Guidance for the Full-service Interschool Agreement Form

A Full-service Interschool Agreement must be completed by any school district or school that provides another district or school with meals or afterschool snacks through the U.S. Department of Agriculture's (USDA) Child Nutrition Programs, i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP), NSLP Afterschool Snack Program (ASP), the Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Snacks, and Summer Food Service Program (SFSP). This agreement must be signed and dated by the authorized representatives of both the providing sponsor and the recipient site.

- A "providing sponsor" is a district or school that provides USDA meals or afterschool 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 afterschool 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.**

The local educational agency (LEA) may modify the CSDE's sample Full-service Interschool Agreement, such as deleting sections that do not apply. For example, "Section 3 – Healthy Food Certification (HFC)" applies only to public schools. Private schools are not eligible for HFC. The LEA should delete section 3 before completing the interschool agreement for a private school.

If the LEA chooses to submit a different interschool agreement form, the LEA is responsible for ensuring that the applicable components outlined in the CSDE's form are included in the LEA's interschool agreement. Failure to do so could delay the processing of the agreement.

The interschool agreement must be signed and dated by the authorized representative for both the providing sponsor and the recipient site. Email the scanned completed interschool agreement by **July 1, 2026**, to Sean Fogarty at sean.fogarty@ct.gov.

The completed interschool agreement must be submitted to the CSDE by **July 1, 2026**, for the sponsoring district to receive Healthy Food Certification (HFC) payments for any recipient sites in school year 2026-27. 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 2026-27.

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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, 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

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