



RESOLUTION

AUTHORIZING THE DIRECTOR DESIGNATE OF THE DEPARTMENT OF PARKS AND RECREATION TO EXECUTE AND SUBMIT A SPONSOR APPLICATION TO PARTICIPATE IN THE UNITED STATES DEPARTMENT OF AGRICULTURE SUMMER FOOD SERVICE PROGRAM FOR CHILDREN AND EXECUTE AN AGREEMENT WITH THE STATE DEPARTMENT OF EDUCATION FOR THE PROVISION OF SUMMER FUN FOOD SERVICE MEALS

WHEREAS, in accordance with Section 1-8.2, Revised Ordinances of Honolulu 1990, as amended, any intergovernmental agreement or amendment thereto which places an obligation on the City or any department or agency thereof shall require the prior consent and approval of the City Council; and

WHEREAS, the United States Department of Agriculture ("USDA") through the State Department of Education ("DOE") administers the Summer Food Service Program for Children ("SFSP"); and

WHEREAS, the SFSP provides funds to eligible organizations to serve nutritious meals and snacks, free of charge, to children at approved feeding sites, thereby ensuring that children living in areas with poor economic conditions will receive the same nutritional meals during the summer as they would during the regular school year under the National School Lunch and Breakfast Program; and

WHEREAS, organizations eligible to sponsor feeding sites include local, municipal and county entities such as the City; and

WHEREAS, the SFSP regulations require sponsors to provide meals through their own food service facilities or obtain meals from a school food service facility; and

WHEREAS, the DOE is willing to partner with the City in the SFSP by providing meals to the Department of Parks and Recreation ("DPR") at certain park sites; and

WHEREAS, DPR is willing to pay the DOE for meals provided for the Summer Fun Program between June 1, 2014, and July 31, 2014; now therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the DPR Director Designate be hereby authorized to:



RESOLUTION

1. Execute and submit a Sponsor Application for Participation in the USDA Summer Food Service Program in substantially the same form as the proposed application attached hereto as Exhibit "1" and by reference made a part of this Resolution; and
2. Execute Government Agencies Agreement between the City and the DOE in substantially the same form as the proposed agreement attached hereto as Exhibit "2" and by reference made a part of this Resolution to implement the SFSP; and
3. Execute any incidental or related agreements and documents in furtherance of the above application and agreement and the City's participation in the SFSP, provided that such agreements and documents do not incur additional obligations on the part of the City; and

COPIES
2014-05-06

BE IT FINALLY RESOLVED that the Clerk be and hereby is directed to transmit copies of this Resolution to the Mayor, 530 South King Street, 3rd Floor, Honolulu, Hawaii; the Director Designate of the Department of Parks and Recreation, 1000 Uluohia Street, Suite 309, Kapolei, Hawaii; the Superintendent of the State Department of Education, 1390 Miller Street, Honolulu, Hawaii; and any other affected agencies and parties.

INTRODUCED BY:

[Handwritten signature]

(br)

DATE OF INTRODUCTION:

MAY 06 2014

Honolulu, Hawaii

Councilmembers

DPR2014.SFSP-DOE.R14

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII
C E R T I F I C A T E

RESOLUTION 14-97

Introduced: 05/06/14 By: ERNEST MARTIN (BR)

Committee: INTERGOVERNMENTAL AFFAIRS
AND HUMAN SERVICES

Title: RESOLUTION AUTHORIZING THE DIRECTOR DESIGNATE OF THE DEPARTMENT OF PARKS AND RECREATION TO EXECUTE AND SUBMIT A SPONSOR APPLICATION TO PARTICIPATE IN THE UNITED STATES DEPARTMENT OF AGRICULTURE SUMMER FOOD SERVICE PROGRAM FOR CHILDREN AND EXECUTE AN AGREEMENT WITH THE STATE DEPARTMENT OF EDUCATION FOR THE PROVISION OF SUMMER FUN FOOD SERVICE MEALS.

