# Child Care Food Program Application

**Section A**

- **Application Type:** [ ] A. Child Care Centers  [ ] B. Family Day Care Homes

- **Sponsor's Name and Address (Including Zip Code):**
  
  SANTA BARBARA COMMUNITY COLLEGE DISTRICT
  
  721 CLIFF DRIVE
  
  SANTA BARBARA, CALIFORNIA 93109

- **Telephone Number:** (805) 965-0581 - Ext. 305

- **County:** SANTA BARBARA

- **Name and Title of Authorized Representative:**
  
  Dr. Donald K. Sorsabal, Asst. Superintendent, Bus. Serv.

**Section B**

### Child Care Centers Only

- **Claim for Reimbursement Will Be Based On:**
  
  [ ] A. Total Operating Cost  [ ] B. Partial Cost  [X] C. Basic Rates Only

- **Number of Children Enrolled by Eligibility Category:**
  
  **A. Free:** 45  
  **B. Reduced Price:** 9  
  **C. Basic Only:** 1  
  **D. Total:** 55  
  **Breakfast:** 55  
  **AM Supplement:** 55  
  **Lunch:** 55  
  **PM Supplement:** 50  
  **Supper:**

- **Number of Food Service Operating Days Per Week:** 5

**Section C**

### Family Day Care Homes

- **Claim for Reimbursement Will Be Based On:**
  
  [ ] A. Total Operating Cost  [ ] B. Partial Cost  [ ] C. Basic Rates Only

- **Number of Children Enrolled by Eligibility Category:**
  
  **A. Free:** 9  
  **B. Reduced Price:** 1  
  **C. Basic Only:** 55  
  **D. Total:** 55  
  **Breakfast:** 55  
  **AM Supplement:** 55  
  **Lunch:** 55  
  **PM Supplement:**

- **Number of Food Service Operating Days Per Week:**

**Section D**

- **Indicate Methods by Which Meals Will Be Provided and Number of Sites:**
  
  [ ] On-Site Preparation  [ ] Contract With Another Agency

- **Number of Sites:** 1

**Section E**

- **Hotel, Restaurant, Management Dept. of Santa Barbara Community College District:**
  
  721 Cliff Drive - Santa Barbara, California 93102

- **Number of Other Programs Currently Sponsored:**
  
  [ ] Summer Food Service  [ ] School Lunch or Breakfast  [ ] Special Milk

**Part I**

1. Both child care centers and family day care homes, check box "A" and "B" in Item 2 and complete total application.

2. Child care centers only, check box "A" in Item 2, and complete total application omitting Section "C" of Part I.

3. Family day care homes only, check box "B" in Item 2 and complete total application omitting Section "B" of Part I.

**Instructions:**

If the application is for:

- (A) Attach a copy of the letter from IRS documenting the tax exempt status Section 501(C) (3)
- (B) submit a copy of the letter to the IRS requesting approval for tax
- (C) exempt status under this section of the IRS Regulations,

explain what steps are being taken to secure IRS certification.
### SECTION A. ADMINISTRATIVE PERSONNEL

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>FOOD SERVICE DUTIES</th>
<th>PERCENT OF TIME ON FOOD SERVICE</th>
<th>TOTAL MONTHLY WAGES OR SALARY &amp; BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's Center Director</td>
<td>Plans menus, oversees quality and quantity of food</td>
<td>2%</td>
<td>$1,585.</td>
</tr>
<tr>
<td>Food Service Director</td>
<td>Oversees that proper foods and amounts are prepared &amp; delivered</td>
<td>10%</td>
<td>$2,675.</td>
</tr>
<tr>
<td>Food Service Helper</td>
<td>Delivers, helps prepare &amp; serve and cleanup</td>
<td>33%</td>
<td>$883.</td>
</tr>
<tr>
<td>Teacher</td>
<td>Assists in serving &amp; cleanup, helps with children at tables</td>
<td>8%</td>
<td>$1,715.</td>
</tr>
<tr>
<td>Teacher</td>
<td>Assists in serving &amp; cleanup, assists children at the tables</td>
<td>8%</td>
<td>$1,145.</td>
</tr>
<tr>
<td>Teacher</td>
<td>Assists in serving &amp; cleanup, assists children at the tables</td>
<td>8%</td>
<td>$1,035.</td>
</tr>
<tr>
<td>Teacher Assistant</td>
<td>Assists in serving &amp; cleanup, assists children at the tables</td>
<td>8%</td>
<td>$335.</td>
</tr>
<tr>
<td>Account clerk</td>
<td>Collects data on attendance &amp; meals and prepares reports</td>
<td>33%</td>
<td>$710.</td>
</tr>
</tbody>
</table>

