

**PALM BEACH COUNTY**

# BOARD OF COUNTY COMMISSIONERS

**Meeting Date:** March 13, 2007    ☒ Consent    ☐ Regular  
   ☐ Ordinance    ☐ Public Hearing

Department

**Submitted By: Community Services**

**Submitted For:      Division of Human Services**

1. The first part of the document is a list of 10 items, each with a number and a description. The items are:
 

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2. The second part of the document is a list of 10 items, each with a number and a description. The items are:
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5. The fifth part of the document is a list of 10 items, each with a number and a description. The items are:
6. The sixth part of the document is a list of 10 items, each with a number and a description. The items are:
7. The seventh part of the document is a list of 10 items, each with a number and a description. The items are:
8. The eighth part of the document is a list of 10 items, each with a number and a description. The items are:
9. The ninth part of the document is a list of 10 items, each with a number and a description. The items are:
10. The tenth part of the document is a list of 10 items, each with a number and a description. The items are:

**Motion and Title: Staff recommends motion to approve:**

**A.) Application for Participation to the Florida Department of Education (DOE) for the period June 4, 2007 through August 17, 2007 in the amount of \$532,572 for the Summer Food Service Program (SFSP).**

**B.) Sponsor agreement with the Florida DOE for the period June 4, 2007 through August 17, 2007 in the amount of \$532,572 for the SFSP.**

**Summary:** This program will fund the operation of approximately 70 sites where meals will be provided to children 18 years or younger. These sites will provide daily an estimated 10,237 breakfasts, lunches, and snacks during the summer months. No County Funds are required. (Human Services) Countywide (TKF).

**Background and Justification:** The Division of Human Services has participated in the SFSP for the past sixteen (16) years. The SFSP is similar to the National School Lunch Program. The Division will monitor for quality and compliance using eight (8) temporary positions, with salaries and mileage paid through Administrative funds from the SFSP.

**Attachments:**

- A. Summer Food Program Application for Participation**  
**B. Four (4) Sponsor Agreements**

**Recommended by:**

**Department Director**

**Date**

**Approved By:**

**Assistant County Administrator**

Date \_\_\_\_\_



## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2006	2007	2008	2009	2010
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	<u>532,572</u>	_____	_____	_____
External Revenue	_____	<u>(532,572)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	<u>-0-</u>	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No \_\_\_\_\_  
 Budget Account No.: Fund 0001 Dept. 148 Unit 1335 Obj. various  
 Program Code various Program Period: GY07

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

*Federal funds thru the State of Florida, Dept of Education  
 REX/H*

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Administration Comments:

*[Signature]* 3-6-07  
 3/6/07 88 OFMB  
 3/6/07 03/05/07 03/05/07

*[Signature]* 3/6/07  
 Contract Administration  
 E. Jones 3/6/07

### B. Legal Sufficiency:

This item complies with current  
 County policies.

*[Signature]* 3/7/07  
 Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.



Applications &gt; Applications &gt; :

View SFSP Application 2006 - 2007 Revision # 0

Agreement Number

Sponsor Name

**04-0781****Palm Beach County BOCC****Mailing Address**

1. Address 1: 810 DATURA STREET  
2. Address 2: SUITE 350  
3. City: WEST PALM BEACH County: PALM BEACH  
State: FL Zip: 33401

\* Note: All correspondence will be sent to the mailing address.

**Street Address**

4. Address 1: 810 DATURA STREET  
5. Address 2: SUITE 350  
6. City: WEST PALM BEACH State: FL Zip: 33401

**Sponsor Type**

7. Indicate the type of Sponsor (Choose One):

School Food  
Authority (SFA)

- ☐ Public  
☐ Private  
☐ Seamless

University/College

- ☐ NYSP  
☐ Upward Bound  
☐ CROP

Camp

- ☐ Residential

Other

- ☒ Government Agency Board of County Commissioners  
☐ Private Non-Profit Organization

**Program Administrator**

8. Name: Title First Name Last Name  
Mrs. Claudia Tuck  
9. Email:  
10. Title: Director  
11. Phone: (561) 355-4771 Ext: Fax: (561) 355-4948

**Program Director**

12. Name: Title First Name Last Name  
Mrs. SABRENA COOPER  
13. Email: scooper@pbcgov.com  
14. Title: SOCIAL WORK III  
15. Phone: (561) 355-4773 Ext: Fax: (561) 355-4948

**Finance/Claim Contact**

16. Name: Title First Name Last Name  
Mrs. Rebecca Webb  
17. Email:  
18. Title: Fiscal Director  
19. Phone: (561) 355-4716 Ext: Fax: (561) 355-3863

**Operating Dates**

20. Operating Dates Beginning Date: 06/04/2007 Ending Date: 08/17/2007



21. Maximum Operating Days 54

Advance Payments

22. Would you like an advance? ☐ Yes ☒ No

If 'Yes',choose which month(s): ☐ June ☐ July

(Advances are not available for the month of August.)  
If requesting an advance, please send Training Roster and Agenda to State Agency.

Sponsor Monitoring Plan

23. Describe plans to visit, review and monitor sites:

First visit of each site within the 1st week of operation. First review within four weeks of operation. Monitor sites at least three times per week.

24. Document action taken to utilize district school food service for meals:

School Board will vend those sites that are located inside of schools. Palm Beach County will vend sites outside of schools.

