



SFA At-Risk Afterschool Meals Responsible Principals Addendum

Introduction

This addendum is required to be completed by SFAs who wish to participate in the At-Risk Afterschool Meals component of the CACFP. Information in this addendum is required by the CACFP but is not obtained in the NSLP agreement or application. The SFA At-Risk Afterschool Meals Responsible Principals Addendum was created for SFAs to provide this required information to ADE. SFAs are required to include, at a minimum, the school food service director and accountant, and the responsible administrator (principal or superintendent). It is permitted for an individual to be listed more than once if he/she is responsible for multiple roles. This addendum must be updated, and a new copy must be submitted to ADE if there is any change in the individuals listed as responsible principals.

Food Service Director

Name:

Signature:

Title:

Date of Birth:

Mailing Address:

Accountant

Name:

Signature:

Title:

Date of Birth:

Mailing Address:

Administration (Principal, Superintendent, or Program Coordinator)

Name:

Signature:

Title:

Date of Birth:

Mailing Address:

Local Educational Agency Information

This addendum is for _____ to provide the names, mailing addresses, and dates of birth of the responsible principals of the At-Risk Afterschool Meals operation.

Authorized Signer:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

[https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)

Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.