

**Connecticut State Department of Education
Sample Recipient Site Vended Interschool Agreement Form**

A **Recipient Site Vended Interschool Agreement** would require that the Recipient Site maintain its own Agreement (ED-099) with the Connecticut State Department of Education and would have an assigned Sponsor/Agreement Number. The Recipient Site is therefore; accepting *full* responsibility for meeting all State and Federal regulations with regard to the Child Nutrition Programs and will in return, receive all State and Federal reimbursements.

A *sample* Agreement between a district that vends meals to a Recipient Site is attached. While this form is not required, all areas addressed in the CSDE sample form must be included in any other form used. The Recipient Site may choose to modify this form, as long as all of the required information is provided.

The Recipient Site Vended Interschool Agreement must be signed by the authorized representatives and returned by **August 30** of each year to:

**Fionnuala Brown
Connecticut State Department of Education
Bureau of Health/ Nutrition, Family Service and Adult Education
Child Nutrition Programs
25 Industrial Park Road, Middletown, CT 06457**

In order to claim meals for this site, the Interschool Agreement form must be submitted to the above address at least two weeks before the site serves reimbursable meals.

Questions pertaining to the Recipient Site Vended Interschool Agreement can be directed to Fionnuala Brown at 860-807-2129 or fionnuala.brown@brown@ct.gov

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**Connecticut State Department of Education
Recipient Site Vended Interschool Agreement Form**

AGREEMENT BETWEEN:

Recipient Site (Sponsor)

Agreement Number

AND

Vendor (Board of Education)

CHECK ALL THAT APPLY:

- NATIONAL SCHOOL LUNCH PROGRAM**
- SCHOOL BREAKFAST PROGRAM**
- AFTER-SCHOOL 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.

Section 1 – Responsibilities of Recipient Site

The _____ (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 relating 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 of the Federal and State regulations related to the National School Lunch (Breakfast, After-school Snack Program.)
3. Provide oversight to ensure meals are held and served in accordance with CT Department of Public Health and Hazard Analysis Critical Control Point (HACCP) requirements.
4. Create and implement a wellness policy applicable to your school environment.
5. Be responsible for all procedures of meal accountability, claiming and accepting reimbursements.
6. Pay the Vendor \$ _____ for each student meal ordered and delivered and \$ _____ for each adult meal ordered and delivered. These prices include the cost of 8 oz. of fluid 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 to the students will not 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).
- 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. Refrain from the sale of any foods that disregards the State and Federal competitive foods regulations.

13. Make payment in accordance with this Agreement to the Vendor of monies owed for delivery of meals each month.

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 (lunches, breakfast, and snacks) in accordance with specified regulations of the National School Lunch, Breakfast and After-School Snack Programs.
3. Provide for delivery of such meals (or have meals ready for pick up) at the (specified time _____). All meals delivered will be at the required temperature and in appropriate containers meeting all health standards presently in place. The meals will be delivered wholesome and consumable and will comply with CT Department of Public Health and the Hazard Analysis Critical Control Point (HACCP) requirements. All delivery containers will remain the property of _____.

4. Prepare and distribute menus to (all children) or (each school) two weeks prior to the month the menu pertains to.
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 _____. In return, _____ (the Recipient Site) shall be responsible for maintaining this equipment. In case of abuse, the Vendor retains the right to charge the 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 _____ days.
8. Accept government commodity foods on behalf of the Recipient Site.

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 _____ day prior written notice.

Section 3 – Signatures of Authorized Representatives

An Authorized signature from both the Vendor and the Recipient Site must accompany this Agreement. For the Vendor, the signature and title of an **Authorized Representative** (not the Food Service Director) as indicated on the sponsor Agreement (ED099) with the Connecticut State Department of Education needs to be completed. This is the person who is authorized to approve and submit the online Claims for Reimbursement. For the Recipient Site, the Authorized Representative is the Principal or Executive Director of the school.

Recipient Site Signature

Print Name

Title

Signature

Date

Board of Education (Vendor) Signature

Print Name of Authorized Representative

Title of Authorized Representative

Signature of Recipient Site's Representative

Date

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.