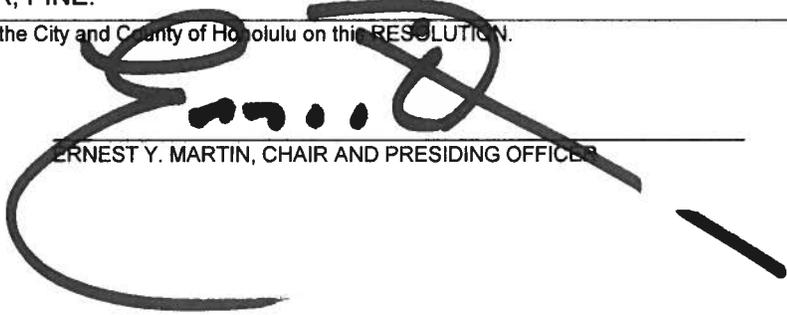
Voting Legend: * = Aye w/Reservations

05/22/14 INTERGOVERNMENTAL CR-175 – RESOLUTION REPORTED OUT OF COMMITTEE FOR ADOPTION.
AFFAIRS AND HUMAN
SERVICES

06/04/14 COUNCIL CR-175 AND RESOLUTION 14-97 WERE ADOPTED.
9 AYES: ANDERSON, CHANG, FUKUNAGA, HARIMOTO, KOBAYASHI, MANAHAN,
MARTIN, MENOR, PINE.

I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this RESOLUTION.


For _____
BERNICE K. N. MAU, CITY CLERK



ERNEST Y. MARTIN, CHAIR AND PRESIDING OFFICER

SFSP

Hawaii Department of Education

Sponsor Application

**City & County of Honolulu Dept of Parks & Rec
(1704-3)**

2013-2014 Program Year
Error
Revision

D-U-N-S® Number 07-770-1647

1. Introduction

Validation Errors
Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.
Go to Section: 9

Estimated Attendance Statistics

Total Sites: 28

Breakfast	AM Snack	Lunch	PM Snack	Supper
5051	0	0	0	0

Sponsor Operation Information

Earliest Date of Operation: 6/16/2014
Latest Date of Operation: 7/18/2014

Total number of Operating Days: 726

Mailing Address

(1) Addr1: 1000 Uluohia Street
 (2) Addr2: Suite 309
 (3) City: Kapolei
 (4) State: HI (5) Zip Code: 96707-2040

Street Address

(6) Addr1: 1000 Uluohia Street
 (7) Addr2: Suite 309
 (8) City: Kapolei
 (9) State: HI (10) Zip Code: 96707-2040
 (11) County: Honolulu
 (12) Island: Oahu

Check here to copy Mailing Address to Street Address

Authorized Representative

(13) Name: Ms. Sharon S Tomita
 (14) Title: Recreation Specialist
 (15) E-mail: stomita@honolulu.gov
 (16) Phone: (808) 768-3040 (17) Ext:
 (18) Fax: (808) 768-3052 (19) Ext:
 (20) Contact's Address: Mailing Address

Food Program Contact

(21) Name: Ms. Sharon S Tomita
 (22) Title: Recreation Specialist
 (23) E-mail: stomita@honolulu.gov
 (24) Phone: (808) 768-3040 (25) Ext:
 (26) Fax: (808) 768-3052 (27) Ext:
 (28) Contact's Address: Mailing Address

Financial Contact

	First	MI	Last
(29) Name:	<input type="text" value="Ms."/>	<input type="text" value="Carla"/>	<input type="text" value="Wong"/>
(30) Title:	<input type="text" value="Administrative Specialist"/>		
(31) E-mail:	<input type="text" value="cwong1@honolulu.gov"/>		
(32) Phone:	<input type="text" value="(808) 768-3036"/>	(33) Ext:	<input type="text"/>
(34) Fax:	<input type="text" value="(808) 768-3052"/>	(35) Ext:	<input type="text"/>
(36) Contact's Address:	<input type="text" value="Mailing Address"/>		

General Information

(37) Sponsor Type: **Public**

(38) Application Type:

(39) **Non-Profit organization with tax exempt ruling documentation:**

The Sponsor organization is a charitable organization organized and operated exclusively for tax-exempt purposes. The Sponsor organization or its central/parent organization has applied for and received tax exempt status under Internal Revenue Code section 501(c)(3).

