

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: August 14, 2012      [ X ] Consent          [ ] Regular
                                     [ ] Ordinance         [ ] Public Hearing

Department
Submitted By: Community Services
Submitted For: Division of Human Services
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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to ratify: the Chair's signature on the fully executed Summer Food Service Program Agreement No. 04-0781 with the Florida Department of Agriculture and Consumer Services (DACCS) to establish a permanent agreement to provide nutritious meals to children 18 years and younger.

**Summary:** The Summer Food Service Program (SFSP) was established to ensure that all children, 18 years and younger, could receive nutritious meals during school vacations that are comparable to those served under the National School Lunch and School Breakfast Programs. Meals are provided, at no charge, to all children at SFSP approved sites during times designated as the meal service periods. This year's meal service period is from June 11, 2012, through August 18, 2012. The emergency signature process was utilized because there was not sufficient time to submit the agreement through the regular agenda item process and meet the May 14, 2012 submission deadline. No County funds are required. (Human Services) Countywide (TKF)

**Background and Justification:** The Division of Human Services is a Sponsor of the SFSP program, operating under the authority of the United States Department of Agriculture and DACCS, and has participated in the program for the past 21 years. SFSP approved sites are located within five miles of a school in which one-half or more of the children are from households with incomes at or below the eligibility level for free and/or reduced price school meals. There are approximately 80 sites identified across the County. The types of sites vary from municipal camps, faith-based camps as well as private not-for-profit and for-profit summer day camps. Additionally, several sites are operated through Public Housing complexes. In 2011, sites provided a total of 214,244 breakfasts, lunches, and snacks during the summer months; averaging 2,130 children fed per day. It is anticipated that the same or more meals will be served this summer.

**Attachments:** Summer Food Service Program Agreement

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Recommended By: [Signature]                                     Date 7/18/12
                  Department Director
Approved By: [Signature]                                       Date 8/2/12
                  Assistant County Administrator

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**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures					
Operating Costs	668,437				
External Revenue	(668,437)				
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>0</b>				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget: Yes X No     

Budget Account No.: Fund 0001 Dept. 148 Unit 1335 Obj. Var. Program Code Var. Program Period: GY11

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

Funding source is the Florida Department of Agriculture and Consumer Services (DACS). Funding calculations are based on maximum rate and attendance with a reduction based on prior year's experience. Maximum Operating Reimbursement is \$816,203 and maximum Administrative Reimbursement is \$85,856. DACS establishes maximum rates for each meal annually. The actual rate is based on the bid. Actual reimbursement varies based on number of sites that participate, number of operating days for each site and the number of children fed daily. No County funds are required.

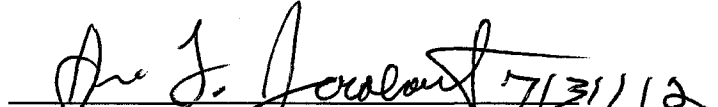
**C. Departmental Fiscal Review:**

\_\_\_\_\_  
Taruna Malhotra, Director of Financial & Support Svcs.

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

  
\_\_\_\_\_  
OFMB

  
\_\_\_\_\_  
Contract Development and Control  
7-31-12

**B. Legal Sufficiency:**

  
\_\_\_\_\_  
Chief Assistant County Attorney

**C. Other Department Review:**

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



MEMORANDUM

TO: Shelley Vana, Chair
Board of County Commissioners

FROM: Robert Weisman
County Administrator

[Handwritten signature of Robert Weisman]

DATE: May 7, 2012

RE: 2012 Summer Food Application

Department of Community Services
810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

Pursuant to PPM # CW-F-003, Grant Administration Policy, I, B3, this memo is written to request your approval prior to Board review and action.

Pursuant to PPM#CW-F-003 your signature is needed on the 2012 Florida Department of Agriculture and Consumer Services (DACS) for the Summer Food Service Program (SFSP) Agreement No. 04-0781. The Division of Human Services is a Sponsor of the program operating under the authority of the United States Department of Agriculture (USDA) and the DACS. The Division of Human Services has participated in the SFSP for the past twenty years. The Division is applying for funds to provide nutritious meals to children 18 years and younger for a period of June 11, 2012 through August 18, 2012. There are approximately 90 sites identified across the County. In 2011, those sites provided a total of 214,244 breakfasts, lunches, and snacks during the summer months; averaging 2,130 children fed per day.

