

From: [Theresa Reynolds](#)
To: [Charlie Lanter](#); [Celia Moore](#)
Subject: FW: Permanent Agreement Information Needed 11475
Date: Friday, February 14, 2020 11:13:16 AM
Attachments: [8 State Agency Permanent Agreement PRINT, COMPLETE, SIGN AND MAIL.pdf](#)
[image002.png](#)
[image003.png](#)

Theresa V. Reynolds
Grants Manager
Division of Grants & Special Programs

859-258-3070 office
lexingtonky.gov



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From: Smith, Brooke - Division of School and Community Nutrition
<brooke.smith@education.ky.gov>
Sent: Friday, February 14, 2020 11:11 AM
To: Theresa Reynolds <teresar2@lexingtonky.gov>
Subject: Permanent Agreement Information Needed 11475

[EXTERNAL] Use caution before clicking links and/or opening attachments.

Dear Lexington Fayette Urban Co. Government,

After a review of your organization's Permanent Agreement we have discovered a difference in the information on the Agreement and what is listed in the CNIPS claims system.

The most recently signed Permanent Agreement has the signature of Jim Gray as the Participant on page 16 while Linda Gorton is listed as the Executive Director/Owner in CNIPS.

If the signature on the Permanent Agreement is correct, please reply to this email and update the Sponsor Application in CNIPS to reflect the correct Executive Director/Owner.

If the signature on the Permanent Agreement needs to be updated, please print the complete attached document and complete the following steps.

Page 1 – Enter the Sponsor (Center) Name and CNIPS Number

Page 2 – Check the box for all programs the district currently participates

Page 16 – Participant Signature – Have the Executive Director/Owner sign as the Participant.

Examples of the Executive Director/Owner are as follows

- School Nutrition Program (school district) – superintendent and board chair if applicable.
- Child and Adult Care Food Program Sponsor – superintendent, center owner or CEO, and board chair if applicable.
- ***The Permanent Agreement CANNOT be signed by a school district Food Service Director, child care center director or manager (if not the center owner).***

Once the updated Permanent Agreement has been signed, please mail the originally signed complete document (20 pages including the cover page) to SCN. Please keep a copy for your files.

If you have any questions, please reply to this email.

Thank you!!!



Brooke Smith

Administrative Specialist II, Support Branch
Division of School and Community Nutrition
Office of Finance and Operations

Kentucky Department of Education
300 Sower Boulevard, 5th Floor
Frankfort, KY 40601
(502)564-5625, ext. 4922 | Fax (502) 564-5519
Email: Brooke.Smith@education.ky.gov

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