(Submit a copy of the Sponsor organization's IRS tax exempt ruling or determination letter recognizing tax- exempt status under 501(c)(3) to HCNP. If the Sponsor organization is a subordinate organization under a central/parent organization and is included on a list of subordinate organizations in an IRS group ruling obtained by the central/parent organization, submit a copy of the parent organization's IRS group ruling documentation to HCNP.)

Non-Profit Church organization:

The Sponsor organization is recognized as a church or an interchurch organization of a local unit of a churches, convention or associations of churches, or integrated auxiliaries of a church under the Internal Revenue Code section 501(c)(3) and is automatically tax exempt. Under IRC 501(c)(3) automatic tax-exempt status, the Sponsor organization (church) is not required to apply to the IRS for tax exempt status.

(The Sponsor organization may submit an IRS tax exempt ruling or determination letter if the Sponsor organization or its central/parent organization has applied for and received IRS tax exempt status. If the Sponsor organization or its central/parent organization has not received an IRS tax exempt ruling or determination letter, submit *Certification of Automatic Tax Exempt Status* to HCNP)

Non-Profit organization with less than \$5000 annual receipts:

The Sponsor organization is a charitable organization normally having annual gross receipts of not more than \$5,000 and is automatically tax exempt under Internal Revenue Code 501(c)(3).

(Submit *Certification of Automatic Tax Exempt Status* to HCNP.)

Vendor/Food Service Management Company and Contract Information

If Sponsor contracts with a Vendor or Food Service Management Company (FSMC) for meals served at ANY of the Sponsor's sites, please complete information for each Vendor/FSMC the Sponsor contracts with.

(40-1) Vendor/Food Service Management Company 1:

Type	<input type="text" value="School/School District Vendor"/>			
Name (A)	Address (B)	City (C)	State (D)	Zip (E)
<input type="text" value="DOE School Food Service"/>	<input type="text" value="1106 Koko Head Avenue"/>	<input type="text" value="Honolulu"/>	<input type="text" value="HI"/>	<input type="text" value="96816"/>
Contact Name (F)	Phone (G)	Phone Extension (H)		

Dexter Kishida	(808) 733-9872	
Contract Begin Date (I)	Contract End Date (J)	Contract Amount (K)
6/16/2014	7/18/2014	257,250

Add Lines | Click here to enter information for each additional Vendor/FSMC the Sponsor contracts with

Adult Meal Prices

	Breakfast (A)	AM Snack (B)	Lunch (C)	Supper (D)	PM Snack (E)
(41)	0.00	0.00	0.00	0.00	0.00

(42) Yes No Does the sponsor provide an ongoing, year-round service of some type to the community that would be served by the SFSP?

(43) If **Yes**, describe the ongoing, year-round service(s) provided:

Provide year-round recreational programs.

Note: If (38) Application Type is Residential Camp/Upward Bound, no description is required.

(44) Yes No The Sponsor will provide training to all program staff assisting with Program operations. Training will include the following topics:

- Purpose of the Program
- Meal Pattern Requirements
- Site Eligibility
- Site Operations
- Record Keeping
- Duties of a Monitor
- Civil Rights

A-133 Audit Compliance

(45) The Sponsor organization's Fiscal Year **Begins:** July (46) **Ends:** June

(47) Yes No Did the Sponsor organization expend more than \$500,000 in Federal funds during the Sponsor organization's last Fiscal Year?
(If Yes, mail a copy of the Independent Auditor's Report to HCNP.)