The Division will monitor the sites for quality and compliance with regulations using nine temporary positions. No County funds are required. The application is due on May 14, 2012. Revenue for the FY2011 summer was \$518,480 and it is anticipated this year's revenue will meet or exceed this amount. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BOCC agenda process. Staff will submit this item at the Board's June 19, 2012 Commission Agenda.

If additional information is needed, please contact Georgiana Devine, (561)355-4778.

- Palm Beach County Board of County Commissioners
Shelley Vana, Chair
Steven L. Abrams, Vice-Chair
Karen Marcus
Paulette Burdick
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

County Administrator
Robert Weisman

[Handwritten signature of Tarauna Malhotra]
Director, Financial & Support Services

[Handwritten signature of Community Services Director]
Community Services Director

[Handwritten signature of Senior Assistant County Attorney]
Senior Assistant County Attorney

[Handwritten signature of OFMB]
OFMB

[Handwritten signature of Assistant County Administrator]
Assistant County Administrator

"An Equal Opportunity Affirmative Action Employer"



Florida Department of Agriculture and Consumer Services  
Division of Food, Nutrition and Wellness

FDACS CONTRACT #

018636

**SUMMER FOOD SERVICE PROGRAM  
AGREEMENT**



ADAM H. PUTNAM  
COMMISSIONER

AGREEMENT NO.: 04-0781 SPONSOR: Palm Beach County Board of County Commissioners

This document constitutes the permanent agreement between the Sponsor and the Florida Department of Agriculture and Consumer Services (DACs) for the Summer Food Service Program (SFSP).

**INSTRUCTIONS:** (1) **AGREEMENT:** **Three originals** of this Agreement must be signed in ink and submitted to the Florida DACs as part of the application process. (2) **SPONSOR'S COPY:** When this Agreement is approved, one original will be returned for the files of the Sponsor.

No monies or other benefits may be paid out under this program unless this agreement is completed, approved, and filed as required by (7 CFR Parts 225, 3015, 3016, 3019, and 3052).

**GENERAL APPLICABLE TERMS AND CONDITIONS**

These general applicable terms and conditions are hereby incorporated into the Agreement between the Sponsor and the DACs. For purposes of this agreement, a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county, or state government, a public or private nonprofit college or university currently participating in the National Youth Sports Program, or a private nonprofit organization that develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and that is approved to participate in the program is referred to as the "Sponsor." A physical location at which a Sponsor provides a food service for children and at which children consume meals in a supervised setting is referred to as a "site." Offer Vs. Serve (OVS) refers to a particular type of meal service in which children may select components to make up a reimbursable meal rather than taking all components of a unitized meal.

The Sponsor has agreed to participate in the SFSP and accepts responsibility for supervision and control over the program and final financial and administrative responsibility for the program.

The Sponsor will:

- A. Operate a nonprofit food service from May through September for children on school vacation; at any time of the year, in the case of sponsors administering the program under a continuous school calendar system; or during the period of October through April, if it serves an area affected by a unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or

- other similar cause as approved by the DACS.
- B. Submit an agreement to the DACS where sites are located in accordance with the Food and Nutrition Service (FNS) Instruction 794-5, Agreements with Entities Which Operate Interstate Schools and Facilities.
- C. The Sponsor may operate with DACS approval, meal service sites which are not identified as non-profit locations, if the sites meet all of the following criteria:
1. Sites must be operated under the sponsorship of an eligible public or private non-profit service instruction;
  2. Sites must operate as open sites or restricted open sites;
  3. Sites must be located in an area in which at least 50 percent of the children are from households that are eligible for free or reduced priced school meals;
  4. Sites must make meals available to all children in the area and must serve meals to children on a first come, first served basis;
  5. Sites must serve all meals at no charge;
  6. Sites are not for-profit or for-profit camps;
  7. Meals must only be distributed by the Sponsor's trained staff and volunteers and sponsor trained site staff serving as volunteers; and
  8. The Sponsor must ensure no SFSP funds are provided to the for-profit site.
- D. Serve meals that meet the requirements and provisions during times designated as the meal service periods by the Sponsor and serve the same meals to all children. No permanent changes may be made in the serving time of any meal unless the changes are approved by the DACS.
- E. 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.
- F. Issue a free meal policy statement in accordance with 7 CFR 225.6 (c).
- G. Meet the training requirements for its administrative and site personnel, as required under 7 CFR 225:
1. The Sponsor must receive DACS training annually.
  2. The Sponsor must train all administrative staff and site staff before they undertake their responsibilities.
  3. The Sponsor shall not allow a site to operate until personnel at the site have attended at least one of the Sponsor's trainings.
  4. The Sponsor must document the attendance at site trainings and schedule additional sessions for those staff that are absent.
  5. The Sponsor must record for each training session offered the training dates, names of attendees, and documentation of the topics covered.
  6. The Sponsor will ensure that at least one person who has been trained by the Sponsor be present at each of the Sponsor's sites during the time of the meal service.
  7. Training for administrative staff should cover the following topics:
    - a. Purpose of the program
    - b. Site eligibility
    - c. Recordkeeping requirements