Training

25. Indicate date(s) that training will be provided:

	Dates	Number of Attendees
First Training Date:	05/29/2007	100
Second Training Date (if applicable):	05/30/2007	75
Third Training Date (if applicable):	05/31/2007	50

26. Administrative Guidebook for Sponsors has been received and read:

☒ Yes ☐ No

Program Information

27. A. Do you expend over \$300,000.00 in funds from all federal sources annually?

☒ Yes ☐ No

B. If yes, has a current audit been filed with FNM?

☒ Yes ☐ No

Food Service Management Company Information

28. A. Do you contract with a FSMC for meal preparation?

☒ Yes ☐ No

If Yes, select name of FSMC from list: GA Food Services, Inc. - Ft. Lauderdale

B. Do you vend to other Summer Food Service Program (SFSP) Sponsors?

☐ Yes ☒ No

Administrative Personnel

29.	Position Title	# in Position	Wage / Hour (Salaries & Fringe)	Hours Worked / Day	Total # of Days Worked	Gross Wages (Salaries & Fringe)
	Clerical	1	\$ 11.84	8.0	78.0	\$7,388.16
	Monitor	6	\$ 11.30	8.0	68.0	\$36,883.20
	Management	1	\$ 15.07	8.0	78.0	\$9,403.68
Total						\$ 53,675.04

Operational Personnel

30.	Position Title	# in Position	Wage / Hour (Salaries & Fringe)	Hours Worked / Day	Total # of Days Worked	Gross Wages (Salaries & Fringe)
	Program Manager	1	\$ 1.00	1.0	1.0	\$1.00
Total						\$ 1.00





# NEWS RELEASE

Name(s) of news media: The Palm Beach Post and Palm Beach County Line

Date(s) information sent to media: May 7, 2007

Date(s) requested for release of information to public: May 21, 2007

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Palm Beach County Division of Human Services - 810 Datura Street, West Palm Beach, FL.

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will be participating in the Summer Food Service Program during the months of May, June, July, and August.

Nutritionally balanced meals will be provided to all children regardless of race, color, sex, disability, age, or national origin during summer vacation when school breakfasts and lunches are not available. All children 18 years old and younger, if open site, are eligible for meals at no charge and there will be no discrimination in the course of the meal service. The programs are only approved for geographical areas of need where 50 percent or more of the children qualify for free and reduced price meals during the school year.

Summer feeding sites that are located at schools provide meals to all children in the immediate vicinity in addition to those enrolled in summer school.

**The following sites will be participating in the Summer Food Service Program:  
(Attach list of all sites by name, location, dates and the starting and ending times of meal service)**

SEE ATTACHED

Note: For additional information, contact Sabrena Cooper at (561) 355-4773.

Any person who believes he or she has been discriminated against in any USDA-related activity should write or call immediately to:

USDA  
Director, Office of Civil Rights  
Room 326-W  
Whitten Building  
14<sup>th</sup> & Independence Avenue, S.W.  
Washington, D.C. 20250-9410  
(202) 720-5964 (voice or TDD)

USDA is an equal opportunity provider and employer.



### 2007 Tentative Summer Sites

Name of Site	Contact Person	Meal Type	Hours
West Jupiter Rec Center 6401 Indiantown Road Jupiter, FL 33458	Constonsa Alexander Amy Onorato 747-3455 670-4446	L-112 S-112 C	12:00-1:00 3:00-4:00
Royal Scholars 2421 Avenue E Riviera Beach, FL	Angela Brown Debbie Noel Tiandra Montgomery 848-4803	B-75 L-75 H	8:00-9:00 12:00-1:00
Strive Toward Excellence 241 Cypress Drive Lake Park, FL	Caran Ross Lynn Stanvitch 848-5275	B-80 L-80 C	8:00-9:00 12:30-1:30
Blazin Summer Fun 101 Castlewood Drive North Palm Beach, FL	Debra Brookshire Kathy Grant 848-7277	B-65 L-65 H	8:30-9:30 12:00-1:00
About Face 3193 Gun Club Road West Palm Beach, FL	Cassandra Moreland Renada Snead 640-6745 / 261-3791	L-30 S-30 C	12:00-1:00 3:00-4:00
RJ Hendley Ed Center 2800 Avenue R Riviera Beach, FL 33404	Alice Ward Linda Knight 842-1349	L-90 S-90 H	11:00-12:00 3:00-4:00
Good to Grow 930 Southern Blvd West Palm Beach, FL	Guery Reichman John Francis 835-8099	L-35 S-35 H	12:00-1:00 3:00-4:00
Safe Haven 2531 Old Dixie Hwy Riviera Beach, FL	Preshus Bentley Lawanda Williams 863-0169	L-60 S-60 H	12:00-1:00 3:00-4:00
Operation Hope 3501 Old Dixie Hwy Riviera Beach, FL	Ken Bowers Alice McCullough 842-2260	B-50 L-50 H	7:30-8:30 12:30-1:30
Emmanuel Missionary Baptist 1220 Pioneer Road Mangonia Park, FL	Joann Hendricks 833-7430	B-25 L-25 H	8:00-9:00 12:00-1:00
Restoration of Life #5/Carefree 2708 Australian Avenue West Palm Beach, FL	Phillip Sledge B. Pennie 832-6168	B-37 L-37 H	9:15-10:15 12:15-1:15
St. Thomas 1400 Division Ave West Palm Beach	Leonnie Peavy 848-2353	B-30 L-30 H	8:00-9:00 12:00-1:00
Church of God Omnipotent 629 5th Street West Palm Beach	Martina Walker 659-6787	B-40 L-40 H	8:00-9:00 12:00-1:00
Weed & Seed 224 S.W. 5 <sup>th</sup> St. Belle Glade, FL	Gail Walker Rev. Henry Fuse 723-2377	B-35 L-35 H	9:30-10:30 1:00-3:00
Gaines Park Center 1501 N. Australian Avenue West Palm Beach, FL 33407	Mrs. Davis Mrs. Harvey 835-7090	L-120 S-120 H	12:00-1:00 3:00-4:00
My Choice 2831 Ave S Riviera Beach, FL 33404	Eboni Williams Altamease Kendrick 844-1599	L-100 S-100 H	12:00-1:00 3:00-4:00



