Guidance for the Recipient Site 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.

The board of education may use the CSDE's sample Recipient Site Vended Interschool Agreement. This form is not required. However, all applicable areas addressed in the CSDE's sample form must be included in any other form used by the recipient site.

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 Recipient Site Vended Interschool Agreement must be signed by the authorized representatives, scanned, and emailed by **August 30** of each school year to Sean Fogarty at sean.fogarty@ct.gov.

The CSDE's Full-service Interschool Agreement form is available in the "Interschool Agreements" section of the CSDE's Forms for School Nutrition Programs webpage. For questions regarding the Full-service Interschool Agreement Form, contact Fionnuala Brown at 860-807-2129 or fionnuala.brown@ct.gov.

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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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