# A Full-service Interschool Agreement must be completed by any school district or school that provides another district or school with meals or snacks through the U. S. Department of Agriculture’s (USDA) [Child Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs), i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASP). This agreement must be signed by the authorized representative of the providing sponsor and the recipient site.

# A “providing sponsor” is a district or school that sells USDA meals or snacks to another district or school. A providing sponsor maintains its own Agreement for Child Nutrition Programs (ED-099) with the Connecticut State Department of Education (CSDE) to operate the USDA’s Child Nutrition Programs and has a CSDE sponsor agreement number. This is the five-digit number on the district’s online agreement.

* A “recipient site” is a district or school that receives USDA meals or snacks from a providing sponsor.

# The providing sponsor accepts full responsibility for meeting all state and federal regulations regarding the USDA Child Nutrition Programs and receives all state and federal reimbursements. The recipient site must be listed as an approved site on the providing sponsor’s online Agreement for Child Nutrition Programs (ED-099) with the CSDE.

# A ten-page sample Full-service Interschool Agreement between the providing sponsor and the recipient site is attached. The local educational agency (LEA) may make modifications, such as deleting sections that do not apply. For example, “Section 3 – Healthy Food Certification (HFC)” applies only to public schools. Private schools are not eligible for HFC. The LEA should delete section 3 before completing the interschool agreement for a private school.

# If the LEA chooses to submit a different interschool agreement form, the LEA is responsible for ensuring that the applicable components outlined in this sample form are included in the LEA’s interschool agreement. Failure to do so could delay the processing of the agreement.

# The interschool agreement must be signed by the authorized representative for the providing sponsor and the recipient site. Email the scanned completed interschool agreement by July 1, 2024, to Sean Fogarty at [sean.fogarty@ct.gov](mailto:sean.fogarty@ct.gov).

For the sponsoring district to receive Healthy Food Certification (HFC) payments for any recipient sites in school year 2024-25, the completed interschool agreement must be submitted to the CSDE by **July 1, 2024**. If the interschool agreement is received after this date, recipient site lunch counts will not be included in the total number of reimbursable lunches that are used to determine the sponsoring district’s HFC payments for school year 2024-25.

This form is available in the “[Interschool Agreements](https://portal.ct.gov/SDE/Nutrition/Forms-for-School-Nutrition-Programs#i)” section of the CSDE’s [Forms for School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Forms-for-School-Nutrition-Programs) webpage. For questions regarding the Full-service Interschool Agreement Form, contact Fionnuala Brown at 860-807-2129 or [fionnuala.brown@ct.gov](mailto:fionnuala.brown@ct.gov).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/‌files/documents/ad-3027.pdf](https://www.usda.gov/sites/default/files/documents/ad-3027.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).

**Agreement between:**

|  |  |  |
| --- | --- | --- |
| Enter name |  | Enter agreement number |
| Name of providing sponsor |  | Agreement number |

**and the recipient sites indicated below.**

**Recipient Site Information**

For each recipient site, indicate the complete name and address, the type of school (public, private, or residential child care institution (RCCI)) and whether it is an existing or new site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recipient site**  Provide complete name of program and include name of governing agency if applicable | | **Type of school**  (check one) | **Address, town,  and zip code** | **Existing or new site \***  (check one) |
| 1 | Enter site name | Public  RCCI  Private | Enter address | Existing site  New site |
| 2 | Enter site name | Public  RCCI  Private | Enter address | Existing site  New site |
| 3 | Enter site name | Public  RCCI  Private | Enter address | Existing site  New site |
| 4 | Enter site name | Public  RCCI  Private | Enter address | Existing site  New site |
| 5 | Enter site name | Public  RCCI  Private | Enter address | Existing site  New site |
| 6 | Enter site name | Public  RCCI  Private | Enter address | Existing site  New site |

\* An **existing site** is a school that is currently listed in the providing sponsor’s online agreement. A **new site** is a school that is **not** currently listedin the providing sponsor’s online agreement. For all **new sites** indicated above, the providing sponsor must submit a letter to the CSDE stating the site name, address, and town; the Child Nutrition Programs being offered (e.g., NSLP, SBP); the age range of students being served; and the effective start date. Scan and email the letter to Susan Alston at [susan.alston@ct.gov](mailto:susan.alston@ct.gov). **Attach a copy of the new site letter to this form.**

**Indicate all programs covered under this agreement.** Check all that apply.

National School Lunch Program (NSLP)

School Breakfast Program (SBP)

Afterschool Snack Program (ASP)

This agreement between the *Insert name of providing sponsor* Board of Education **(providing sponsor)** and *Insert name of recipient site* **(recipient site)** contains all the terms and conditions agreed to by the parties and cannot be changed except by written amendment signed by both parties.

This agreement shall begin on *Insert month/day/year* and shall continue until *Insert month/day/year*. This agreement may be terminated if both parties mutually agree.

