

Interagency Agreement

Return a signed copy of this form by one of the following methods:

Upload to: CNIPS in "Checklist Items"

Fax: 916-445-5731

Mail: School Nutrition Programs Unit County
Analyst California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814

Please check appropriate box:

We did not change this sample ☒

We changed this sample and highlighted our changes ☐

Agreement

This Interagency Agreement between the parties named below authorizes the school food authority (SFA) to claim reimbursement in the Child Nutrition Information and Payment System (CNIPS) for meals it serves to students enrolled in the recipient school or agency. Both parties agree that the recipient school or agency is listed as a site under the administering SFA's Permanent Single Agreement (PSA) with the California Department of Education (CDE) Nutrition Services Division (NSD) to operate the federal child nutrition programs.

RedwoodCity Elementary School District
SFA Name

CNIPS ID: 02605-SN-41-PSD

Vendor ID: 69005Z

KIPP Excelencia Community Prep
Recipient School/Agency Name

CNIPS ID (if applicable): N/A

Vendor ID (if applicable): N/A

If the recipient school/agency was previously operating under the Permanent Single Agreement of another SFA, identify that SFA below.

N/A
SFA Name

CNIPS ID: N/A

Vendor ID: N/A

Effective and Expiration Dates

This Agreement begins on July 1, 2026 and ends on June 30, 2027 (Note: Must not exceed one year term; no extensions [e.g., July 1, 2018, to June 30, 2019]). This Interagency Agreement (hereinafter referred to as Agreement) executed in duplicate and entered into on 07/09/2026 between the School Nutrition Program Sponsor, hereinafter referred to as the SFA, and the Recipient School District or Agency, hereinafter referred to as Recipient, is created for the purpose of providing (check all that apply):

Meals Provided

- ☒ Lunches served under the:
- ☒ National School Lunch Program
 - ☒ Seamless Summer Feeding Option
 - ☐ Child and Adult Care Food Program
 - ☐ Summer Food Service Program

- ☒ Breakfasts served under the:
- ☒ School Breakfast Program
 - ☒ Seamless Summer Feeding Option
 - ☐ Child and Adult Care Food Program
 - ☐ Summer Food Service Program

- ☐ Snacks served under the:
- ☐ National School Lunch Program
 - ☐ Child and Adult Care Food Program

- ☐ Suppers served under the Child and Adult Care Food Program

Both parties hereby agree that:

1. If at any time the **Recipient** no longer meets the eligibility requirements to participate in the federal child nutrition programs (CNP), they will immediately notify the **SFA** and the **SFA** will drop the **Recipient** from participation under its PSA.
2. The **SFA** will represent the **Recipient** as the CNP sponsor and will claim reimbursement from the CDE for all meals served to children enrolled in the **Recipient's** meal program(s). The **SFA** will only claim reimbursement for complete meals or snacks served to students, according to each child's eligibility category, at the rate of one breakfast, lunch, and/or snack per child per day.

3. Once approved by the CDE, **the term of this Agreement is one (1) year** as indicated on the cover page. Either party may terminate this Agreement for cause with 10 days' written notice. The **SFA** will provide a written notice of termination to the CDE NSD.

4. The **SFA** will not conduct the free and reduced price meal application process, including the distribution, review, and approval of applications for sites belonging to the Recipient. The Recipient will provide the **SFA** with access to the Direct Certification module in CALPADS in order to obtain a list of students that are Directly Certified for free or reduced price meals.

5. The **SFA** (enter **SFA** or Recipient) will perform the point-of-service meal counts. The **SFA** will provide training as necessary to the **Recipient's** staff regarding point-of-service meal counts and completion of all required documents; however, the **SFA** will ultimately be responsible for meal counts and claiming accountability.

6. The **SFA** will assume responsibility for any over claims identified during a review or audit, and reimburse the CDE accordingly.

7. The **SFA** will obtain CDE approval for this Agreement and then include all participating **Recipient** sites in its PSA with the CDE.

8. The **SFA** will provide meals that comply with the nutrition standards established by the U.S. Department of Agriculture (USDA).