Name of Site	Contact Person	Meal Type	Hours
Junior Achievement 5601 Corporate Way/ Suite 400 West Palm Beach, FL	Wendy Kittner 242-9468 ext. 208 Cynthia Beckford 242-9468 ext. 232	L-65 S-65 C	11:00-12:00 3:30-4:30
Coleman Park 1116 21st Street West Palm Beach, FL	Paul Blackshear Carla Monds 835-7160	L-80 S-80 H	11:00-12:00 3:00-4:00
Pleasant City Community Center 500 22nd street West Palm Beach, FL 33407	Phillip Arnett 835-7050 Dough Arnette	L-150 S-300 H	11:00-1:00 3:00-4:00
Faith Deliverance Church 2385 N. Military Trail West Palm Beach, FL	Anishka Glanville 697-9083 / 214-1099	B-40 L-40 H	8:00-9:00 11:30-12:30
Bibleway Baptist Church 506 15th Street West Palm Beach, FL 33407	June Jones Cheryl Mottley 835-9676	L-30 S-30 H	12:00-1:00 3:00-4:00
Salvation Army NW Comm. Center 600 N. Rosemary Avenue West Palm Beach, FL	Diane Acosta Jeronia Nixon 833-6767	B-50 L-50 H	8:30-9:30 12:00-1:00
Lumar Learning Center 4100 Broadway West Palm Beach, FL	Dione Lumar Dejeanne Jules 255-6185	L-50 S-50 C	11:30-12:30 2:30-3:30
Boys & Girls Club/WPB 1188 Marine Drive West Palm Beach, FL 33401	Aaron Nealy Tuwanda Willis 683-3392	L-290 S-290 H	11:30-1:00 3:30-4:30
Schall Landings 2402 Schall Circle West Palm Beach, FL	Mr. Hudnell Kenny Guzman 683-6417 / 688-2165	L-50 S-50 H	12:00-1:00 3:00-4:00
Westgate Community Center 3691 Oswego Avenue West Palm Beach, FL 33409	Rico Adona Marvella Coleman 233-1415	L-125 S-125 C	12:00-1:00 4:00-5:00
Wagg Memorial Church 4401 Garden Avenue West Palm Beach, FL 33405	Jason McKennon Claribel Baron 644-5197	L-50 S-50 H	11:30-12:30 3:30-4:30
Dyson Circle 4717 N. Dyson Circle West Palm Beach, FL	Jocelyn Cade Anishka Glanville 689-4796 / 471-7503	L-50 S-50 H	11:30-12:30 3:30-4:30
YMCA of the Palm Beaches 2085 South Congress Avenue West Palm Beach, FL	Brittany Withorow 967-1978 Kim Kelly Jaime Flood 967-3573	L-80 S-80 C	11:00-1:00 3:30-4:30
Mothers Against Murders 2100 45th Street West Palm Beach, FL	Angela Williams 842-8230 324-3701	L-30 S-30 C	12:00-1:00 4:00-5:00
Heart Project 899 Padgett Cr. Pahokee, Fl	Henrietta Johnson 924-5621 Veronica Lee	L-45 S-45 C	12:00-2:00 3:00-4:00
San's Kidz Klub 2501 Bristol Dr. West Palm Beach, FL	Rachel Bootle 543-0130 Zan Alexander 574-8301/ 697-8544	L-60 S-60 C	11:30-12:30 2:30-3:30
Bible Church of God 1199 W. Lantana Road, Bldg #3 Lantana, FL	Arlene Waters Erica Byrd 588-2800	L-70 S-70 H	11:30-1:30 3:00-4:00 H