- d. Organized site activity
  - e. Meal requirements
  - f. Nondiscrimination compliance
  - g. How meals will be delivered
  - h. The delivery schedule (if applicable)
  - i. What records are kept and what forms are used
  - j. Monitor's responsibilities
8. Training for monitors should cover the following topics:
- a. Site for which they will be responsible
  - b. Introduce themselves to site supervisors
  - c. Duties of authority
  - d. Conducting site visit/reviews
  - e. Monitoring schedule
  - f. Reporting/recordkeeping procedures
  - g. Follow-up procedures
  - h. Office procedures
  - i. Local sanitation and health laws
  - j. Civil rights
  - k. Reporting for ethnic/racial data
  - l. Considerations for personal safety, if necessary
9. Training for site staff should cover the following topics:
- a. Purpose of the program
  - b. Site eligibility
  - c. Necessity for accurate records
  - d. Importance of organized activities at sites
  - e. For sites obtaining meals from food service management companies/commercial meal vendors, school food authorities, or the Sponsor's central kitchen:
    - i. Meal pattern requirements and types of meal service offered (use planned menus)
    - ii. Delivery schedules (exact times)
    - iii. Adjustments in the delivery amount
    - iv. Facilities available for storing meals
    - v. Who to contact about problems (provide Sponsor's name and telephone number)
    - vi. Approved level of meal service
  - f. For sites where meals are prepared at the site:
    - i. Meal pattern requirements
    - ii. Inventory (use inventory forms)
    - iii. Meal adjustments (use production records)
    - iv. Meal preparation adjustments
  - g. Explain recordkeeping requirements:
    - i. Daily recordkeeping requirements
    - ii. Delivery receipts (sample forms)
    - iii. Seconds, leftovers, and spoiled meals
    - iv. Daily labor – actual time spent on food service and time and attendance records
    - v. Collection of daily record forms
    - vi. Maintain copies of meal service forms
  - h. Civil rights requirements (use Site Supervisor's Guide)

- i. Explain other miscellaneous policy, such as:
    - i. Problems with inclement weather and alternate service areas
    - ii. Problems with unauthorized adults eating program meals
    - iii. Problems with discipline
    - iv. Review of equipment, facilities, and materials available for organized recreational activities
    - v. Review of trash removal system
    - vi. Corrective action
    - vii. Nutrition education
  10. The Sponsor will ensure that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meals counts should represent only the number of meals actually served to children. Only complete meals served to eligible children can be claimed for reimbursement. Meals must be counted at the actual point of service.
  11. If the Sponsor plans to implement OVS at sites under its Sponsorship, it must follow OVS guidelines as outlined in 7 CFR 225.16(f)(ii). OVS permits children to decline food; a certain number of menu items they do not intend to eat. The Sponsor must ensure that all sites' staff is adequately trained on the guidelines and procedures of OVS and that choosing OVS does not preclude the Sponsor from maintaining a nonprofit operation.
  12. Sponsors not implementing the OVS provision will ensure that unitized meals are served to each eligible child at the point of service in order to be claimed for reimbursement.
  13. The Sponsor will notify the public through a media release with the dates, locations, and serving times for each site serving meals.
  14. The Sponsor will notify the local health department with the dates, locations, and times of trainings.
- H. In the storage, preparation and service of food, the Sponsor will maintain proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
- I. The Sponsor will accept and use, in quantities that may be efficiently utilized in the SFSP, such foods as may be offered as a donation by the DACS.
- J. The Sponsor will have access to facilities necessary for storing, preparing, and serving food.
- K. The Sponsor will maintain a financial management system as prescribed by the DACS.
- L. The Sponsor will maintain on file documentation of site visits and reviews in accordance with 7 CFR 225.15(d) (2) and (3).
- M. The Sponsor will conduct a preoperational visit for all new and problem sites before they begin operations.
- N. The Sponsor will conduct a site visit at all new sites and any site that experienced operational deficiencies during the previous summer at least once during the first week of operation to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved. In cases where a site, whether new or returning, will operate for only one week, the site visit must be conducted in that week.
- O. The Sponsor will conduct a site review at all sites at least once during the first four weeks of program operations. The review requires the monitor to observe a complete meal service

from beginning to end including delivery or preparation of meals, the meal service, and the clean up after meals.

