



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1207 | (f) 802-479-1822

Unitized Meal Requirement Waiver

Food Service Management Companies and School Food Authorities contracting for SFSP meals are required to provide unitized meals to the sponsor's site(s) unless the Vermont Agency of Education has approved a waiver of the unitized meal requirement. (Unitized meals are individually portioned, packaged, delivered, and served as a unit. An example is a bag lunch. Milk and juice may be packaged and provided separately, but must be served with the meal unit.)

_____ requests a waiver to the unitized meal requirement. The
Sponsor Name

_____ at _____ will
Food Service Management Company Name Address/Phone

___ Prepare and serve food on site at (Name of site) _____

___ Prepare food that will be shipped to the following site(s):

(If needed attach sheet with additional sites, or write on back of this page)

These meals will be assembled/served in the following manner:

___ Food will be portioned/ packaged in individual servings prior to shipment and shipped with like items in same container, with instructions as to what constitutes a meal. Servers will assemble the meal as each meal is served.

___ Food will be shipped in bulk, with instructions about serving/portion sizes. Servers will portion foods at the time of meal service.

This procedure will become a part of the Food Service Contract/Agreement signed by the SFSP Sponsor and the Food Service Management Company.

Signatures:

SFSP Authorized Signature

FSMC Official

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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