

LETTER OF AGREEMENT

BETWEEN: Lehigh Career & Technical Institute (LCTI)
and
Southern Lehigh School District (District)

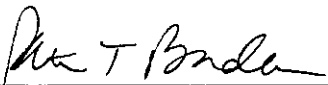
SUBJECT: National School Lunch Program Coordination

DATE: March 1, 2017

The Lehigh Career & Technical Institute (LCTI) and the Southern Lehigh School District (District) agree to the following provisions effective August 28, 2017. This agreement shall remain in full force and effect until such time as it is changed by written notice by either party:

- 1/ The LCTI agrees to be the school food authority of record and submit the aforementioned site for approval to the Department of Education. The LCTI further agrees to operate the program in compliance with current federal and state regulations appropriate to the program and to be liable for any financial sanctions imposed based on findings identified as the result of review or audit.
- 2/ The LCTI agrees to submitting the necessary paperwork to the P.D.E. for approval into the National School Lunch Program.
- 3/ The LCTI agrees to the counting of meals at the point of service.
- 4/ The LCTI agrees to ensure that all meals claimed for reimbursement contain all required components.
- 5/ The LCTI agrees to submit the monthly claim for reimbursement.
- 6/ The LCTI agrees to accept fiscal responsibility for the program.
- 7/ The District agrees to: Distribution of applications for Free and Reduced Meals to the parents of students attending the LCTI, review, approve or deny applications, establish a fair hearing procedure, and to include these applications in the applicable verification process. Also, the district agrees to get LCTI copies of current approved student applications within 2 business days of application approval/verification.
- 8/ It is agreed if LCTI does not receive a student's current application by the home school's 30th school day of each year, LCTI will not honor the student's status as a free or reduced student until a copy of the current application is received by LCTI.

AGREED:



LCTI Business Administrator,
Patricia T. Bader

(BLUE INK PLEASE)

Southern Lehigh School District Business Manager,
Jeremy Melber

(BLUE INK PLEASE)