# A Recipient Site Vended Interschool Agreement 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 Connecticut State Department of Education (CSDE) for 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) of the NSLP.

# A “vendor” is a board of education that sells USDA meals or snacks to another district or school. A vendor maintains its own Agreement for Child Nutrition Programs(ED-099) with the 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 the vendor. The recipient site also maintains its own Agreement for Child Nutrition Programs(ED-099) with the CSDE to operate the USDA Child Nutrition Programs and has an assigned CSDE sponsor agreement number.

# When meals are vended from a board of education, the recipient site accepts full responsibility for meeting all state and federal regulations regarding the Child Nutrition Programs and receives all state and federal reimbursements.

# A sample six-page Recipient Site Vended Interschool Agreement for a district that vends meals to a recipient site is attached. This form is not required. However, all applicable areas addressed in the CSDE’s sample form must be included in any other form used by the recipient site.

# The Recipient Site Vended Interschool Agreement must be signed by the authorized representatives, scanned, and emailed by August 30 of each school year to Sean Fogarty at [sean.fogarty@ct.gov](mailto:sean.fogarty@ct.gov).

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 Recipient Site Vended Interschool Agreement, 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)

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**Agreement between:**

|  |  |  |
| --- | --- | --- |
| Insert name of recipient site |  | Insert agreement number |
| Name of recipient site (sponsor) |  | Agreement number |

**and**

|  |
| --- |
| Insert name of vendor |
| Name of vendor (board of education) |

**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 sponsor*. **(recipient site)** and *Insert name of board of education*  Board of Education **(vendor)** 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 Recipient Site**

The *Insert name of recipient site* 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 vendor to assess issues related to the Child Nutrition Programs. The recipient site will be responsible for recording the meeting minutes. A record of the minutes will be kept on file at both sites.
2. Comply with all federal and state regulations related to the NSLP. Also insert SBP and ASP, if applicable.
3. Provide oversight to ensure that meals are held and served in accordance with Connecticut Department of Public Health’s food safety regulations and Hazard Analysis Critical Control Point (HACCP) requirements.
4. Implement one of the local school wellness policy (LSWP) requirements below (check one):

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 e-mail |
| Phone number |  | Email |

**or**

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 e-mail |
| Phone number |  | Email |

1. Be responsible for all procedures of meal accountability, claiming, and accepting reimbursements.
2. Pay the vendor $ Insert cost for each student meal ordered and delivered and $ Insert cost for each adult meal ordered and delivered. These prices include the cost of 8 fluid ounces of milk and all paper products for each meal ordered and delivered.
3. Charge adequate student and adult prices to ensure that all costs are covered. (**Note**: For reduced-price meals, student charges cannot exceed 30 cents for breakfast, 40 cents for lunch, and 15 cents for snack.)
4. Prepare and maintain:

* a separate school food service bank account for the deposit of all school food service funds collected from paid meals, reduced-price meals, and adult meals or a la carte sales;
* free and reduced applications and their determination;
* verification of free and reduced applications;
* collection procedures that meet the USDA’s guidelines;
* an accurate up-to-date master list/benefit issuance document of eligible students;
* daily meal accountability, e.g., edit check worksheet; and
* accountability for all a la carte sales, if applicable.

1. Provide trained, qualified food service personnel to administer the Child Nutrition Programs.
2. Provide suitable dining arrangements for the children to participate fully in their meal experiences.
3. Take active responsibility for apprising the vendor of any schedule changes, field trips, etc., that may cause a change in meal preparation amounts.
4. Comply with all state and federal regulations related to the sale of competitive foods, i.e., foods and beverages sold separately from reimbursable meals.
5. Make payment to the vendor of monies owed for delivery of meals each month, in accordance with this agreement.
6. Contact the Connecticut USDA Foods staff to explore the feasibility of accepting and utilizing USDA Foods. **Note:** In a Recipient Site Vended Interschool Agreement, the vendor **cannot** accept USDA Foods at their location of behalf of the recipient site.

*Enter additional requirements as applicable.*

**Section 2 – Responsibilities of Vendor**

The *Insert name of board of education* Board of Education (vendor) agrees to:

1. Appoint a **vendor district representative**, *Insert name of vendor district’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. A record of the meeting will be kept on file at both sites.
2. Provide *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. Provide for delivery 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 regulationsand HACCP requirements. All delivery containers will remain the property of *Insert name of owner*.
4. Prepare and distribute menus to *insert “all children” or “each school”* two weeks prior to the start of the month.
5. Provide utensils, dinnerware, and related supplies.
6. Provide all equipment needed to serve all meals. This equipment shall remain the property of *Insert name of vendor*. The *Insert name of recipient site* shall be responsible for maintaining this equipment. In the case of abuse, *Insert name of vendor* retains the right to charge *Insert name of recipient site* for replacement/repair.
7. Provide the recipient site with a monthly bill for all meals, other food, and supplies delivered. Payment will be due in *Insert number of days* days.
8. Work with the recipient site to explore the feasibility of accepting and utilizing USDA Foods. **Note:** In a Recipient Site Vended Agreement, the vendor **cannot** accept USDA Foods at their location of behalf of the recipient site.

*Enter additional requirements as applicable.*

**Section 3 – Signatures of Authorized Representatives**

This agreement must be signed by the appropriate **authorized representatives** from both the vendor and recipient site. For the vendor, 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 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 |

**Signature of Board of Education (vendor)**

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

Scan and email this completed form by **August 30** to Sean Fogarty at [sean.fogarty@ct.gov](mailto:sean.fogarty@ct.gov).

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