Parties*".

This Amendment, is effective [9/1/2020](#) amends and modifies the FSMC Contract (herein referred to as the "*Base Contract*"). All other terms and conditions contained in the FSMC Contract shall remain unchanged and in full force and effect. In consideration of the mutual promises set forth herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

The Parties to this Amendment have agreed to amend the Base Contract originally dated [9/1/2020](#) to add Child Nutrition Program(s) (CNP(s)) as described in this Amendment for the remainder of the term of the Base Contract including any renewals. Parties will select the type of FSMC Base Contract in appropriate box below.

- Fixed Price FSMC Contract.
- Cost Reimbursable FSMC Contract.

Parties to this Amendment agree to add the following CNP(s) to the Base Contract.

- X Summer Food Service Program (SFSP).
- Child and Adult Care Food Program (CACFP).

Parties shall comply with the applicable rules, regulations, policies, and instructions of the State of Wisconsin, the Department of Public Instruction (DPI), and United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) and any additions or amendments thereto, including USDA 7 CFR part 225 (SFSP) and/or 7 CFR part 226 (CACFP) regulations.

#### I. Summer Food Service Program (SFSP)

**[[[Additional requirement, if applicable (SFA must strikethrough this entire section if not applicable.)]]]**

- A. The SFA shall be responsible for determining eligibility of all SFSP sites.
- B. Bonding requirements.

1. Bid bond guarantee (when the SFSP portion of the proposal exceeds \$150,000):

Offeror shall submit with his or her proposal, a bid bond guarantee in the amount of \$\_\_\_\_\_ (no less than five (5) percent or more than ten (10) percent of the total proposed price), which shall be from a surety company listed in the current Department of the Treasury Circular 570.

Proposal guarantees, other than bid bonds will be returned (a) to unsuccessful offerors as soon as practicable after the opening of proposals and (b) to the successful offeror upon execution of an awarded contract, offeror may need to obtain additional insurance coverage and bonds as may be required by the RFP.

2. Performance bonds (when the SFSP portion of the contract exceeds \$150,000):

The selected FSMC must obtain a performance bond in the amount of \$\_\_\_\_\_ (not less than 10 percent or no more than 25 percent of the value of the awarded contract) which shall be from a surety company listed in the current Department of the Treasury Circular 570. Any FSMC which enters into more than one contract with any one SFA shall obtain a performance bond covering all contracts if the aggregate amount of the contracts exceeds \$150,000. The performance bond must be furnished within ten (10) days after notice of the awarded contracts.

Proposal guarantees, other than proposal bonds will be returned to unsuccessful offerors as soon as practicable after the opening of proposals or a proposal is withdrawn. Performance bonds for the successful offeror shall be held for the duration of the awarded contract.

- C. The SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
- D. Parties to this Amendment shall comply with the cycle menu development requirements described in the Base Contract and attachment A: "*Minimum Food Specification*" of this Amendment when completing attachment B "*Summer Food Service Program Menus*". If the FSMC is developing the menu, the SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used.

All meals prepared by a FSMC shall be unitized, with or without milk or juice, in accordance with requirements contained in this amendment and Base Contract.

- E. All meals served under the SFSP shall meet the requirements of §225.16.
- F. The DPI shall have a representative present at all food service management company procurement bid openings when SFAs are expected to receive more than \$150,000 in SFSP payments.
- G. The SFA shall maintain responsibility for submitting SFSP claims for reimbursement and comply with 7 CFR Part 225.15(a) which requires that sponsors operate the food service in accordance with the provisions of 7 CFR Part 225; any instructions and handbooks issued by FNS under 7 CFR Part 225 and any instructions and handbooks issued by the State agency which are not inconsistent with the provisions of 7 CFR Part 225.
- H. The projected number of SFSP full feeding days is: \_\_\_\_ 34 \_\_\_\_.

**Payment:** Payment for meals provided under this section I: *SFSP* of the Amendment will be inclusive of the Base Contract and all expenditures and fees quoted therein.

Check the appropriate box below.

**Cost-Reimbursable FSMC Contract:** *CFR §250.50 Contract requirements and procurement, (b) Types of contracts*; allows for a cost-reimbursable contract with a FSMC for a SFA participating in SFSP and as such all payments terms stated in the Base Contract shall govern this section II: *SFSP* of the Amendment.