- P. The Sponsor will ensure that if a site operates less than four weeks, the Sponsor must still conduct a review.
- Q. The Sponsor must continue monitoring throughout the duration of the program at a level sufficient to ensure that sites comply with program regulations.
- R. The Sponsor must take prompt action to correct problems at the sites found from previous reviews and inspections by the health department and document the corrections taken.
- S. The Sponsor must maintain children on site while meals are consumed.
- T. The Sponsor must retain financial and administrative responsibility for their SFSP.
- U. The Sponsor must submit to the DACS a copy of the letter notifying the local health department of its intention to provide a food service at specific times at planned sites. This must be provided to the DACS before program operation begins.
- V. The Sponsor will meet the civil rights requirements, as required under 7 CFR 225.7(g) and FNS Instruction 113-1:
  - 1. The Sponsor must inform potential participants of the availability of SFSP.
  - 2. The Sponsor must display in a prominent place at the site and in the Sponsor's office the nondiscrimination poster developed by the United States Department of Agriculture (USDA) or approved by FNS.
  - 3. The Sponsor must make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program.
  - 4. The Sponsor must include the nondiscrimination statement and instructions for filing a complaint in the public release and in any program information directed to parents of participants and potential participants.
  - 5. The Sponsor must ensure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability.
  - 6. The Sponsor must ensure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or disability.
  - 7. Each year, the Sponsor must determine the number of potentially eligible participants by ethnic/racial category for the area served.
  - 8. Each year, the Sponsor must collect ethnic/racial category data for each site under the Sponsor's jurisdiction. Sponsors of residential camps must collect and maintain the information separately for each session of the camp. For all other sites, the Sponsor must count the participating children at least once during the site's operation. The Sponsor may use visual identification to determine a participant's ethnic/racial category.
  - 9. The Sponsor must use separate categories when collecting and reporting ethnicity and race. Ethnicity must be collected first. Respondents must be offered the option of selecting one or more racial designations. The minimum designations for collection are:
    - a. Ethnicity:
      - i. Hispanic or Latino
      - ii. Not Hispanic or Latino



- b. Race:
  - i. American Indian or Alaskan Native
  - ii. Asian
  - iii. Black or African American
  - iv. Native Hawaiian or Other Pacific Islander
  - v. White

- W. The Sponsor may request advance payment for total program costs. The Sponsor's request must be separated into operating costs and administrative costs. Advance requests must be submitted at least 30 days before the payment date of June 1 or by the established DACS deadline. The DACS must receive certification that a Sponsor (except for school Sponsors) has held training sessions on program requirements for site and Sponsor personnel before release of the second month's operating advance to the Sponsor.
- X. The Sponsor must submit claims for reimbursement on the form and in accordance with procedures provided by the DACS.
- Y. The Sponsor must submit claims for reimbursement via the Internet in accordance with procedures established by the DACS. Claims for reimbursement not filed within 30 days following the month for which the claim is made may be disallowed. Any exception to this requirement will be made at the discretion of the USDA, FNS. A one-time exception for late claim submission may be made at the discretion of the DACS.
- Z. Reimbursements are based on the number of reimbursable meals served multiplied by the sum of the administrative and operational rates. Sponsors must maintain complete records to document all costs and meals they claim for reimbursement. Sponsors are not eligible for reimbursement unless they have signed an agreement with the DACS.
- AA. Camp reimbursements are based on the number of children served who are eligible for free or reduced-price meals according to the income guidelines for NSLP or SBP. With DACS approval, camps may claim reimbursement for serving up to three meals or two meals and one snack to eligible children each day. Sponsors of camps must maintain the documentation that demonstrates the free or reduced-price eligibility of the children they claim reimbursement for and must make it available for review by the DACS. Sponsors of camps may charge noneligible children a separate fee for meals.
- BB. Sponsors must document funds accruing to the Sponsor's program. Accruing funds will not be deducted from the Sponsor's reimbursement. Sources of funds considered program income include:
  - 1. Cash donations specifically identified for use in the program.
  - 2. Any federal, state, or local funds specifically provided to the program.
- CC. Sponsors must use reimbursement or funds that exceed the Sponsor's expenditures in a way that benefits SFSP services to children. The Sponsor should use funds remaining at the end of the program year as start-up funds or for improving SFSP services in the following year.
- DD. If the Sponsor will not participate in the SFSP the next year, funds may be used towards