**Section 1 – Responsibilities of Providing Sponsor**

The *Insert name of providing sponsor* Board of Education (providing sponsor) agrees to:

1. Appoint a **providing sponsor representative**, *Insert name of providing sponsor’s representative*, to be the point person for communication between the parties of this agreement. Regular meetings with a recipient site designee will be held to assess the Child Nutrition Programs. The providing sponsor will record the minutes of the meetings. A copy of the minutes will be kept on file at both sites.
2. Prepare and distribute *Insert type of meals served, i.e., lunches, breakfasts, or snacks*, in accordance with specified regulations of the NSLP. *Also insert SBP and ASP, if applicable*.
3. Establish collection procedures for the recipient site.
4. Provide trained food service personnel to administer the Child Nutrition Programs at the recipient site.
5. Be responsible for the oversight of procedures of meal accountability, claiming, and accepting reimbursements for meals served on behalf of the recipient site.
6. Conduct all applicable onsite monitoring (no later than February 1) for the recipient site.
7. Oversee the processing and maintaining of all free and reduced meal applications for the recipient site. This includes all master rosters sheets and conducting verification according to federal and state guidelines. This also includes obtaining access to the district’s direct certification list for the sole purpose of making the district’s students eligible for free or reduced-price (if applicable) meals via direct certification. The district understands that the direct certification data collection contains personally identifiable information that is confidential pursuant to federal and state law. By accessing direct certification, the district acknowledges that the information contained therein shall only be disclosed to the authorized personnel as outlined in part 7 in the USDA’s [*Eligibility Manual for School Meals*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf). The district further agrees that this information will only be used for the CSDE’s conduct of business and that there are penalties for improper disclosure established by the National School Lunch Act.

List the district’s direct certification contact:

|  |  |  |
| --- | --- | --- |
| Insert name |  | Insert email |
| Name of direct certification contact |  | Email |

1. Oversee the preparation and delivery (if applicable) of such meals (or have meals ready for pick up) at *Insert time*. All meals delivered will be at the required temperature and in appropriate containers meeting all current health standards. The meals will be delivered wholesome and consumable and will comply with the Connecticut Department of Public Health’s food safety regulations and Hazard Analysis Critical Control Point (HACCP) requirements. All delivery containers will remain the property of *Insert name of owner*.
2. Prepare and distribute menus to *Insert “all children” or “each school”* two weeks prior to the start of the month.
3. Provide utensils, dinnerware, and related supplies.
4. Provide all equipment needed to serve all meals. This equipment shall remain the property of *Insert name of providing sponsor*. The *Insert name of recipient site* shall be responsible for maintaining this equipment. In the case of abuse, *Insert name of providing sponsor* retains the right to charge *Insert name of recipient site* for replacement/repair.
5. Establish set prices for student and adult meals as agreed upon by the two parties and indicated below.
   * The charge for each **full-price** student breakfast will be $ *Insert price*.
   * The charge for each **reduced-price** student breakfast will be $ *Insert price* (cannot exceed 30 cents).
   * The charge for each **full-price** student lunch will be $ *Insert price*.
   * The charge for each **reduced-price** student lunch will be $ *Insert price* (cannot exceed 40 cents).
   * The charge for each **adult lunch** will be $ *Insert price*.
   * The charge for each **full-price** snack will be $ *Insert price*.
   * The charge for each **reduced-price** snack will be $ *Insert price* (cannot exceed 15 cents).
6. Place orders, accept, and utilize USDA Foods on behalf of the recipient site.

*Enter additional requirements as applicable.*

**Section 2 – Responsibilities of Recipient Agency**

The *Insert name of recipient school* agrees to:

1. Appoint a **recipient site representative**, Insert name of recipient site’s representative, to be the point person for communication between the parties of this agreement. This person shall attend regular meetings held with the providing sponsor to assess issues related to the Child Nutrition Programs. A record of the meeting will be kept on file at both sites.
2. Comply with all federal and state regulations related to the NSLP Insert SBP and ASP, if applicable, as communicated by the providing sponsor’s representative, Insert name of providing sponsor’s representative.
3. Maintain accurate meal counting and claiming records on a daily basis.
4. Implement all corrective action that is required as a result of any findings cited during the on-site monitoring reviews conducted by the providing sponsor.
5. Provide suitable dining arrangements for the children to participate fully in their meal experiences.
6. Take active responsibility for apprising the providing sponsor of any schedule changes, field trips, etc. that may cause a change in meal preparation amounts.
7. Comply with all state and federal regulations related to the sale of competitive foods, i.e., foods and beverages sold separately from reimbursable meals.
8. Implement one of the local school wellness policy (LSWP) requirements below. (Check the applicable requirement below.)

