



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
 POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
 Toll Free #: 1-877-453-2721
 http://www.doe.state.la.us

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAM
AGREEMENT

BE IT KNOWN, that on this 25 day of March, 2003, the Department of Education, Division of Nutrition Assistance of the State of Louisiana (hereinafter sometimes referred to as "LDE") and

St. Charles Parish Department of Community Services

P. O. Box 302

Hahnville, LA 70057

(Institution's name and address including Zip Code)

[hereinafter referred to as Institution, Sponsor, School, and Residential Child Care Institution (RCCI)] do hereby enter into agreement with funds provided by the National School Lunch Act (NSLA) and the Child Nutrition Act (CNA), as amended, and as administered by the United States Department of Agriculture (USDA) through the Child Nutrition Programs (CNP) consisting of (check all that apply) .

	<u>CDEA</u>
<input type="checkbox"/> School Breakfast Program (SBP), 7 CFR Part 220	10.553
<input type="checkbox"/> National School Lunch Program (NSLP), 7 CFR Part 210	10.555
<input type="checkbox"/> After School Snacks in the National School Lunch Program, 7 CFR Part 210	10.555
<input type="checkbox"/> Special Milk Program (SMP), 7 CFR Part 215	10.556
<input type="checkbox"/> Child and Adult Care Food Program (CACFP), 7 CFR Part 226	10.558
<input checked="" type="checkbox"/> Summer Food Service Program (SFSP), 7 CFR Part 225	10.559
<input type="checkbox"/> Family Day Care Home Program (FDCH), 7 CFR Part 226	10.558

This agreement establishes or continues the rights and responsibilities of LDE and the Institution pursuant to the Institution's participation in one or more of the above named programs as stipulated herein. If this agreement continues an existing agreement, all existing terms, conditions, liabilities and obligations of the parties under the prior agreement remain in full force and effect, except to the extent that those terms, conditions, liabilities, and obligations conflict with this agreement, in which case this agreement takes precedence.

By signing this agreement, both parties are bound by its terms and conditions from its beginning effective date, or the beginning effective date of any prior agreements continued by this agreement, until terminated in accordance with this agreement.

"An Equal Opportunity Employer"

I MUTUAL AGREEMENTS

The Parties mutually agree on the following:

- A. If the Institution fails to provide services in accordance with the provisions of this agreement, LDE may, upon written notice of default to the Institution, immediately terminate the whole or any part of this agreement, including refusal to pay claims for reimbursement, and such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided by law or under this agreement
- B. If Federal or State laws or other requirements are amended or judicially interpreted so that the continued fulfillment of this agreement, on the part of either party, is substantially unreasonable or impossible, or if the parties are unable to agree upon any amendment which would therefore be needed to enable the substantial continuation of the services contemplated by this agreement, then the parties shall be discharged from any further obligations created under the terms of this agreement, except for the equitable settlement of the respective accrued interest or obligations, including audit findings, incurred up to the date of termination
- C. This agreement may be canceled by mutual consent. However, if such mutual consent cannot be attained, then and in that event, either party to this agreement may consider it to be canceled without cause by giving thirty (30) days notice in writing to the other party and this agreement shall thereupon be canceled upon the expiration of such thirty (30) day period. Nothing in this paragraph shall be construed to prohibit immediate cancellation pursuant to above paragraphs A and/or B

