

# AGREEMENT TO FURNISH FOOD SERVICE

INSTRUCTIONS: This agreement should be used when contracting for food service between SFAs or outside entities that are not food service management companies (FSMCs).

The \_\_\_\_\_(Recipient) and the \_\_\_\_\_(Preparer) enter into this agreement to prepare meals.

***The site preparing the meals agrees to:***

1. Furnish meals as ordered during the period of \_\_\_\_\_(Beginning Date) to \_\_\_\_\_(Ending Date). Meals shall be prepared/served \_\_\_\_\_day(s) a week.
2. Provide meals that meet or exceed United States Department of Agriculture (USDA) requirements as set forth in program regulations.
3. Prepare meals in accordance with Oklahoma State Department of Health guidelines.
4. Provide the following meals to the receiving site.  
\_\_\_\_\_ Breakfast                      \_\_\_\_\_ a.m.  
\_\_\_\_\_ Lunch                              \_\_\_\_\_ a.m./p.m.  
\_\_\_\_\_ Snack                                \_\_\_\_\_ a.m./p.m.
5. Furnish meals in the following manner:  
\_\_\_\_\_ Meals will be served at receiving site.  
\_\_\_\_\_ Meals will be available for pick up.  
\_\_\_\_\_ Meals will be delivered to the receiving site.  
\_\_\_\_\_ Food will be portioned in bulk containers.  
\_\_\_\_\_ Site preparing the food will provide portioning utensils.  
\_\_\_\_\_ Site preparing the food will not provide portioning utensils.  
\_\_\_\_\_ Food will be portioned in individual serving containers.
6. Provide a food production record (Contract Meal Service Delivery Receipt) for the Recipient that documents each meal service, including the following information: complete menu and food items, quantities delivered, number of meals ordered/delivered, crediting information (Child Nutrition [CN] label and/or product formulation statement and/or recipe information, when applicable), and a signature indicating delivery of meals. The Preparer will also retain a copy of these food production records and make additional supporting documents available upon request (copy of CN label and/or product formulation statement or recipe information, when applicable). ***The Preparer is obligated to relay daily the correct portion size required for each bulk item (if applicable) along with the quantity of each bulk item that is delivered to the Recipient.***
7. Provide meals to the receiving site based on the number of meals ordered, with adjustments made as needed.
8. Do not claim reimbursement for all or part of the meals provided to the receiving site under any other program administered by the SDE.
9. Charge/invoice the receiving site, itemizing the number of child/adult meals provided and the total amount owed for each month that meals are provided.

***The site receiving the meals agrees to (Recipient):***

1. Inform the preparing site of the number of meals needed by the receiving site for each meal service. The preparation site will be notified of any adjustments in meals ordered within the predetermined time frame of \_\_\_\_\_.
2. Notify the preparing site of any children who may require special dietary considerations to fulfill their nutritional needs.
3. Pick up or accept meals for each meal service prepared within contractual requirements for the receiving site.
4. Serve meals to children/adults in accordance with Oklahoma State Department of Health guidelines.

**5. Reimburse the preparing site for meals at the following rates:**

- \$ \_\_\_\_\_ For each child's breakfast
- \$ \_\_\_\_\_ For each child's lunch
- \$ \_\_\_\_\_ For each child's snacks
- \$ \_\_\_\_\_ For each adult's breakfast
- \$ \_\_\_\_\_ For each adult's lunch
- \$ \_\_\_\_\_ For each adult's snacks

***For SFAs ONLY: Meal prices must be, at a MINIMUM:***

6. Lunch charge equals free reimbursement rate for lunch plus additional incentive payment plus the value of USDA Foods. See Schedule B in CARS system.
7. Breakfast charge equals free reimbursement rate for regular breakfast.
8. Snack charge equals free reimbursement rate for snack.

