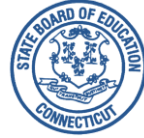
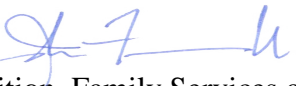




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and Breakfast Programs

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

DATE: June 16, 2015

SUBJECT: Operational Memorandum #23-15
Interschool Agreements for School Year 2015-16

The interschool agreement forms for 2015-16 are attached and posted on the Connecticut State Department of Education's (CSDE) [Forms for School Nutrition Programs](#) Web page. Sponsors that vend or satellite meals to another district must submit an annual interschool agreement to the CSDE at least two weeks before the start of the school year, but no later than **August 30, 2015**. This form must be signed by the authorized representative for the providing sponsor and the recipient site.

The interschool agreement must be sent to the CSDE **before** the local education agency (LEA) starts serving and claiming meals. This action is required even if the LEA lists the site on their district's online agreement. The interschool agreement forms are CSDE samples. If an LEA chooses to submit a different agreement form, the LEA is responsible for ensuring that all of the components outlined on the CSDE sample forms are included in the LEA's interschool agreement. Failure to do so could delay the processing of the agreement.

Healthy Food Certification (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**. This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. The deadline for interschool agreements choosing HFC is **August 15, 2015**.

In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the Connecticut State Department of Education by August 15, 2015. *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 by the CSDE to determine HFC payments for school year 2015-16.*

For more information on HFC and the Connecticut Nutrition Standards, see the CSDE's [HFC](#) and [Connecticut Nutrition Standards](#) Web pages.

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.

| COUNTY ASSIGNMENTS | CONSULTANT | E-MAIL AND PHONE |
|---|-----------------------|--|
| Fairfield County | Fionnuala Brown | fionnuala.brown@ct.gov 860-807-2129 |
| Hartford County (towns/cities beginning with A-R) | Teri Dandeneau | teri.dandeneau@ct.gov 860-807-2079 |
| Hartford County (towns/cities beginning with S-W) Windham County | Susan Alston | susan.alston@ct.gov 860-807-2081 |
| Litchfield County | Allison Calhoun-White | allison.calhoun-white@ct.gov 860-807-2008 |
| Middlesex County Tolland County | Andy Paul | andrew.paul@ct.gov 860-807-2048 |
| New Haven County | Jackie Schipke | jackie.schipke@ct.gov 860-807-2123 |
| New London County | Monica Pacheco | monica.pacheco@ct.gov 860-807-2073 |

JF:fbf

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](#) Web page.

Connecticut State Department of Education
SAMPLE FULL-SERVICE INTERSCHOOL AGREEMENT FORM
SCHOOL YEAR 2015-16

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 (USDA) Child Nutrition Programs, i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP) and Afterschool Snack Program. 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 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 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 and returned by **August 15, 2015** to: Fionnuala Brown, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

NOTE: In order for the sponsoring district to receive Healthy Food Certification (HFC) payments for any recipient sites in school year 2015-16, the completed interschool agreement must be submitted to the CSDE by August 15, 2015. 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 2015-16.

Questions regarding the interschool agreement can be directed to Fionnuala Brown at 860-807-2129 or fionnuala.brown@ct.gov. This form is available in PDF and Word on the CSDE's [Forms for School Nutrition Programs](#) Web page.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.



**Connecticut State Department of Education
FULL-SERVICE INTERSCHOOL AGREEMENT FORM**

AGREEMENT BETWEEN:

Name of Providing Sponsor

Agreement Number

AND THE RECIPIENT SITES INDICATED BELOW:

| Recipient Site Information | | | |
|--|---|-----------------------------------|---|
| <i>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.</i> | | | |
| Recipient Site <i>Provide complete name of program and include name of governing agency if applicable</i> | 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 |
| <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 Avis Kelly, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457.</p> | | | |

Indicate all programs covered under this agreement. (Check all that apply.)

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program

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.