### SECTION B. TRAINING

1. NUMBER OF SPECIAL TRAINING SESSIONS PLANNED FOR NEW SITES
   NO NEW SITES

2. NUMBER OF REGULAR TRAINING SESSIONS PLANNED PER YEAR FOR ALL SITES
   Food preparation & service are part of the E/R/M course of 24 lecture units & 25 lab units of on the job training.

### SECTION C. MONITORING

1. NUMBER OF HOURS PER MONTH PLANNED FOR MONITORING

2. FREQUENCY OF VISITS TO EACH SITE

3. NUMBER OF PERSONNEL ASSIGNED MONITORING TASKS

### SECTION D. SITE REIMBURSEMENT

1. PERCENT OF TOTAL PROGRAM INCOME WHICH THE SPONSORING ORGANIZATION RETAINS FOR ADMINISTRATIVE COSTS
   - 0 -

2. THE REMAINDER OF PROGRAM INCOME WILL BE DISTRIBUTED TO SITES BY
   A. ☐ PER MEAL RATE BASED ON ELIGIBILITY  B. ☐ PER MEAL RATE, REGARDLESS OF ELIGIBILITY
   C. ☐ SERVICE IN LIEU OF CASH (SPECIFY)

### SECTION E. COLLECTION OF DATA FOR CLAIMING

1. ADDRESS WHERE RECORDS ARE MAINTAINED
   J.B.C.C. District Accounting Office
   21 Cliff Drive
   Santa Barbara, California 93109

2. FREQUENCY OF COLLECTION
   Monthly

3. METHOD OF COLLECTION
   Delivery by Children's Center Director

### SECTION F. MEAL CHARGES

<table>
<thead>
<tr>
<th>CHARGE TO CHILD</th>
<th>BREAKFAST</th>
<th>A.M. SUPPLEMENT</th>
<th>LUNCH</th>
<th>P.M. SUPPLEMENT</th>
<th>SUPPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>REDUCED PRICE</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
</tr>
<tr>
<td>FULL PRICE</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
</tr>
<tr>
<td>CHARGE TO ADULT</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
<td>- 0</td>
</tr>
</tbody>
</table>

2. MONEY IS COLLECTED
   A. ☐ FROM PARENTS  B. ☐ FROM CHILD, IF MONEY IS COLLECTED FROM CHILD, DESCRIBE PROCEDURES USED TO AVOID OVERT IDENTIFICATION OF FREE AND REDUCED PRICE ELIGIBLE CHILDREN

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NOTE: Sponsoring Organizations will provide sites with Sections B, C, D, and E of Management Plan.
## SECTION G. MONTHLY PROGRAM BUDGET

### I. ESTIMATED MONTHLY EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Child Care Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1,250.00</td>
</tr>
<tr>
<td>A.</td>
<td>Food Costs</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Food Service Costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Salaries, Wages + Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Other</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Administrative Costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Salaries, Wages, + Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Transportation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Other (Utilities, Insurance, Rent-Prorated)</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Total</td>
<td>$1,250.00</td>
</tr>
</tbody>
</table>

### II. ESTIMATED MONTHLY INCOME

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Federal</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>State</td>
<td>$1,155.00</td>
</tr>
<tr>
<td>C.</td>
<td>Meal Charge</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Other (Specify)</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Total</td>
<td>$1,155.00</td>
</tr>
</tbody>
</table>

**CERTIFICATION**

I hereby certify that to the best of my knowledge and belief the information in all parts of this application is correct and complete.

