



**Missouri Department of Health and Senior Services**

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**Gail Vasterling**  
Director



**Jeremiah W. (Jay) Nixon**  
Governor

**MEMORANDUM OF UNDERSTANDING (MOU)**

**Between the**

**Missouri Department of Health and Senior Services, Section for Community Health and Chronic  
Disease Prevention  
and the**

**[LOCAL EDUCATION AGENCY NAME]**

**Salad Bar Project**

**Project period: September 1, 2014-August 30, 2016**

An agreement is hereby established between the Missouri Department of Health and Senior Services, Section for Community Health and Chronic Disease Prevention, and **the [LOCAL EDUCATION AGENCY NAME]** for the purpose of implementing a salad bar program in local schools.

**The Missouri Department of Health and Senior Services (DHSS) shall:**

1. Provide a **non-electric** salad bar as selected through the Department's bid process. The salad bar will meet the specifications listed below:
  - i. 30" or 36" height (LEA will specify their choice)
  - ii. National Sanitation Foundation (NSF) Certified materials
  - iii. Fully portable (on heavy duty casters with brakes)
  - iv. Minimum length 69"
  - v. Maximum width (with extended tray rails) 42½"
  - vi. Minimum well interior dimensions (L x W x H) 52<sup>9/32"</sup> x 21" x 7 1/8"
  - vii. Dual tray rails that fold down for transport and storage
  - viii. Sneeze guards made from NSF listed material
  - ix. NSF listed threaded faucet drain with a standard hose hook-up for quick draining and cleaning
  - x. Easy to clean, scratch resistant body
  
2. Provide the following additional equipment to operate a salad bar:
  - i. 18 - 9" Scalloped Tongs
  - ii. Pans—made from material that allows for content visibility and withstands temperature ranges from -40°F to 160°F
    - i. 8 - Quarter size 4" deep pans
    - ii. 4 - Full size 4" deep pans
    - iii. 8 - Half size 4" pans
  - iii. Divider bars (adequate # to hold pans)
  - iv. Non-electric chilling system

[www.health.mo.gov](http://www.health.mo.gov)

**Healthy Missourians for life.**

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

3. Provide on-line training and resources on implementing a school salad bar program.
4. Provide in-person or electronic technical assistance as requested.
5. Conduct an on-site visit once the salad bar has been received and implemented to view how it is being utilized in meal service.

**The [LOCAL EDUCATION AGENCY] shall:**

1. Continue to participate in the National School Lunch Program for the duration of this MOU.
2. Support student meal participation and utilize the salad bar as part of the reimbursable meal program at least twice a week for two years following the acceptance of this grant. The salad bar shall offer at least one fresh fruit or vegetable daily.
3. Provide DHSS copies of any media coverage, such as press releases, related to the salad bar program for the duration of this MOU.
4. Promote the salad bar as part of the reimbursable meal program.
5. Contact DHSS to update the district's contact information should the contact information change during the MOU period.
6. Use the equipment received to provide a salad bar with fruits and vegetables in the reimbursable lunch meal at least twice a week for at least the duration of this agreement.
7. Accept shipment of the salad bar and equipment package.
8. Assemble and ready all equipment received according to the manufacturer's instructions.
9. Be responsible for all maintenance and upkeep of salad bar and related equipment.
10. Be responsible for disposal of the equipment once it has reached its expected use capacity.
11. Be responsible for all costs associated with offering a salad bar as part of the school meal program, to include food and labor costs.
12. Train all students and faculty in buildings receiving a salad bar on salad bar etiquette.
13. Require food service staff in buildings receiving a salad bar to attend at least two hours of on-line training as prescribed by DHSS.
14. Agree to complete the online evaluation by the due date as set by DHSS. The evaluation will include providing information regarding the salad bar implementation such as lunch participation, impact on fresh produce purchase levels, menu and budget adjustments, and general attitude from the students and staff regarding the salad bar program.
15. By October 30, 2014, provide DHSS with the following information for one month of the 2013-2014 school year: school lunch participation, salad bar sales (if applicable) and food costs. By April 2015, provide DHSS with the same information for the same month in the 2014-2015 school year after the salad bar has been implemented (for example provide lunch participation, salad bar sales and food cost figures for March 2014 and March 2015).
16. Work with a DHSS representative to schedule a site visit once the salad bar is implemented. This visit should take place within one year of the date the MOU is fully executed.
17. Agree to notify DHSS if upon receipt of the salad bar package, the LEA is not able to fulfill any aspect of this agreement and to take responsibility for transporting the equipment to another school district location as determined by DHSS.

18. In addition, the [LOCAL EDUCATION AGENCY] is encouraged to host a Rainbow Days salad bar event. More information is available at <http://health.mo.gov/living/wellness/nutrition/rainbowdayprojects/index.php>.

Any change to this MOU shall be accomplished by a formal amendment to the MOU signed and approved by the DHSS and the LEA.

This MOU may be terminated on the part of either party if a minimum of thirty (30) days advance notice is given.

Upon termination of the MOU, DHSS will provide [LOCAL EDUCATION AGENCY NAME] with disposition instructions for the equipment.

This Agreement shall be in effect from the date it becomes fully executed until August 30, 2016.

The DHSS Obesity Prevention Manager, Pat Simmons, 573-522-2843, shall coordinate the MOU.

**APPROVED AND ACCEPTED:**

\_\_\_\_\_  
LEA Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bret Fischer, Director  
Division of Administration  
Missouri Department of Health and Senior Services

\_\_\_\_\_  
Date