9. The **SFA** will prepare meals and snacks in the Fair Oaks Kitchen located at 2950 Fair Oaks Ave., Redwood City, CA 94063. This preparation site will maintain the appropriate state and local health certifications for the facility.

10. The **SFA** is not obligated to provide any meals on days when the **SFA** is not open for business. Should the Recipient require meals when the **SFA** is not in session the Recipient will be billed \$500 per day.

11. The **SFA** will provide all equipment necessary to prepare meals.

12. The **SFA** will provide all equipment necessary to transport meals and snacks to the **Recipient**.

13. All meals, including those for field trips, will be (choose one):

a. Transported from the **SFA** to the **Recipient** ☐

b. Picked up by the **Recipient** from the **SFA** ☒

17. The **SFA** will store all food, including USDA Foods.
18. Both parties will be responsible for maintaining the proper temperature of the meals/snacks until they are served.
19. The **Recipient** will return on a basis any and all equipment owned by the **SFA**.
20. The **SFA** will provide the necessary trays, dishes, utensils, straws, and napkins. 21. No later than one (1) week prior to the end of each month, the **SFA** will provide to the **Recipient** a monthly menu specifying the meals and snacks to be served the following month.
22. The **SFA** will submit to the **Recipient** itemized invoices for meals and snacks provided by the **SFA**. The invoices will be for the actual cost of producing meals and snacks plus payments from participating children and adults, minus state and federal reimbursements. The **Recipient** will submit payment to the **SFA** in such form as required by the **SFA** on or before the 15th day of the following month.
23. When the **Recipient** requests meals for field trips, the **SFA** will provide sack lunches that meet the meal pattern requirements. The **Recipient** must request sack lunches for field trips at least 10 working days in advance. The **SFA** and **Recipient** shall negotiate the delivery time for field trip sack lunches on a case-by- case basis. The cost per lunch will remain the same as for the regular lunch. The **Recipient** will be responsible for maintaining the appropriate temperature of lunches until served.
24. The gifting or exchange of USDA Foods is not permitted. Until students are served a meal or snack, all USDA Foods remain the property of the **SFA**.
25. The **Recipient** will indemnify and hold the **SFA** and its officers, employees, and agents harmless from any and all liability, cost, or expense incurred as a result of negligence on the part of the **SFA**.
26. The **Recipient** will keep and maintain liability insurance, including extended coverage for product liability, in an amount no less than \$2,000,000 for each occurrence. The **Recipient** will provide the **SFA** with a certificate evidencing insurance in this amount, naming the **SFA** as an additional insured, and specifying that the coverage will not be canceled or modified without 30 days prior written notice to the **SFA**.

27. Both parties will comply with all applicable federal, state, and local statutes and regulations with regard to the preparation and service of meals under the CNPs; including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both parties shall be open and available to inspection by federal, state, and local authorities in accordance with applicable statutes and regulations.

All business and information relating to the execution of this Agreement and the services thereof, including kitchen visitations, will be conducted with the SFA's Director of Food Services.

Signatures

The undersigned hereby agrees to all terms and conditions of this Interagency Agreement.

Name and Title of SFA Official: Rick Edson, Chief Business Official

Signature of SFA Official: _____ Date: _____

Rick Edson, Chief Business Official RE

Email Address: redson@rcsdk8.net

Dr. Christian J. Rubalcaba, Superintendent

Name and Title of Recipient School or Agency Official: Ana Lara, Director of School Operations

Signature of SFA Official: Ana Jones Date: 07/23/2026

Email Address: ana.lara@kippecp.org

Audit trail

Details

FILE NAME	KIPP Interagency Agreement 26_27 SY_Board 8.10.26 - 8/4/26, 2:50 PM.pdf
STATUS	Signed
STATUS TIMESTAMP	2026/08/04 22:24:30 UTC

Activity

SENT	oacosta@rcsdk8.net sent a signature request to: Rick Edson (redson@rcsdk8.net)	2026/08/04 21:50:54 UTC
SIGNED	Signed by Rick Edson (redson@rcsdk8.net)	2026/08/04 22:24:30 UTC
COMPLETED	This document has been signed by all signers and is complete	2026/08/04 22:24:30 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.