

Acknowledgement for Contract Renewals

By submission of the contract renewal documents, the School Food Authority (SFA) of **Ithaca Public Schools** acknowledges its responsibilities as outlined in the food service contract including the overall operational and financial responsibility for the Child Nutrition Programs.

The SFA certifies it has carefully examined its food service contract and the following Michigan Department of Education (MDE) administrative policy memorandums:

1. School Year (SY) 2014-2015 Food Service Administrative Policy Memo No. 11 on Material Changes in Food Service Contracts
2. SY 2014-2015 Food Service Administrative Policy Memo No. 12 on Oversight and Monitoring Food Service Contracts
3. SY 2014-2015 Food Distribution Administrative Policy Memo No. 1 on Proper Crediting of USDA Donated Foods Value

Additionally, the SFA acknowledges it is required to conduct monthly (or at least quarterly) invoice reconciliations of their food service contract to ensure they are in compliance with Federal law.

The SFA certifies staff of **Ithaca Public Schools** directly and independently conducts reconciliations of food service contract invoices to verify usage and crediting of USDA Foods; allowable costs; the accuracy of fees and/or per meal charges; as well as the application of proper purchase rebates, discounts, and credits in accordance with the district's type of food service contract.

The SFA further acknowledges it may be required to submit copies of any and all books and records pertaining to the food service contract including but not limited to: food service contract invoices with supporting documentation from the FSMC or Vendor, internal SFA reconciliation materials, distributor invoices, and all other related documents.



Signature of SFA Representative

6-18-15
Date

NATHAN M BOOTZ

Name of SFA Representative