**Signature of Authorized Representative**

Dr. Donald K. Sorsabal, Assistant Superintendent, Business Services

**Date**

29 March 1979
May 25, 1977

Project No.: 42-69294-03079-7-01
Agency Name: Santa Barbara Community College District

Dr. Glenn G. Gooder
Santa Barbara Community College District
721 Cliff Drive
Santa Barbara, CA 93109

Dear Dr. Gooder:

NOTIFICATION OF APPROVAL

The following facility(ies) successfully passed the Regulations Compliance Review and has been judged to meet state and federal regulations for the operation of a child development program:

Santa Barbara City College Children's Center
365 Loma Alta Drive
Santa Barbara, CA 93101

The Certificate(s) of Approval of above-named facility(ies) has been forwarded to the program director to be posted at facility(ies) for public inspection.

Sincerely,

Sally Hinton, Consultant
Office of Child Development

DKS:shd

copies to: D. Coffman
M. Elkins
J. Hendrick
D. Sorsabal
C. Spafford
CHILD CARE FOOD PROGRAM AGREEMENT

In order to carry out the purposes of the National School Lunch Act, as amended, and the regulations governing the Child Care Food Program issued thereunder (7CFR Part 226), the California State Department of Education, hereinafter referred to as the Department, and SANTA BARBARA COMMUNITY COLLEGE DISTRICT
(Name of sponsoring agency)
whose address is 721 Cliff Drive - Santa Barbara, California 93109
hereinafter referred to as the sponsoring organization, covenant and agree as follows:

A. THE DEPARTMENT AGREES THAT:

1. It will reimburse the sponsoring organization for meals and supplements served in accordance with all conditions agreed to herein to children enrolled at approved sites.
2. The amount of reimbursement on behalf of each site shall be the lesser of:
   a. An amount equal to the number of meals, by type and eligibility category, served to eligible children multiplied by the rates assigned by the Department; or
   b. The total operating costs of the food service program, including food, labor, and other costs, less cash income to the program
3. It will notify the sponsoring organization of any change in minimum meal requirements and in the assigned rates of reimbursement.

B. THE SPONSORING ORGANIZATION AGREES TO:

1. Financial responsibility:
   a. Accept final financial and administrative responsibility for the operation of the food service program of each family day care home and child care center under its jurisdiction.
   b. Operate a nonprofit food service and use income accruing to the food service for program purposes only.
   c. Maintain full and accurate records for each child care center and family day care home under its sponsorship. The records shall include the following:
      (1) Copies of the approved applications for participation
      (2) A copy of the signed agreement
      (3) Information on income to the program from federal and state reimbursement
      (4) Program reimbursement paid to each child care center and family day care home
      (5) For each child care center, copies of Internal Revenue Service tax-exempt certification or other indication of participation in a federally funded program which requires nonprofit status
      (6) For each child care center and family day care home:
         (a) A copy of the license
         (b) Daily attendance records
         (c) Copies of information on the number of children enrolled in each of the three eligibility categories if reimbursement is claimed at the free or reduced price rate, including affidavits from families of participating children or information from other sources used in making determinations of eligibility
(d) Information on the number of children and adults served each type of meal (breakfast, lunch, supplements, supper) daily; or information on the number of meals, by type, served daily to children in each of the eligibility categories
(e) Copies of menus and other records indicating the amount of food used
(f) Copies of invoices, receipts, or other records on operating costs to be claimed for program reimbursement, including food, labor, other costs, and, if applicable, any administrative costs
(g) Information on cash income for food service purposes, including children's payments for meals or funds from other sources which are identified for the food service

2. Meal service:
   a. Serve meals which meet the minimum requirements prescribed in this agreement during a period designated as the attendance period.
   b. Maintain necessary facilities for storing, preparing, and serving food.
   c. Maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
   d. Adjust meal ordering or preparation or both in accordance with attendance.

