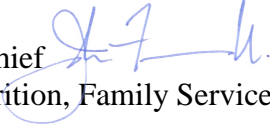




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs

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

DATE: September 10, 2018

SUBJECT: Operational Memorandum No. 14-18
Permanent Single Agreement (ED-099) to Participate in the Child Nutrition Programs

The United States Department of Agriculture (USDA) requires state agencies (SA) to provide each school food authority (SFA) with a single Permanent Agreement (Agreement) when the SA administers any combination of the USDA Child Nutrition Programs (CNPs). Under the advisement of the USDA, the Connecticut State Department of Education (CSDE) has revised the CNP Permanent Agreement, to include all programs currently available to SFAs, which include the:

- National School Lunch Program (NSLP);
- School Breakfast Program (SBP);
- Afterschool Snack Program (ASP) of the NSLP;
- Special Milk Program (SMP);
- Seamless Summer Option (SSO) of the NSLP;
- Food Distribution Program (FDP);
- Summer Food Service Program (SFSP); and
- Child and Adult Care Food Program (CACFP).

The new Agreement is more robust in its language to outline the responsibilities of both the CSDE and the SFA as they pertain to each CNP. As the previous version of this form is now obsolete, all SFAs that wish to continue their sponsorship of the CNPs **must** enter into a new Agreement with the CSDE.

Beginning September 10, 2018, the CSDE will e-mail an individualized prefilled Permanent Agreement to each food service director and business administrator listed in the Sponsor Application portion of the “Sponsor Application Packet for School Year 2018-19” in the [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System).

The last page of the Agreement designates the representatives who are authorized to enter into such Agreement with the CSDE and certify claims for reimbursement for meals. Action from the local board of education or appropriate governing body must occur to execute this new Agreement, and designate the authorized signers so that SFAs may submit claims and avoid reimbursement delays.

The four areas on the last page of the Agreement that must be completed are listed below.

1. **Date** of the board meeting is when the local board of education or appropriate governing body of the sponsoring organization took action to designate both of the authorized signers.
2. **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to certify claims for reimbursement. This person is the head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
3. **Signature 2** is the person (assistant superintendent, business official, principal, headmaster, city or town manager, executive director or deputy commissioner) authorized only to certify the claims for reimbursement in the absence or incapacity of the first designated representative.
4. **Signature 3** is the person who certifies the board action but is not authorized to certify the claim for reimbursement. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk or secretary of the corporation).

SFAs must e-mail a scanned copy of the signed Agreement to CNPermanentAgreement@ct.gov by **November 15, 2018**. Use the subject line “CNP Permanent Agreement – SFA NAME,” for example, “CNP Permanent Agreement – Hartford Public Schools.”

It is important to complete the new Agreement correctly. The CSDE will return incomplete forms and require the SFA to submit a new Agreement if signature titles are not appropriate for the signature group, as indicated above. Failure to submit a new Agreement by **November 15, 2018**, may result in claims for reimbursement being withheld until the Agreement is received and processed.

SFAs may access the regulations pertaining to each program from the links below.

- [7CFR Part 210](#): National School Lunch Program
- [7CFR Part 215](#): Special Milk Program for Children
- [7CFR Part 220](#): School Breakfast Program
- [7 CFR Part 250](#): Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction
- [7CFR Part 225](#): Summer Food Service Program
- [7CFR Part 226](#): Child and Adult Care Food Program
- [7CFR Part 245](#): Free and Reduced Price Eligibility

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none">• Fairfield County (Includes Region 9)• Litchfield County (Includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none">• Hartford County (Includes Region 10)• Middlesex County (Includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none">• New Haven County (Includes Regions 5, 15, and 16)	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
<ul style="list-style-type: none">• New London County• Tolland County (Includes Regions 8 and 19)• Windham County (Includes Region 11)	Susan Alston susan.alston@ct.gov 860-807-2081

JDF:saa