Name of Site	Contact Person	Meal Type	Hours
Police Athletic League 720 Tamarind Avenue West Palm Beach, FL 33401	Stephanie Patterson Terrell Hammonds 835-7195	B-75 L-75 H	8:00-9:00 12:00-1:00
City of Greenacres 501 Swain Blvd. Greenacres, FL 33463	Kelly Field 642-2193 Katie Peacock	B-170 L-170 C	8:00-9:00 12:00-2:00
For The Children 1718 S. Douglas Street Lake Worth, FL 33460	Ginette Joseph Emmanuel Vincent 493-1190	L-65 S-210 H	12:00-1:00 4:00-5:00
Adopt-A-Family 1712 2 <sup>nd</sup> Ave N. Lake Worth, FL	Jaime Bradshaw David Eaken 253-1361 ext. 103 533-9018	B-60 L-60 H	8:00-9:00 12:30-1:30
Teddy Bear Day Care 4519 Forest Lane Lake Worth, FL	Mikia Joseph Lourdes Alicea 439-4675	L-60 S-60 C	11:30-12:30 3:00-4:00
Seminole Housing Project 6388 Seminole Circle Lantana, FL 33461	Linda Louisius 503-9631 Kimberly Styles	L-60 S-60 H	12:00-1:00 3:30-4:30
Bright Ideas 401 Shirley Dr. Pahokee, Fl	Rosalyn Martin Linda Joseph 924-7775	L-85 S-85 H	12:00-1:00 3:30-4:30
ICY 1550 15 <sup>th</sup> St. West Palm Beach, Fl	Elaine Hubbard-Williams 282-7090	S-150	3:00-4:00
Great Expectations 4180 Gun Club Road West Palm Beach, FL	Nate Andrews Linette Marrero 471-8108	L-50 S-50 C	11:30-12:30 4:00-5:00
St. John Haitian Mission 3215 N. Seacrest Blvd Boynton Beach, FL 33435	Julie Figiel Claribel Baron 644-5197 261-3160	L-55 S-55 H	11:30-12:30 3:30-4:30
Cherry Hills 406 NW 13th Avenue Boynton Beach, FL 33435	Adeline Williamson Sheila Hayes 364-2842 689-4796	L-50 S-50 H	12:00-1:00 3:00-4:00
Bright Horizons/ Kids Stop 7245 S. Military Trail Lake Worth, FL	Vashti Dunn Melanie Williams 969-9025	L-160 S-160 H	12:00-1:00 3:15-4:15
Boys & Girls Club/Delray 600 SW 15th Avenue Delray Beach, FL	Kevin / LaTisha 561/279-0251 561/452-4338	L-200 S-250 H	11:30-1:00 3:00-4:00
St. Matthew Church 404 SW 3rd Street Delray Beach, FL 33444	Claribel Baron Cathy Cooper 644-5197 251-2351	L-55 S-55 H	11:30-12:30 3:30-4:30
Abby's Little Angels 2225 NE 3rd Avenue Delray Beach, FL	Abigail Denson Florine Denson 561/330-3051	B-65 L-65 H	8:30-9:30 11:30-12:30





Name of Site	Contact Person	Meal Type	Hours
Community United Methodist Church 401 SW 1st Street Belle Glade, FL	Claribel Baron 261-2609 Gwen Phillips 644-5197	B-55 L-55 H	9:00-10:00 12:00-1:00
Tanner Park 105 E. Palm Beach Road South Bay, FL 33493	Curtis Marshall Charles Inman 996-1155 / 261-3160	B-75 L-75 H	8:30-9:30 12:00-1:00
Marshall Heights 2800 Ilex Court South Bay, FL 33493	Rosie Thicklin Edith Ford 332-5554	L-40 S-40 H	12:00-1:00 3:00-4:00
Noah Development 150 South Harrelle Drive South Bay, FL 33493	Brenda Brinson Cheryl Mann 996-7216 / 261-2549	L-50 S-50 H	12:00-1:00 3:00-4:00
City of Pahokee 360 East Main Street Pahokee, FL 33476	Herbert Crawford Mary Harper 261-6571	B-200 L-200 H	8:00-9:00 12:00-1:30
New Hope Charities 7450 State Road 80-15 US Hwy 441 Pahokee, FL 33476	Luis Rodriquez Janie Garcia 924-7947	B-85 L-85 C	9:30-10:30 12:30-1:30
C.Y.C.I. 601 Bacon Pt Road Pahokee, FL 33476	Tameka Hudson Cynthia Boddey 924-4263 / 924-8200	B-50 L-50 H	8:30-9:30 12:30-1:30
Pahokee Pal 1200 East Main Street Pahokee, FL 33476	Luis Rodriguez Perla Alonso 561/924-5677	B-60 L-60 H	8:00-9:00 11:30-12:30
Walker Enrichment Program 501 W. 1st Street Riviera Beach, FL 33404	Henry Fuse Gale Walker 863-6811	B-50 L-50 H	9:00-10:00 1:00-2:00
Walker Enrichment Program 364 S. Lake Avenue Pahokee, FL 33476	Pastor Jenkins Gale Walker 924-9494	B-50 L-50 H	8:00-9:00 12:00-1:00
Boys & Girls Club/Riviera Beach 200 W. 12th Street Riviera Beach, FL 33404	Ashanti Futch 842-5324 Dana Ward/ Kelvin Rolle	L- 200 S- 200 H	11:30-1:30 2:30-3:30
Lake Worth West 4730 Maine Street Lake Worth, FL	Latisha Rolle Brandon West 649-9600	B-30 L-30 H	9:00-10:00 12:00-1:00
Town of Lake Park 535 Park Avenue Lake Park, FL	Deputy Verdide 688-3983 Kara Mendy: 881-3326 Patti Selfridge: 644-8158	L-60 S-60 C	11:00-12:00 2:00-3:00
House of Prayer 3333 Avenue I Riviera Beach, FL 33404	Nicole Veree Jenkins 863-9848 Cell: 644-4440	B-35 L-35 H	9:00-10:00 12:00-1:00



Name of Site	Contact Person	Meal Type	Hours
St. George 21 W. 22 <sup>nd</sup> St. Riviera Beach, Fl	Cinthia Becton Dorothy Dunnegan 844-7713	B-62 L-62 H	8:00-9:00 12:00-2:00
Pleasant City Extended Hands 540 Cheerful St. West Palm Beach, Fl	Cashandra Stringer Lillie McDowell 315-5463	B-25 L-25 H	8:30-9:30 12:30-1:30



# *County of Palm Beach*

HUMAN SERVICES DIVISION  
810 Datura Street #250  
West Palm Beach Florida 33401

May 7, 2007

Mr. Bob Gallo  
Environmental Health Division  
HRS/PB County Public Health Unit  
901 Evernia Street  
West Palm Beach, Florida 33401

Dear Mr. Gallo:

The County of Palm Beach Human Services Division will participate in the Summer Food Service Program, administered by the Florida Department of Education, Food and Nutrition Management, Tallahassee, Florida, from June 4, 2007, through August 17, 2007.