the Sponsor's provision of other child nutrition programs. If the Sponsor does not provide any other program, the excess funds must be remitted to the DACS. Sponsors may **not** transfer excess funds to nonprogram operations or to increase salary or fringe benefit costs when the sole purpose of the increase is to reduce the food service program balance.

EE. Unallowable costs are costs for which program funds may not be used. They include, but are not limited to:

1. The cost for excess meals ordered or prepared but not served to eligible children, i.e., meals in excess of legitimate program adult meals and reimbursement meals, unless specifically approved by the DACS.
2. Meals served in violation of program requirements, e.g., meals served outside of the approved serving time, meals or components consumed away from the site, and second meals in excess of the two percent tolerance.
3. Rental costs for periods beyond the close-out date for program operation.
4. Any other costs incurred that the DACS determine to be in violation of applicable laws or regulations.
5. The cost to purchase food (including coffee, etc.) for use outside of the SFSP.
6. The cost of meals served to administrative adult personnel or any other adults who are not part of the food service operation.
7. The cost of spoiled or damaged meals.
8. For vended Sponsors, the cost of meals delivered by a food service management company to an unapproved site or for meals not delivered within the agreed-upon delivery time, meals served in excess of the approved capacity, spoiled or unwholesome meals, or meals that do not meet meal requirements or quality standards.
9. Bad debts, which are any losses arising from noncollectible accounts and other claims and related costs.
10. Repayment of overclaims and other federal debts.
11. Contributions or donations including contingency reserves, USDA-donated commodities and other donated food, labor, and supplies.
12. Fines or penalties resulting from violations of or failure to comply with federal, state, or local laws and regulations.
13. Entertainment and fundraising costs.
14. Interest on loans, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith.
15. Costs resulting from an under-recovery of costs under other grant agreements.
16. Direct capital expenditures or option to purchase rental costs for acquisition of land or any interest in land; acquisition or construction of buildings or facilities or the alteration of existing buildings or facilities; nonexpendable equipment of any kind; repairs that materially increase the value or useful life of buildings, facilities, or nonexpendable equipment; and other capital assets, including vehicles.

FF. Sponsors, upon request, must 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 three 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.

1. A review at the Sponsor level should involve a review of how the claim for reimbursement is assembled and a review of the records maintained by the Sponsor. Regardless of the specific administrative review procedures, all Sponsors must make their records available for review by the DACS and must implement all corrective actions recommended by the DACS. The results of an administrative review may affect the amount of reimbursement a Sponsor will receive.
2. Violations of program requirements may result in withholding or recovery of reimbursements, temporary suspension, or termination and exclusion from future program participation.
3. When the DACS finds violations during a site review, it will require the Sponsor to correct the problems found. If the DACS finds a high level of meal service violations at a site, it will immediately require the Sponsor to follow a specific corrective action plan. The DACS will initiate a follow-up system to ensure that Sponsors take the specific action (as outlined in the plan) for correcting site violations.
4. Failure to submit an acceptable corrective action plan may affect your future participation in the program.

## **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

**FFATA REQUIREMENTS.** Congress passed the FFATA in 2006 with the objective to promote open government by enhancing the federal government's accountability for its stewardship of public resources. This will be accomplished by making government information—particularly information on federal spending—accessible to the general public. Such information will be displayed in a single, searchable database entitled USAspending.gov. While USAspending.gov will be populated from existing federal government databases to the maximum extent possible, some of the required information can be developed only by establishing additional reporting requirements. This includes certain information on federal assistance programs.

Under FFATA, the DACS is required to include additional requirements in the terms and conditions of its grants to first-tier subgrantees. As a primary grantee, the DACS must report certain information on itself and on federal financial assistance provided to first-tier subgrantees. The Sponsor must obtain a Dun and Bradstreet Data Universal Numbering System number, register with the federal government's Central Contractor Registration System, and take other specified actions.

