

LETTER OF AGREEMENT FOR NUTRITIONAL SERVICES

This agreement is made the 1st day of July, 2011 by and between the Carroll County Head Start Program and Kim Mosser, Nutrition Analyst for the Ohio Valley Educational Cooperative (OVEC).

I. Purpose

The purpose of this Agreement is to arrange for nutrition evaluation and services by the Nutrition Analyst for the Head Start Program and for clients served by the Carroll County Head Start Program.

II. Responsibilities of the Nutrition Analyst

The Nutrition Analyst shall provide the following services as budget time allows:

- A. Review menus from Head Start/ Early Head Start Program to assure compliance with the Head Start performance standards, and provide written reports back to the program.
- B. Provide suggestions on ways that the school district can meet menu compliance especially for the Early Head Start program. Look at the program generated list of foods determined to not be appropriate for young children that are regularly on the school district menus. Determine an approved list of appropriate substitutions that can be substituted as needed. Determine a selection of substitutions that can be maintained at the center by the program, in case a child cannot eat a food served, through the cafeteria. Also, provide suggestions for cultural foods and theme menus to be served within the school food service cafeteria and the classroom/home visits.
- C. Present workshops, as needed, for staff and parents regarding good nutritional practices, preventative health (as it relates to nutrition), and money management (as it relates to purchases).
- D. Serve on the Head Start/ EHS Program Health Advisory Council.
- E. Conduct on-site school visits as requested and as funds allow.

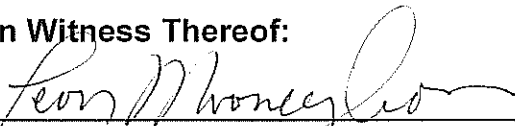
III. Terms of Agreement

- A. The Carroll County Head Start/ EHS Program agrees to pay the Nutrition Analyst for five (5) days at the rate of \$293.25/daily plus the cost of travel and educational materials for the operating period of this

agreement. The operating period for the current school year will be July 1, 2011 through June 30, 2012.

- B. The Ohio Valley Educational Cooperative will bill Carroll County Head Start / EHS for services performed and expenses incurred in the performance of this agreement by the Nutrition Analyst.
- C. Contract review and renewal for 2012-2013 school year will take place no later than June 30, 2012 – with fees determined at that time.

In Witness Whereof:


Ohio Valley Educational Cooperative

9-30-11
Date

Carroll County Head Start

Date