Pre-packaged meals will be transported in refrigerated trucks by an approved vendor. Meals that are transported will be refrigerated at each site until served. Site personnel will ensure all food items remain at acceptable temperatures before serving to children.

Approximately 4,000 nutritionally approved unitized meals and beverages will be served each day during this program.

Summer Food Service Program workshops have been scheduled for Monday, May 22, 2006, at the City of Pahokee Recreation Center at 360 East Main Street, Pahokee from 10:00 a.m. to 1:00 p.m. and Tuesday May 23, and Wednesday May 24, 2006 at Mayme Fredricks Community Service Building at 1440 Martin Luther King Jr. Blvd., Riviera Beach, Fl. from 9:00 a.m. to 12:00 p.m.

**Attached is a listing of sites and meal service times that have been determined eligible for food service this summer.**

Your cooperation will be appreciated.

Sincerely,

Sabrena Cooper,  
Senior Social Worker  
Human Services Division

cc Edward Rich, Community Services Director  
Claudia Tuck, Division Director  
Amy White, Summer Food Service Program Supervisor  
Paul Minshew, Environmental Health Manager, Health Department



FLORIDA DEPARTMENT OF EDUCATION  
FOOD AND NUTRITION MANAGEMENT  
SUMMER FOOD SERVICE PROGRAM FOR CHILDREN  
**FREE MEAL POLICY STATEMENT**

The Palm Beach County Agreement Number: 04- 0781

assures Food and Nutrition Management Services that all children in attendance are served the same meal(s) at no charge, regardless of race, color, sex, disability, age or national origin, and there is no discrimination in the course of the food service.

Assurance is hereby given that we made available to the informational media serving the area(s) from which our Institution draws its attendance, a public release announcing the policy as stated above.

\_\_\_\_\_  
Signature of Sponsor Representative  
Commissioner Addie L. Greene, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of State Representative

\_\_\_\_\_  
Date

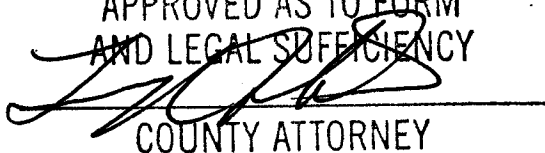
**APPROVED AS TO TERMS  
AND CONDITIONS**

BY



**DEPARTMENT HEAD**

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**

  
COUNTY ATTORNEY







Please return completed compliance review and supporting documents to:

Food and Nutrition Management  
Florida Department of Education  
325 West Gaines Street, Room 1044  
Tallahassee, Florida 32399-0400  
Fax: (850)245-9281, SunCom205-9281  
Retain a copy for your files.

FLORIDA DEPARTMENT OF EDUCATION  
FOOD AND NUTRITION MANAGEMENT  
SUMMER FOOD SERVICE PROGRAM FOR CHILDREN  
PREAWARD NONDISCRIMINATION COMPLIANCE  
REVIEW FORM

Agreement Number: 04-0781

Name and Address of Sponsor:  
Palm Beach County  
810 Datura Street  
West Palm Beach, Fl. 33401

Completion of the form is required by FNS Instruction 113-8 issued by the U.S. Department of Agriculture in order to participate in the Summer Food Service Program for Children. Failure to complete this form will result in a denial of the Summer Food Service Program application.

Please Answer the Following Questions:

I. Estimated Daily Meal Participation by Racial/Ethnic Group (Do not list percentages):

Meal Type	White Non-Hispanic	Black Non-Hispanic	Hispanic	Asian/Pacific Islander	American Indian or Alaskan Native	Multiracial	TOTAL
Breakfast		509					509
A.M. Supplement							
Lunch	408	3615	221				4244
P.M. Supplement	360	3440	170				3970
Supper							

II. Describe efforts to be used to assure that minority populations have an equal opportunity to participate:  
ADVERTISE THE SFSP IN THEIR COMMUNITIES, SUCH AS POSTING NOTICES IN RECREATIONAL CENTERS, CHURCHES, AND FOOD SHOPS; DISPLAY POSTERS IN WELFARE OFFICES; INSERT NOTICES IN COMMUNITY BULLENTINS AND NEWSLETTERS.

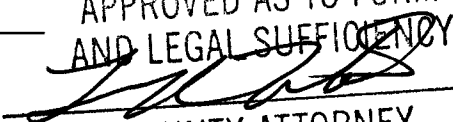
III. Describe efforts to be used to contact minority and grassroots organizations about the opportunity to participate:  
ATTEND COMMUNITY MEETINGS DESIGNED TO ENHANCE COMMUNITY AWARENESS.

