

Guidance for the Full-service Interschool Agreement Form School Year 2019-20

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](#), i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASP). This agreement must be signed by 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 nine-page sample Full-service Interschool Agreement between the providing sponsor and the recipient site is attached. This form is not required but all areas addressed in the CSDE sample form must be included in any other form used by the providing sponsor. The providing sponsor may choose to modify this form if all required information is included.

The interschool agreement must be signed by the authorized representative for the providing sponsor and the recipient site, scanned, and e-mailed by **July 1, 2019**, to Glenda Stuckey at glenda.stuckey@ct.gov.

Note: In order for the sponsoring district to receive Healthy Food Certification (HFC) payments for any recipient sites in school year 2019-20, the completed interschool agreement must be submitted to the CSDE by **July 1, 2019**. 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 2019-20.

For questions regarding the Recipient Site Vended Interschool Agreement, contact Fionnuala Brown at 860-807-2129 or fionnuala.brown@ct.gov.

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This form is available in the “[Interschool Agreements](#)” section of the CSDE’s Forms for School Nutrition Programs webpage.

PDF version: <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Interschool/FullServiceAgreemenword.pdf>.

Word version: <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Interschool/FullServiceAgreemenword.doc>.

In accordance with Federal civil rights law and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The 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 age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, 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: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.



Full-service Interschool Agreement Form

Agreement between:

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 <i>(check one)</i>	Address, town and zip code	Existing or new site * <i>(check one)</i>
1	<input type="checkbox"/> Public <input type="checkbox"/> RCCI <input type="checkbox"/> Private		<input type="checkbox"/> Existing site <input type="checkbox"/> New site
2	<input type="checkbox"/> Public <input type="checkbox"/> RCCI <input type="checkbox"/> Private		<input type="checkbox"/> Existing site <input type="checkbox"/> New site
3	<input type="checkbox"/> Public <input type="checkbox"/> RCCI <input type="checkbox"/> Private		<input type="checkbox"/> Existing site <input type="checkbox"/> New site
4	<input type="checkbox"/> Public <input type="checkbox"/> RCCI <input type="checkbox"/> Private		<input type="checkbox"/> Existing site <input type="checkbox"/> New site
5	<input type="checkbox"/> Public <input type="checkbox"/> RCCI <input type="checkbox"/> Private		<input type="checkbox"/> Existing site <input type="checkbox"/> New site
6	<input type="checkbox"/> Public <input type="checkbox"/> RCCI <input type="checkbox"/> Private		<input type="checkbox"/> Existing site <input type="checkbox"/> New site
<p>* 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 listed in 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. Mail the letter to Susan Alston, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.</p>			

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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 _____ Board of Education (**providing sponsor**) and _____ (**recipient site**) contains all of 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*). Either party may terminate this agreement with a _____ (*insert number of days*) day prior written notice.

Section 1 – Responsibilities of Providing Sponsor

The _____ Board of Education (providing sponsor) agrees to:

1. Appoint a **providing sponsor representative**, _____ (*insert name of 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 meal 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

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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*. 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 district's direct certification contact:

Name

E-mail

8. Oversee the preparation and delivery (if applicable) of such meals (or have meals ready for pick up) at _____ (*insert specified 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*).
9. Prepare and distribute menus to (*all children or each school*) two weeks prior to the start of the month.
10. Provide utensils, dinnerware, and related supplies.
11. Provide any and 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, of _____ (*insert name of providing sponsor*) retains the right to charge _____ (*insert name of recipient site*) for replacement/repair.
12. 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 \$ 30 cents.
 - The charge for each **full-price** student lunch will be \$ _____ (*insert price*).
 - The charge for each **reduced-price** student lunch will be \$ 40 cents.

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- 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 \$ 15 cents.

13. Accept and utilize government commodity foods on behalf of the recipient site.

Section 2 – Responsibilities of Recipient Agency

The _____ (*insert name of recipient site school*) agrees to:

1. Appoint a **recipient site representative**, _____ (*insert name of 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 (*also insert SBP and ASP, if applicable*), as communicated by the providing sponsor representative, _____ (*insert name of 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.

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8. Implement one of the following local school wellness policy (LSWP) requirements
(*check one*):

- Comply with the LSWP developed by _____
(*insert name of providing sponsor*). List person responsible for LSWP oversight:

Name

Title

Phone number

E-mail

or

- Develop and comply with the recipient site school's own LSWP that meets all federal and state regulations. List person responsible for LSWP oversight:

Name

Title

Phone number

E-mail

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Note: Section 3 is for PUBLIC SCHOOLS only. Private schools and nonprofit organizations must skip to section 4 (see page 8).

Section 3 – Healthy Food Certification (HFC)

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 and nonprofit organizations are not eligible for HFC.**

Part A: Certification Statement *(check one)*

Pursuant to Section 10-215f of the Connecticut General Statutes, the recipient site's governing body certifies that during the period of **July 1, 2019, through June 30, 2020**, all food items offered for sale to students:

- will** comply with the [Connecticut Nutrition Standards \(CNS\)](#).
(Complete parts B, C, and D in this section.)

- will not** comply with the CNS.
*(Skip to section 4 on page 5. 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) of this section (see page 7).

Print name of recipient site's representative

Title of recipient site's representative

Signature of recipient site's representative

Date

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Section 3 – HFC, continued

Part B: Exemption statement *(check one)*

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*

2. 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

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Section 3 – HFC, continued

- 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*): _____

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 all HFC requirements are met.

Name: _____ Title: _____
E-mail: _____ Phone: (_____) _____ - _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____

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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

Print name of authorized representative

Title of authorized representative

Signature of authorized representative

Date

Signature of Recipient Site

*Print name of authorized representative
(principal or executive director)*

Title of authorized representative

*Signature of authorized representative
(principal or executive director)*

Date

Scan and e-mail this completed form by **July 1, 2019**, to Glenda Stuckey at glenda.stuckey@ct.gov. **Note: 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 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 2019-20.

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Washington, D. C. 20250-9410;
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