

MEMORANDUM of UNDERSTANDING
BETWEEN
Charter School Institute School Food Authority AND School

I. INTRODUCTION

School hereby enters an understanding regarding the operation of Child Nutrition Programs under the Charter School Institute's (CSI) School Food Authority beginning July 1 of each school year and ending June 30 of each school year. The School and CSI shall adhere to the roles and responsibilities contained in the provisions set forth herein.

II. AUTHORITIES

CSI serves as a School Food Authority (SFA), a governing body with the legal authority to operate a nonprofit food service program in schools. The CSI SFA applies to receive federal Child Nutrition Program funding and administers those funds to participating schools in accordance with all applicable State and Federal Laws, as well as the CSI SFA rules, policies and procedures pertaining thereto, including the authorization of the Charter School Institute to act as a School Food Authority for School pursuant to CRS 22-30.5-104(7)(b) and CRS 22-32-120.

III. PURPOSE

This document constitutes an agreement between the CSI SFA and School. The purpose of this Memorandum of Understanding (MOU) is to solidify the roles and responsibilities of each party for operating the Child Nutrition Programs under the CSI SFA.

IV. RULES, REGULATIONS, AND POLICIES

School agrees to abide by the below rules, regulations, and policies for programs their school is participating in.

- a. **Code of Federal Regulations:** [Child Nutrition Programs](#)
- b. **CSI Child Nutrition Programs Handbook:** The Child Nutrition Handbook contains the school requirements for the National School Lunch Program and School Breakfast Program. Please refer to handbook under the *General Resources/Memorandum of Understanding* section of the SFA webpage: <https://resources.csi.state.co.us/school-food-authority/>

- c. **Primero Edge Instructional Resources:** The Primero Edge Instructional videos and quick guides contain detailed instructions on the daily operations within the Primero Edge software system. CSI will provide access to these video/resources as needed.
- d. **Additional Nutrition Program webpages:**
 - i. **[Fresh Fruit and Vegetable Program \(FFVP\)](#):** The Fresh Fruit and Vegetable Program (FFVP) webpage provides eligibility information on providing fresh fruits and vegetables to students during the school day.
 - ii. **[Afterschool Care Snack Program](#):** The Afterschool Care Snack Program webpage provides USDA requirements for eligible programs serving snacks to children that may be claimed for reimbursement.
 - iii. **[Summer Food Service Program](#):** The Summer Food Service Program (SFSP) webpage provides CDE and USDA requirements for offering nutritious meals for children 18 years and younger during the summer.
 - iv. **[Emergency Food Service Programs](#):** The Emergency Food Service Programs allow school food authorities participating in the NSLP or NSBP to provide free summer meals to children in low-income areas during the traditional summer vacation periods and, for year-round schools, during school vacation periods longer than fifteen school days.
 - v. **[Community Eligibility Provision](#):** The Community Eligibility Provision webpage provides the USDA requirement for participating in the Community Eligibility Provision.
- e. **Wellness Policy:** Each school participating in Child Nutrition Programs under the CSI SFA is required to adhere the CSI Wellness Policy at minimum. Schools can elect to develop a school level wellness Policy by establishing a Wellness Committee and a school-level wellness policy. If this is done our policy needs to be used as a template as the regulations in the CSI policy have to be present to be compliant with USDA regulations. The CSI Wellness Policy promotes healthy behaviors along with a healthy school environment and satisfies the Healthy Hunger Free Kids Act of 2010. Please refer to the Wellness Policy resource under the *General Resources/Memorandum of Understanding* section of the CSI SFA webpage: <https://resources.csi.state.co.us/school-food-authority/>
- f. **CSI Nutrition Programs Training:** All staff working in meal programs must complete the required annual online trainings, which cover the necessary topics for school staff to effectively implement and operate the Child Nutrition Programs according to state and federal regulations as well as CSI requirements. These trainings are released each summer. For new employees this training must be completed within 30 days of hire. If the school is not compliant with

training requirements, CSI reserves the right to not claim reimbursement or to withhold reimbursement until the school staff fulfill the required training.

V. RESPONSIBILITIES OF THE PARTIES

a. Student Information Systems (SIS)

The CSI SFA and School will work collaboratively to create student accounts in the CSI SFA's nutrition system. Student accounts are created using data files exported from the school's SIS. An automatic, nightly import will be set up between the SIS and Primero Edge. Please refer to the CSI Nutrition Handbook for information on the SASID.

The school will update its SIS with correct household information (addresses and email address) at least quarterly beginning in July.

b. Free and Reduced Applications/FEDS Forms

The CSI SFA will provide Meal Benefit Application training and example application materials for school staff to reference in assisting households with completion.