Sponsor Monitoring and Staffing Plan

(48) The Sponsor will:

- Yes No Conduct all required site visits and site reviews.
- Yes No Document all site visits and reviews.
- Yes No Implement a system for handling monitor reports and develop corrective action when necessary.
- Yes No Schedule and conduct follow up reviews as necessary to ensure program compliance.
- Yes No Complete all monitor review forms by answering all questions completely.

Yes No Have adequate supervisory and operational personnel for overall monitoring and management of each site, including adequate personnel to conduct required visits and reviews. (7 CFR 225.14(c4))

(49) In order to assure that minority populations have equal opportunity to participate in the SFSP, Public Service announcements will be made using the following methods:

- Brochures of Program information distributed at public locations
- Paid or free advertisements in local newspapers
- Personal contact with community groups and/or parents
- Local Newspaper
- Radio
- Television

(50) Yes No USDA Foods are available to Summer Food Service Programs. Does the Sponsoring organization want to receive USDA Foods?

(51) Yes No Has the applicant organization ever been terminated or determined to have been seriously deficient in its operation of the Summer Food Service Program or any other Child Nutrition Program?

(If Yes, please submit a written explanation regarding the circumstances to HCNP)

Advances

(52) Yes No Does the applicant organization elect to receive advance payments?

If Yes, which month(s) is/are advance payment(s) requested? The organization must operate the SFSP 10 or more days in the month(s) selected:

	Month (A)	Operating Advance (B)	Requested Amount (C)	Administrative Advance (D)	Requested Amount (E)
(53) June 1 st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
(54) July 15 th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
(55) August 15 th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		

(56) General Comments:

Section 9 - Validation Errors		
Field No.	Severity	Description
57	1	Review information provided on the form for accuracy and completeness. If there are no other errors, check the Certification Statement and Submit the form.

Go to Section: 9

Certification Statement

The certification statement should only be checked after the form entry is complete and is ready to be submitted to the state for review. If the data is incomplete or the form has errors the certification check will not be saved. Editing the form after it has been certified will require the certification statement to be rechecked.

(57) The person submitting this application is authorized to submit the application on behalf of the Sponsor.

By submitting this application to the State Agency for approval, the Sponsor certifies that all information

provided herein is true and accurate and that the Sponsor will directly operate the Program and accept final administrative and financial responsibility for all sites under its jurisdiction. In the operation of the Program, the Sponsor and all sites under its jurisdiction will comply with all provisions of 7CFR 225, 7CFR 15, 7CFR 15a, 7CFR 15b, 7CFR 250, 7CFR 3015-3019, 7CFR 3052 and meal patterns in 7CFR 226 for children less than 6 years of age when approved by HCNP. The Sponsor acknowledges deliberate that this information is being given in connection with the receipt of Federal funds and that misrepresentation may subject the Sponsor to prosecution under applicable State and Federal criminal statutes.

Created by: stomita
Date Created: 4/2/2014

Certified by:
Date Certified:

Modified by: stomita
Date Modified: 4/3/2014

Cancel

GOVERNMENT AGENCIES AGREEMENT

For the Provision of Meal Service
By the State of Hawaii, Department of Education

This Agreement, entered into and effective upon execution of this Agreement by all parties, is between the Department of Education, State of Hawaii, hereinafter called the "Contractor" and City and County of Honolulu, Department of Parks and Recreation located at 1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96707 hereinafter called the "Agency." The parties to this Agreement agree that:

WHEREAS, the State of Hawaii, through the Contractor, is the State Department responsible for the administering of the Child Nutrition Programs for the U.S. Department of Agriculture, pursuant to the Child Nutrition Act (Public Law 95-627); and

WHEREAS, the Contractor is responsible to provide at least one-third of the daily nutritional requirements to students of all public schools participating in the Child Nutrition Programs; and

WHEREAS, the Contractor is authorized, by its Superintendent, to contract with the private non-profit organizations or government bodies which are eligible to participate in Child Nutrition Programs and Title III of the Older Americans Act; and

