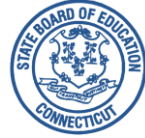





STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch and Breakfast Programs

**FROM:** John D. Frassinelli, Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 28, 2019

**SUBJECT:** Operational Memorandum No. 04-19  
Interschool Agreements for School Year 2019-20

The interschool agreement forms for 2019-20 are attached and posted in the “[Interschool Agreements](#)” section of the Connecticut State Department of Education’s (CSDE) [Forms for School Nutrition Programs](#) webpage. Sponsors that vend or provide meals to another district must submit an annual interschool agreement to the CSDE. This form must be signed by the authorized representative for the providing sponsor and the recipient site.

- **Full-service Interschool Agreement:** This form must be completed by any school district or school (providing sponsor) that provides another district or school (recipient site) with meals or snacks through the U.S. Department of Agriculture’s (USDA) [Child Nutrition Programs](#), i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASP) of the NSLP. For schools choosing the healthy food option of Healthy Food Certification (HFC), the Full-service Interschool Agreement must be submitted to the CSDE by **July 1, 2019**. For more information, see “HFC Payments and Interschool Agreements” on page 2.
- **Recipient Site Vended Interschool Agreement:** This form must be completed when a board of education (vendor) provides meals or snacks to another school (recipient site) that maintains its own Agreement for Child Nutrition Programs (ED-099) with the CSDE. The Recipient Site Vended Interschool Agreement must be submitted to the CSDE at least two weeks before the start of the school year, but no later than **August 30, 2019**.

The interschool agreement must be submitted to the CSDE **before** the local educational agency (LEA) starts serving and claiming meals. This action is required even if the LEA lists the site on their district’s online Agreement for Child Nutrition Programs (ED-099).

The CSDE’s interschool agreement forms are samples. If a LEA chooses to submit a different agreement form, the LEA is responsible for ensuring that all of the components outlined on the CSDE’s sample forms are included in the LEA’s interschool agreement. Failure to do so could delay the processing of the agreement.

## **HFC Payments and Interschool Agreements**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the [Connecticut Nutrition Standards](#) (CNS). This must be indicated in section 3 of the Full-service Interschool Agreement between the recipient site and the providing sponsor district. The deadline for interschool agreements choosing the healthy food option of HFC is **July 1, 2019**.

**In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by July 1, 2019.** If the CSDE receives the interschool agreement **after** this date, the CSDE will **not** include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2019-20.

For more information on HFC and the CNS, visit the CSDE's [Healthy Food Certification](#) and [Connecticut Nutrition Standards](#) webpages.

Failure to submit and receive approval for an interschool agreement could jeopardize funding for the meals served at that site. Questions pertaining to interschool agreements may be directed to Fionnuala Brown at 860-807-2129 or [fionnuala.brown@ct.gov](mailto:fionnuala.brown@ct.gov).

JDF:sff

Attachments: (2)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.