

2021-2022 Alternate Agreement

Under an Alternate Agreement, the contract must state that the Local Educational Agency (LEA) is relinquishing its authority to operate the specified School Meals Program(s) to the listed School Food Authority (SFA). The contract between the SFA and LEA must state that the SFA is accepting total legal and financial responsibility for the newly incorporated LEA's School Meals Program(s) at the specified sites as indicated. As such, the SFA may not charge the LEA for any operating costs nor require the LEA to make the SFA whole should they suffer a loss to the program. This agreement also includes paying over claims as a result of administrative reviews, distributing United States Department of Agriculture (USDA) Foods (formerly known as "Commodities"), complying with the Child Nutrition Program regulations, and operating one Non-profit School Food Service Account (NSFSA) for all the combined sites.

Given the LEA has relinquished its authority to run the School Meals Program, the LEA should not use the Food Service Fund (Fund 25) to record any transactions including revenue, expenditures, or transfers to and from the NSFSA in any capacity.

Alternate Agreements are valid for no more than one school year, July 1 through June 30, and must be approved by the Michigan Department of Education (MDE) prior to the start of the agreement.

Upon approval from MDE's Office of Health and Nutrition Services, School Nutrition Programs, an Alternate Agreement requires the SFA to incorporate additional specified LEA sites into its SFA school nutrition programs operation.

NOTE: This agreement can be used only for one LEA to transfer to an SFA the administration of the School Meals Program in **all** the LEA sites. For example, if the relinquishing LEA has five sites, it must transfer the School Meals Program(s) for all five of its sites to the acquiring SFA.

Application Process

The SFA must upload the Alternate Agreement in their School Nutrition Programs application for each site for which it has obtained authority.

Required Documents to Upload into SFA Application for Approval

All pages must be completed by both the LEA and the SFA and uploaded into the SFA's School Nutrition Program (SNP) Michigan Electronic Grants System Plus (MEGS+) application for MDE's approval. **This is the only document that can be used for the Alternate Agreement.**

Administrative Reviews

During the Administrative Review process, at least one (1) Alternate Agreement site will be required to be visited by an MDE analyst.

Professional Standards

When a new food service director is hired, this person must meet the hiring standards for the current SFA student enrollment category, plus the student enrollment of all LEA sites under the Alternate Agreement. Existing food service directors will be grandfathered in their current positions, regardless of whether they meet the new USDA hiring standards for their SFA.

Section 31a funds: Sec 31a (6)

School Breakfast Program Supplement: per Section 31a (6), LEAs operating a school breakfast program are to use up to \$10/student for the costs associated with the operation of this program. This is not an optional expenditure of section 31a funds. (For Public Schools and Public-School Academies). Please refer to the Frequently Asked Questions for further guidance: https://www.michigan.gov/mde/0,4615,7-140-81376_51051-43638--,00.html.

Michigan Department of Education
Office of Health and Nutrition Services

51070

Sponsor (SFA) Agreement Number _____
Manistee Area Public Schools
Legal Name of SFA (District, School, etc.) _____
Name of Contact Person (SFA) _____ Title (SFA contact) _____
Ronald Stoneman Superintendent
(231) 723-3521
Phone Number _____
550 Maple St. Manistee
Address of Sponsor (SFA) _____ City _____
MI 49660
State _____ Zip Code _____

519038477

LEA Agreement Number _____
Casman Alternative Academy
Legal Name of LEA (District, School, etc.) _____
Name of Contact Person (LEA) _____ Title (LEA contact) _____
Shelly VanVoorst Director
(231) 723-4981
Phone Number _____
225 9th Street Manistee
Address of Sponsor (LEA) _____ City _____
MI 49660
State _____ Zip Code _____

Casman Alternative Academy _____ (LEA) wishes to transfer authority of the list of sites
identified below to operate the specified School Nutrition Program(s) for the students of the LEA to
Manistee Area Public Schools _____ (SFA).

All legal and financial authority for operating the specified School Meals Program(s) for the students of the LEA at
the sites indicated below is hereby transferred to the SFA.

The SFA accepts total legal and financial responsibility for the LEA's specified School Meals Program(s). As such, the
LEA may not charge the SFA for any operating costs nor require the SFA to make the LEA whole should they suffer
a loss to the program.