**Fixed Price FSMC Contract:** Payment for meals provided under this section I: *SFSP* of the Amendment will be inclusive of the Base Contract and all expenditures and fees quoted therein, and the fixed price per meal shall be:

The SFSP Fixed Price per Meal:

Breakfast:	\$ _____	- Meals (check one)	<input type="radio"/> includes milk	<input type="radio"/> does not include milk
Lunch:	\$ _____	- Meals (check one)	<input type="radio"/> includes milk	<input type="radio"/> does not include milk
Supper:	\$ _____	- Meals (check one)	<input type="radio"/> includes milk	<input type="radio"/> does not include milk
Snack:	\$ _____	- Meals (check one)	<input type="radio"/> includes milk	<input type="radio"/> does not include milk

## II. Child and Adult Care Food Program (CACFP)

**[[[Additional requirement, if applicable (SFA must strikethrough this entire section if not applicable.)]]]**

~~**Important separation of duties with CACFP:** When providing food service management duties on behalf of SFA for CACFP, selected FSMC will be limited in its management authority; management functions which institutions may not contract out under any circumstance include claim submission, monitoring, corrective action, and preparation of application materials. Institutions may contract out for specific management tasks, such as bookkeeping (but not claims submission), data processing, or the service of a nutritionist.~~

- ~~A. The SFA shall be responsible for determining eligibility of all CACFP sites.~~
- ~~B. The SFA is responsible for ensuring the selected FSMC conforms to its agreement with the DPI as per all requirements as specified at 7 CFR Part 226.21.~~

- C. ~~The SFA is responsible for the administration of the CACFP according to 7 CFR Part 226 (e.g., submitting the reimbursement claim, monitoring sites if applicable).~~
- D. ~~The SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.~~
- E. ~~Parties to this Amendment shall comply with the cycle menu development requirements described in the Base Contract and attachment A: "Minimum Food Specification" of this Amendment when completing attachment C: "Child and Adult Care Food Program Menu". If the FSMC is developing the menu, the SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used.~~
- F. ~~All meals served under the CACFP shall meet the requirements of §226.20.~~
- G. ~~The SFA shall not delegate any CACFP management responsibilities to the selected FSMC as specified in the Food and Nutrition Instruction 792-2, Rev.1 and as specified at 7 CFR 226.15(c).~~
- H. ~~The projected number of CACFP full feeding days is: \_\_\_\_\_.~~

~~**Payment:** Payment for meals provided under this section II: CACFP of the Amendment will be inclusive of the Base Contract and all expenditures and fees quoted therein.~~

~~**Requirement for Cost-Reimbursable FSMC Contract and Fixed Price FSMC Contract:** Regardless of FSMC contract type, 7 CFR §250.50 Contract requirements and procurement, (b) Types of contracts; the SFA may enter into a fixed price or a cost reimbursable contract with a FSMC, except that SFA in CACFP is prohibited from entering into cost reimbursable contracts, in accordance with 7 CFR part 226. As required by federal regulations the SFA will pay a fixed cost per meal provided. In lieu of Base Contract, Parties to this Amendment agree to the following CACFP fixed price shall be:~~

~~The fixed cost per CACFP meals.~~

- |                                      |  |
|--------------------------------------|--|
| <del>_____ Breakfast: \$ _____</del> | <del>Meals (check one) <input type="radio"/> includes milk <input type="radio"/> does not include milk</del> |
| <del>_____ Lunch: \$ _____</del>     | <del>Meals (check one) <input type="radio"/> includes milk <input type="radio"/> does not include milk</del> |
| <del>_____ Supper: \$ _____</del>    | <del>Meals (check one) <input type="radio"/> includes milk <input type="radio"/> does not include milk</del> |
| <del>_____ Snack: \$ _____</del>     | <del>Meals (check one) <input type="radio"/> includes milk <input type="radio"/> does not include milk</del> |

### III. Cost Evaluation

**Costs:** The proposed costs for adding the CNP(s) to the Base Contract will be determine by completing the appropriate attachments to this Amendment. Proposed costs will be added to the determination of costs for awarding the Base Contract or if CNP(s) are added after the award, costs will be used to determine added expenses to the Base Contract and for determination if a material change to the Base Contract as occurred by adding CNP(s) to Base Contract. Parties to Amendment will need to complete the following attachments:

- ATTACHMENT D: SFA SPECIFICATION WORK SHEET ON AVERAGE DAILY PARTICIPATION (ADP)
- ATTACHMENT E: SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED
- ATTACHMENT F: PROJECTED OPERATIONS – REVENUE
- ATTACHMENT G: PROPOSED COST SUMMARY

**IV. Execution of Amendment**

IN WITNESS WHEREOF, the Parties hereto have entered into this Addendum.

