



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Child Nutrition Services  
 Old Capitol Building, PO BOX 47200  
 OLYMPIA WA 98504-7200  
 (360) 725-6200 TTY (360) 664-3631

## SIMPLIFIED SUMMER FOOD PROGRAM FOOD DISTRIBUTION PROGRAM APPLICATION

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\_\_\_\_\_ (hereinafter referred to as the sponsor) applies to the Office of  
 (Legal Name of Sponsor)  
 Superintendent of Public Instruction (hereinafter referred to as OSPI) for participation in the Food Distribution  
 Program. Following are the policies/procedures/responsibilities that the sponsor must adhere to in the operation  
 of the Food Distribution Program in the Simplified Summer Food Program (SSFP):

1. The sponsor agrees to accept and order United States Department of Agriculture (USDA) commodity donated foods only in quantities that can be used within the period of operation of the Simplified Summer Food Program (SSFP). The sponsor agrees to receive and use donated foods as specified by federal and state regulations.
2. The sponsor agrees that OSPI shall contract with commercial warehouses and commercial truckers to distribute USDA donated foods to eligible SSFP sponsors. OSPI will reimburse the commercial warehouses and truckers, and will determine the storage and freight charges to be levied to each sponsor. Payment of these storage and freight charges are due within 30 days of the receipt of the invoice.
3. The sponsor agrees to maintain all records pertaining to transactions relating to receipt, disposal, and appropriate inventory controls of donated foods. All records required in this section shall be retained for a period of three years from the close of the federal fiscal year to which they pertain.
4. Sponsors may elect to participate in the Food Distribution Federal or State Processing Program. Cost of the processing and distribution of the end product will be borne by the sponsor. Participating sponsors agree to:
  - (a) Follow federal and state procurement rules in purchasing end products not bid by the State Agency.
  - (b) Release donated foods only to an OSPI approved processor.
  - (c) Maintain records to support purchase of processed commodity end products.
  - (d) Be held responsible to fulfill commitments to OSPI and processor.
5. The sponsor shall permit inspection by OSPI or USDA personnel of the storage facilities and any other areas used in handling donated foods. The sponsor shall also allow inspection of all records including financial records pertaining to the Food Distribution Program.
6. Food service management companies may use donated foods in the preparation of meals for eligible Local Education Agency (LEA) pursuant to a written contract which meets the requirements of 7 CFR 250.12(d). If a food service management company is used, the LEA agrees to submit a copy of the contract to OSPI annually. Private nonprofit sponsors are not eligible for commodities if contracting with a food service management company. Contracts shall provide that:
  - (a) Any donated foods shall ensure only to the benefit of the LEA's feeding operation.
  - (b) Proper inventory controls shall be maintained.
  - (c) All books and records of the food management company pertaining to the feeding operation of the LEA will be available for a period of three years from the close of the fiscal year to which they pertain for inspection and audit.

FOOD DISTRIBUTION PROGRAM AGREEMENT STATEMENT

The undersigned sponsor agrees to comply with the practice as set forth in 7 CFR Parts 250.1 through 250.48 that pertain to recipient agencies.

Simplified Summer Food Program Sponsor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Title \_\_\_\_\_