

Child Care Food Program

Catering Contract Renewal Requirements

Fiscal Year 2026-2027

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Website: **FloridaHealth.gov/CCFP**

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

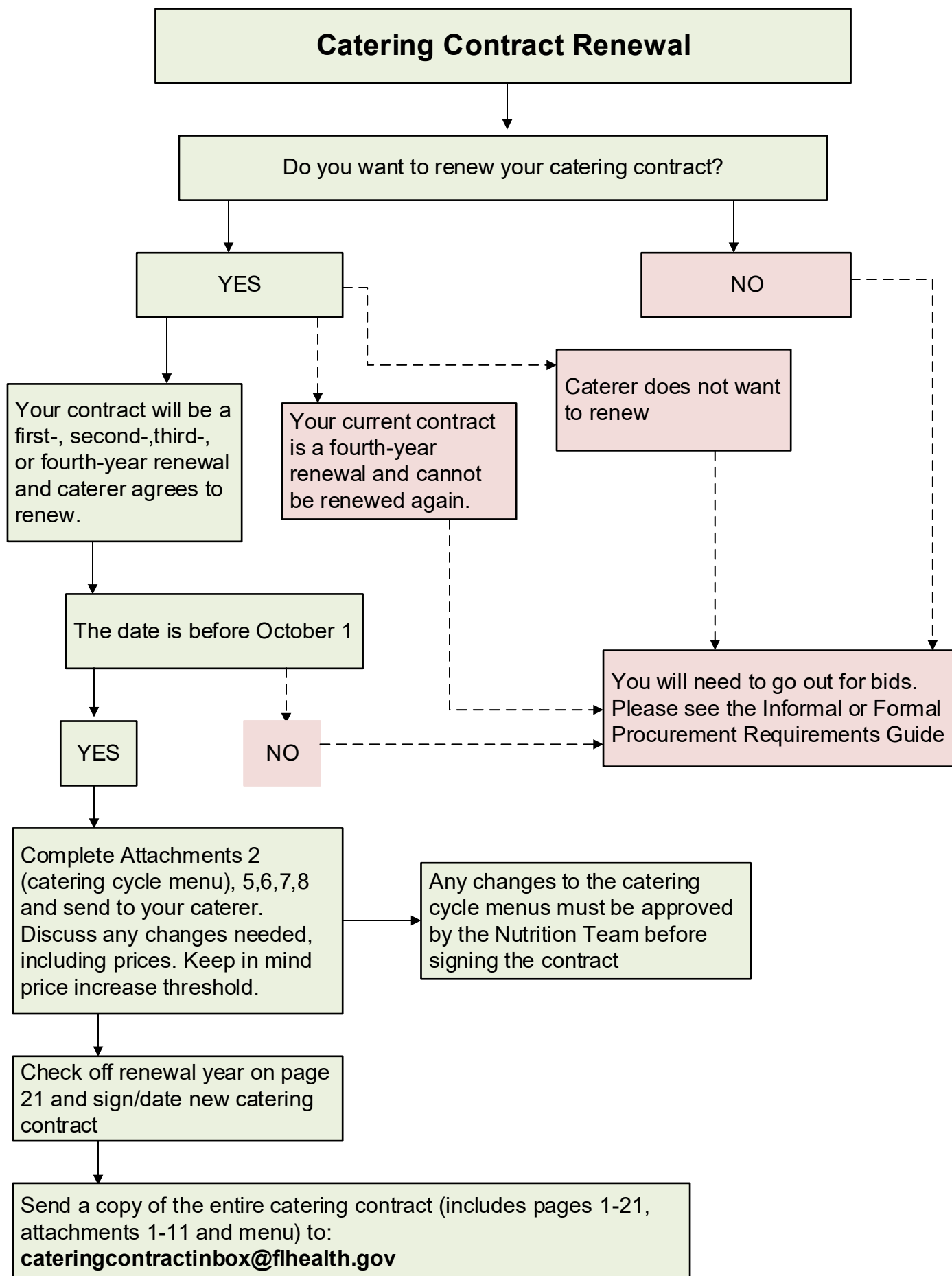
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

program.intake@usda.gov



CCFP Catering Contract Renewal Requirements

Key Requirements

Procurement procedures must be conducted fairly and competitively.

The CCFP is not a party to the Standard Catering Contract but provides financial reimbursement for creditable catered meals. It is the program participant's responsibility to pay the caterer's invoice.

All catering documents are subject to CCFP Staff review to ensure compliance with federal regulations.

The CCFP catering contract is not valid for a site that does not participate, or is not yet approved to participate, in the CCFP.