**SFA**

**FSMC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** A copy of this document, after executed by both parties, must be provided to:

Department of Public Instruction  
School Nutrition Team  
125 S. Webster Street  
P.O. Box 7841  
Madison, WI 53707-7841

**Advice of Counsel:** Each Party acknowledges that, in executing this amendment, such Party has had the opportunity to seek the advice of independent legal counsel, and has read and understood all of the terms and provisions of this amendment. Wisconsin Department of Public Instruction (DPI) is not a party to any contractual relationship between a SFA and a vendor. DPI is not obligated, liable, or responsible for any action or inaction taken by a SFA or vendor based on this prototype amendment. DPI's review of the amendment is limited to assuring compliance with federal and state procurement requirements. The DPI does not review or judge the fairness, advisability, efficiency, or fiscal implications of the amendment.

## ATTACHMENT A: MINIMUM FOOD SPECIFICATIONS

### Summer Food Service Program Meal Pattern

Food Components	Breakfast	Lunch or Supper	Snack <sup>1</sup> (Choose two of the four)
<b>Milk</b>			
• Milk, fluid	1 cup (8 fl oz) <sup>2</sup>	1 cup (8 fl oz) <sup>3</sup>	1 cup (8 fl oz) <sup>2</sup>
<b>Vegetables and/or Fruits</b>			
• Vegetable(s) and/or fruit(s), or full-strength vegetable or fruit juice	½ cup	¾ cup total <sup>4</sup>	¾ cup
• An equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl oz)		¾ cup (6 fl oz)
<b>Grains and Breads<sup>5</sup></b>			
• Bread	1 slice	1 slice	1 slice
• Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
• Cold dry cereal	¾ cup or 1 oz <sup>6</sup>		¾ cup or 1 oz <sup>6</sup>
• Cooked pasta or noodle product	½ cup	½ cup	½ cup
• Cooked cereal or cereal grains or anequivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
<b>Meat and Meat Alternates</b>	(Optional)		
• Lean meat or poultry or fish or alternate protein product <sup>7</sup>	1 oz	2 oz	1 oz
• Cheese	1 oz	2 oz	1 oz
• Eggs	½ large egg	1 large egg	½ large egg
• Cooked dry beans or peas	¼ cup	½ cup	¼ cup
• Peanut butter or soynut butter or other nut or seed butters	2 tbsp	4 tbsp	2 tbsp
• Peanuts or soynuts or tree nuts or seeds, or yogurt, plain or sweetened and flavored	1 oz	1 oz= 50% <sup>8</sup>	1 oz
• An equivalent quantity of any combination of the above meat/meat alternates	4 oz or ½ cup	8 oz or 1 cup	4 oz or ½ cup

For the purpose of this table, a cup means a standard measuring cup.

<sup>1</sup> Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

<sup>2</sup> Shall be served as a beverage, or on cereal, or use part of it for each purpose.

<sup>3</sup> Shall be served as a beverage.

<sup>4</sup> Serve two or more kinds of vegetable(s) and or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

<sup>5</sup> All grain/bread items must be enriched or whole grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour.

<sup>6</sup> Either volume (cup) or weight (oz) whichever is less.

<sup>7</sup> Must meet the requirements in Appendix A of the SFSP regulations.

<sup>8</sup> No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish.