II. INSTITUTION PROGRAM ADMINISTRATION AND FINANCIAL MANAGEMENT

- A. The Institution will comply with the applicable regulations for its designated programs in 7 CFR 210, 215, 220, 225, and 226, as well as 7 CFR 240, 245 and 250, as amended; the Uniform Federal Assistance Regulations (7 CFR, Part 3015 as amended), 7 CFR 3017 and 3018, regarding debarment/suspension and lobbying, the Uniform Administrative Requirements (7 CFR Parts 3016 and 3019), Financial Management Instructions (796-1, 796-2, 796-4), as applicable, all USDA instructions and policies, Office of Management and Budget Circulars (A-87, A-110, A-122, A-133), as applicable, Contract Cost Principles and Procedures (48 CFR Part 31), Federal Administrative Regulations 31.205-46, and Audits of State, Local Governments, and Non-Profit Organizations (7 CFR 3052, as amended), Louisiana Revised Statutes 24:513 State Audit Requirements, State laws, policies and procedures as issued in Bulletin 1196 and SFSP Financial Management Guidance, as applicable and as amended by LDE. The Institution further agrees to perform as described in its application (including its Policy statement and supporting documents, and approved amendments to the application) for participation in the designated program.
- B. The Institution accepts final administrative and financial responsibilities for food service operations in each school, summer feeding site, and child and/ or adult care facility, hereinafter referred to as a site, operated or sponsored by the Institution. The responsibility includes any audit exceptions or payment deficiency in the program covered by this agreement, and all subcontracts hereunder, which are found after monitoring or auditing by LDE or USDA and will be responsible for the collections and payback of any amount paid in excess of the proper claim amount.
- C. The Institution submits for LDE approval only those applications for sites which have delegated the authority for the administration of food service operations to the Institution or which have executed sub-agreements with the Institution for the administration of food services operations.
- D. In addition to any other program regulatory agreement requirements, the schools and or RCCIs participating in the NSLP agrees to the following:

Child Nutrition Program Agreement
Revised 1/21/03

1. The official signing the Claim for Reimbursement will be responsible for reviewing and analyzing meal counts to ensure accuracy and compliance with Federal regulations;
 2. To enter into an agreement to receive donated foods as required by Federal regulations; and
 3. To price lunch as a unit
- E. In addition to any other program regulatory agreement requirements, the institutions participating in the CACFP provide or accept responsibility for the provision of Health and Hospitals licensing or Child Protective Services staff, any suspected violations of Louisiana Department of Social Services licensing standards or suspected abuse of children in sponsored centers or homes
- F. In addition to any other program regulatory agreement requirements, the sponsors participating in the SFSP agree to the following:
1. No charge for meals served to children;
 2. Specified meal times,
 3. Meals served as a unit; and
 4. Have direct operational control over all sites under the SFSP.

III RECORD KEEPING

- A. The Institution will keep financial and supporting documents, statistical records, and any other records pertinent to the services for which a claim was submitted in the manner and detail prescribed by LDE. The records and documents must be retained for three (3) years from the date of the final claim for reimbursement for the fiscal year to which they pertain. If any litigation, claim, or audit involving these records begins before such period expires, the Institution will keep the records and documents for not less than three (3) years after all litigation, claims or audit findings are resolved. A case is considered resolved when there is a final order issued in litigation, or a written agreement is entered into between LDE and the Institution. The Institution will keep records of non-expendable property acquired under the agreement for three (3) years after final disposition of the property.
- B. The Institution and its subcontractor will allow LDE and USDA officials and other appropriate officials determined by LDE to inspect facilities and records and to audit, examine, and copy records at any reasonable time. This includes access to all records of costs paid, even in part, by LDE.
- C. The Institution and its subcontractors will establish a method to secure the confidentiality of records and other information relating to clients in accordance with the applicable Federal law, rules, and regulations, as well as the applicable state law and regulations. The provision shall not be construed as limiting the Department's right of access to recipient case records or other information relating to clients served under this agreement.

IV. CIVIL RIGHTS POLICY COMPLIANCE

- A. The Institution agrees to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15, 15 a and 15 b, FNS instructions 113-1, 113-4, 113-6 and 113-8), Department of Justice (28 CFR Parts 42 and 50) and Food and Nutrition Services (FNS) directives or regulations issued pursuant to the act and the regulations. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), the Americans with Disabilities Act of 1990 (Public Law 101-336), Title IX of the Education Amendments of 1972 (7 CFR Part 15a), the Age Discrimination Act of 1975 (Public

Child Nutrition Program Agreement
Revised 1/21/03

Law 94-135), and all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts. The Institution agrees that no person shall, on the grounds of race, color, national origin, sex, age and disability, be excluded from participation in, or denied any service or other benefits provided by Federal and/or State funding, or otherwise be subjected to discrimination.

