

Guidance for the Recipient Site Vended Interschool Agreement Form

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](#), 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 but all areas addressed in the CSDE sample form **must** be included in any other form used by the recipient site. The recipient site may choose to modify this form if all required information is included.

The Recipient Site Vended Interschool Agreement must be signed by the authorized representatives, scanned, and e-mailed by **August 30** of each school year to Glenda Stuckey at glenda.stuckey@ct.gov.

To claim meals for a recipient site, the Recipient Site Vended Interschool Agreement must be submitted to the CSDE **at least two weeks before the recipient site serves reimbursable meals, but no later than **August 30**.**

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/recipientagreement.pdf>

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



Recipient Site Vended Interschool Agreement Form

Agreement Between:

Recipient site (sponsor)

Agreement number

and

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 _____ **(recipient site)**
and _____ Board of Education **(vendor)** 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.

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Section 1 – Responsibilities of Recipient Site

The _____ (*insert name of recipient site*) 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 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 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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5. Be responsible for all procedures of meal accountability, claiming, and accepting reimbursements.
6. 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.
7. Charge adequate student and adult prices to ensure that all costs are covered. (**Note:** For reduced-price meals, the charges for students cannot exceed 30 cents for breakfast, 40 cents for lunch, and 15 cents for snack.)
8. 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 of eligible students;
 - daily meal accountability, e.g., edit check worksheet; and
 - accountability for all a la carte sales, if applicable.
9. Provide trained, qualified food service personnel to administer the Child Nutrition Programs.
10. Provide suitable dining arrangements for the children to participate fully in their meal experiences.
11. Take active responsibility for apprising the vendor of any schedule changes, field trips, etc., that may cause a change in meal preparation amounts.
12. Comply with all state and federal regulations related to the sale of competitive foods, i.e., foods and beverages sold separately from reimbursable meals.
13. Make payment to the vendor of monies owed for delivery of meals each month, in accordance with this agreement.
14. Contact the Connecticut USDA Foods staff to explore the feasibility of accepting and utilizing government commodity foods.

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Section 2 – Responsibilities of Vendor

The _____ Board of Education (vendor) agrees to:

1. Appoint a **vendor district 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. A record of the meeting will be kept on file at both sites.
2. Provide _____ (*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. Provide for delivery 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 HACCP requirements. All delivery containers will remain the property of _____ (*insert name of owner*).
4. Prepare and distribute menus to (*all children or each school*) two weeks prior to the start of the month.
5. Provide utensils, dinnerware, and related supplies.
6. Provide any and 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, the _____ (*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.

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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

Print name of authorized representative

Title of authorized representative

Signature of authorized representative

Date

Signature of board of education (vendor)

Print name of authorized representative

Title of authorized representative

Signature of authorized representative

Date

Scan and e-mail this completed form by **August 30** to Glenda Stuckey at glenda.stuckey@ct.gov.

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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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