Attachment A (continued...): MINIMUM FOOD SPECIFICATIONS

**CACFP Meal Pattern Requirements:  
Children and Youths (Ages 1 through 18)**

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement. *The required serving sizes are of foods/beverages in prepared or ready to eat form.*

<b>Breakfast</b>				
First three components are required for a reimbursable meal				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>• 1 year olds: Unflavored whole milk</li> <li>• 2-5 year olds: Unflavored 1% or skim</li> <li>• 6-18 year olds: Unflavored 1% or skim, or flavored skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Vegetables or Fruits</b> (or portions of both) Pasteurized full-strength juice may only be used to meet the fruit or vegetable requirement at one meal per day	¼ cup	½ cup	½ cup	½ cup
<b>Grains</b> <ul style="list-style-type: none"> <li>• Must be whole grain-rich or enriched</li> <li>• At least one serving per day must be whole grain-rich</li> <li>• Grain-based desserts do not meet the grain requirement (e.g. cookies, breakfast bars, animal and graham crackers, etc.)</li> <li>• Cereals must be whole grain-rich, enriched or fortified, and contain no more than 6 grams of sugar per dry ounce</li> </ul>				
Bread	½ slice	½ slice	1 slice	1 slice
Bread product such as biscuit, roll, or muffin <i>Refer to the CACFP Grain/Bread Chart for options and portion sizes</i>	½ serving	½ serving	1 serving	1 serving
<b>Cooked</b> breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
<b>Ready-to-eat</b> breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup
<b>Meat/Meat Alternates</b> Not required at breakfast, but may be served in place of the entire grain component a maximum of three times per week				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese	½ oz	½ oz	1 oz	1 oz
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅓ cup)	1 oz (⅓ cup)	2 oz (½ cup)	2 oz (½ cup)
Large egg	¼ egg	¼ egg	½ egg	½ egg
Cooked dry beans or peas	⅓ cup	⅓ cup	¼ cup	¼ cup
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Tofu	⅓ cup (1.1 oz)	⅓ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy product or alternate protein products <i>Must meet the requirements in Appendix A to Part 226</i>	½ oz	½ oz	1 oz	1 oz

Programs must offer water to all children throughout the day and at any time upon their request. Encouraging children to drink water assists them in staying hydrated and developing healthy beverage habits. Water cannot be served in place of any food or beverage for meeting the meal component requirements.

## Lunch and Supper

All five components required for a reimbursable meal

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>• 1 year olds: Unflavored whole milk</li> <li>• 2-5 year olds: Unflavored 1% or skim</li> <li>• 6-18 year olds: Unflavored 1% or skim, or flavored skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1 oz	1½ oz	2 oz	2 oz
Cheese	1 oz	1½ oz	2 oz	2 oz
Cottage cheese, ricotta cheese, cheese spread, cheese food	2 oz (¼ cup)	3 oz (3/8 cup)	4 oz (½ cup)	4 oz (½ cup)
Large egg	½ egg	¾ egg	1 egg	1 egg
Cooked dry beans or peas	¼ cup	3/8 cup	½ cup	½ cup
Peanut butter, soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Peanuts, soy nuts, tree nuts or seeds may be used to meet ½ of the meat/meat alternate component. They must be combined with another meat/meat alternate to meet the full requirement	½ oz = 50%	¾ oz = 50%	1 oz = 50%	1 oz = 50%
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Tofu	¼ cup (2.2 oz)	3/8 cup (3.3 oz)	½ cup (4.4 oz)	½ cup (4.4 oz)
Soy product or alternate protein products <i>Must meet the requirements in Appendix A to Part 226</i>	1 oz	1½ oz	2 oz	2 oz
<b>Vegetables</b>				
<ul style="list-style-type: none"> <li>• May replace fruit, but must offer two different vegetables</li> <li>• Pasteurized full-strength juice may only be used to meet the fruit or vegetable requirement at one meal per day</li> </ul>	⅓ cup	¼ cup	½ cup	½ cup
<b>Fruits</b>				
Pasteurized full-strength juice may only be used to meet the fruit or vegetable requirement at one meal per day	⅓ cup	¼ cup	¼ cup	¼ cup
<b>Grains</b>				
<ul style="list-style-type: none"> <li>• Must be whole grain-rich or enriched</li> <li>• At least one serving per day must be whole grain-rich</li> <li>• Grain-based desserts do not meet the grain requirement (e.g. cookies, breakfast bars, animal and graham crackers, etc.)</li> <li>• Cereals must be whole grain-rich, enriched or fortified, and contain no more than 6 grams of sugar per dry ounce</li> </ul>				
Bread	½ slice	½ slice	1 slice	1 slice
Bread product, such as biscuit, roll, or muffin <i>Refer to the CACFP Grain/Bread Chart for options and portion sizes</i>	½ serving	½ serving	1 serving	1 serving
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup

### Attachment A (continued...): MINIMUM FOOD SPECIFICATIONS

Programs must offer water to all children throughout the day and at any time upon their request. Encouraging children to drink water assists them in staying hydrated and developing healthy beverage habits. Water cannot be served in place of any food or beverage for meeting the meal component requirements.