3. Supervisory responsibilities:
   a. Provide such supervisory assistance to child care centers and family day care homes under its jurisdiction as is necessary to participate effectively in the program. Such assistance shall include:
      (1) Consultative and technical assistance to ensure that meals meet the requirements, required records are being maintained, and all other applicable program requirements outlined in this agreement are met
      (2) Training of personnel responsible for the food service
      (3) Periodic visits to centers and homes to monitor compliance
      (4) Documentation of such visits on file
   b. Establish a procedure to collect information needed for the reimbursement claim from all child care centers and family day care homes under the jurisdiction of the sponsoring organization.

4. Reimbursement procedures:
   a. Claim reimbursement only for meals served in accordance with all conditions agreed to herein.
   b. Submit claims for reimbursement in accordance with procedures established by the Department.
   c. Accept cash in lieu of commodities at the rate designated by the Department in accordance with regulations.
   d. After receipt of reimbursement from the Department, make payments to participating child care centers and family day care homes under its jurisdiction in accordance with the approved management plan.

5. Contracting for food service:
   a. Comply with the following requirements governing food service companies when a sponsoring organization employs such a company for the preparation of meals or meal components:
      (1) Where total reimbursement under a program agreement exceeds $10,000, a competitive bid shall be used. Minimum requirements for bidding procedures include:
         (a) The proposed contract must be publicly announced at least 14 days prior to the opening of bids.
         (b) The bids must be opened publicly.
(c) The invitation to bid may not specify a minimum price.
(d) The sponsoring organization shall make available to the Department the reason for selecting the food service company chosen.

(2) Enter into a written contract with the food service company, the contract to provide expressly that:
(a) The sponsoring organization shall provide the food service company with a copy of the current approved Schedule A.
(b) The food service company shall maintain such records, supported by invoices, receipts or other evidence, as the sponsoring organization will need to meet its responsibilities under this agreement and shall report thereon to the organization promptly at the end of each month.
(c) The food service company shall have state or local health certification and shall ensure that all health and sanitation requirements are met at all times.
(d) The books and records of the food service company pertaining to the sponsoring organization's feeding operation shall be available for a period of three (3) years from the date of submission of the final claim for reimbursement for inspection and audit by representatives of the Department, the United States Department of Agriculture, and the United States General Accounting Office at any reasonable time and place.
(e) The requirements prescribed herein shall be met for all meals.
(f) Meals or meal components shall be delivered in accordance with a delivery schedule prescribed in the contract.
(g) Increases and decreases in the number of meal orders may be made by the sponsoring organization daily within a period of prior notice mutually agreed upon.
(h) No payment shall be made for meals that do not meet nutritional requirements, are spoiled or unwholesome at time of delivery, or do not otherwise meet the requirements of the contract.
(i) Menus meeting the meal requirements prescribed herein shall be an integral part of each contract.
(j) Remedies for nonperformance shall be stipulated in each contract.

(3) Make available to the Department for review and approval the bid proposal and any contract between the sponsoring organization and the food service company.

b. Enter into a written contract as prescribed herein when contracting with a school food service facility.

6. Free and reduced price meal policies:
   a. Uniformly implement, at all sites covered by this agreement, the policies established by the Department for providing free and reduced price meals.
      (1) Claim reimbursement at the free rate for only those meals served to children whose family's income is at or below the range for free meals according to the current California Eligibility Scale and for which documentation of such eligibility is on file.
      (2) Claim reimbursement at the reduced price rate for only those meals served to children whose family's income falls within the range for reduced price meals according to the current California Eligibility Scale and for which documentation of such eligibility is on file.
(3) Establish and use a fair hearing procedure for parental appeals of the sponsoring organization's decisions on eligibility and for challenges by the sponsoring organization of the correctness of information submitted for determining eligibility or to the continued eligibility of a child for free and reduced price meals. During the appeal and hearing, the child will continue to receive free or reduced price meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years after the year in which the action occurred.