The recipient site will comply with the LSWP developed by Insert name of providing sponsor. List the person responsible for LSWP oversight:

|  |  |  |
| --- | --- | --- |
| Insert name |  | Insert title |
| Name |  | Title |
| Insert phone number with area code |  | Insert email |
| Phone number |  | Email |

**OR**

The recipient site will develop and comply with the recipient site school’s own LSWP that meets all federal and state regulations. List the person responsible for LSWP oversight:

|  |  |  |
| --- | --- | --- |
| Insert name |  | Insert title |
| Name |  | Title |
| Insert phone number with area code |  | Insert email |
| Phone number |  | Email |

**Section 3 – Healthy Food Certification (HFC)**

***This section is for public schools only. Private schools and nonprofit organizations must skip to*** [***section 4***](#Section4)***.***

The recipient site can participate in the healthy food option of HFC **only** if the providing sponsor has certified with the CSDE to comply with the healthy food option of HFC under Section 10-215f of the Connecticut General Statutes. Participation in HFC allows the providing sponsor to receive additional state funding for reimbursable lunches served at the recipient site. Eligible recipient sites include public schools, regional educational service centers, vocational-technical schools, charter schools, magnet schools, and endowed academies. **Private schools are not eligible for HFC.**

**Part A:** **Certification Statement**

Pursuant to Section 10-215f of the Connecticut General Statutes, the recipient site’s governing body certifies that during the period of **July 1, 2024, through June 30, 2024**, all food items offered for sale to students (*check one*):

**will** comply with the [Connecticut Nutrition Standards](https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards) (CNS).   
*(Complete parts B, C, and D in this section.*

**will not** comply with the CNS.   
*(Skip to* [*section 4*](#Section4)*. Do* ***not*** *complete parts B, C, and D in this section.*

This certification includes all food items offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, any fundraising activities on school premises sponsored by the school or by non-school organizations and groups, and all foods served in the ASP. This certification does not apply to the sale of foods that meet the exemption criteria in [part B (Exemption Statement)](#part_B_Exemption_Statement) of this section (see page 9).

|  |  |  |
| --- | --- | --- |
| Insert name |  | Insert title |
| Print name of recipient site’s representative |  | Title of recipient site’s representative |
|  |  | Insert date |
| Signature of recipient site’s representative |  | Date |

**Part B:** **Exemption statement**

If the recipient site certifies for HFC in part A of this section, all food items sold to students separately from reimbursable school meals must meet the CNS at all times and from all sources. Foods that do not comply with the CNS can only be sold to students if the recipient site’s governing body allows exemptions and the foods are sold at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store.

Pursuant to Section 10-215f of the Connecticut General Statutes, the recipient site’s governing body (*check one*):

**will** exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend; (2) such sale is at the location of the event; and (3) such food is not sold from a vending machine or school store.

**will not** exclude from certification food items that do not meet the CNS.

**Part C: Sources of food sales at recipient site**

1. Does the recipient site **sell** **any foods** to students ***separately*** from reimbursable meals, e.g., cafeteria a la carte sales, vending machines, school stores, fundraisers or any other sources?

No: Skip to Part D  Yes: Complete question 2 below

1. Indicate **all areas** at the recipient site where foods are sold to students ***separately*** from reimbursable meals. *Check all that apply.*

Cafeteria

Vending machines

School stores

Fundraisers

Culinary arts programs

Family and consumer sciences classes

Afterschool enrichment or other programs that charge a fee for participation and the fee includes the cost of foods provided to students

Summer school programs (e.g., enrichment or exploratory) operated by the recipient site

Adult education programs operated by the recipient site, where foods sold are under the control of the adult education program

Family resource centers

Sports programs that charge a fee for participation and the fee includes the cost of foods provided to students

Other (please specify):   
Indicate other sources of food sales to students

**Part D: Recipient site’s HFC contact person**

Designate a contact person for HFC ***at the recipient site***. This person is responsible for working with the providing sponsor to ensure that the recipient site meets all HFC requirements. Do **not** list the providing sponsor’s HFC contact person.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | Insert name | | | | | Title: | Insert title | |
| Email: | | | Insert email | | | | Phone: | *Insert phone number with area code* | |
| Mailing Address: | | | | Insert address | | | | | |
| City: | Insert city | | | | State: | Insert state | | Zip Code: | Insert zip |

**Section 4 – Signatures of authorized representatives**

This agreement must be signed by the appropriate **authorized representatives** from the providing sponsor and the recipient site. For the providing sponsor, the authorized representative is an individual listed on the district’s Agreement for Child Nutrition Programs (ED-099) with the CSDE. This is the person who is authorized to approve and submit the online claims for reimbursement (**not** the food service director). For the recipient site, the authorized representative is the principal or executive director of the school.

**Signature of Providing Sponsor**

|  |  |  |
| --- | --- | --- |
| Insert name |  | Insert title |
| Print name of authorized representative |  | Title of authorized representative |
|  |  | Insert date |
| Signature of authorized representative |  | Date |

**Signature of Recipient Site**

|  |  |  |
| --- | --- | --- |
| Insert name |  | Insert title |
| Print name of authorized representative (principal or executive director) |  | Title of authorized representative |
|  |  | Insert date |
| Signature of authorized representative (principal or executive director) |  | Date |

Scan and email this completed form by July 1, 2024, to Sean Fogarty at [sean.fogarty@ct.gov](mailto:sean.fogarty@ct.gov). **Note:** For the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2024**. If the interschool agreement is received after this date, recipient site lunch counts will not be included in the total number of reimbursable lunches that are used to determine the sponsoring district’s HFC payments for school year 2024-25.

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1. mail: U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:[program.intake@usda.gov](mailto:program.intake@usda.gov)

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