




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

FROM: Shannon K. Yearwood, Bureau Chief 
Bureau of Child Nutrition Programs

DATE: October 23, 2024

SUBJECT: Operational Memorandum No. 02-25
Local Food for Schools Incentive Program: Phase 2

Background

To assist school districts experiencing supply chain disruptions, the U.S. Department of Agriculture (USDA) Agricultural Marketing Service (AMS) allocated \$200 million in relief funding to state agencies, made available through the Commodity Credit Corporation (CCC), under the CCC Charter Act [15 U.S.C. 714]. In Connecticut, this initiative is called the Local Food for Schools Incentive Program (LFSIP). State agencies will distribute LFSIP funds to eligible school food authorities (SFAs). These funds must be used exclusively to purchase local and regional unprocessed or minimally processed domestic food products (also referred to as commodities) from historically underserved producers and processors to help SFAs manage supply chain challenges.

The LFSIP is designed to strengthen the school food supply chain, promote fair competition, and expand local and regional markets. Phase 2 funding is available only to SFAs that participated in Phase 1 and are currently operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

Definitions

“Socially disadvantaged” is defined by USDA as a member of a socially disadvantaged group (SDG), whose members have been subject to discrimination on basis of race, color, national origin, age, disability, and, where applicable, sex, gender identity, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual’s income is derived from any public assistance program. Purchases must target socially disadvantaged and/or small business farmers, producers, growers, and ranchers.

“Local and regional food” is defined as food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final

market and the origin of the product are within the same state or territory. Schools are strongly encouraged to purchase Connecticut grown food when possible.

“Small business” is defined by the U.S. Small Business Administration as a business that is a for-profit business of any legal structure; independently owned and operated, not nationally dominant in its field and physically located and operated in the U.S. or its territories.

Funding Allocation

The LFSIP funding is being allocated in two phases. Phase 1 and 2 include a base payment of \$2,000 respectively to all eligible SFAs and a proportional amount of funding based on each SFA’s share of statewide student enrollment.

Phase 2 is available for those SFAs who participated in Phase 1 and further commit to working closely with the CSDE and other partners to engage with SDGs or small business producers to create a sustainable, ongoing procurement relationship. Participation in Phase 2 **requires** SFAs to work with a local SDG or small business producer. SFAs participating in Phase 2 of the LFSIP will be eligible to receive individualized assistance, training, and support provided by the CSDE, the Connecticut Department of Agriculture (DoAg), and the University of Connecticut Cooperative Extension (UConn Extension) to facilitate a sustainable procurement relationship.

Attachment 1 is the list of eligible SFAs and the initial allocation they will receive. The [LFSIP Phase 2 Application](#) must be completed by SFAs electing to receive a second round of LFSIP funds. The CSDE must receive the LFSIP Phase 2 Application by **Thursday, November 14, 2024**, for the SFA to participate. Any Phase 2 LFSIP funds declined by eligible SFAs will be redistributed to participating SFAs in a proportional amount based on each SFAs share of statewide enrollment.

The CSDE must reimburse all eligible LFSIP payment requests by participating SFAs **by April 30, 2025**.

- Answer all questions included in the application.
- Submit the completed [LFSIP Phase 2 Application](#) to the CSDE at CNPermanentAgreement@ct.gov.

Questions may be directed to Monica Pacheco at monica.pacheco@ct.gov.

SKY:mpp

Attachments: (1)

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.

Attachment 1: Eligible School Food Authorities for the Local Food for Schools Incentive Program Phase 2

This list includes estimated payments to be made to eligible school food authorities (SFAs) who may choose to participate in Phase 2 of the Local Food for Schools Incentive Program (LFSIP). SFAs that did not participate in Phase 1 are not eligible to participate in Phase 2 and are not included in the allocation chart below. For more information, refer to the Connecticut State Department of Education’s (CSDE) Operational Memorandum No. 17-2024: *Local Food for Schools Incentive Program: Phase 2*.

Sponsor ID	Sponsor name	Total \$ amount per sponsor (enrollment + base)
00200	Ansonia School District	7,222.68
00300	Ashford School District	2,731.76
00400	Avon School District	8,184.59
00700	Berlin School District	7,244.31
00900	Bethel School District	8,251.47
01100	Bloomfield School District	7,201.04
01200	Bolton School District	3,477.30
01400	Branford School District	7,094.81
01500	Bridgeport School District	42,886.38
01700	Bristol School District	16,656.94
02200	Canterbury School District	2,924.54
02300	Canton School District	5,009.68
02400	Chaplin School District	2,723.90
02500	Cheshire School District	10,255.96
02700	Clinton School District	5,068.69
02800	Colchester School District	6,475.17
03200	Coventry School District	5,654.89
03300	Cromwell School District	5,857.50
03400	Danbury School District	26,748.21
03700	Derby School District	4,596.58
04100	East Haddam School District	3,888.43
04200	East Hampton School District	5,761.11
04300	East Hartford School District	16,391.38
04400	East Haven School District	7,728.22
04700	East Windsor School District	4,020.22