**Attachment A (continued...): MINIMUM FOOD SPECIFICATIONS**

<b>Snack</b>				
Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>• 1 year olds: Unflavored whole milk</li> <li>• 2-5 year olds: Unflavored 1% or skim</li> <li>• 6-18 year olds: Unflavored 1% or skim, or flavored skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese	½ oz	½ oz	1 oz	1 oz
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅓ cup)	1 oz (⅓ cup)	2 oz (½ cup)	2 oz (½ cup)
Large egg	½ egg	½ egg	½ egg	½ egg
Cooked dry beans or peas	⅓ cup	⅓ cup	¼ cup	¼ cup
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Tofu	⅓ cup (1.1 oz)	⅓ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy product or alternate protein products <i>Must meet the requirements in Appendix A to Part 226</i>	½ oz	½ oz	1 oz	1 oz
<b>Vegetables</b> Pasteurized full-strength juice may only be used to meet the fruit or vegetable requirement at one meal per day	½ cup	½ cup	¾ cup	¾ cup
<b>Fruits</b> Pasteurized full-strength juice may only be used to meet the fruit or vegetable requirement at one meal per day	½ cup	½ cup	¾ cup	¾ cup
<b>Grains</b> <ul style="list-style-type: none"> <li>• Must be whole grain-rich or enriched</li> <li>• At least one serving per day must be whole grain-rich</li> <li>• Grain-based desserts do not meet the grain requirement (e.g. cookies, breakfast bars, animal and graham crackers, etc.)</li> <li>• Cereals must be whole grain-rich, enriched or fortified, and contain no more than 6 grams of sugar per dry ounce</li> </ul>				
Bread	½ slice	½ slice	1 slice	1 slice
Bread product, such as biscuit, roll, cracker, or muffin <i>Refer to the CACFP Grain/Bread Chart for options and portion sizes</i>	½ serving	½ serving	1 serving	1 serving
<b>Cooked</b> breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
<b>Ready-to-eat</b> breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup

Programs must offer water to all children throughout the day and at any time upon their request. Encouraging children to drink water assists them in staying hydrated and developing healthy beverage habits. Water cannot be served in place of any food or beverage for meeting the meal component requirements.

## Attachment A (continued...): MINIMUM FOOD SPECIFICATIONS

### Child and Adult Care Food Program

#### Alternate Protein Products

- A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?
1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
  2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
    - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
    - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
    - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
    - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria listed above.
    - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
    - f. For an alternate protein product mix, manufacturers should provide information on:
      - (1) The amount by weight of dry alternate protein product in the package;
      - (2) Hydration instructions; and
      - (3) Instructions on how to combine the mix with meat or other meat alternates.
- B. How are alternate protein products used in the Child and Adult Care Food Program?
1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
  2. The following terms and conditions apply:
    - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
    - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).
- C. How are commercially prepared products used in the Child and Adult Care Food Program?
- Schools, institutions, and service institutions may use commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.

## Attachment A (continued...): MINIMUM FOOD SPECIFICATIONS

### GRAIN REQUIREMENT FOR CHILD NUTRITION PROGRAMS<sup>1, 2</sup>

Color Key: [Footnote 5 = Blue](#), [Footnote 3 or 4 = Red](#)

Group A	Ounce Equivalent (Oz Eq) for Group A	Minimum Serving Size for Group A
<ul style="list-style-type: none"> <li>• Bread type coating</li> <li>• Bread sticks (hard)</li> <li>• Chow Mein noodles</li> <li>• Savory Crackers (saltines and snack crackers)</li> <li>• Croutons</li> <li>• Pretzels (hard)</li> <li>• Stuffing (dry) Note: weights apply to bread in stuffing.</li> </ul>	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz
Group B	Oz Eq for Group B	Minimum Serving Size for Group B
<ul style="list-style-type: none"> <li>• Bagels</li> <li>• Batter type coating</li> <li>• Biscuits</li> <li>• Breads - all (for example sliced, French, Italian)</li> <li>• Buns (hamburger and hot dog)</li> <li>• <a href="#">Sweet Crackers<sup>5</sup> (graham crackers - all shapes, animal crackers)</a></li> <li>• Egg roll skins</li> <li>• English muffins</li> <li>• Pita bread</li> <li>• Pizza crust</li> <li>• Pretzels (soft)</li> <li>• Rolls</li> <li>• Tortillas</li> <li>• Tortilla chips</li> <li>• Taco shells</li> </ul>	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz	1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz

