

FISCAL YEAR 200

**LOCAL EDUCATIONAL AGENCY (LEA)/FOOD SERVICE MANAGEMENT COMPANY (FSMC)
RENEWAL ADDENDUM CHECKLIST**

Local Educational Agency _____ FSMC _____

Agreement # _____

Submit the following documents:

A. ADDENDUM

ONE ORIGINAL FOOD SERVICE MANAGEMENT COMPANY ADDENDUM THAT INCLUDES:

- effective date of addendum
- ORIGINAL** signatures for each signing party
- ORIGINAL** dates of execution for each signing party
- current management/administrative fee(s) (even if unchanged)
- current LEA's subsidy/return or no cost guarantee (if applicable)

ATTACHMENTS

- completed Debarment/Suspension Certificate (Form #130)
- completed Certificate of Independent Price Determination (**signed** by the school food authority **and** food service management company) (Form #131)
- completed Disclosure of Lobbying Activities (Form #132)
- completed Certification Regarding Lobbying (Form #133)
- if applicable, exhibits referenced in the addendum

B. REQUIRED LANGUAGE CHECKLIST

Completed Food Service Management Company Addendum Required Language Checklist Appendix C (Form #18).

C. INDEX RATE WORKSHEET

COMPLETED INDEX RATE FORM (Form #272) Available at www.state.nj.us/agriculture/forms.htm

D. BOARD MINUTES – Required for Public and Charter LEA's

- Board Minutes – A true copy of dated official board minutes renewing the food service management company contract must include:
 - ALL MANAGEMENT/ADMINISTRATIVE FEE(S) **EXACTLY** AS STATED IN THE ADDENDUM
 - The LEA's guaranteed subsidy, guaranteed return or no cost guarantee **EXACTLY** as stated in the addendum (if applicable).
 - CERTIFYING** statement
 - ORIGINAL** signature of board secretary

Submitted by: _____

Title: _____

Phone: _____

Fax: _____