FULL-SERVICE INTERSCHOOL AGREEMENT FORM, continued

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 Afterschool Snack Program, 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. 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.
7. 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 regulations and Hazard Analysis Critical Control Point (HACCP) requirements. All delivery containers will remain the property of _____ (*insert name of owner*).
8. Prepare and distribute menus to (*all children or each school*) two weeks prior to the start of the month.
9. Provide utensils, dinnerware and related supplies.
10. 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, the _____ (*insert name of providing sponsor*) retains the right to charge _____ (*insert name of recipient site*) for replacement/repair.
11. 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.
 - 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.
12. Accept government commodity foods on behalf of the recipient site.

FULL-SERVICE INTERSCHOOL AGREEMENT FORM, continued

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 Afterschool Snack Program, 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. Provide suitable dining arrangements for the children to participate fully in their meal experiences.
5. Take active responsibility for apprising the providing sponsor of any schedule changes, field trips, etc., that may cause a change in meal preparation amounts.
6. Comply with all state and federal regulations related to the sale of competitive foods, i.e., foods and beverages sold separately from reimbursable meals.

Section 3 – Healthy Food Certification (HFC)

The recipient site can participate in HFC **only** if the providing sponsor has certified with the CSDE to comply with 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 or 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, 2015 through June 30, 2016**, all food items offered for sale to students:

- will** comply with the Connecticut Nutrition Standards. (Complete parts B, C and D in this section.)
- will not** comply with the Connecticut Nutrition Standards. (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 (whether or not school sponsored) and all foods served in the Afterschool Snack Program. 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 4).

Print Name of Recipient Site's Representative

Title of Recipient Site's Representative

Signature of Recipient Site's Representative

Date

FULL-SERVICE INTERSCHOOL AGREEMENT FORM, continued

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 [Connecticut Nutrition Standards](#) at all times and from all sources. Foods that do not comply with the Connecticut Nutrition Standards 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:

- will
 will not

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

Part C: Sources of Food Sales at Recipient Site

Indicate all areas where foods are sold to students SEPARATELY from reimbursable meals at the recipient site. (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*): _____

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: _____

FULL-SERVICE INTERSCHOOL AGREEMENT FORM, continued

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

Submit this form by **August 15, 2015**, to Fionnuala Brown, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. **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 August 15, 2015.** 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 2015-16.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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Connecticut State Department of Education
SAMPLE 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 maintain its own *Agreement for Child Nutrition Programs* (ED-099) with the Connecticut State Department of Education (CSDE) for the U.S. Department of Agriculture (USDA) Child Nutrition Programs, i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP) and Afterschool Snack Program.

- 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 Connecticut State Department of Education (CSDE) to operate the USDA 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 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 and returned by **August 30** of each school year to: Fionnuala Brown, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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.

Questions regarding the Recipient Site Vended Interschool Agreement can be directed to Fionnuala Brown at 860-807-2129 or fionnuala.brown@brown@ct.gov. This form is available in PDF and Word on the CSDE's [Forms for School Nutrition Programs](#) Web page.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.



Connecticut State Department of Education
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

This agreement between the _____ (**recipient site**) and _____ Board of Education (**vendor**) contains all of the terms and conditions agreed to by the parties and may not 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.

RECIPIENT SITE VENDED INTERSCHOOL AGREEMENT FORM, continued

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 Afterschool Snack Program, if applicable*).
3. Provide oversight to ensure meals are held and served in accordance with Connecticut Department of Public Health regulations and Hazard Analysis Critical Control Point (HACCP) requirements.
4. Create and implement a wellness policy applicable to your school environment as required by federal regulations.
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 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.

RECIPIENT SITE VENDED INTERSCHOOL AGREEMENT FORM, continued

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 Afterschool Snack Program, 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 regulations and Hazard Analysis Critical Control Point (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 foods and supplies delivered. Payment will be due in _____ (*insert number of days*) days.
8. Accept government commodity foods on behalf of the recipient site.

RECIPIENT SITE VENDED INTERSCHOOL AGREEMENT FORM, continued

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

Submit this form by **August 30** to Fionnuala Brown, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

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