***I agree with all provisions of this contract.***

\_\_\_\_\_  
(Signature of Preparing Site)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Receiving Site)

\_\_\_\_\_  
(Date)

# CHILD MEAL PATTERN

<b>Breakfast</b> (Select all three components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Vegetables, Fruits, or Portions of Both<sup>4</sup></b>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
<b>Grains (oz eq)<sup>5, 6, 7</sup></b>				
Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched, or fortified, cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8, 9</sup>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

- <sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus Serve (OvS) is an option for At-Risk After-School participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>6</sup> Meat and Meat Alternates may be used to meet the entire Grains requirement a maximum of three times a week. One ounce of Meat and Meat Alternates is equal to one ounce equivalent (oz eq) of Grains.
- <sup>7</sup> Beginning October 1, 2021, ounce equivalents are used to determine the quantity of creditable grains.
- <sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
- <sup>9</sup> The minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. The minimum serving size for any type of ready-to-eat breakfast cereal is 1/4 cup for children aged 1-2; 1/3 cup for children aged 3-5; and 3/4 cup for children aged 6-12.

# CHILD MEAL PATTERN

<b>Lunch and Supper</b> (Select all five components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Large egg	1/2	3/4	1	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened <sup>5</sup>	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50 percent of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in Program guidance, or an equivalent quantity of any combination of the above Meat/Meat Alternates (1 oz of nuts/seeds = 1 oz of cooked, lean meat, poultry, or fish)	1/2 ounce = 50%	3/4 ounce = 50%	1 ounce = 50%	1 ounce = 50%
<b>Vegetables<sup>6</sup></b>	1/8 cup	1/4 cup	1/2 cup	1/2 cup
<b>Fruits<sup>6, 7</sup></b>	1/8 cup	1/4 cup	1/4 cup	1/4 cup
<b>Grains (oz eq)<sup>8, 9</sup></b>				
Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup

- <sup>1</sup> Must serve all five components for a reimbursable meal. Offer versus Serve (OvS) is an option for At-Risk After-School participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- <sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>9</sup> Beginning October 1, 2021, ounce equivalents are used to determine the quantity of the creditable grain.
- <sup>10</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

# CHILD MEAL PATTERN

<b>Snack</b>				
<b>(Select two of the five components for a reimbursable snack)</b>				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products <sup>4</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Cheese	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Large egg	1/2	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	1 Tbsp	2 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened <sup>5</sup>	2 ounces or 1/4 cup	2 ounces or 1/4 cup	4 ounces or 1/2 cup	4 ounces or 1/2 cup
Peanuts, soy nuts, tree nuts, or seeds	1/2 ounce	1/2 ounce	1 ounce	1 ounce
<b>Vegetables<sup>6</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Fruits<sup>6</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Grains (oz eq)<sup>7, 8</sup></b>				
Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold) <sup>9, 10</sup>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

- <sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>8</sup> Beginning October 1, 2021, ounce equivalents are used to determine the quantity of the creditable grain.
- <sup>9</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
- <sup>10</sup> Beginning October 1, 2021, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served.

# ADULT MEAL PATTERN

<b>Breakfast</b>	
<b>Food Components and Food Items<sup>1</sup></b>	<b>Minimum Quantities</b>
<b>Fluid Milk<sup>2</sup></b>	8 fluid ounces
<b>Vegetables, fruits, or portions of both<sup>3</sup></b>	1/2 cup
<b>Grains (oz eq)<sup>4,5,6</sup></b>	
Whole grain-rich or enriched bread	2 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	2 oz eq
Whole grain-rich, enriched, or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, and/or pasta	1 cup cooked
Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold) <sup>7,8</sup>	
Flakes or rounds	2 cups
Puffed cereal	2 1/2 cups
Granola	1/2 cup

- <sup>1</sup> Must serve three components for a reimbursable meal. Offer versus Serve (OvS) is an option for adult participants.
- <sup>2</sup> Must be unflavored lowfat (1 percent), unflavored fat-free (skim), flavored fat-free (skim). Six ounces (weight) or 3/4 cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.
- <sup>3</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>4</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the grains requirement.
- <sup>5</sup> Meat and meat requirements may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.
- <sup>6</sup> Beginning October 1, 2021, ounce equivalents (oz eq) are used to determine the quantity of creditable grains.
- <sup>7</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal).

