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**Date:** 11/13/2014 8:05:00 AM  
**Subject:** Statewide Frozen Meal Program  
**Attachments:** ContractGAFoods-SCAAAs.docx

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Director Kester,

During our meeting last week, GA Foods promised to forward a copy of a suggested contract that could be quickly adapted for use between the AAAs and our company. I have attached our suggested contract for your review with your AAAs.

You will note that the contract attachment also contains the service authorization form that we discussed.

Currently, your DHHS CLTC program requires the use of this tool and we strongly suggest that it be utilized in the Office on Aging's program as well. Such use will avoid incidents of unauthorized clients and any misunderstandings about the level of service or payment.

As we are anxious to begin preparations for these anticipated clients, our team is awaiting key contact persons from your department to begin work on the following areas:

- Integration of data into the IT systems
- Standardization of accounting/invoicing system for proper tracking and payment

I will continue to be your contact person and will be contacting you later today to determine next-steps. We continue to be committed to this initiative. ***Our team is ready to start service as early as tomorrow!***

Please feel free to contact me with any questions at any time.

Respectfully,

**Terry White**

Region Sales Manager | Sales

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