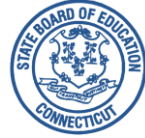





STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

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

DATE: August 7, 2017

SUBJECT: Operational Memorandum No. 14-17
United States Department of Agriculture (USDA) Foods Administrative Fees

The Connecticut State Department of Education's (CSDE) USDA Foods Program charges administrative fees to sustain the program on a statewide level. In Connecticut, these fees apply to Direct Delivery (brown box) items delivered to Recipient Agencies from the state-contracted warehouse. The fee is currently \$0.80 per case.

Beginning with school year 2017-18, the CSDE will streamline the process by assessing and collecting administrative fees for USDA Foods once per year instead of twice per year. Moving forward, the new Colyar Food Distribution Module will be used to assess fees. There will be no administrative fees assessed to Recipient Agencies for the 2016-17 school year.

The CSDE will be providing additional guidance in the near future. Questions regarding the administrative fees should be directed to Allison Calhoun-White at allison.calhoun-white@ct.gov or 860-807-2008.

JDF:acw

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](#) webpage.