IV. List federal agencies other than the U.S. Department of Agriculture that provide financial support to your organization:  
FEDERAL EMERGENCY MANAGEMENT (FEMA)  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Commissioner Addie L. Greene, Chairperson  
Signature of Sponsor Representative

Date Signed

SFSP-S1

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
  
COUNTY ATTORNEY





**FLORIDA DEPARTMENT OF EDUCATION  
FOOD AND NUTRITION MANAGEMENT  
SUMMER FOOD SERVICE PROGRAM FOR CHILDREN**

**SFSP INTERNAL CONTROLS**

*Federal and state requirements mandate that SFSP participants maintain any information pertaining to the program for three (3) years plus the current fiscal year. Failure to retain records is a serious deficiency. Refer to SFSP Administrative Guidance, Chapter 5 and 7 CFR 225.6 on regulations pertaining to recordkeeping regulations.*

**Please list the name and address of the location where you will maintain SFSP records. Also give the name and the phone number of the individual(s) who can access these records:**

**Palm Beach County Community Services Department  
Division of Human Services  
810 Datura Street, #350  
West Palm Beach FL 33401  
Sabrena Cooper / (561) 355-4773**

**Give the specific location of the files (i.e., "in the file cabinet in the director's office"):**

**File Cabinet in Summer Lunch Office**

**Will ALL records be maintained at the location above?** ☐ Yes ☒ No

**If No, please list additional details about what years and where records are stored:**

**2000-20005 Iron Mountain Storage Facility**

**Do you participate in the SFSP in any states other than Florida?** ☐ Yes ☒ No

**If Yes, please indicate the other state(s) you currently have programs:**

**N/A**

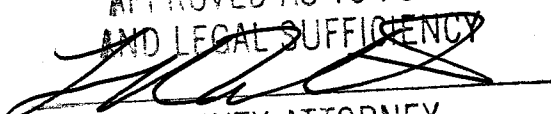
  
\_\_\_\_\_  
**Authorized Person**


\_\_\_\_\_  
**Date**



<p>E. This Agreement may be renewed annually by the Department and the Sponsor by mutual agreement in writing. Renewal will be contingent on the Sponsor meeting program requirements in this Agreement and those outlined in part 225 of the Code of Federal Regulations and other pertinent instructions from the Department or the United States Department of Agriculture and shall pertain to programs under Sponsor's jurisdiction that have submitted annual applications and said applications have been given Department approval.</p> <p>F. This Agreement may be terminated upon 15 days written notice on the part of either party hereunto, and the Department may terminate this Agreement immediately after receipt of evidence that the terms and conditions of this Agreement and of the regulations governing the program have not been fully complied with by the Sponsor. Any termination of this Agreement by the Department shall be in accord with applicable laws and regulations. No termination or expiration of this Agreement, however, shall affect the obligations of the Sponsor to maintain and retain records and to make such records available for audit. Termination of this Agreement for noncompliance with Title VI of the Civil Rights Act of 1964 shall be in accordance with applicable laws and regulations.</p>	<p>G. The Department may take such action, including prosecution for fraud under applicable state and federal statutes or initiate a reclaim, if any part of the money received by the Sponsor, through improper or negligent action, is diminished, lost, misapplied, or diverted from the program. This liability on the part of the Sponsor shall remain in effect for the applicable periods or limitations as called for by law after the effective date of termination of the Agreement.</p> <p>H. The Department shall inform the Sponsor of its right to request a review of decisions made by the Department which affect the participation of a sponsor in the program or the Sponsor's claim for reimbursement.</p> <p>I. It is understood and agreed by and between the Department and the Sponsor, whether public or private, that the regulations of the United States Department of Agriculture relating to the Food and Nutrition Services, Regulation number 225, attached, are made a part of this Agreement and that the Department, Sponsor, and sites are to abide by all of the conditions and terms set forth in the regulations.</p>
<p style="text-align: center;">SPONSORING AGENCY</p> <p>Sponsor Palm Beach County                      County : Palm Beach</p> <p>My signature certifies that the information submitted on this form and its attachments is true and correct. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state or federal statutes.</p> <p>Commissioner Addie L. Greene, Chairperson Signature and Title of Authorized Representative</p> <p>Date: _____</p>	<p style="text-align: center;">CERTIFICATION AND APPROVAL</p> <p style="text-align: center;">FLORIDA DEPARTMENT OF EDUCATION</p> <p>Recommended for Approval by:</p> <p>_____ Administrator, Food and Nutrition Management                      Date: _____</p> <p>Period of Agreement:</p> <p>From: _____ To: _____</p> <p>Approved By: _____ Date: _____ Commissioner of Education or Designated Representative</p>

(Both copies must have original signatures)

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
  
COUNTY ATTORNEY

APPROVED AS TO TERMS  
AND CONDITIONS  
BY:   
DEPARTMENT REPRESENTATIVE

SUMMER FOOD SERVICE PROGRAM FOR CHILDREN AGREEMENT

Address: 810 Datura Street, West Palm Beach, FL 33407

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In order to effectuate the purposes of the Summer Food Service Program for Children, the Florida Department of Education (hereinafter referred to as the "Department") and the sponsor whose name and address appear on the Application for Participation (SFSP-F1) (hereinafter referred to as the "Sponsor") acting in behalf of each site listed on the Site Information Sheet, (SFSP-F2), covenant and agree as follows.