Given the LEA has relinquished its authority to run the School Meals Program, the LEA should not use the Food
Service Fund (Fund 25) to record any transactions including revenue, expenditures, or transfers to and from the
NSFSA in any capacity.

This agreement also includes paying over claims because of Administrative Reviews, distributing USDA Foods, and
complying with program regulations.

Michigan Department of Education
Office of Health and Nutrition Services

LEAs, including CEP-eligible LEAs, shall use Section 31a funds in an amount not to exceed \$10.00 per economically disadvantaged students for whom the LEA receives Section 31a funds to pay for costs associated with the operation of the school breakfast program [Sec. 31a (6)]. Casman Alternative Academy (LEA) must provide Manistee Public Schools (SFA) up to \$10 per economically disadvantaged student of 31a funds to be used for the School Breakfast Program. Agreed upon amount per student: \$ 1.0 (For Public Schools and Public-School Academies).

The LEA hereby relinquishes its authority to operate the specified School Meals Program(s) to the SFA.

LEA sites that are being transferred to the SFA are listed below. If additional space is needed, attach additional sheets.

1a. Official Name of Site: Casman Alternative Academy
1b. Address of Site: 225 9th Street, Manistee MI 49660
1c. MDE Site Number: 519038477

2a. Official Name of Site: _____
2b. Address of Site: _____
2c. MDE Site Number: _____

3a. Official Name of Site: _____
3b. Address of Site: _____
3c. MDE Site Number: _____

4a. Official Name of Site: _____
4b. Address of Site: _____
4c. MDE Site Number: _____

5a. Official Name of Site: _____
5b. Address of Site: _____
5c. MDE Site Number: _____

The Sponsor (SFA) will be responsible for ensuring that the food service operation is in conformance with all Federal and State regulations that are applicable to the National School Lunch Program, School Breakfast Program, and Special Milk Program.

The Sponsor (SFA) signature must be an official who is authorized to legally bind this entity.

Sponsor (SFA) Contact (Signature): Donald G. Stemann (Title): Superintendent (Date): 8/31/21
LEA Contact (Signature): Marianne (Title): Director (Date): 8-31-21

Alternate Agreement

MDE 05/2021

**School Food Authority (SFA)
Terms of Agreement**

Check all that apply:

- ☒ National School Lunch Program
☒ School Breakfast Program
☐ Afterschool Snack Program

- ☐ Fresh Fruit and Vegetable Program
☐ Special Milk Program

1. Program Administration:

Who will distribute the Free and Reduced-Price School Meal Applications to each household?
Casman Academy, with 85% Direct Certified students will be participating in CEP this year. Casman will be responsible to have their families complete the Household Information reports and give them to MAPS Board Office. As students enroll they will need to complete the Household Information Form, as supplied by Casman.

2. Who will be responsible for running the Direct Certification Report at least three times a year? For non-public schools there must be a person responsible for uploading enrollment prior to running the report.

Casman Academy will be responsible for running the Direct Certification Report every month and forwarding a copy to Sara Schubert & Keri Carlson so that we may check Meal Magic POS for accuracy in student benefit. Casmans DC will then be uploaded into Meal Magic.

3. Who will process the School Meal applications including determining eligibility and the household information reports (Approval Official), notifying applicants (letters to households), completing verification requirements (Verification Official), providing a Hearing (Hearing Official), and updating eligibility changes (updating the free and reduced list)?

Manistee Area Public Schools, will receive the Household Information Reports from Casman. Because Casman will be participating in CEP there is no need for verification.

4. Who will verify the Prototype Documentation used (free and reduced applications, letters to households, etc.) is approved by MDE or is the MDE Prototype?

Manistee Area Public Schools will upload the MDE Prototypes into Meal Magic & and send to families so we know the forms are approved MDE prototypes.

5. Where and how will point-of-service counts by eligibility category be obtained and who will record and report these counts?

Manistee Area Public Schools will keep track and record the counts on production records. Casman Academy will be responsible to call in daily meal counts into the satellite kitchen. Casman will need to keep daily meal count sheets for CEP accountability, to be sure there are no double meals for participating students.

6. How will the SFA compile the monthly claim for reimbursement for the LEA sites before it is submitted to Michigan Department of Education? Who will perform the required attendance-adjusted eligible edit check?

Director of Nutrition Services at Manistee Area Public Schools will compile the monthly claim form information from Meal Magic or compile the Meal Count Forms for reimbursement. MAPS will also contact Casman Academy monthly to request the enrollment count.