The Institution hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

- B. This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the program applicant by LDE. This includes any Federal agreement, arrangement, or other agreement which has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for the purchase or rental of food service equipment or any other financial assistance extended in reliance on the representation and agreements made in this assurance.
- C. The Institution agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the above Acts and permit authorized LDE, USDA and FNS personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with the above Acts. If there are any violations of this assurance, LDE, USDA and FNS have the right to seek judicial enforcement of this assurance. This assurance is binding on the Institution, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from LDE. The person whose signature appears on this agreement is authorized to sign this assurance on the behalf of the Institution.
- D. A religious or charitable organization is eligible to be an Institution on the same basis as any other private organization. The Institution retains its independence from State and local governments, including the Institution's control over the definition, development, practice, and expression of its charitable or religious beliefs. Except as provided by Federal law, LDE shall not interpret this agreement to require a charitable or religious organization to alter its form of internal governance or remove religious art, icons, scripture, or other symbols. Any funds in the nonprofit school foodservice account, regardless of funding source, are subject to audit. However, neither LDE's selection of a charitable or faith-based Institution of services nor the expenditure of funds under this agreement is an endorsement of the Institution's charitable or religious character, practices, or expression. The purpose of this agreement is the provision of services; no State expenditures have as their objective the funding of sectarian worship, instructions, or proselytization.

Section 104 of The Personal Responsibility and Work Opportunity Reconciliation Act of 1996. 42 U.S.C. § 604a, sets forth certain additional rights and responsibilities for charitable and faith-based providers of services, certain additional rights of assisted individuals, and certain additional responsibilities of LDE to these providers and assisted individuals. This agreement is subject to those additional rights and responsibilities.

V. LDE CLAIMS PAYMENT

- A. LDE will, subject to the State and Federal appropriation and availability to LDE of sufficient funds for the applicable program, make program payment to the Institution in accordance with the terms of this agreement. No reimbursement shall be made for performance under this agreement occurring prior to (a) the beginning effective date of this agreement or (b) a later date established

by LDE based on the date of receipt of a fully executed copy of this agreement. Any payments owing to the Institution under this agreement will be applied toward elimination of the Institution's indebtedness to the State, until the indebtedness or delinquency is paid in full. This clause does not apply if Federal law requires payment to be made to the Institution for goods and services provided in support of any of the USDA child and adult nutrition programs, and may not apply if Federal law conditions the receipt of the money for these goods or services to the State on the basis of payment being made to the Institution.

VI. IMMIGRATION

The Institution agrees to comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired after November 6, 1986, who will perform any labor or services under this agreement.

VII. CERTIFICATION

- A Regarding Debarment, Suspension, Ineligibility, or Voluntary Exclusion For Covered Contracts – The Institution certifies, by execution of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this agreement by any Federal department or Institution or by the State of Louisiana. By making this certification the Institution agrees to the following terms:
1. The above certification is a material representation of fact upon which reliance was based when this agreement was entered into. If it is later determined that the Institution knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the Department of Health and Human Services, United States Department of Agriculture or other Federal department or Institution, or the Louisiana Department of Human Services may pursue available remedies, including suspension and/or debarment.
 2. The Institution shall provide immediate written notice to the person for which this certification is submitted if at any time the Institution learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 3. The words "covered contract," "debarred," "suspended," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of Federal rules implementing Executive Order 12549. Usage is defined in the attachment.
 4. The Institution agrees by submitting this certification that, should the proposed covered contract be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other Federal department or Institution, and/or the Louisiana Department of Education, as applicable.
 5. The Institution further agrees by submitting this certification that it will include all information provided by LDE regarding Form 2046 titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in all solicitation for all covered subcontracts.
 6. An Institution may rely upon a certification of a subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows

Child Nutrition Program Agreement
Revised 1/21/03

that the certification is erroneous. An Institution must, at a minimum, obtain certificates from its covered subcontractor upon each subcontractor's initiation and upon each renewal.