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Sponsor ID	Sponsor name	Total \$ amount per sponsor (enrollment + base)
04800	Ellington School District	7,147.93
04900	Enfield School District	11,465.73
04903	St. Bernard School-Enfield	2,348.18
05100	Fairfield School District	20,384.61
05200	Farmington School District	10,102.53
05400	Glastonbury School District	13,678.73
05600	Granby School District	5,397.20
05700	Greenwich School District	18,683.06
05800	Griswold School District	5,643.09
05900	Groton School District	10,021.87
06000	Guilford School District	8,221.97
06400	Hartford School District	38,407.27
06500	Hartland School District	2,218.35
06700	Hebron Public Schools	3,371.08
06800	Kent School District	2,381.62
07100	Lebanon School District	3,892.36
07200	Ledyard School District	6,705.33
07300	Lisbon School District	2,855.69
07700	Manchester School District	15,978.28
07800	Mansfield School District	6,109.29
07900	Marlborough School District	2,853.73
08000	Meriden School District	19,401.05
08300	Middletown School District	10,678.89
08400	Milford School District	12,687.31
08401	Boys & Girls Village, Inc.	2,155.40
08500	Monroe School District	6,589.27
08600	Montville School District	6,111.26
08800	Naugatuck School District	10,194.98
08900	New Britain School District	22,613.34
09100	New Fairfield School District	6,205.68
09200	New Hartford School District	2,871.43

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Sponsor ID	Sponsor name	Total \$ amount per sponsor (enrollment + base)
09300	New Haven School District	40,386.18
09400	Newington School District	9,697.30
09500	New London School District	7,736.09
09600	New Milford School District	9,000.94
09700	Newtown School District	9,630.42
09900	North Branford School District	5,035.25
10000	North Canaan School District	2,466.21
10100	North Haven School District	8,227.87
10200	North Stonington School District	3,522.54
10300	Norwalk School District	25,121.41
10400	Norwich School District	8,607.52
10600	Old Saybrook School District	4,108.74
11000	Plainville School District	6,506.65
11100	Plymouth School District	4,641.83
11300	Portland School District	4,413.64
11400	Preston School District	2,867.50
11600	Putnam School District	4,319.22
11800	Ridgefield School District	7,793.14
11900	Rocky Hill School District	8,233.77
12100	Salem School District	2,778.98
12200	Salisbury School District	2,560.63
12500	Sharon School District	2,188.84
12800	Simsbury School District	9,974.66
13100	Southington School District	14,510.82
13200	South Windsor School District	11,629.00
13300	Sprague School District	2,535.05
13400	Stafford School District	4,742.15
13500	Stamford School District	33,330.16
13800	Stratford School District	15,205.21
13900	Suffield School District	6,028.64
14000	Thomaston School District	3,593.36

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Sponsor ID	Sponsor name	Total \$ amount per sponsor (enrollment + base)
14100	Thompson School District	3,774.33
14200	Tolland School District	6,321.74
14300	Torrington School District	10,157.60
14600	Vernon School District	8,206.23
14700	Voluntown School District	2,497.68
14800	Wallingford School District	12,830.91
15100	Waterbury School District	38,904.95
15114	Children's Community School	2,342.28
15118	Congregation K'Tana of Waterbury	3,402.55
15160	Congregation Durham Heights	2,326.54
15200	Waterford School District	6,534.19
15300	Watertown School District	7,122.35
15500	West Hartford School District	19,829.88
15600	West Haven School District	14,058.38
15900	Wethersfield School District	11,074.28
16000	Willington School District	2,784.88
16200	Winchester School District	3,182.23
16400	Windsor School District	8,871.11
16600	Wolcott School District	6,225.35
16900	Woodstock School District	3,585.49
20100	Regional School District 01	2,967.82
20500	Regional School District 05	6,032.58
20700	Regional School District 07	3,740.89
20800	Regional School District 08	4,405.78
20900	Regional School District 09	6,752.54
21000	Regional School District 10	6,304.04
21300	Regional School District 13	4,635.93
21400	Regional School District 14	5,296.88
21500	Regional School District 15	8,682.27
21600	Regional School District 16	5,835.86
21700	Regional School District 17	5,532.93

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Sponsor ID	Sponsor name	Total \$ amount per sponsor (enrollment + base)
21800	Regional School District 18	4,602.49
24100	Capitol Region Education Council (CREC)	11,623.10
24200	EdAdvance	8,153.12
24400	Area Cooperative Educational Services (ACES)	5,440.48
24500	LEARN	7,020.06
25300	Eastern Connecticut Regional Educational Service Center	7,173.50
26500	Interdistrict School for Arts and Communication District	2,552.76
26800	Common Ground High School District	2,442.60
26900	The Bridge Academy District	2,548.82
27900	Amistad Academy District	4,195.29
28500	Achievement First Bridgeport Academy District	4,130.38
28600	Highville Charter School District	3,001.26
28900	Elm City College Preparatory School District	3,530.41
29000	Brass City Charter School District	2,708.16
29400	Great Oaks Charter School District	3,306.16
34701	Department of Children and Families	2,112.13
90100	Norwich Free Academy	6,394.52
90200	The Gilbert School	2,808.48
97201	Children's Center	2,104.26
98101	Waterford Country School	2,137.70
98601	Klingberg Family Center	2,243.92

Total \$1,127,276.05

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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