WHEREAS, the Agency desires to engage the Contractor to provide at least one-third the daily nutritional requirements to its participants and will compensate the Contractor for all meals provided in accordance with the schedule listed herein; and

WHEREAS, the Contractor has demonstrated capacity to provide at least one-third the daily nutritional requirements to its participants and is ready and willing to provide the required services; and the Agency will compensate the Contractor for all meals provided in accordance with the schedule listed herein;

NOW, THEREFORE, the parties mutually agree to the terms and special requirements as follows:

(EXHIBIT 2)

A. Scope of Services

The Contractor shall, in a satisfactory and proper manner, and in accordance with the terms and conditions of this Agreement, provide and perform the following services as listed in Attachment A, which is attached hereto and made a part hereof.

B. Special Requirements

The Agency shall, in a satisfactory and proper manner, and in accordance with the terms and conditions of this Agreement, adhere to the following requirements as listed in Attachment B, which is attached hereto and made a part hereof.

C. Term of Agreement

This Agreement shall be in effect for the period from full execution by all parties to July 31, 2014, unless this Agreement is sooner terminated as hereinafter provided.

D. Contract Renewal

This contract may be extended for not more than three (3) additional twelve-month periods, i) upon mutual written agreement of the parties, ii) prior to expiration and iii) under the same terms and conditions of the original agreement or as negotiated between the State and the Contractor. Contract extension(s) shall be contingent upon i) the need for continued services and ii) funding availability beyond the current fiscal year. As each option(s) to extend is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract for each additional period.

E. Observation of Laws

The Agency shall at all times herein observe and comply with all federal and state laws, ordinances, rules and regulations now or hereinafter made by any government authority, which laws, ordinances, rules and regulations in any manner apply to or affect the conduct of the work hereunder.

F. Force Majeure

The Contractor shall not be liable to the Agency should the Contractor be unable to provide meals to the Agency due to legal restrictions, labor disputes, strikes,

boycotts, fire, acts of God, wars or any other reason including but not limited to mechanical breakdowns, beyond the control of the Contractor.

G. Amendments in Writing

No amendments or other variation of this Agreement shall be valid unless in writing, signed by the duly authorized signatories of the parties hereto.

H. Notices

All notices, requests, demands and other communication hereunder shall be in writing and may be delivered personally to the Contractor or Agency and, in such event, the same shall be deemed given as of the date of delivery. Any such notice, request, demand or other communication may be mailed, postage prepaid, and addressed as provided in the Agreement Face Sheet in which event, the same shall be deemed delivered 24 hours after mailing.

I. Waiver of Agreement

It is expressly understood and agreed that no waiver granted by either party on account of any violation of any promise, term, or condition of this Agreement shall constitute or be construed in any manner as a waiver of the promise, term, or condition or the right to enforce the same as to any other further violation.

J. Number and Gender

As used herein, words in the singular or plural and related verbs and pronouns shall include and signify both the plural and singular, and use of any gender shall include all genders, according to the context hereof.

K. Remedy for Default

Parties agrees that any remedy of either party herein for default of the other party shall be deemed to be cumulative with other remedies of either party and shall not impair any other right or remedy of either party hereunder.

L. Termination of Agreement

If, for any cause, the Contractor fails to satisfactorily fulfill in a timely manner its obligations under this Agreement or if the Contractor breaches the terms or conditions of the Agreement, and the Contractor upon receipt of written notification by the Agency, fails to correct or cure any such default within ten (10) calendar days, the Agency shall have the right to terminate this Agreement by

giving written notice to the Contractor of such termination, ten (10) calendar days before the effective termination date.

Also, if, for any reason or cause, the Agency fails to fulfill its obligations as set forth in this Agreement, and the Agency fails to correct such defaults within ten (10) calendar days from receipt of written notice from the Contractor, the Contractor shall have the right to terminate this Agreement by giving written notice to the Agency of such termination ten (10) calendar days before the effective termination date. The Contractor shall be entitled to payment for all meals provided up to the effective date of termination, in the event of termination of the Agreement by the Contractor and the Agency.