- A. The DEPARTMENT AGREES TO THE extent of funds available from USDA, it shall reimburse the sponsor in accordance with applicable requirements and regulations of the Summer Food Service Program for Children, and any amendments thereto.
- In connection with meals served to children only at approved sites during any fiscal year for sponsors approved to operate the Summer Food Service Program.
  - The amount of operational reimbursement for meals shall not exceed the lesser of:
    - An amount equal to the total number of meals, by types, multiplied by the rates assigned by the Department; or
    - Actual operating costs incurred by the sponsor.
  - The amount of administrative reimbursement for meals shall not exceed the lesser of:
    - An amount equal to the total number of meals, by types, multiplied by the rates assigned by the Department;
    - Actual administrative costs incurred by the sponsor; or
    - An amount estimated in the sponsor's approved administrative budget.
  - Program income accruing to a sponsor's program shall be deducted from either operating or administrative costs, whichever is applicable, before a comparison is made with the maximum rates and the administrative budget.
- B. The SPONSOR, being the authority for supervision and control over the program warrants that, it accepts final financial and administrative responsibility for the program and that it will:
- Operate a nonprofit food service for children on school vacation during the months of May through September or during the months of May through September and at some other time or times during the year for children on school vacation under a continuous school calendar system;
  - For school food authorities, offer meals which meet the requirements and provisions set forth in 7 CFR 225 during times designated as the meal service periods by the sponsor, and serve the same meals to all children; for all other sponsors, serve meals which meet the requirements and provisions set forth in 7 CFR 225 during times designated as the meal service periods by the sponsor, and serve the same meal to all children;
  - Serve meals without cost to all children, except that camps may charge for meals served to children who are not eligible for free or reduced price school meals;
  - Issue a free meal policy statement in accordance with 7 CFR 225;
  - Meet the training requirements for its administrative and site personnel, as required under 7 CFR 225;
  - Claim reimbursement only for the type or types of meals specified in the agreement and served 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;


- Submit claims for reimbursement on a form provided by the Department in accordance with procedures established by the Department;
  - Maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations;
  - Accept and use, in as large quantities as may be efficiently utilized in the program, such foods as may be offered as donated by the Department;
  - Have access to facilities necessary for storing, preparing and serving food;
  - Maintain a financial management system as prescribed by the Department;
  - Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225;
  - Maintain full and accurate records of all program operations under this agreement. 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. Such records shall be retained for a period of three years after the end of the fiscal year to which they pertain, except that, if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of any issues raised by the audit.
  - Maintain children on site while meals are consumed.
- C. The Sponsor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 U.S.C. 2000d et seq.) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice (28 CFR Parts 42 and 50), and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the sponsor receives federal financial assistance from the Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.
- 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; and 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 the Department. This includes any federal agreement, arrangement, or other contract which has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.
- By accepting this assurance, the sponsor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of Title VI and permit authorized USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the sponsor, its successors, transferees, and assignees as long as they receive assistance or retain possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the sponsor.
- D. The terms of this Agreement and the detailed information contained on the Application for Participation (SFSP-F1), and the Site Information Sheets (SFSP-F2), which shall be considered a part of this Agreement, shall not be modified or changed in any way other than by consent in writing of both parties hereto.

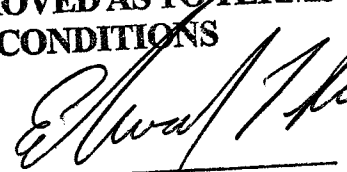
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(Both copies must have original signatures)

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AND LEGAL SUFFICIENCY  
  
COUNTY ATTORNEY

APPROVED AS TO TERMS  
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DEPARTMENT HEAD

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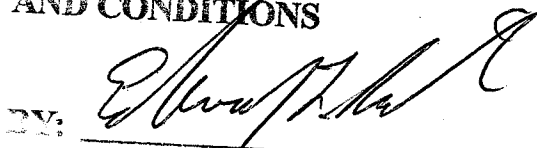




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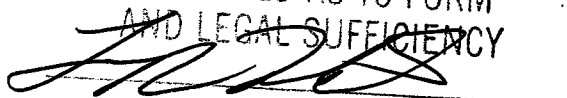
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(Continued on Reverse)




<p>E. This Agreement may be renewed annually by the Department and the Sponsor by mutual agreement in writing. Renewal will be contingent on the Sponsor meeting program requirements in this Agreement and those outlined in part 225 of the Code of Federal Regulations and other pertinent instructions from the Department or the United States Department of Agriculture and shall pertain to programs under Sponsor's jurisdiction that have submitted annual applications and said applications have been given Department approval.</p> <p>F. This Agreement may be terminated upon 15 days written notice on the part of either party hereunto, and the Department may terminate this Agreement immediately after receipt of evidence that the terms and conditions of this Agreement and of the regulations governing the program have not been fully complied with by the Sponsor. Any termination of this Agreement by the Department shall be in accord with applicable laws and regulations. No termination or expiration of this Agreement, however, shall affect the obligations of the Sponsor to maintain and retain records and to make such records available for audit. Termination of this Agreement for noncompliance with Title VI of the Civil Rights Act of 1964 shall be in accordance with applicable laws and regulations.</p>	<p>G. The Department may take such action, including prosecution for fraud under applicable state and federal statutes or initiate a reclaim, if any part of the money received by the Sponsor, through improper or negligent action, is diminished, lost, misapplied, or diverted from the program. This liability on the part of the Sponsor shall remain in effect for the applicable periods or limitations as called for by law after the effective date of termination of the Agreement.</p> <p>H. The Department shall inform the Sponsor of its right to request a review of decisions made by the Department which affect the participation of a sponsor in the program or the Sponsor's claim for reimbursement.</p> <p>I. It is understood and agreed by and between the Department and the Sponsor, whether public or private, that the regulations of the United States Department of Agriculture relating to the Food and Nutrition Services, Regulation number 225, attached, are made a part of this Agreement and that the Department, Sponsor, and sites are to abide by all of the conditions and terms set forth in the regulations.</p>
<p style="text-align: center;"><b>CERTIFICATION AND APPROVAL</b></p> <p style="text-align: center;"><b>SPONSORING AGENCY</b></p> <p>Sponsor Palm Beach County                      County : Palm Beach</p> <p>My signature certifies that the information submitted on this form and its attachments is true and correct. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state or federal statutes.</p> <p>_____ Commissioner Addie L. Greene, Chairperson Signature and Title of Authorized Representative</p> <p>Date: _____</p>	<p style="text-align: center;"><b>FLORIDA DEPARTMENT OF EDUCATION</b></p> <p>Recommended for Approval by:</p> <p>_____ Administrator, Food and Nutrition Management                      Date: _____</p> <p>Period of Agreement:</p> <p>From: _____ To: _____</p> <p>Approved By: _____ Date: _____ Commissioner of Education or Designated Representative</p>

