

THE CNP PERMANENT AGREEMENT

(FOR SFSP SPONSORS)

1. On October 1, 2009, the Indiana Department of Education implemented **Permanent Agreements** for all Institutions participating in Child Nutrition Programs. All Institutions participating in the Summer Food Service Program (SFSP) will have a permanent agreement instead of a yearly contract.

As a part of the SFSP application process all sponsors must mail **2 copies** of your **Permanent Agreement** to the State Agency. Only sponsors currently enrolled in the Child and Adult Care Food Program will be covered by the permanent agreement they have already signed with the State Agency.

The new agreement is an eight page document and is permanent. After this year, you will no longer need to renew your **Permanent Agreement**. It can, however, be terminated by the institution or the State Agency. Be sure and read the **Permanent Agreement** completely—it is new to everyone. **next slide**

2. The first thing you will do is enter the LEGAL name and address of the institution. This should be the name that is registered with the Indiana Secretary of State to conduct business in Indiana. Enter the Federal Employer ID Number for your organization. This information goes in the two blue boxes you see on the screen.

State Agency staff will enter the Sponsor ID Number and the effective date. However, returning sponsors may enter your Sponsor ID Number in the area on the screen marked with the green box. **next slide**

3. The **Permanent Agreement** will be used by all of the child nutrition programs. Note that each program has additional documents which become part of the agreement. For the Summer Food Service Program these include CNP web sponsor info, administrative and operating budget, CNP web site info, policy statement/news release and appeal procedures. **next slide**
4. You must indicate which program you will be operating on this section of the agreement. Mark an X in the correct box indicating the sponsor type which describes you. For example, a private non-profit sponsor would put an X in the box outlined in red.

If your Institution is a School Food Authority (SFA) all applicable boxes for various programs must be marked with an X. For example, if a school corporation participates in the National School Lunch Program, School Breakfast Program, Special Milk Program, Food Distribution Program and Summer Food Service Program each box must be marked with an X.

If you currently participate in the Child and Adult Care Food Program, your sponsorship in the Summer Food Service Program is covered under the Permanent Agreement you already signed with the State Agency.

If you have questions about this section, contact Tina Skinner, SFSP Specialist, by phone at (317) 232-0858 or by email at (tskinner@doe.in.gov) or Julie Sutton, Coordinator of School and Community Nutrition Programs at (317) 232-0872 or by e-mail at (jsutton@doe.in.gov) or call toll free at (800) 537-1142. **next slide**

5. The bulk of the Permanent Agreement consists of definitions; termination conditions; rights and responsibilities of the State Agency and the Institution; assurance of Civil Rights compliance; Equal Employment Opportunity clause; and certification regarding lobbying. Be sure to read this information carefully. Note that Federal regulations, federal and state policy, and other information is part of the agreement by reference.
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6. Page 8 includes the signature section. Signatures must be original and in ink. Photo copies and stamped signatures will not be accepted.

Note the area in the blue box. Enter the legal name of the institution. This will be the same name you entered on the first page. For a School Food Authority or any other public sponsor, an authorized representative for the institution will need to sign the agreement.

The authorized representative is the person who is administratively and financially responsible for the operation of your organization.

In case of a private, non-profit organization, a head of the agency must sign the agreement.

Finally, type or print the name and title of the person who signed the document and the date the agreement was signed. **next slide**

7. Each organization will be required to submit TWO copies of the **Permanent Agreement** to the State Agency as part of your SFSP application package. Both copies must have the original signature.

Once we have obtained the signature of Dr. Tony Bennett, Superintendent of Public Instruction, one of the copies will be mailed to you with the program approval letter. One copy will be maintained in a permanent file with the State Agency.

It is absolutely mandatory that each organization keeps the CNP agreement in a place with permanent records, as it will not be updated unless there are significant changes.

Be sure to contact the State Agency if you have questions about this document.
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8. You are now at the end of this on-line slide show. You will need to click the Back Button in the upper left hand corner of your screen page to return to the SFSP home page to choose another slide show presentation.