

**SY2018-19 Annual Renewal of Services
Super Co-Op
A California USDA Foods Cooperative**



Member District: _____

Please check (✓) your response:

	We plan to CONTINUE membership with Super Co-Op for SY2018-19.
	We do NOT plan to continue membership with Super Co-Op for SY2018-19. What alternate USDA Foods delivery method do you plan to use? _____

Santa Clarita Valley School Food Services Agency is the Lead Agency of the Super Co-Op with authority to contract for USDA Foods and related services on behalf of Member Districts.

The parties agree as follows:

1. Both parties must remain eligible for receipt of United States Department of Agriculture donated commodity foods (USDA Foods) as determined by the California Department of Education, Nutrition Services Division.
2. Both parties are responsible for compliance with USDA and the California Department of Education, Nutrition Services Division policies and regulations.
3. SY2018-19 Fees:
 Membership Fees are paid by Member District directly to the Lead Agency, billed in July 2017.
 Annual Renewal Fee beginning the 2nd year of membership shall be 0.3% of the current year USDA Foods estimated entitlement.
 State Administrative Fee of \$0.90 per case/unit of USDA Foods direct delivery and diverted to processors.
 Delivery fees as per member district selected distributors.
 All fees subject to change, as approved by the Super Co-Op Governing Council.
 Member District agrees to remit all Super Co-Op fees promptly upon receipt of invoice.
4. Member District agrees to abide by the current Super Co-Op Governing Rules as approved by the Governing Council.
5. Member District agrees to maintain general liability, property damage, workers' compensation, auto insurance, and any other insurance as required to protect the parties' interests regarding the USDA Foods received and stored.
6. Member District shall respond to pre-planners and offerings promptly.
7. Member District shall read all correspondence from the Super Co-Op and respond promptly as indicated.
8. Member District shall maintain accurate contact information with the Super Co-Op to assure proper routing of invoices and correspondence.
9. Member District agrees to complete the annual Food Distribution Program Annual Commodity Contract Packet in CNIPs when notified by the California Department of Education, typically in May.

10. Member District agrees to verify Value Pass Through (VPT) for all processed USDA Foods purchased and monitor entitlement balance ensuring that processed product is reported correctly by distributors and processors. Discrepancies shall be addressed promptly with USDA Foods distributor and/or processor.
11. Termination of the Assignment of USDA Foods shall be made in writing to the Lead Agency no later than December 10 to take effect the following June 30.
12. Provide current contact information for three (3) individuals at your district/agency:

Nutrition Services Director	
Name	
Title	
Telephone	
Email	

Accounts Payable Contact	
Name	
Title	
Telephone	
Email	

Additional Contact for USDA Foods management	
Name	
Title	
Telephone	
Email	

By signing this, I certify that I am an authorized representative of the Member District and agree to adhere to the terms specified herein.

Member District	
Signature	
Print Name	
Title	
Date	

Lead Agency – Santa Clarita Valley School Food Services Agency	
Signature	
Print Name	Dr. Lynnelle Grumbles
Title	Chief Executive Officer
Date	

Return signed copy by December 1, 2017 to Lynnelle Grumbles at the Lead Agency.
LGrumbles@scvsfsa.net Phone (661) 295-1574 x103 Fax (661) 295-0981