<sup>1</sup> In NSLP and SBP (grades K-12), all grains served must meet whole grain-rich criteria. For information on flexibilities, please contact your State agency. For all other Child Nutrition Programs, grains are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. Under CACFP child and adult meal patterns, and in NSLP/SBP preschool meals, at least one grain serving per day must meet whole grain-rich criteria.

<sup>2</sup> For NSLP and SBP (grades K-12), grain quantities are determined using ounce equivalents (oz eq). All other Child Nutrition Programs determine grain quantities using grains/bread servings. Beginning Oct. 1, 2019, grain quantities in CACFP and NSLP/SBP infant and preschool meals will be determined using oz eq. Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>5</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12), CACFP, NSLP/SBP infant and preschool meals, and SFSP.

<b>Group C</b>	<b>Oz Eq for Group C</b>	<b>Minimum Serving Size for Group C</b>
<ul style="list-style-type: none"> <li>• Cookies<sup>3</sup> (plain - includes vanilla wafers)</li> <li>• Cornbread</li> <li>• Corn muffins</li> <li>• Croissants</li> <li>• Pancakes</li> <li>• Pie crust (dessert pies<sup>3</sup>, cobbler<sup>3</sup>, fruit turnovers<sup>4</sup>, and meat/meat alternate pies)</li> <li>• Waffles</li> </ul>	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz	1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz
<b>Group D</b>	<b>Oz Eq for Group D</b>	<b>Minimum Serving Size for Group D</b>
<ul style="list-style-type: none"> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, unfrosted)</li> <li>• Cereal bars, breakfast bars, granola bars<sup>4</sup> (plain)</li> <li>• Muffins (all, except corn)</li> <li>• Sweet roll<sup>4</sup> (unfrosted)</li> <li>• Toaster pastry<sup>4</sup> (unfrosted)</li> </ul>	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz	1 serving = 50 gm or 1.8 oz 3/4 serving = 38 gm or 1.3 oz 1/2 serving = 25 gm or 0.9 oz 1/4 serving = 13 gm or 0.5 oz
<b>Group E</b>	<b>Oz Eq for Group E</b>	<b>Minimum Serving Size for Group E</b>
<ul style="list-style-type: none"> <li>• Cereal bars, breakfast bars, granola bars<sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces)</li> <li>• Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees)</li> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, frosted or glazed)</li> <li>• French toast</li> <li>• Sweet rolls<sup>4</sup> (frosted)</li> <li>• Toaster pastry<sup>4</sup> (frosted)</li> </ul>	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz	1 serving = 63 gm or 2.2 oz 3/4 serving = 47 gm or 1.7 oz 1/2 serving = 31 gm or 1.1 oz 1/4 serving = 16 gm or 0.6 oz
<b>Group F</b>	<b>Oz Eq for Group F</b>	<b>Minimum Serving Size for Group F</b>
<ul style="list-style-type: none"> <li>• Cake<sup>3</sup> (plain, unfrosted)</li> <li>• Coffee cake<sup>4</sup></li> </ul>	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz	1 serving = 75 gm or 2.7 oz 3/4 serving = 56 gm or 2 oz 1/2 serving = 38 gm or 1.3 oz 1/4 serving = 19 gm or 0.7 oz

## Attachment A (continued...): MINIMUM FOOD SPECIFICATIONS

### GRAIN REQUIREMENT FOR CHILD NUTRITION PROGRAMS<sup>1, 2</sup>

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

<sup>3</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

<sup>4</sup> Allowable in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count towards the grain component in the CACFP and NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