The CSI SFA will provide school access to the online application site for the school year in July. Paper Meal Benefit Application forms will also be available on an as needed basis. School is responsible for collecting any paper forms received at the school site and entering them into Primero Edge and keeping them in a locked drawer for five years. School must avoid overt identification in this process.

The school is responsible for making online Meal Benefit Applications/FEDS Forms available to all households (computers at registration, computers at back-to-school night, etc). The school is responsible for providing parents with online application link and instructions for selecting the correct SFA. If Chromebooks are needed, notify CSI to check out computers for the event.

The CSI SFA will review and determine application statuses for all Meal Benefit Applications within ten business days of receipt. Once the student's account has been activated, the application status will be extended to the student. and the household will be notified of the determination of benefits via written letter or email. If an email is provided to Primero Edge, it will be emailed, if not CSI SFA will send the letter to the school to share with the family.

The CSI SFA will process all applications at face value and contact households with incomplete applications email. Households are then responsible for contacting CSI to provide the missing information.

c. Systems Reports

The CSI SFA will provide a Template in Primero Edge for schools to run their Percent of Applications complete at the school, unless the school requests in writing to opt in to CSI sending a biweekly report.

The school can request additional reports from the CSI SFA, which contain current application summaries and general statuses at any time during the year via email. The CSI SFA requests two business days to process these requests, especially during the start of the school year.

VI. Primero Edge Point of Sale Computer Program

The CSI SFA maintains the Primero Edge Point of Sale system, which is used to account for meal counts, student balances, and claims for reimbursement.

The CSI SFA will provide one in-person or online training course before the first day of school for new staff and as requested in the event of staff turnover.

School will ensure the appointed staff member, and the backup staff member are fully engaged in the training.

The school will appoint a staff member responsible for entering meal counts each day, entering student payments, and submitting claim information to CSI as well as one backup staff member.

VII. The CSI SFA agrees to perform the following responsibilities:

- i. Provide technical and administrative support for the Primero Edge Point of Sale program.
- ii. Provide online training for Child Nutrition Programs compliance.
- iii. Provide one in-person or online training on the Primero Edge Point of Sale system before the start of school.
- iv. Carry over previous school year student statuses (if applicable) for thirty school days.
- v. Review and determine status for all Meal Benefit Applications within ten business days of receipt and complete Direct Certification per CDE guidelines.

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- vi. Perform site reviews to ensure compliance with Child Nutrition Programs
- vii. Submit monthly claims for reimbursement within a timely manner. CSI SFA will withhold .16 per breakfast, .24 per lunch and .11 per snack if applicable as a fee for services. A 3% fee per claim will be withheld for Fresh Fruit and Vegetable Program.
- viii. Maintain all contracts relevant to the Child Nutrition Programs operation.
- ix. Set up meal prices and charging policy settings (if applicable) in the Primero Edge Point of Sale system.
- x. Import previous school year's student statuses and account balances (if applicable)

VIII. School agrees to perform the following responsibilities:

- i. Appoint a staff member who is responsible for oversight of the Child Nutrition Programs operating at the school site to communicate directly with the CSI SFA. This will be done in Epicenter.
- ii. Appoint a staff member who is responsible for recognizing reimbursable meals and entering counts into Primero Edge Point of Sale daily.
 - 1. Staff members can commit to the time it takes to complete task including being present during the entire meal service.
 - 2. An alternate staff member is appointed as backup for Primero Edge Point of Sale if the original staff member is unavailable.
- iii. Appoint a staff member who is responsible for receiving Meal Benefit Applications from households and forwarding the applications to the CSI SFA.
- iv. Under Healthy School Meals for All, provide free meals to all students who would like a meal.
- v. Provide online Meal Benefit Application information to households. This includes sending meal benefit status letters after their application has been processed or directly certified as needed.
- vi. Submit monthly claim paperwork (Edit Checks) to CSI for reimbursement by the established deadline.
- vii. Provide mealtimes, meal prices as well as charging policy, if applicable, for the upcoming school year to the CSI SFA in writing by June 5.
- viii. Provide the CSI SFA with an approved copy of their school calendar by April 15.
- ix. If applicable, facilitate communication between the previous SFA and the CSI SFA for export of previous school year's student statuses and account balances.
- x. Verify student statuses and balances with the results of the import in the Primero Edge Point of Sale program; and
- xi. Submit a complete copy of the EFT Direct Deposit Authorization Form to CSI Financial Services by July 15 to establish and receive electronic transfers monthly of reimbursement payments.