7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a Institution is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 8. Expect for contracts authorized under paragraph 4 of these terms, if an Institution in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, Department of Health and Human Services, United States Department of Agriculture, or other Federal department or Institution, as applicable, and/or LDE may pursue available remedies, including suspension and/or debarment.
- B. Regarding Federal Lobbying – This certification applies only to this agreement and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Institution certifies, to the best of his or her knowledge and belief, that: no federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Institution, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Institution, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Institution shall require that the language of this certification be included in the award document for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients shall certify and disclose accordingly.

- C. The Institution certifies that if it is a corporation, it is either a for-profit corporation that is not delinquent in its franchise tax payments to the State of Louisiana, or is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Louisiana.
- D. The Institution certifies that all information submitted pursuant to this agreement is true and correct. The Institution understands that the deliberate misrepresentation or withholding of information is a violation of this agreement and may result in prosecution under applicable State and Federal statutes.

Child Nutrition Program Agreement
Revised 1/21/03

E. Under Section 231 006, Family Code, the vendor or applicant certifies that the individual or business entity named in this agreement, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this agreement may be terminated and payment may be withheld if this certification is inaccurate

F. Collection Fees

Louisiana Department of Justice (DOJ)

All unpaid financial obligations that are assessed to a Child Nutrition Program (CNP) Institution by the Louisiana Department of Education (LDE), Division of Nutrition Assistance (DNA) through a Notice of Proposed Action (NPA) will be referred to the Louisiana DOJ for collection, unless a satisfactory repayment schedule has been approved by the DNA and payments are current.

All accounts referred to the Louisiana DOJ Collection Section shall be subject to collection fees of thirty-three and one-third per cent (33 1/3%) in addition to the unpaid obligation due at the time of payment.

Once referral of an unpaid obligation is made to the Louisiana DOJ, there will be no negotiation with the DNA; all future correspondence related to the unpaid obligation will be with the Louisiana DOJ Collections Section

G. Electronic Submissions

The institution certifies that any and all claims for reimbursement or other program documents electronically submitted under the user identification for the aforementioned Institution are submitted by an Institution employee authorized by the Institution administrator. To ensure the integrity of the secured user identification assigned to the Institution, it is the Institution's responsibility to protect the integrity of the password used with the user identification to access LDE's CNP electronic applications. The Institution further certifies that an Institution's representative created the password. It is the Institution's privilege to change this password at any time and it is the Institution's responsibility to change it if the Institution suspects the integrity of the password has been compromised.

The Institution is responsible for any and all requests for funding submitted through CNP's electronic application under the assigned user identification issued to the Institution, and, should the Institution receive any payment from LDE that has not been authorized by the Institution as being true, correct and valid in all respects, the amount of said payment, will be returned to LDE within three (3) business days of receipt.

Further the Institution will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal Statutes.

H. USDA Code of Federal Regulation Compliance Certifications

Summer Food Service Program (7 CFR 225)

State-Sponsor Agreement. A sponsor approved for participation in the Program must enter into a written agreement with the State agency. If the sponsor is a school food authority that operates more than one child nutrition program (e.g., the National School Lunch Program, the School Breakfast Program, or the Child and Adult Care Food Program) under a single State agency, a single permanent agreement that includes all the child nutrition programs must be executed with the State agency, as described in § 210.9(b) of this chapter. All sponsors must agree in writing to:

(1) Operate a nonprofit food service during the period specified, as follows:

Child Nutrition Program Agreement
Revised 1/21/03

- (i) From May through September for children on school vacation;
 - (ii) At any time of the year, in the case of sponsors administering the Program under a continuous school calendar system; or
 - (iii) During the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State agency, a similar cause.
- (2) For school food authorities, offer meals which meet the requirements and provisions set forth in § 225.16 during times designated as meal service periods by the sponsor, and offer the same meals to all children;
 - (3) For all other sponsors, serve meals which meet the requirements and provisions set forth in § 225.16 during times designated as meal service periods by the sponsor, and serve the same meals to all children;
 - (4) Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the Program;
 - (5) Issue a free meal policy statement in accordance with § 225.6(c);
 - (6) Meet the training requirement for its administrative and site personnel, as required under § 225.15(d)(1);
 - (7) Claim reimbursement only for the type or types of meals specified in the agreement and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in the agreement and served without charge to children who meet the Program's income standards. The agreement shall specify the approved levels of meal service for the sponsor's sites if such levels are required under § 225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the State agency;
 - (8) Submit claims for reimbursement in accordance with procedures established by the State agency, and those stated in § 225.9;
 - (9) In the storage, preparation and service of food, maintain proper sanitation and health standards in conformance with all applicable State and local laws and regulations;
 - (10) Accept and use, in quantities that may be efficiently utilized in the Program, such foods as may be offered as a donation by the Department;
 - (11) Have access to facilities necessary for storing, preparing, and serving food;
 - (12) Maintain a financial management system as prescribed by the State agency;
 - (13) Maintain on file documentation of site visits and reviews in accordance with § 225.15(d) (2) and (3);
 - (14) Upon request, make all accounts and records pertaining to the Program available to State, Federal, or other authorized officials for audit or administrative review, at a reasonable time and place. The records shall be retained for a period of 3 years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved;

Child Nutrition Program Agreement
Revised 1/21/03

- (15) Maintain children on site while meals are consumed; and
- (16) Retain final financial and administrative responsibility for its program.

IX EFFECTIVE DATE AND SIGNATURES

The parties hereto in their capacities stated, affix their signatures and bind themselves for the faithful performance of the terms of this agreement pursuant to participation in the program(s) checked on the first page of the agreement.

I certify that the information on this form, subsequent attachments and related electronic submissions under the LDE's CNP electronic applications is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

St. Charles Parish Department of Community Services
Name of Contracting Organization
(Please print or type)

Albert D. Laque
Signature of Chairman of the Board of Directors, Superintendent, or other official who has been authorized to sign agreements on behalf of the Institution.

4/4/2003
Date

Albert D. Laque
Name of Official Signing
(Please print or type)

Parish President
Title of Official
(Please print or type)

LOUISIANA DEPARTMENT OF EDUCATION

Effective from _____ Date _____ until terminated.

By: _____
LDE Representative

Date: _____



Summer Food Service Program

Certificate of Authority

Completion and submission of this form authorizes the appointees to submit Summer Food Service Program applications and claims to the State for processing.

Agency Name:	St. Charles Parish Department of Community Services
Contact Person:	Barbara Dorsey / Sheila Toney
Agency Mailing Address:	P.O. Box 302 Hahnville, LA 70057
Agency Physical Address:	14564 River Road New Sarpy, LA 70078
Phone Number/Area Code:	(985) 764-7944
Fax Number/Area Code:	(985) 764-7943
* Current E-Mail Address:	bdorsey@stcharlesgov.net /stoney@stcharlesgov.net
Federal Tax ID Number:	72-6001208
Administrative User:	Barbara Dorsey
Sponsor User:	Barbara Dorsey

Please make any corrections below (if needed), sign, and return to:
Cyndi Nobles, Program Education Coordinator
Louisiana Department of Education, Division of Nutrition Assistance
P.O. Box 94064, Baton Rouge, LA 70804-9064

Agency Name:	
Contact Person:	
Agency Mailing Address:	
Agency Physical Address:	
Phone Number/Area Code:	
Fax Number/Area Code:	
* Current E-Mail Address:	
Federal Tax ID Number:	
Administrative User:	
Sponsor User:	

* This email address will be used to send user IDs and passwords and must be kept secure.



4/8/2003
Date

Signature of Chairman of the Board of Directors,
Superintendent, or other official who has been
authorized to sign agreements on behalf of the Institution

In accordance with Federal law and U.S. Department of Agriculture policy, this material is prohibited from discriminating on the basis of race, color, sex, gender, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 328W, United States Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-6964 (voice and TDD). USDA is an equal opportunity provider.