




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and Breakfast Programs

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

DATE: January 22, 2020

SUBJECT: Operational Memorandum No. 04-20
Interschool Agreements for School Year 2020-21

The interschool agreement forms for 2020-21 are attached and posted under “[Interschool Agreements](#)” 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 schools that choose the healthy food option of Healthy Food Certification (HFC) must be submitted to the CSDE by **July 1, 2020**. For more information, see “HFC Payments and Interschool Agreements” below.
- Recipient Site Vended Interschool Agreements must be submitted to the CSDE at least two weeks before the start of the school year, but no later than **August 28, 2020**.

The interschool agreement must be submitted to the CSDE **before** the local educational 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’s interschool agreement forms are samples. The LEA may make modifications, such as deleting sections that do not apply. For example, “Section 3 – Healthy Food Certification (HFC)” in the Full-service Interschool Agreements applies only to public schools. Private schools are not eligible for HFC. The LEA should delete section 3 before completing the interschool agreement for a private school.

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 sample forms are included in the LEA’s interschool agreement. Failure to do so could delay 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 under HFC and follow the [Connecticut Nutrition Standards](#) (CNS). This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. The deadline for interschool agreements choosing the healthy food option of HFC is **July 1, 2020**.

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, 2020. If the CSDE receives the interschool agreement **after** this date, the 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 2020-21.

For more information on HFC and the CNS, visit the CSDE's [Healthy Food Certification](#) 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:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.