(Both copies must have original signatures)

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
  
COUNTY ATTORNEY

**APPROVED AS TO TERMS  
AND CONDITIONS**

BY:   
**DEPARTMENT HEAD**

SUMMER FOOD SERVICE PROGRAM FOR CHILDREN AGREEMENT

Address: 810 Datura Street, West Palm Beach, Fl. 33407

INSTRUCTIONS: (1) Return two copies of this agreement with original signatures prior to the beginning of the program to Food and Nutrition Management, Summer Food Service Program, 325 West Gaines Street, Room 1032, Tallahassee, Florida 32399-0400. (2) When the agreement is approved, one copy will be returned to the Sponsor.

In order to effectuate the purposes of the Summer Food Service Program for Children, the Florida Department of Education (hereinafter referred to as the "Department") and the sponsor whose name and address appear on the Application for Participation (SFSP-F1) (hereinafter referred to as the "Sponsor") acting in behalf of each site listed on the Site Information Sheet, (SFSP-F2), covenant and agree as follows.

- A. The DEPARTMENT AGREES TO THE extent of funds available from USDA, it shall reimburse the sponsor in accordance with applicable requirements and regulations of the Summer Food Service Program for Children, and any amendments thereto.
1. In connection with meals served to children only at approved sites during any fiscal year for sponsors approved to operate the Summer Food Service Program.
  2. The amount of operational reimbursement for meals shall not exceed the lesser of:
    - (a) An amount equal to the total number of meals, by types, multiplied by the rates assigned by the Department; or
    - (b) Actual operating costs incurred by the sponsor.
  3. The amount of administrative reimbursement for meals shall not exceed the lesser of:
    - (a) An amount equal to the total number of meals, by types, multiplied by the rates assigned by the Department;
    - (b) Actual administrative costs incurred by the sponsor; or
    - (c) An amount estimated in the sponsor's approved administrative budget.
  4. Program income accruing to a sponsor's program shall be deducted from either operating or administrative costs, whichever is applicable, before a comparison is made with the maximum rates and the administrative budget.
- B. The SPONSOR, being the authority for supervision and control over the program warrants that, it accepts final financial and administrative responsibility for the program and that it will:
1. Operate a nonprofit food service for children on school vacation during the months of May through September or during the months of May through September and at some other time or times during the year for children on school vacation under a continuous school calendar system;
  2. For school food authorities, offer meals which meet the requirements and provisions set forth in 7 CFR 225 during times designated as the meal service periods by the sponsor, and serve the same meals to all children; for all other sponsors, serve meals which meet the requirements and provisions set forth in 7 CFR 225 during times designated as the meal service periods by the sponsor, and serve the same meal to all children;
  3. Serve meals without cost to all children, except that camps may charge for meals served to children who are not eligible for free or reduced price school meals;
  4. Issue a free meal policy statement in accordance with 7 CFR 225;
  5. Meet the training requirements for its administrative and site personnel, as required under 7 CFR 225;
  6. Claim reimbursement only for the type or types of meals specified in the agreement and served 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;

7. Submit claims for reimbursement on a form provided by the Department in accordance with procedures established by the Department;
  8. Maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations;
  9. Accept and use, in as large quantities as may be efficiently utilized in the program, such foods as may be offered as donated by the Department;
  10. Have access to facilities necessary for storing, preparing and serving food;
  11. Maintain a financial management system as prescribed by the Department;
  12. Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225;
  13. Maintain full and accurate records of all program operations under this agreement. 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. Such records shall be retained for a period of three years after the end of the fiscal year to which they pertain, except that, if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of any issues raised by the audit.
  14. Maintain children on site while meals are consumed.
- C. The Sponsor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 U.S.C. 2000d et seq.) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice (28 CFR Parts 42 and 50), and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the sponsor receives federal financial assistance from the Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.
- 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; and 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 the Department. This includes any federal agreement, arrangement, or other contract which has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.
- By accepting this assurance, the sponsor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of Title VI and permit authorized USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the sponsor, its successors, transferees, and assignees as long as they receive assistance or retain possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the sponsor.
- D. The terms of this Agreement and the detailed information contained on the Application for Participation (SFSP-F1), and the Site Information Sheets (SFSP-F2), which shall be considered a part of this Agreement, shall not be modified or changed in any way other than by consent in writing of both parties hereto.


(Continued on Reverse)



## Authorized Signature Form

Agreement Number: 04-0781

**AUTHORIZED SIGNERS:**

  
Signature

Signature

  
Signature

Signature \_\_\_\_\_

Beverly Thompson  
Signature

Signature \_\_\_\_\_

Ul Kenele Pennypacker  
Signature

Signature

Signature of Authorized Representative

Date signed \_\_\_\_\_

~~APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY~~

COUNTY ATTORNEY  
10/04

10. 11. 1904