

CONTRACT BETWEEN:  
RPC EARLY CHILDHOOD EDUCATION PROGRAM  
and  
NUTRITION CONSULTANT

1. PARTIES:

The Nutrition Consultant, Rachel Mannen, M.S. in Nutrition and Dietetics, hereinafter, will be referred to as the Contractor.

The Champaign County Regional Planning Commission, a unit of Champaign County government, hereinafter, will be referred to as RPC.

2. TERMS:

The term of the contract will be effective June 1, 2023. This contract may be terminated with a 30-day written notice by either party.

3. PAYMENT OF SERVICES:

The Contractor's fee is \$25.00 per hour for up to 30 hours per month of services. Service hours will not exceed 30 hours per month unless prior approval has been given by the Early Childhood Division Director or Child and Family Services Manager in writing. Designated work hours will be at the discretion of the Contractor with the authorization of RPC to ensure expedited nutrition services. Mileage will be reimbursed at the current government rate. If the mileage rate changes, the contractor will be notified.

The Contractor will provide RPC with a bill for mileage on a monthly basis.

The Contractor will provide RPC with a bill that describes the services provided, site (if applicable), cost, dates services provided, and total cost for all on a monthly basis.

The Contractor will complete and submit to RPC a signed W-9 prior to receiving payment. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

4. SERVICES TO BE PROVIDED:

The Contractor will provide the following.

- Provide nutrition consultation to Child and Family Services Manager
- Provide training to Head Start staff and families.
- Review and provide suggestions for the menus.
- Review nutrition questionnaires for overweight and underweight children.
- Complete nutrition plans for children and families needing intervention.
- Contact families when children are in the overweight and underweight status and discuss nutrition concerns and offer suggestions.
- Provide information on healthy eating and meal preparation activities for families in a group setting.
- Provide grocery store tours to educate families on how to read nutrition labels and choosing healthy food on a budget.
- Assist the program with creating or updating nutrition forms and procedures
- Attend and/or participate in the Health Services Advisory Committee meetings.
- Assist the program with any nutritional concerns or questions.
- Provide home visits to families in need of nutritional counseling.
- Provide other nutrition or dietetics support, as needed, to advance the health of children and families.
- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Conformity to Head Start Program Performance Standards to ensure children, families, and staff have an ongoing source for nutrition education and services.

#### 5. EMPLOYMENT STATUS:

The Contractor acknowledges that for the purposes of services rendered pursuant to this Contract that s/he is not an employee of RPC and amounts paid pursuant to this Contract do not constitute compensation paid to an employee of RPC for such purposes as collection or qualification of benefits.

#### 6. NONDISCRIMINATION:

The Contractor agrees to comply with Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, the Constitution of the United States, the 1970 Constitution of the State of Illinois and any laws, regulations or orders, State or Federal, which prohibit discrimination on the grounds of race, sex, religion,

national origin, inability to speak or comprehend the English language, or by reason of disability.

#### 7. CONFIDENTIALITY:

The Contractor agrees that any information obtained concerning persons served by RPC will remain confidential. The Contractor agrees not to disclose any information concerning said persons without written authorization from said persons, and only for purposes directly connected with the administration of the program and services, or as may be required by State or Federal law.

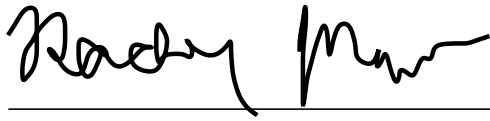
#### 8. LIABILITY:

RPC assumes no liability for actions of the Contractor under this Contract. The Contractor agrees to hold harmless, RPC, against any and all liability loss, damage, cost, or expenses arising from wrongful or negligent acts of the Contractor, which RPC may sustain, incur, or be required to pay as a result of Contractor's performance under this Contract.

#### 9. MONITORING AND EVALUATION:

The Contractor agrees to maintain records on forms provided by RPC.

- Training packets
- Bill for services
  - To submit invoices on a monthly basis for service performed in the pay period, allowing enough time for appropriate documentation of services.
  - To assure that all invoices include:
    - Dates of Service
    - Services Provided
    - Number of Hours billed for each service
    - Any correlating In-Kind amount for billing services
- Document nutrition plans
- Document contacts with families
  - To make every effort to follow-up with families referred for services within one (1) week and provide documentation of these efforts.
- Current Registered Dietician License or Nutrition Certification and insurance on file with RPC.



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Signature of Nutrition Consultant

6/5/23

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Date



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Signature of CEO of Champaign County  
Regional Planning Commission

06-06-2023

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Date