The caterer must be listed on the CCFP Caterer List (per Florida Administrative Code Rule 64F-17.004) before the contract is signed.

The caterer must maintain all permits and licenses in good standing throughout the contract term, informing CCFP of any changes.

The Standard Catering Contract, all Attachments, and Cycle Menus can be found on the CCFP website and MIPS.

The Standard Catering Contract covers meals for children ages 1-5 and 6-18. This does **not** include infant meals for ages 0-11 months.

All children ages 1-5 **must** receive portion sizes based on the Meal Pattern for Children ages 3 to 5.

The Caterer must provide meal modifications for children with disabilities and may charge a higher price. The program participant must agree to the price.

Catering Contract Renewal

- You or the caterer are not required or obligated to renew the Catering Contract. The contract is only renewed if both parties agree.
- The contract term **October 1 through September 30**. Renewal contracts are updated yearly with attachments and menus
- Contracts **MUST** be renewed **BEFORE** October 1. If you do not renew your catering contract by September 30, must go out to bid for a new initial contract.
- Four additional one-year renewal periods are allowed beyond the initial contract year. The appropriate contract renewal year is indicated on the signature page.
- All renewal contracts must use the appropriate fiscal year documents (Footer says “**2026-2027**”)

CCFP Catering Contract Renewal Requirements

Renewal Procedure

Step 1: Complete annual training:

- Register for and complete online **Renewal training**.
- Read through Renewal Requirements to understand process.

Step 2: Download the FY 2026-2027 Standard Catering Contract and send to your existing caterer with the following:

- **Attachment 2 -Menu:** Replace this page with the Cycle Menu of your choice
- **Attachment 5 - Meal Services to be Provided:** Check off appropriate boxes in ALL sections.
- **Attachment 6 - Delivery Schedule:** List address, contact person, number of meals ordered by meal type and the delivery time.
- **Attachment 7 - Price Schedule:**
 - Column 1: Indicate number of meals needed each day by meal type and age group
 - Column 2: Indicate number of serving days per year by meal type and age group.
- **Attachment 8 - Conflict of Interest Questionnaire:** Complete top half, sign and date; caterer will complete bottom half, sign and date.

Step 3: Discuss with caterer: any changes to renewal contract and new unit price for meals:

- The caterer may raise the unit price of meals according to the annual **maximum price increase threshold**, set each year by the USDA. This is applied to the current year's unit price per meal and results in the new unit price per meal.

For FY 2026-2027, the maximum price increase is: 3.54 %

Step 4: Sign, date and send catering renewal contract:

- Both parties sign and date the catering contract on page 21
- Check the box for year of renewal on page 21 (i.e. 1st year renewal)
- Send ENTIRE contract - pages 1-21 and Attachments 1-11, (replace Attachment 2 with 4-page menu) to: **cateringcontractinbox@flhealth.gov**

Reminders:

- DO NOT send contract document as a link (DOH staff cannot open links)
- Send your catering contract as **ONE PDF** document - no photos, individual page scans, etc.
- DO NOT send contract document as a link (DOH staff cannot open links)

Catering Contract Renewal Checklist

Please use checklist to check for accuracy and completeness. Use "N/A" if something does not apply to your situation.

STEP ONE: COMPLETED TRAINING I HAVE...	COMPLETED ☒
Completed the online renewal training	
Read through the Renewal Requirements	
STEP TWO: SEND CURRENT FY CONTRACT TO CATERER I HAVE...	COMPLETED ☒
Downloaded 2026-2027 catering contract	
Sent changes to cycle menu or sent custom menu to Nutrition team for approval	
Replaced Attachment 2 with four page chosen cycle menu or approved custom menu	
Completed Attachment 5 -Meal Services to be Provided; ensured all information is entered	
Completed Attachment 6 -Delivery Schedule; ensured delivery time does not exceed three hours before hot meal service	
Completed Attachment 7: Price Schedule - Filled in top of form and columns 1 & 2	
Completed Attachment 8: Conflict of Interest Questionnaire - Completed top portion, signed and dated	
STEP THREE: MEET WITH CATERER I HAVE...	COMPLETED ☒
Discussed unit price increase;	
Discussed any changes to contract, including menu	
STEP FOUR: SIGN, DATE AND SEND CONTRACT I HAVE...	COMPLETED ☒
Sign and date contract and ensured caterer signs and dates it	
Checked box on page 21 for year of renewal	
Replaced Attachment 2 with four page cycle menu or approved custom menu	
Compiled pages 1-21 and Attachments 1-11 into one PDF document	
Sent entire PDF document as an email attachment to: cateringcontractinbox@flhealth.gov	