Prior to initiating the hearing procedure, the parent or sponsoring organization may request a conference to provide an opportunity for the parent and sponsoring organization to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following:

(a) A publicly announced, simple method for making an oral or written request for a hearing

(b) An opportunity to be assisted or represented by an attorney or other person

(c) An opportunity to examine, prior to and during the hearing, the documents and reports presented to support the decision under appeal

(d) Reasonable promptness and convenience in scheduling evidence and arguments supporting its position

(e) An opportunity to present oral or documentary evidence and arguments supporting the appellant's position

(f) An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses

(g) That the hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal

(h) That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record

(i) That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official

(j) That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefor, and a copy of the notification to the parties concerned of the hearing official's decision

(k) That such written record be preserved for a period of three (3) years and be available for examination by the parties concerned or their representatives at any reasonable time and place during such period

(4) To make available on an annual basis, to the media serving the area from which the sponsoring organization draws its attendance, a press release announcing the availability of free and reduced price meals to children meeting the approved eligibility criteria. The public announcement must also state that meals are available to all children in attendance without regard to race, color, sex, or national origin.
(5) When there is a separate charge for meals, make no physical segregation of nor any discrimination against any child because of inability to pay the full price of meals; and ensure that there will be no overt identification of any child by any means because of inability to pay.

(a) Serve meals free to children from families whose income is at or below the range for free meals according to the current California Eligibility Scale.

(b) Serve meals at a reduced price to children from families whose income is at or below the range for reduced price meals according to the current California Eligibility Scale.

(c) Provide these benefits to any child whose family's income falls within the criteria of the current California Eligibility Scale for Free and Reduced Price Meals after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: unusually high medical expenses, shelter costs in excess of 30 percent of reported income, special education expenses due to the mental or physical condition of a child, and disaster or casualty losses. In addition, provide these benefits to children from families who are experiencing strikes, layoffs, and unemployment which cause the family income to fall within the criteria set forth in the current California Eligibility Scale for Free and Reduced Price Meals.

(d) Notify each child's parent or guardian of these benefits and develop a method for collecting and documenting the eligibility information. Parents may apply for free or reduced price meals at any time during the year, and all children from a family will receive the same benefits. Any parent enrolling a child in the program for the first time, at any time of the year, shall be given an opportunity to apply for free or reduced price meals. Within ten working days of the receipt of eligibility information, parents or guardians will be notified individually of the acceptance or denial of their applications for free or reduced price meals. Children will be served meals immediately upon the establishment of their eligibility.

(e) Establish a procedure to collect from children who pay for their meals. This procedure shall be designed so that the anonymity of children receiving free or reduced price meals shall be protected.

7. General provisions:
   a. Upon request, make all accounts and records pertaining to the program available to the Department and to the United States Department of Agriculture for audit and review at a reasonable time and place. Such records shall be retained for a period of three (3) years after the end of the year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the audit.

   b. Operate the program in accordance with any instructions or handbooks issued by the Department in accord with the regulations.

   c. Comply with all requirements imposed by or pursuant to the Civil Rights Act of 1964 and federal regulations (7 CFR Part 15). Compliance will be consistent with the objective that no person in the United States shall, on the ground of sex, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the program.
C. THE DEPARTMENT AND SPONSORING ORGANIZATION MUTUALLY AGREE THAT:

1. The Schedule A, when signed by the Department, sent to the sponsoring organization, and signed by the authorized representative of the sponsoring organization, shall become a part of this agreement and shall represent the approved program participation for the program year.

2. The sponsoring organization may request, in writing, changes to the approved Schedule A in accordance with procedures established by the Department; and such changes shall become effective if approved in writing by the Department.

