



Financial Loss Agreement

PURPOSE

As a trusted non-profit, Greater Pittsburgh Community Food Bank is committed to acting as a responsible steward of its financial resources. To protect the integrity of the Food Bank's sponsored child nutrition programs, a sponsored site or its governing entity will assume the cost of meals lost due to site non-compliance with program requirements. The purpose of this policy is to hold sites accountable for *avoidable* financial loss while ensuring continuous service of meals to children participating in Greater Pittsburgh Community Food Bank-sponsored programs (Child and Adult Care Food Program and Summer Food Service Program).

POLICY

Greater Pittsburgh Community Food Bank will assess charges to a sponsored site or its governing entity for losses caused by:

- Failure to submit required attendance and/or meal counts within the timeframe required by Greater Pittsburgh Community Food Bank to submit counts for reimbursement
- Three or more site staff no-shows or last-minute, non-emergency meal cancellations (note: site staffing problems are not considered emergencies)

PROCEDURE

Greater Pittsburgh Community Food Bank will provide a site and its governing entity with written notification within 30 days of an incident that will result in charges if not corrected. A reminder written notification will be issued no less than 7 days before the deadline for correction. If correction is not made, the Food Bank will send an invoice following the final deadline for correction. Sites will be charged only for the *billable cost* of non-refundable meals ordered. If a site is charged for a financial loss, the site has 30 days from the date of the invoice to make the full payment. Failure to make payment will result in suspension of the meal service until the owed amount is paid.

VERIFICATION

By signing this form, the Partner Site acknowledges that it understands and agrees to the Financial Loss Policy of Greater Pittsburgh Community Food Bank.

Program Site Name

Program Site Senior Representative Name (Print)

Program Site Senior Representative Signature Date

Program Site Supervisor Name (Print)

Program Site Supervisor Signature Date

This institution is an equal opportunity provider and employer.



Three Strikes Policy

POLICY

During formal monitoring visits and check-in visits, sites will be awarded either a check mark or a “strike” upon completion of the visit. Monitors are required to explain the outcome of all monitoring visits to the site. Additionally, monitors are required to have a site representative sign off on the monitoring form, indicating that the representative has read and understands any issues noted during the monitoring or check-in visit. **Sites that receive three “strike” visits may no longer be eligible for SFSP sponsorship through Greater Pittsburgh Community Food Bank.**

PROCEDURE

After a “strike” visit, the site will be issued a corrective action report (CAR) from the Food Bank. All site supervisors must review and sign off on the CAR. CAR’s may require site staff to undergo re-training, adopt process improvement suggestions and/or participate in multiple check-in visits from Food Bank monitors.

Sites will have one week from the “strike” visit to implement the corrective actions and become compliant with program requirements. The site will be monitored again after this implementation week to assess adherence to the CAR. If the site is still non-compliant with program requirements, the site will be issued another “strike” and a second chance to improve. Failure to improve after the second “strike” will result in the third and final “strike”, and termination of the Food Bank’s contract to serve the site as a sponsor for the Summer Food Service Program.

Non-compliance issues that will result in an automatic “strike” designation:

- Serving outside of reported meal times
- Not completing meal counts at the point of service
- Kids observed taking unallowable meal components off-site
- Fabricating meal count numbers
- Having a finding during a PA Department of Education monitoring visit that results in disallowed meals
- Failing to serve each required component of the meal
- Egregious health and safety issues
- Having untrained staff and/or untrained volunteers performing SFSP duties
- Having staff and/or volunteers performing SFSP duties without the required clearances
- Failing to report site closure to the Food Bank

Non-compliance issues that will result in a “strike” designation if observed more than once:

- Meal temperature issues
- “And Justice For All” poster not posted in a public area
- Not checking food upon delivery for temperature, completeness and quality
- Minor health and safety issues
- Not having back-up copies of blank meal count sheets

In addition to the information described here as a guideline for the three strikes policy, the Food

Bank reserves the right to terminate a Summer Food program at its discretion in accordance with Summer Food Service Programs rules (7 CFR Part 225).

VERIFICATION

By signing this form, the SFSP Site acknowledges that it understands and agrees to the Three Strikes Policy of Greater Pittsburgh Community Food Bank.

Program Site Senior Representative Name (Print)

Program Site Senior Representative Signature

Date

Program Site Supervisor Name (Print)

Program Site Supervisor Signature

Date