Group G	Oz Eq for Group G	Minimum Serving Size for Group G
<ul style="list-style-type: none"> <li>• Brownies<sup>3</sup> (plain)</li> <li>• Cake<sup>3</sup> (all varieties, frosted)</li> </ul>	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz	1 serving = 115 gm or 4 oz 3/4 serving = 86 gm or 3 oz 1/2 serving = 58 gm or 2 oz 1/4 serving = 29 gm or 1 oz
Group H	Oz Eq for Group H	Minimum Serving Size for Group H
<ul style="list-style-type: none"> <li>• Cereal Grains (barley, quinoa, etc.)</li> <li>• Breakfast cereals (cooked)<sup>6,7</sup></li> <li>• Bulgur or cracked wheat</li> <li>• Macaroni (all shapes)</li> <li>• Noodles (all varieties)</li> <li>• Pasta (all shapes)</li> <li>• Ravioli (noodle only)</li> <li>• Rice</li> </ul>	1 oz eq = 1/2 cup cooked or 1 ounce (28 gm) dry	1 serving = 1/2 cup cooked or 25 gm dry
Group I	Oz Eq for Group I	Minimum Serving Size for Group I
<ul style="list-style-type: none"> <li>• Ready to eat breakfast cereal (cold, dry)<sup>6,7</sup></li> </ul>	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola	1 serving = 3/4 cup or 1 oz, whichever is less

<sup>3</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

<sup>6</sup> Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in the SBP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>7</sup> In the NSLP and SBP, cereals must list a whole grain as the first ingredient and be fortified, or if the cereal is 100 percent whole grain, fortification is not required. For CACFP and SFSP, cereals must be whole-grain, enriched, or fortified; cereals served in CACFP and NSLP/SBP infant and preschool meals must contain no more than 6 grams of sugar per dry ounce.

## Attachment A (continued...): MINIMUM FOOD SPECIFICATIONS

### CACFP Infant Meal Pattern

Infants develop at different rates - some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age. **Once an infant is developmentally ready to accept solid foods, including infants younger than 6 months, programs are required to offer them to the infant.**

Breakfast / Lunch / Supper	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk or iron fortified infant formula	6-8 fluid ounces breastmilk or iron fortified infant formula; <p style="text-align: center;"><b>AND</b></p> 0-4 tablespoons iron fortified infant cereal, meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; OR 0-2 ounces of cheese; OR 0-4 ounces (volume) of cottage cheese; OR 0-4 ounces or ½ cup of yogurt; or a combination of the above; <p style="text-align: center;"><b>AND</b></p> 0-2 tablespoons vegetable or fruit or a combination of both ( <i>Juice cannot be served</i> )
Snack	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk or iron fortified infant formula	2-4 fluid ounces breastmilk or iron fortified infant formula; <p style="text-align: center;"><b>AND</b></p> 0-½ slice bread; OR 0-2 crackers; OR 0-4 tablespoons iron fortified infant cereal; OR ready-to-eat breakfast cereal; <p style="text-align: center;"><b>AND</b></p> 0-2 tablespoons vegetable or fruit, or a combination of both ( <i>Juice cannot be served</i> )

Additional Requirements
<ul style="list-style-type: none"> <li>Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.</li> <li>Yogurt must contain no more than 23 grams of total sugars per 6 ounces.</li> <li>Grains must be whole grain-rich, enriched meal, or enriched flour.</li> <li>Breakfast cereals must contain no more than 6 grams of sugar per dry ounce</li> </ul>

## **ATTACHMENT B: SUMMER FOOD SERVICE PROGRAM (SFSP) MENU**

Attach a \_\_\_\_\_ day cycle SFSP menu prepared menu prepared by the SFA or FSMC; as directed by Section II: Summer Food Service Program (SFSP) of this Amendment. This menu must be used for the first \_\_\_\_\_ day cycle of the SFSP.

## **ATTACHMENT C: CHILD AND ADULT CARE FOOD PROGRAM (CACFP)MENU**

Attach a \_\_\_\_\_ day cycle CACFP menu prepared by the SFA or FSMC; as directed by Section III: Child and Adult Care Food Program (CACFP) of this Amendment. This menu must be used for the first \_\_\_\_ day cycle of the CACFP.



**ATTACHMENT D:**  
**SFA SPECIFICATION WORK SHEET ON AVERAGE DAILY PARTICIPATION (ADP)**  
**Child and Adult Care Food Program (CACFP)**  
**Summer Food Service Program (SFSP)**  
**(To be completed by SFA)**

**See Excel Spread Sheet for Attachment Data.**

<b>SITE OR SCHOOL</b>	<b>ENROLLMENT</b>	<b>PROJECTED REIMBURSABLE MEALS AND SNACKS</b> Average Daily Number of Meals and Snacks by Category (Free, Reduced-Price, and Paid Meals)	<b>CONTRACT MEALS AND SNACKS</b> (Meals and Snacks sold to other schools)*
			<b># OF MEALS AND SNACKS</b>
<b>TOTAL</b>			

\*Do not include Special Functions

# ATTACHMENT E: SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED<sup>2</sup>

(To be completed by the SFA)

See Excel Spread Sheet for Attachment Data.

