




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch and School Breakfast Programs

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

**DATE:** August 29, 2016

**SUBJECT: Operational Memorandum No. 11-16**  
Procurement Reviews for School Food Authorities in School Year 2016-17

The United States Department of Agriculture (USDA) has introduced the Food and Nutrition Service (FNS) Draft Local Agency Procurement Tool (Tool). The Tool will assist the Connecticut State Department of Education (CSDE) in conducting adequate procurement oversight of the school food authority (SFA) procurement procedures in school year (SY) 2016-17. The Tool contains questions, references to regulations and guidance. It also provides a resource to 1) evaluate SFA procurement procedures; 2) assess compliance; 3) establish findings and corrective action, if needed; and 4) capture technical assistance provided. The CSDE must assure compliance with all program regulations including the procurement standards found in 7 CFR 210.21, 215.16, as applicable, and the government-wide regulations in 2 CFR 200.318-326. The FNS will provide a final version of the Tool for use in the SY 2017-18.

If findings of noncompliance with procurement standards are identified, the findings must be documented, corrective action taken, and technical assistance provided (see SP 04-16, *Local Agency Procurement Reviews: School Year 2015-2016, dated November 9, 2015* for handling noncompliance).

The CSDE will be conducting the Procurement Reviews during the same three-year cycle as the Administrative Review. There will be an off-site component of the procurement review, requiring all necessary documentation to be submitted to the CSDE. There may be an on-site component to the review, which will be determined based on individual SFA assessments. A separate review team will be conducting the Procurement Reviews. The SFA will be contacted by them once the schedule for the reviews has been established.

Training for the Procurement Review will be provided during the training offered to those SFAs scheduled for an Administrative Review each year. For SY 2016-17, letters notifying SFAs of their Administrative Review and the training schedule will be sent out by late August. There will be several opportunities to attend training, at which time proper procurement procedures and the Draft Local Agency Procurement Tool will be reviewed. Additional procurement training is also available through the Institute of Child Nutrition:

<http://www.theicn.org/ResourceOverview.aspx?ID=475>.

Questions regarding the Procurement Review should be directed to Monica Pacheco at 860-807-2086, [monica.pacheco@ct.gov](mailto:monica.pacheco@ct.gov) or Andy Paul at 860-807-2048, [andrew.paul@ctgov](mailto:andrew.paul@ctgov).

JF:msp

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.