



HENRY McMASTER, GOVERNOR
V. SUSAN ALFORD, STATE DIRECTOR



February 9, 2017

Sent via email: (lcurry@greenvillecounty.org)
Ms. Lawanda Curry, Community Center District Manager
Greenville County Parks, Recreation, and Tourism
4806 Old Spartanburg Road
Taylors, SC 29687

**RE: CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
CACFP AGREEMENT NO.: AR20157**

Dear Ms. Curry:

The application for Greenville County Parks, Recreation, and Tourism has been approved for the period of **January 1, 2017 through September 30, 2017**. Any additional information needed to complete your file will be addressed under separate cover.

In accordance with CACFP policy 11-13, you will be required to provide updates to your application on a yearly basis. Failure to provide the updates when requested will result in the early termination of your CACFP agreement.

At this time, we have **Greenville County Parks, Recreation, and Tourism** approved as follows:

Type of Organization: Public (Educational)
Type of Center(s): At-Risk Afterschool Meal Program
Number of Centers: 5 (See enclosed *Approved Center Listing*)
Meals Approved: Snacks

BUDGET AND APPROVED COST

Your total budget for fiscal year 2017 (beginning January 1, 2017 through September 30, 2017) is approved for **\$34,238.32**. This is not a guarantee that your organization will receive this amount in CACFP reimbursement. The operational costs include: **Food Purchases, Non-Food Supplies, Operational Salaries, and Gas (Transportation of Snack Meals)**.

As a sponsoring organization you are limited to using no more than 15% of the CACFP *meal reimbursement* for administrative costs. Based on our projections, the maximum we could approve in your CACFP budget for administrative cost is **\$5,135.75**. This is not a guarantee that your organization will receive this amount. The administrative costs categories approved in your budget are: **Administrative Salaries, Materials and Supplies (Office Supplies), and Travel (Monitoring)**.

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If Greenville County Parks, Recreation, and Tourism wishes to amend its budget, it will be necessary to submit a written request to this office. Keep in mind that the CACFP reimbursement may only be used for allowable food service cost incurred for the enrolled children. Please refer to **FNS Instructions 796-2, Revision 4** for guidelines concerning program standards and principles for financial management.

PAYMENTS

Claim for Reimbursement forms (DSS Form 3314 and 3314-A) for your use in requesting program payments can be obtained via the agency's website at www.dss.sc.gov; click on the link resource library; forms and brochures.

CACFP payments to Greenville County Parks, Recreation, and Tourism apply only to meals served only at **locations on the enclosed Approved Center Listing**. Any additional meal service locations not mentioned in this correspondence must be approved to participate in the Program by the CACFP office prior to receiving Program payments. In addition, your contract with the South Carolina Department of Social Services is not transferable during a sale, a change of management or during any change that may affect the validity of the contract.

CIVIL RIGHTS REQUIREMENTS

Please be advised that all material and sources (leaflets, brochures, bulletins, Web sites, newspaper announcements, etc.) concerning the Program or Program activities that are made available to the public shall include the following USDA nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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.

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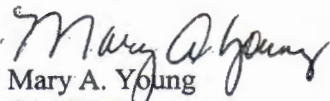
Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture ~ Office of the Assistant Secretary for Civil Rights ~ 1400 Independence Avenue, SW ~ Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

Greenville County Parks, Recreation, and Tourism's CACFP agreement number is **AR20157** and should be used on all correspondence concerning the CACFP. Please review the above information for accuracy. Note at the bottom of each Approved Center Information List, you will see a section that requires a "Signature of Authorized Representative" and "Date". You must review all of the information for each site and attest to the accuracy of the information. After list has been viewed, please return a copy of each signed and dated page to our office **within 5 days** of receipt along with any site updates/changes. Site updates/ changes may be documented on the Approved Center Information List. Please ensure that site changes written on the List are legible so that the changes can be acted upon as soon as possible.

In addition, please be reminded that this office is to be notified immediately of any changes to Greenville County Parks, Recreation, and Tourism especially changes in personnel, which may affect your participation with CACFP. Should you have a new hire, (i.e. Director, Assistant Director, Food Program Representative and etc.) this individual will need to attend one or all of the following training classes: At-Risk Afterschool Training and/or Menu Planning.

If you have any questions or need additional assistance, please do not hesitate to contact the CACFP staff at (803) 898-0959 or via email at cacfp@dss.sc.gov.

Sincerely,



Mary A. Young
CACFP Director

Division of Early Care and Education

MAY/df

Enclosure: Approved Budget

cc: Joan Weems, Division of Finance
Gene Smith, Executive Director (genesmith@greenvillecounty.org)