# ADULT MEAL PATTERN

<b>Lunch/Supper</b>	
<b>Food Components and Food Items<sup>1</sup></b>	<b>Minimum Quantities</b>
<b>Fluid Milk<sup>2,3</sup></b>	8 fluid ounces
<b>Meat/Meat Alternates</b>	
Lean meat, poultry, or fish	2 ounces
Tofu, soy product, or alternate protein product <sup>4</sup>	2 ounces
Cheese	2 ounces
Large egg	1
Cooked dry beans or peas	1/2 cup
Peanut butter or soy nut butter or another nut or seed butter	4 Tbsp
Yogurt, plain or flavored, sweetened or unsweetened <sup>5</sup>	8 ounces or 1 cup
The following may be used to meet no more than 50 percent of the requirement: Peanuts, soy nuts, tree nuts, or seeds as listed in Program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	1 ounce = 50 percent
<b>Vegetables<sup>6</sup></b>	1/2 cup
<b>Fruits<sup>6,7</sup></b>	1/2 cup
<b>Grains (oz eq)<sup>8,9</sup></b>	
Whole grain-rich or enriched bread	2 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	2 oz eq
Whole grain-rich, enriched, or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta	1 cup cooked

<sup>1</sup> Must serve all five components for a reimbursable meal if not doing Offer versus Serve (OvS) .

<sup>2</sup> Must be unflavored lowfat (1 percent), unflavored fat-free (skim), flavored fat-free (skim). Six ounces (weight) or 3/4 cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.

<sup>3</sup> A serving of fluid milk is optional for suppers served to adult participants.

<sup>4</sup> Alternate protein products must meet the requirements.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be used.

<sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the grains requirement.

<sup>9</sup> Beginning October 1, 2021, ounce equivalents (oz eq) are used to determine the quantity of creditable grains.

<sup>10</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal).

## ADULT MEAL PATTERN

<b>Snack</b>	
(Select two of the five components for a reimbursable meal)	
Food Components and Food Items <sup>1</sup>	Minimum Quantities
<b>Fluid Milk<sup>2</sup></b>	8 fluid ounces
<b>Meat/Meat Alternates</b>	
Lean meat, poultry, or fish	1 ounce
Tofu, soy product, or alternate protein product <sup>3</sup>	1 ounce
Cheese	1 ounce
Large egg	1/2
Cooked dry beans or peas	1/4 cup
Peanut butter or soy nut butter or another nut or seed butter	2 Tbsp
Yogurt, plain or flavored, sweetened or unsweetened <sup>4</sup>	4 ounces or 1/2 cup
Peanuts, soy nuts, tree nuts, or seeds	1 ounce
<b>Vegetables<sup>5</sup></b>	1/2 cup
<b>Fruits<sup>5</sup></b>	1/2 cup
<b>Grains (oz eq)<sup>6,7</sup></b>	
Whole grain-rich or enriched bread	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1 oz eq
Whole grain-rich, enriched, or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/2 cup cooked
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8,9</sup>	
Flakes or rounds	1 cup
Puffed cereal	1 1/4 cups
Granola	1/4 cup

- <sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- <sup>2</sup> Must be unflavored lowfat (1 percent), unflavored fat-free (skim), flavored fat-free (skim). Six ounces (weight) or 3/4 cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.
- <sup>3</sup> Alternate protein products must meet the requirements.
- <sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>5</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>6</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the grains requirement.
- <sup>7</sup> Beginning October 1, 2021, ounce equivalents (oz eq) are used to determine the quantity of creditable grains. Grain-based desserts do not count toward meeting the grains requirement.
- <sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal).
- <sup>9</sup> Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is 1 1/2 cups for adults.





## Civil Rights Assurance

“The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (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 ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill 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, 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 that 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 USDA. This includes any Federal agreement, arrangement, or other contract that 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 Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.”