3. No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this agreement if made with a corporation for its general benefit.

4. For the purposes of this agreement, the following definitions apply:
   a. Sponsoring organization. Any public or private nonprofit organization which is an independent entity responsible for the management of the food program in one or more child care centers or family day care homes.
   b. Private nonprofit institution. A nonpublic institution which has tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1954 or is moving toward compliance with the requirements for tax-exempt status or is currently operating a federally funded program requiring nonprofit status.
   c. Nonresidential. Pertains to a situation in which children are not maintained on a regular basis for more than 24 hours.
   d. After-school recreation program. An organized program, operating in after-school situations and basically serving school-age children, which offers organized activities; for example, education, recreation, or cultural enrichment. After-school recreation programs are included in the broad definition of child care centers.
   e. Child care center. Any licensed nonschool public or private nonprofit organization providing day care services where children are not maintained in permanent residence. Child care centers include but are not limited to day care centers, settlement houses, after-school recreation centers, neighborhood centers, Head Start centers, and organizations providing day care services for handicapped children.
   f. Family day care home. A licensed organized day care program for children in a private home under the auspices of a public or nonprofit private sponsoring organization.
   g. Program. The Child Care Food Program authorized by Section 17 of the National School Lunch Act, as amended.
   h. Program year. A period of 12 calendar months beginning with the effective date of a sponsoring organization's agreement with the Department and ending 12 calendar months thereafter unless terminated earlier as provided herein.
   i. Children. Persons under nineteen chronological years of age.
   j. Meal. Food which is served to children during their attendance at a child care center or family day care home and which meets the nutritional requirements prescribed herein.
   k. Milk. Pasteurized fluid types of unflavored or flavored whole milk, lowfat milk, skim milk, or cultured buttermilk which meet state and local standards for such milk except that, in the meal pattern for infants, milk means unflavored types of whole fluid milk or an equivalent quantity of reconstituted evaporated milk which meets such standards. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and consistent with state and local standards for such milk.
1. Family-size income standards. The standards prescribed annually by
the Department for establishing eligibility for free and reduced-price
meals under the Child Care Food Program.

m. Free meal. For programs with a separate meal charge, a meal for which
neither the child nor any member of the child's family is required to
pay or to work in the food service program.

n. Reduced price meal. For programs with a separate meal charge, a meal
which is priced at less than the full price of the meal and for which
neither the child nor any member of the child's family is required to
supply an equivalent value in work for the sponsoring organization or
the sponsoring organization's food program.

o. Cash income to the program. Any funds designated for use in a
sponsoring organization's food service program, including but not
limited to all monies, other than program payments, received from
state, intermediate, or local governments; children's payments for
meals income, if any, from food sales to adults; and other income,
including cash donations or grants from benevolent organizations
or individuals.

p. Operating costs. The cost of obtaining, preparing, and serving food,
including:
   (1) Labor directly involved in the preparation and service of food
   (2) Depreciation for nonexpendable food service equipment
   (3) Cost of nonfood supplies
   (4) Administrative costs related to planning, organizing, and
       supervising the program during a given reporting period but
       excluding the cost of the purchase of land, acquisition or
       construction of buildings, or alterations of existing buildings
       and excluding interest costs

