

The School Lunch Tray: April 16, 2025

Dear School Sponsors of Child Nutrition Programs:

The School Lunch Tray contains the Connecticut State Department of Education's (CSDE) weekly email notifications for the U.S. Department of Agriculture's (USDA) school nutrition programs. This week's topics are listed below.

Action Items

- Operational Memorandum No. 07-25: Interschool Agreements for School Year 2025-26: Due July 1, 2025 (Full Service) or August 30, 2025 (Vended)
- Reminder: Save the Dates for CSDE Office Hours: Triennial Assessment using the WellSAT website

Need to Know

- Community Eligibility Provision (CEP) Annual Notification of Local Educational Agencies (LEAs) for school year 2025-26
- Operational Memorandum No. 08-25: Payment of Fiscal Year 2024-25 State Funds for the National School Lunch Program
- Resource Roundup: Instructions for Completing the Authorized Signatures Change Form

Good to Know

- Application Available for The New England Food Vision Prize 2025



Please review and share with appropriate staff members. For previous versions of the School Lunch Tray, visit the CSDE's [School Lunch Tray and Table Talk](#) webpage.

Action Items

Operational Memorandum No. 07-25: Interschool Agreements for School Year 2025-26: Due July 1, 2025 (Full Service) or August 30, 2025 (Vended)

[Operational Memorandum No. 07:25 Interschool Agreements for School Year 2025-26](#) is now available on the CSDE's [School Nutrition Operational Memos 2025](#) webpage. Sponsors that vend or satellite meals to another district are required to submit and receive approval of 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, 2025**.
- Recipient Site Vended Interschool Agreements must be submitted to the CSDE at least two weeks before the start of the school year and no later than **August 31, 2025**.

The interschool agreement forms are available under "I" on the CSDE's [Forms for School Nutrition Programs](#) webpage.

Reminder: Save the Dates for CSDE Office Hours: Triennial Assessment using the WellSAT website

The CSDE is offering a series of office hours on conducting the school wellness policy Triennial Assessment using the WellSAT website. Save the dates below and bring your questions. Links to join the office hours will be sent in advance of each session.

- Monday, April 28, 2025, from 2:00-3:00 p.m.
- Monday, May 12, 2025, from 2:00-3:00 p.m.

As a reminder, the USDA's final rule, [Local School Wellness Policy \(LSWP\) Implementation Under the HHSFKA of 2010](#), requires that each local educational agency (LEA) must complete an assessment of their LSWP at least once every three years. The second triennial assessment is due June 30, 2025, and is conducted using WellSAT.

Visit the "[Triennial Assessments](#)" section of the CSDE's School Wellness Policies webpage for many resources to assist Connecticut sponsors with navigating the Local School Wellness Policy and Triennial Assessment requirements. For questions, please contact Fionnula Brown at fionnuala.brown@ct.gov.

Need to Know

Community Eligibility Provision (CEP) Annual Notification of Local Educational Agencies (LEAs) for school year 2025-26

The Community Eligibility Provision (CEP) Annual Notification of Local Educational Agencies (LEAs) for school year 2025-26 is now available on the [Eligibility](#) section of the CSDE's [CEP webpage](#). The data used to generate these lists may not be fully reflective of the number of identified students and are intended only for informational purposes. The data do not confer final LEA eligibility for participation in the CEP. LEAs are eligible to participate in the CEP if the Identified Student Percentage (ISP) for the entire district, groups of schools, or individual schools meets or exceeds 25 percent.

- [List of Eligible and Near-eligible Connecticut LEAs \(Districts\)](#)
- [List of Eligible and Near-eligible Connecticut Schools](#)

The CSDE would like to thank the LEAs that submitted data to inform the eligibility lists. Information regarding the CEP application process for SY 2025-26 will be issued in the next few weeks.

Operational Memorandum No. 08-25: Payment of Fiscal Year 2024-25 State Funds for the National School Lunch Program

The CSDE's [Operational Memorandum No. 08-25](#) outlines the process used for the payment of fiscal year 2024-25 state funds ("state match") paid as reimbursement to school food authorities (SFA) that participate in the National School Lunch Program (NSLP). The memo contains an attachment that lists the reimbursement amount that eligible SFAs will receive. Please review and share with appropriate staff members. This memo is available on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Resource Roundup: Instructions for Completing the Authorized Signatures Change Form

As a reminder, sponsoring organizations must execute the CSDE's Authorized Signatures Change Form whenever there is a change to either of the two authorized signers for the Child Nutrition Programs. The authorized signers are the representatives designed by the ED-099 Agreement for Child Nutrition Programs (Agreement) who are authorized to enter into an agreement with the CSDE and certify the claims for reimbursement. To access the Authorized Signatures Change Form and instructions, refer to the CSDE's [Instructions for Completing the Authorized Signatures Change Form](#). Action by the board of education must occur to make changes to authorized signers.

Good to Know

Application Available for The New England Food Vision Prize 2025

The New England Food Vision Prize will award up to \$1.5 million to projects that build resilience, relationships, and capacity within New England's educational institution food supply chain. A primary objective of this program is to build the capacity, infrastructure, and relationships that result in local and regional food on the dining trays of students throughout the region's K12 schools, campuses, and universities.

Applicants can be schools, nonprofit organizations, municipalities, or government agencies. At least one educational institution (K-12 or higher education) must be identified as a direct beneficiary and partner of the project. For more information, visit <https://www.kendall.org/our-work/food-vision-prize/2025-new-england-food-vision-prize/>.

The School Lunch Tray: April 16, 2025

For more information, visit the Connecticut State Department of Education's [School Lunch Tray and Table Talk](#) webpage, or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/slt/2025/slt_04_16_2025.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