M. Work Hours and Safety Standards Act – Section 103

In complying with this Agreement, the Contractor must comply with Section 103 of the Federal Contract Work Hours and Safety Standards Act, which addresses overtime and compensation.

N. Clear Air Act, Clean Water Act, and Environmental Protection Agency Regulations

In complying with this Agreement, the Contractor must comply with Section 306 of the Clean Air Act (42 USC Part 1857 (h)), Section 508 of the Clean Water Act (33 USC Part 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15).

O. Equal Employment Opportunity

In complying with this Agreement, the Contractor must comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

P. Dispute

Upon identifying or discovering a dispute, the Agency or Contractor shall provide written notification to the other party of the dispute by close of business on the next business day.

The Agency and Contractor will make good faith attempts to resolve any disputes within two (2) business days.

The Contractor shall submit to the Superintendent of the Contractor, or her duly appointed representative (hereinafter referred to as "Superintendent") for decision, notice of any dispute arising from this Agreement that is not resolved by the Agency and Contractor within two (2) business days. The Contractor shall submit the notice to the Superintendent by close of business on the third business day after receipt of the original written notification of dispute by either party. A copy of the notice shall be provided to the Agency. Should the Contractor fail to timely submit the notice to the Superintendent, the Agency may submit the notice to the Superintendent by close of business on the sixth (6) business day after receipt of the original notification of dispute by either party.

The Agency and the Contractor shall have ten (10) calendar days from the date of the notice to the Superintendent to provide any and all documentation or information to the Superintendent for consideration. The decision of the Superintendent shall be provided to each party within fifteen (15) calendar days of receipt of the notice of the dispute from the Contractor or the Agency if the Contractor fails to provide the notice.

The decision of the Superintendent shall be final and binding. Pending the decision of the Superintendent, the Agency shall make full payment, including on any disputed invoices. Upon the Superintendent's decision relating to any disputed invoice, any necessary adjustment shall be made to the Agency's account.

Q. Execution of Agreement

The Agreement shall be signed by the Agency and returned, together with a Certificate of Authorization attesting that the signatories are authorized to execute binding agreements on behalf of the Agency.

R. Binding Effect of Agreement

This Agreement shall be binding when it has been fully executed by all the parties thereto. This Agreement shall be binding upon and shall inure to the benefits of the parties hereto and their respective successors and shall be in full force and effect upon proper execution by all parties.

IN WITNESS WHEREOF, the parties have executed the Agreement effective as of the date first above written.

AGENCY

CONTRACTOR
DEPARTMENT OF EDUCATION

Its Director Designate
Michele K. Nekota

Its Superintendent

Date

Date

APPROVED AS TO FORM:
AND LEGALITY

APPROVED AS TO FORM:

Deputy Corporation Counsel

Deputy Attorney General

SCOPE OF SERVICES

The Contractor shall:

1. Provide breakfast, lunch meals and/or snacks to the Agency only on days the Department of Education is in operation. Contractor shall provide meal schedule to each Agency site coordinator. Contractor reserves the right to change the meal schedule.
2. Provide breakfast, lunch meals and/or snacks that comply with the nutritional standards mandated by the U.S. Department of Agriculture which administers the Child Nutrition Program.
3. Comply with Federal, State and local laws and maintain proper sanitation and health standards in all aspects of food service.
4. Invoice the Agency monthly for all meals and/or snacks ordered, picked up, and/or delivered in accordance with the following:

