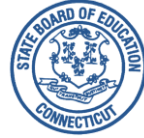
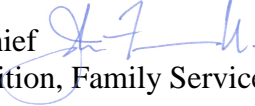




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and Breakfast Programs

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

DATE: February 20, 2018

SUBJECT: **Operational Memorandum No. 05-18**
Interschool Agreements for School Year 2018-19

The interschool agreement forms for 2018-19 are attached and posted on the Connecticut State Department of Education's (CSDE) [Forms for School Nutrition Programs](#) webpage. Sponsors that vend or satellite meals to another district must submit an annual interschool agreement to the CSDE. This form must be signed by the authorized representative for the providing sponsor and the recipient site.

- Full-service Interschool Agreements for Healthy Food Certification (HFC) schools must be received by **July 1, 2018**. For more information, see "HFC Payments and Interschool Agreements" below.
- Recipient Site Vended Interschool Agreements must be received at least two weeks before the start of the school year, but no later than **August 30, 2018**.

The interschool agreement must be sent to the CSDE **before** the local education agency (LEA) starts serving and claiming meals. This action is required even if the LEA lists the site on their district's online agreement.

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

HFC Payments and Interschool Agreements

A public school or district (recipient site) that receives meals under contract from a HFC District (providing sponsor) can choose to certify for the healthy food option and follow the [Connecticut Nutrition Standards](#). This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. The deadline for interschool agreements choosing HFC is **July 1, 2018**.

In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by July 1, 2018. *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 by the CSDE to determine HFC payments for school year 2018-19.*

For more information on HFC and the Connecticut Nutrition Standards, see the CSDE's [HFC](#) and [Connecticut Nutrition Standards](#) webpages.

Failure to submit and receive approval for an interschool agreement could jeopardize funding for the meals served at that site. Questions pertaining to interschool agreements may be directed to Fionnuala Brown at 860-807-2129 or fionnuala.brown@ct.gov.

JDF:ssf

Attachments: (2)

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.