



Arizona Department of Education
Health and Nutrition Services

Inter-Agency Catering Contract Checklist for School Year 2022-2023

This checklist and referenced documents must be completed and provided to the Arizona Department of Education Health and Nutrition Services for all Inter-Agency (IAA) Catering Contract approvals. If incomplete, inaccurate, or missing information is provided, contract and CNPWeb application approvals will be delayed.

School Food Authority (SFA) Name

CTDS Number

Please answer each of the following questions. Prior to submitting to HNS, verify the form is complete and all necessary documentation is attached.

- 1. Child Nutrition Program(s): NSLP SBP ASCS SFSP SSO CACFP At-Risk
2. Meal Service: Delivery Pick Up
3. Milk Option: Inclusive Exclusive
4. Meal Delivery Form: Unitized Bulk
5. Servers Needed: Yes No
6. USDA Foods/DoD Fresh Option: Yes No
If yes, allow Secondary Access for Caterer: Yes No

7. Catering SFA (the "Caterer"): CTD#:
Contact Name: Job Title:
Telephone Number: Email Address:

8. Provide the following certifications/documents:

Copy of Catering SFA's Permit to Operate

9. If operating the Summer Food Service Program (SFSP), input the estimated SFSP dollar amount: \$

Summer Food Service Programs over \$100,000 must attach a Copy of the Catering SFA's Performance Bond

10. SFA Contact (Liaison) Information: Provide the following information for an individual employed by the SFA responsible for answering questions and correspondence concerning its food service operation and contract.

Name: Job Title:
Mailing Street Address:
Mailing City, State, Zip Code:
Telephone Number: Email Address:

I certify that the information and documentation provided herein is true and correct to the best of my knowledge.

Signature Position/Title

Printed Name of Person Signing Date