Michigan Department of Education
Office of Health and Nutrition Services

7. What will be the policy for reconciling any differences that may exist between days that school is in session and how meal service may be affected?

If any differences exist between days that the Districts are in session Manistee Nutrition Department will still provide breakfast & lunch to Casman.

8. School Meals Program records and Free and Reduced-Price School Meal Applications must be kept on file for three years plus the current school year. Where will records be stored?

All records will be stored at the Manistee Area Public School Board of Education Office.

9. How will student required involvement in the school meals programs (e.g., advisory groups, taste panels, surveys, menu planning, wellness policy committee) be handled?

Casman will survey students and when possible we, Manistee Area Public Schools will try to accommodate accordingly.

10. Food Safety Program/Food Safety Inspections:

Who will be responsible for the overall written Food Safety Plan, based on Hazard Analysis Critical Control Point (HACCP) principles, in all locations outside of the cafeteria where food is stored, prepared, or served?

Manistee Area Public Schools

Who will be responsible for obtaining two food safety inspections for each licensed site each school year?

Casman Alternative Academy will be responsible for obtaining two food safety inspections for its licensed site each school year.

Who will be responsible for posting the most recent inspection in a publicly visible location at each licensed building site?

Casman Alternative Academy will be responsible to post the most recent inspection in a publicly visible location within its licensed site.

11. Professional Standards:

Who is responsible for assuring all hiring and training standards meet USDA Professional Standards requirements for the LEA?

Casman Alternative Academy is responsible for hiring its staff & meeting the USDA Professional Standards including training.

12. Financial Requirements:

How will meal prices be set, and the Paid Lunch Equity provisions be implemented?

Manistee Area Public Schools will be responsible for completing the Paid Lunch Equity Tool and Casman meal prices will set in conjunction with Manistee Area Public Schools.

13. How will Nonprogram Foods (food and beverages sold to students during the school day that are not part of the reimbursable meal) be priced, implemented and monitored? How will adult meal prices be set?

Non Program foods will be implemented & monitored by Casman.

14. Who will collect money/sell tickets to students and adults? And how will those daily deposits be handled by the SFA? What will be the policy for meal charges and is this policy acceptable to both SFA sites and the additional LEA sites? What will the bad debt policy be and who will be responsible for making food service whole for any bad debt?

Casman will collect money from all Adults as the students qualify for CEP. Casman will take the money to Manistee Area Public Schools. The Director of Nutrition Services will deposit money into the perspective lunch accounts and take the funds to the bank for deposit. Keeping all deposit records for 3 years plus the current year. Casman is responsible for all meal charges accrued yearly and will pay all charges in full at the end of each school year to Manistee Area Public Schools Nutrition Department.

15. Who is responsible for ensuring the fiscal requirements of operating the school meals program are met? Including but not limited to: Financial Information Database School Meals Report, Single Audit, maintaining a restricted Non-profit School Food Service Account (NSFSA), allowable costs and indirect costs, Net Cash Resources limitations, prior approval of equipment and capital outlay requests.

Manistee Area Public Schools, Business Office will ensure the fiscal requirements of operating the school meals program.

How will existing fund balances be handled? At the merge and at the end of the agreement.

All existing fund balances for students will be reimbursed to families or carried over depending on the students attendance plan for the next school year. All existing fund balances for adults will be refunded or carried over depending on the employment status of those adults for the next school year.

How will equipment purchases be handled?

All equipment owned by Manistee Area Public Schools will be purchased by Manistee Area Public Schools. All equipment owned by Casman Alternative Academy will be purchased by Casman Alternative Academy.

Cancellation Requirement:

16. Terms regarding cancellation rights by either the SFA or LEA should be discussed and documented, should an unforeseen problem arise. Minimum 60-day notice is recommended. Please describe cancellation terms:

If any unforeseen problems arise between Manistee Area Public Schools or Casman Alternative Academy each will give notice of the problem to see if a solution to the problem can be found. If either party can not come up with a resolution or the problem persists a minimum of 60 day written notice will be given to both parties regarding termination of the Alternate Agreement.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at **USDA Office of Assistant Secretary for Civil Rights Discrimination Complaint Filing**¹, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call **(866) 632-9992**. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The School Nutrition Programs are federally funded through the USDA and administered by MDE.

¹ <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>