



Kenneth W. Jenkins  
Westchester County Executive

Department of Social Services  
Leonard G. Townes  
Commissioner

112597

DATE: November 25, 2025

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner, Department of Social Services

SUBJECT: Authority for the County of Westchester, acting by and through its Department of Social Services, to enter into an agreement with Caritas of Port Chester, Inc. to provide services to address food insecurity for the period from August 1, 2025 through December 31, 2026, for an amount not to exceed \$139,000, payable monthly pursuant to an approved budget.

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through the Department of Social Services (the "Department"), to enter into an agreement with Caritas of Port Chester, Inc. ("Caritas"), pursuant to which Caritas will provide their Meals on Main Street Program (the "Program") that includes services to address food insecurity, for the period from August 1, 2025 through December 31, 2026, for an amount not to exceed \$139,000, payable monthly pursuant to an approved budget and subject to appropriation (DSS7004-26; the "Agreement").

The Program's mission is to eliminate food insecurity in Port Chester and the surrounding community by providing free and nutritious meals to clients through pop-up mobile pantries, home deliveries, a commercial kitchen and community dining area. Due to the overall rising costs, the need for community food programs in Port Chester and the surrounding area has tripled since 2019. There has been a significant increase in demand at emergency feeding programs throughout the County and New York State. According to the New York State Office of Temporary and Disability Assistance ("NYSOTDA") March 14, 2024 Report on NYS and Food Insecurity, "New York Food Banks reported serving 62% more households and individuals in 2022 compared to 2019, and food prices have increased 9.1% since April 2022, creating major stress on household food budgets and the emergency food programs serving them". To meet those needs in Port Chester and the surrounding community, Caritas kitchen staff, and mobile food pantry services has continued to expand with the addition of a third mobile pantry. For the 2025-2026 term, Caritas' commercial kitchen expects to prepare at least 15,000 meals per month, provide home delivery of meals to approximately 200 households per month, and provide mobile pantry services to approximately 12,000 people per month. This

Program will support the staffing of the commercial kitchen with three full-time cooks that will prepare meals and oversee the packaging of meals by volunteers, provide menu planning and development, and one full-time driver to maintain the distribution schedule of the additional mobile pantry.

The Agreement shall serve a public purpose by providing up to 15,000 nutritious meals per month, 200 home deliveries per month, and pop-up food pantry services to people who are experiencing food insecurity in the Port Chester area and surrounding community.

The goals and objectives of the proposed Agreement are to support the staffing of the Program that will provide up to 15,000 free and nutritious meals per month, 200 home deliveries per month, and the distribution of fresh produce to approximately 12,000 clients per month to address food insecurity and the increased demand for healthy and nutritious meals in the Port Chester area and surrounding communities.

The goals and objectives of the proposed Agreement are in the County's best interest regarding fiscal responsibility, public health and safety as the County's demand for services that address food insecurity have increased in the past few years. Due to inflation and the rising costs hunger will remain a significant challenge for clients in Westchester. The effects of food insecurity can be life changing, potentially leading to health complications for seniors and hindering children from learning to their best ability. The Program will provide additional support to financially stressed clients and families in Port Chester and the surrounding community. These clients will no longer need to choose between spending money on healthy food or other basic needs such as housing and or health expenses. Providing support to sufficiently staff the Program will aid in the prevention of further food insecurity and hunger that often affects the County's most vulnerable populations.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Department of Social Services.

The procurement of this Agreement is exempt from the requirements of the County Procurement Policy pursuant to Section 3(a)(xiv) thereof.

Accordingly, authority is hereby requested for the County, acting by and through the Department, to enter into the proposed Agreement.

I respectfully recommend your Honorable Board's approval of the attached Resolution.

LGT/CJ/fb

Attachment

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to enter into an agreement with Caritas of Port Chester, Inc. ("Caritas"), pursuant to which Caritas will provide their Meals on Main Street Program that includes services to address food insecurity for the period from August 1, 2025 through December 31, 2026, for an amount not to exceed \$139,000, payable monthly pursuant to an approved budget (DSS7004-26; the "Agreement"); and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive, or his authorized designee, is authorized to execute any and all documents necessary to effectuate the purposes hereof.

**1. Account to be Charged/Credited:**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2025	101	22	8900	5960		\$39,000
2026	101	22	8900	5960		\$100,000

**2. Budget Funding Year(s): 2025-2026**

Start Date: 8/1/2025 End Date: 12/31/2026

(must match resolution)

**3. Funding Source:**

Federal	0%	CFDA#	N/A		
State	0%	State ID#(s)	N/A		
Operating/ Tax Levy	100%				
Capital	N/A				

**4. Total NTE: \$139,000**

(must match resolution)