5. Meals served under this program shall contain as a minimum the following
food components in amounts prescribed for each age group:
   a. Breakfast:
      (1) A serving of fluid milk used as a beverage or on cereal or in
          part for each purpose
      (2) A serving of fruit or full-strength fruit or vegetable juice
      (3) A serving of whole-grain or enriched bread; or an equivalent
          serving of cornbread, biscuits, rolls or muffins, and so on
          made of whole-grain or enriched meal or flour; or a serving
          of whole-grain cereal or enriched or fortified cereal or a
          combination of any of these foods
   b. Lunch or supper:
      (1) A serving of fluid milk as a beverage
      (2) A serving of lean meat, poultry, or fish; or cheese; or an egg;
          or cooked dry beans or peas; or peanut butter; or a combination
          of any of these foods
      (3) A serving of two or more vegetables or fruits or a combination
          of both.
      (4) A serving of whole-grain or enriched bread; or an equivalent
          serving of cornbread, biscuits, rolls, muffins, and so on made
          of whole-grain or enriched meal or flour
   c. Supplement or snack (supplemental food served between other meals):
      (1) A serving of fluid milk or full-strength fruit or vegetable
          juice or an equivalent quantity of fruit or vegetable
      (2) A serving of whole-grain or enriched bread or cereal; or an
          equivalent serving of cornbread, biscuits, rolls, muffins,
          crackers, or cookies made of whole-grain or enriched meal or
          flour.
D. TERMS AND CONDITIONS:

1. This agreement shall be effective for the period commencing 1 July 1979 and ending 30 June 1980 unless terminated earlier as provided herein. Reimbursement will commence on the same effective dates of this agreement and continue only if programs operate in full compliance with all program regulations.

2. This agreement may be terminated with ten (10) days written notice on the part of either party. The Department may terminate this agreement immediately upon receipt of evidence that the terms and conditions of this agreement have not been fully complied with by the sponsoring organization.

3. Any termination of this agreement by the Department shall be in accordance with applicable laws and regulations. No termination or expiration of this agreement, however, shall affect the obligation of the sponsoring organization to retain records and to make such records available for audit.

4. The terms of this agreement shall not be modified or changed in any way other than by consent, in writing, of both parties.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
Name of sponsoring organization

Signature of authorized representative
Dr. Donald K. Sorsabal
Type or print name
Asst. Superintendent, Business Services
Title

29 March 1979
Date

CALIFORNIA STATE DEPARTMENT OF EDUCATION

Chief, Child Nutrition Services Bureau

Date
**STATE OF CALIFORNIA**
**DEPARTMENT OF EDUCATION**
**CHILD NUTRITION SERVICES BUREAU**

**CHILD CARE FOOD PROGRAM**
**SITE APPLICATION**

**PART III**
(complete in duplicate for each side)
TYPE OR PRINT ALL INFORMATION

1. **TYPE OF INSTITUTION (CHECK APPLICABLE BOX)**
   - HEAD START CENTER
   - RECREATION CENTER
   - FAMILY DAY CARE HOME
   - ALL OTHERS

2. **NAME**
   - SANTA BARBARA CITY COLLEGE CHILDREN'S CENTER

3. **ADDRESS**
   - 365 LOMA ALTA DRIVE - SANTA BARBARA, CALIFORNIA 93109

4. **NAME OF PERSON IN CHARGE AT SITE**
   - DONNA B. COFFMAN, DIRECTOR

5. **NAME OF AGENCY AUTHORIZED TO ACT ON BEHALF OF SITE AS SPONSORING ORGANIZATION FOR THE FOOD PROGRAM**
   - SANTA BARBARA COMMUNITY COLLEGE DISTRICT

6. **HAS A COPY OF THE IRS TAX EXEMPT CERTIFICATION FOR THIS SITE BEEN GIVEN TO THE SPONSORING ORGANIZATION?**
   - YES [X] NO