\$5.00	per student or adult lunch meal
\$2.20	per student or adult breakfast meal
\$0.75	per student or adult snack
	per meal and/or snack is added for delivery by the Contractor. Delivery will be provided to the Agency site at the sole discretion of the Contractor and only when appropriate resources are available to Contractor. Provision of delivery service will only be considered by the Contractor for 50 or more meals and/or snacks per site per day.
\$0.25	
5. Provide and plan for, on a daily basis, the number of meals and/or snacks ordered by the Agency for each site.
6. Not be required to deviate from the central menus to accommodate any changes in the Agency's operation and shall not be required to deviate from normal serving procedures to accommodate Agency's operations.
7. Have the flexibility to alter menus or deviate from the central menus to adjust for market conditions.
8. Prepare and containerize (in bulk) the meals and/or snacks for pick-up by the Agency and/or delivery to its sites.
9. Reserve the right to select the preparation site, or to move or consolidate the preparation sites. The Contractor shall notify the Agency at least 10 operating days prior to any move or consolidation.
10. Proper recordkeeping relating to the food services provided shall be maintained. Such recordkeeping shall include daily number of meals ordered, food production records, and monthly certificates, which are used for billing purposes. These records shall be made available for inspection within two working days upon request by the Agency.

SPECIAL REQUIREMENTS

The Agency shall:

1. Obtain written approval from the Superintendent of Education or designee to allow the Agency to receive meal service.
2. Within ten (10) working days after final execution of the Agreement, the Agency shall submit to the Contractor an application for meal service (Attachment C) for each site. Such submission shall apply for the period of the contract with allowable changes as described below.
3. Notify the Contractor in writing of any changes in the number of meals and/or snacks required per site. Ten working days written notice shall be given in advance of any changes in number of meals and/or snacks required per site or if no meals and/or snacks are required. In the event no meals and/or snacks are required by the Agency, such period shall not exceed two consecutive working days unless mutually agreeable.

When the number of meals and/or snacks to be adjusted is plus or minus five (5) or less, the Agency need only orally notify the Contractor by 8:30 am, the day of meal service. When the number of meals and/or snacks to be adjusted is plus or minus six (6) or more, the Agency shall inform the Contractor in writing 10 working days in advance.

4. Transport daily meals and/or snacks to their listed project sites (unless otherwise agreed to by Contractor). If the Contractor's serving containers are utilized, containers must be rinsed out and returned by the next working day. If containers are not returned, services will be suspended.
5. Not request the Contractor to deviate from the central menus provided by the Contractor.
6. Make payment to the Contractor as follows:
 - a. The Agency shall pay the Contractor for meals and/or snacks received for that month. Payments should equal the total of the monthly billing received from the Contractor.
 - b. Upon receipt of the billing, the Agency shall remit payment to the Contractor within thirty (30) calendar days.
 - c. In the event of a dispute on the billing, see provision O of the Agreement for the dispute resolution process.
 - d. Checks should be payable to: Department of Education
 - e. Remittances shall be mailed to:

School Food Services Branch
Attn: Payments
1106 Koko Head Avenue
Honolulu, HI 96816

DEPARTMENT OF EDUCATION
OFFICE OF BUSINESS SERVICES
School Food Services Branch
1106 Koko Head Avenue
Honolulu, HI 96816

ATTACHMENT C
APPLICATION FOR MEAL SERVICE

Name of Agency _____

Telephone _____

Address _____

City/State/ZIP _____

Name of Feeding Site _____

Telephone _____

Address _____

City/State/ZIP _____

Type of Program:

National School Lunch Program

School Breakfast Program

Title III (Older American Act)

Summer Food Service Program

E-Mail Address:

Type of Meal Services:

Breakfast

Lunch

Snack

Projected Average Daily Participation:

Breakfast _____

Lunch _____

Snack _____

Date Program Begins: _____

Date Program Ends: _____

Date

Signature of Agency Representative

Title

Print Name of Agency Representative

FOR SFS OFFICE ONLY

Recommendation:

Name of School to Provide Meal Service:

Approved

Disapproved

Date _____

Signature of School Principal

Approved

Disapproved

Date _____

Superintendent of Education

An application for Meal Service must be completed by the Agency requesting meals for each site. SFS Branch reserves the right to select the preparation kitchen per Attachment A, Item 9.