- xii. Appoint staff to complete menu planning, production records, and temperature capture using Primero Edge system if self-operational site.
- xiii. Schools must submit full documentation of food temperature logs, equipment temp logs, sanitation logs, receiving logs, and production logs to CSI. Documentation must be turned in no later than the 6th of each month. If required documents are not submitted each month, CSI retains the right to not claim reimbursement or withhold meal reimbursements until it is received and verified. Withholding or not claiming meals will take place for the month the logs are missing. i.e., April records are not complete then withholding or not claiming the meals will happen in April.
- xiv. Be responsible for all vendor payments.
- xv. Contract directly with vended meal service providers and shall utilize vendors for whom have submitted a proposal in response to the CDE approved RFP.

If a school establishes a history of non-compliance with the requirements and is unable to manage these requirements, the CSI SFA retains the right to modify this agreement at any time during the year by formal notice to the school leader, kitchen manager, and board.

In the event the school wants to terminate its contract with the CSI SFA, the school must notify the CSI SFA in writing and provide a specific date for the withdrawal. The school would be responsible for turning in all documentation/record keeping prior to termination to receive their reimbursement payments. (There may be a fee for Primero Edge software depending on date of termination).

- xvi. The school is responsible for paying the annual administrative fee for participating in the SFA. This fee is based on the administrative overhead costs for actual and reasonable costs incurred by the Institute because of its performance of its obligations as the SFA. The fee obligation contained herein will be from year -to-year only and will not constitute a multiple fiscal year or indirect financial obligation of the school. The fee is set at \$5,500. The school will be invoiced at the beginning of the fiscal year and payment will be due in September. Within ninety days after the end of each fiscal year, the Institute shall complete a reconciliation of budget to actual costs. If there is a material variance (+/-10%) CSI will work with the school to reconcile, by credit or debit as applicable.

IX. TRAVEL AND TRAINING

The CSI SFA will provide an annual in-person or online training course to all staff that will have access to the Primero Edge Point of Sale system. During this training, all people

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involved will have each other's undivided attention. Schools will have access to online, on-demand training throughout the year. Additional requests for in-person training by CSI staff should be directed to the Director of School Nutrition and will be approved as time and resources allow.

The CSI SFA will provide online or in-person training each July/August. A training schedule will be given to each school which covers the applicable required training for the school's operation. Trainings are to be completed by school staff members responsible for areas of the Child Nutrition Program. The School Nutrition Contact that is listed in Epicenter is responsible for ensuring the training courses are completed prior to the first day of school by the appropriate staff members. For new employees this training must be completed within 30 days of hire. If the school is not compliant the CSI SFA reserves the right to not claim reimbursement or to withhold reimbursement until the training requirements are compliant. School staff are required to complete Civil Rights training and must sign a disclosure statement if using Primero Edge prior to the start of the school year. In addition, all staff members will complete the appropriate number of Continuing Education hours per the School Nutrition Association. The CSI SFA must be updated on all staff changes as they occur.

- X.** Per the Food Code all schools that prepare food onsite will have at least two people per site trained to be a Certified Foodservice Manager. CSI SFA staff will be available to answer questions about this and to assist with training options.

XI. SFA HANDBOOK, Wellness Policy, and KEY SFA DATES-

A copy of the SFA handbook, Wellness Policy and School Food Authority Key Dates can be found on the CSI SFA webpage under the *General Resources/Memorandum of Understanding* section. By signing this document, you attest that you have read the handbook, CSI Wellness Policy and key dates document and assume the division of responsibility for the operation of your school's Child Nutrition Programs. You understand not complying with the requirements laid out could result in corrective action from the CSI SFA.

XII. CONTACTS

	Name and Title	Phone Number	Email Address	Responsibilities
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CSI Contact	Ilene Agustin, School Nutrition Manager	(C)720-765- 2981	IleneAgustin@csi. state.co.us	Oversees Nutrition Department. Also assists with Procurement, Health Department questions, Capitol Equipment and kitchen design, Afterschool Snack, Summer Feed, CDE application and questions about joining the SFA.
CSI Contact	Maggie Necaise, School Nutrition and Data Specialist	(C)720-357- 7435	MaggieNecaise@c si.state.co.us	Oversees Free and Reduced Direct Certification, Verification, Wellness Policy, Professional Development, Grants, and Food Safety.
CSI Contact	Maggie Smart, School Nutrition Specialist	(720)765- 8336	MaggieSmart@csi .state.co.us	Oversees Menu Planning, Smart Snacks and Fundraisers, FFVP, Farm to School, Special Dietary Needs, Commodities and Grants.

XIII. SIGNATURES

X		Senior Director of Finance	4/15/25
	Signature, CSI Finance/Controller	Title	Date
X		School Nutrition Director	4/15/25
	Signature, CSI SFA	Title	Date
X			
	Signature, Head of School	Title	Date
X			
	Signature, Nutrition Contact	Title	Date