7. **IS THIS INSTITUTION LICENSED BY LOCAL, STATE, OR FEDERAL AUTHORITIES AS A SITE FOR CHILD CARE?**
   - YES [X] NO

8. **FOR UNLICENSED RECREATION CENTERS ONLY, INDICATE YES OR NO FOR EACH QUESTION**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Facilities and grounds used by children passed sanitation and health inspection within last twelve months (attach copy of certificate or letter).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Center has written record of compliance with Fire Department safety requirements (attach copy of certificate or letter).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Fire drills are held at least once every two months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. A minimum of one full-time staff member is currently qualified in first aid, including artificial respiration techniques.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. First aid supplies are available (must include bandages and disinfectant).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Kitchen and restroom facilities are separate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Written advance arrangements are followed for the care of the child who is injured or becomes ill during the day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Center has telephone and telephone numbers where children's parents may be reached. Center notifies parents (or guardians) promptly in case of emergency.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Center provides for first aid, and has name, address, and telephone number of local emergency medical services.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Center provides for quiet, rest, and isolation of child.</td>
<td></td>
</tr>
<tr>
<td>h. There are daily organized activities providing for education or cultural enrichment which use games, equipment and materials appropriate to age.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. A minimum staff to children ratio is maintained.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ages 6 to 10: 1:15; Ages 10 to 18: 1:20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **OPERATIONAL DATA**

   | A. NO. OF DAYS PER WEEK CHILD CARE PROGRAM WILL OPERATE | 5 |
   | B. HOURS OF CHILD CARE OPERATION FROM 7:30 A.M. TO 5:30 P.M. |   |
   | C. NAME OF MONTHS FOR WHICH NO REIMBURSEMENT WILL BE CLAIMED | JULY |

8. **ENROLLMENT DATA**

   (This information is based on the individual eligibility of each child as determined by use of the California eligibility scale for free and reduced price meals.)

   | A. NO. OF CHILDREN ELIGIBLE FOR FREE MEALS | 45 |
   | B. NO. OF CHILDREN ELIGIBLE FOR REDUCED PRICE MEALS | 9 |
   | C. NO. OF CHILDREN ELIGIBLE FOR BASIC RATE ONLY | 1 |
   | D. TOTAL NUMBER OF CHILDREN ENROLLED | 55 |

9. **AGE OF ENROLLED CHILDREN**

   FROM 2 1/2 TO 15

10. **ARE MEALS PREPARED ON SITE**

    | YES | NO [X]
<table>
<thead>
<tr>
<th>MEAL SERVICE</th>
<th>SHIFT</th>
<th>BREAKFAST</th>
<th>A.M. SUPPLEMENT</th>
<th>LUNCH</th>
<th>P.M. SUPPLEMENT</th>
<th>SUPPER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>9:00</td>
<td></td>
<td>11:20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td>11:25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>11:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUMBER OF CHILDREN TO BE SERVED</td>
<td>1</td>
<td>55</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO. OF ADULTS TO BE SERVED</th>
<th>CHILDREN'S CENTER DIRECTOR</th>
<th>FOOD SERVICE DIRECTOR</th>
<th>FOOD SERVICE HELPER</th>
<th>TEACHER</th>
<th>TEACHER</th>
<th>TEACHER</th>
<th>TEACHER ASSISTANT</th>
<th>ACCOUNT CLERK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plans menus, oversees quality and quantity of food</td>
<td>Oversees that proper foods and amounts are prepared &amp; delivered</td>
<td>Delivers, helps prepare &amp; serve and clean up</td>
<td>Assists in serving &amp; cleanup, assists children at the tables</td>
<td>Assists in serving &amp; cleanup, assists children at the tables</td>
<td>Assists in serving &amp; cleanup, assists children at the tables</td>
<td>Collects data on attendance &amp; meals and prepares reports</td>
<td></td>
</tr>
</tbody>
</table>

| MEAL CHARGES | $0.00 |
| REIMBURSEMENT FROM SPONSOR | Dept. Ed. 31 Ed. Bur. Child Nutr. $1,155.00 |
| TOTAL | $1,155.00 |

| MEAL CHARGES | $0.00 |
| FOOD | $1,250.00 |
| SALARIES, WAGES, & BENEFITS | OTHER |
| TOTAL | $1,250.00 |

I CERTIFY that the information on this form is true and correct to the best of my knowledge, and that any changes to the above information will be reported to the sponsoring organization.

SIGNATURE OF PERSON IN CHARGE AT SITE

Dr. Donald K. Sorsabal

Assistant Superintendent, Business Services

DATE

29 March 1979