## **AUDITS**

**AUDIT REQUIREMENTS.** The DACS provides federal financial assistance to a variety of entities that must comply with all federal and state audit requirements including: the Single Audit Act of 1984, as amended, (31 U.S.C. 7501 et. seq.); Office of Management and Budget (OMB) Circular A-133; Catalog of Federal Domestic Assistance (CFDA); Audits of State, Local Governmental Units, and Non-Profit Organizations, as amended; and any other applicable law or regulation and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government. If the Sponsor is a local government or nonprofit organization and expends total federal awards of \$500,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, the Sponsor shall have an audit made in accordance with the provisions of OMB Circular

A-133.

If the nonprofit Sponsor expends less than \$500,000 of federal financial assistance during its fiscal year, the Sponsor is exempt from these audit requirements but is required to maintain records of federal financial assistance and to provide access to such records by federal and state agencies or their designees.

If the Sponsor is a nonprofit institution not subject to the provisions of the OMB Circular A-133, or is a for-profit organization, the Sponsor shall be subject to the audit requirements of the laws and regulations governing the program(s) in which it participates.

**PERIOD SUBJECT TO AUDIT AND AUDIT FREQUENCY.** A single audit or program-specific audit made in accordance with OMB Circular A-133 shall encompass the fiscal period of the Sponsor and shall be performed on an annual basis.

**SUBMISSION OF AUDIT REPORT TO THE STATE.** If a single audit, organization-wide, or a program-specific audit is made in accordance with the provisions of OMB Circular A-133, the Sponsor must submit the audit report within 30 days after the audit has been issued. The audit shall be completed and the report submitted no later than nine months after the end of the Sponsor's fiscal year. The Sponsor shall submit three copies of the audit report to:

Division of Food, Nutrition and Wellness  
Department of Agriculture and Consumer Services  
600 S. Calhoun Street, Suite 120  
Tallahassee, Florida 32399

All auditees shall submit a copy of the audit report to the Federal Auditing Clearinghouse in accordance with OMB Circular A-133, Section 320(d). The address for the currently designated clearinghouse is:

Financial Standards and Reporting Branch  
Office of Federal Financial Management  
Office of Management and Budget  
Washington, D.C. 20503  
Phone – (202) 345-3993

**GENERAL AUDIT PROVISIONS.** The Sponsor is responsible for obtaining the necessary audit in accordance with audit requirements of OMB Circular A-133.

The DACS reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by the DACS or federal agencies. Any such additional audit work will rely on work already performed by the Sponsor's auditor and the costs for any additional work performed by the federal or DACS will be borne by those agencies at no additional expense to the Sponsor. Audit working papers and audit reports shall be retained by the Sponsor's auditor for a minimum of three years from the date of the audit report, unless the Sponsor's auditor is notified in writing by the DACS or the appropriate federal agency to extend the retention period. Audit working papers shall be made available upon request to authorized representatives of the DACS, the federal agency, or the General Accounting Office.

CFDA reporting numbers are as follows:

Program	Federal Code	Federal Regulation	CFDA
SFSP	NSLA (42 USC 1751-69h)	7 CFR 225	10.559

SIGNATURE ON BEHALF OF SPONSOR: I certify, as a Sponsor of the SFSP, that our program(s) will operate according to our current Application/Site Information and Agreement.

Shelley Vana      5-10-12  
SIGNATURE OF CHIEF ADMINISTRATOR      DATE

Shelley Vana, Chair  
Palm Beach County Board of County Commissioners

\_\_\_\_\_  
PRINT NAME  
Palm Beach County Board of County Commissioners

\_\_\_\_\_  
NAME OF SPONSORING AGENCY/SPONSOR

**OFFICIAL USE ONLY**

Florida Department of Agriculture and Consumer Services

APPROVED BY: Mike Gresham      DATE: May 29, 2012  
Mike Gresham, Director of Administration

For agreement inquiries, contact:  
Program Administrator  
Division of Food, Nutrition and Wellness  
Florida Department of Agriculture and Consumer Services  
600 S. Calhoun Street, Suite 120  
Tallahassee, Florida 32399

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY  
Tammy K. Fields  
Tammy K. Fields, Senior County Attorney

**APPROVED AS TO TERMS  
AND CONDITIONS**

BY: [Signature]  
DEPARTMENT HEAD