SITE OR SCHOOL	SFSP	CACFP

**ATTACHMENT F: PROJECTED OPERATIONS - REVENUE**

**(To be completed by SFA)**

**FEDERAL REIMBURSEMENT**

See Excel Spread Sheet for Attachment Data.

<b>Summer Food Service Program (If applicable):</b>		<b>Based on _____</b>			
		<b>Days of Service</b>			
Breakfast	# _____	X	_____	=	\$ _____
Lunch/Supper	# _____	X	_____	=	\$ _____
Snacks	# _____	X	_____	=	\$ _____
Total SFSP					\$ _____
<b>Child and Adult Care Food Program (If applicable):</b>		<b>Based on _____</b>			
		<b>Days of Service</b>			
Breakfast					
Free	# _____	X	_____	=	\$ _____
Reduced Price	# _____	X	_____	=	\$ _____
Full Price (Non-Needy)	# _____	X	_____	=	\$ _____
Lunch/Supper					
Free	# _____	X	_____	=	\$ _____
Reduced Price	# _____	X	_____	=	\$ _____
Full Price (Non-Needy)	# _____	X	_____	=	\$ _____
Snacks					
Free	# _____	X	_____	=	\$ _____
Reduced Price	# _____	X	_____	=	\$ _____
Full Price (Non-Needy)	# _____	X	_____	=	\$ _____
Total CACFP					\$ _____
<b>TOTAL FEDERAL REIMBURSEMENT</b>					<b>\$ _____</b>

## ATTACHMENT G: PROPOSED COST SUMMARY

### Nonprofit School Food Service

#### See Excel Spread Sheet for Attachment Data.

This document contains a proposed cost for the furnishing of management services for the operation of the nonprofit food service programs and sets forth the terms and conditions applicable to the proposed procurement of the Base Agreement. Upon acceptance, this Attachment shall constitute the contract between the FSMC and the SFA.

The FSMC shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the Amendment.

#### PER MEAL PRICES MUST BE QUOTED AS IF NO USDA FOODS WILL BE RECEIVED

Summer Food Service Program (SFSP): Fixed Price	Price Includes Milk (check one)	Units <span style="color: red;">SFA to complete</span>		Proposal Price FSMC to complete		Total*
• Reimbursable Breakfasts	Yes / No	_____	X	_____	=	_____
• Reimbursable Lunches	Yes / No	_____	X	_____	=	_____
• Reimbursable Suppers	Yes / No	_____	X	_____	=	_____
• Reimbursable Snacks	Yes / No	_____	X	_____	=	_____

Summer Food Service Program (SFSP): Cost Reimbursable Plus Fix Fee	Price Includes Milk (check one)	Units <span style="color: red;">SFA to complete</span>		Management fee and Administrative fee per meal		Total*
• Reimbursable Breakfasts	Yes / No	_____	X	_____	=	_____
• Reimbursable Lunches	Yes / No	_____	X	_____	=	_____
• Reimbursable Suppers	Yes / No	_____	X	_____	=	_____
• Reimbursable Snacks	Yes / No	_____	X	_____	=	_____
The yearly fixed management fee:					=	_____
Proposed Reimbursable Costs for SFSP:					=	_____

Child and Adult Care Food Program (CACFP): Fixed Price	Price Includes Milk (check one)	Units <span style="color: red;">SFA to complete</span>		Proposal Price FSMC to complete		Total*
• Reimbursable Breakfasts	Yes / No	_____	X	_____	=	_____
• Reimbursable Lunches	Yes / No	_____	X	_____	=	_____
• Reimbursable Suppers	Yes / No	_____	X	_____	=	_____
• Reimbursable Snacks	Yes / No	_____	X	_____	=	_____

<b>Total Estimated Cost*</b>	=	_____
------------------------------	---	-------

\*All totals must be carried out to the second decimal place and must not be rounded.