



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and Breakfast Programs

FROM: Paul F. Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 16, 2007

SUBJECT: Operational Memorandum #25-07

- I. Clarification on Operational Memorandum #24-07
- II. After School Snack Program
- III. Interschool Agreements

I. **Operational Memorandum #24-07** – This memorandum was recently mailed to all National School Lunch Program (NSLP) sponsors and indicated that Department of Administrative Services (DAS) administrative fee payments for the receipt of commodity foods, were subtracted from the November 2006 NSLP reimbursement checks. The fees represented on the DAS report dated July 17, 2007 reflected deductions made on the NSLP reimbursements checks for **May 2007**. Please make note of this correction for audit purposes.

II. **After School Snack Program** – Sponsors of After School Snack Programs are reminded that they must submit an updated Application Addendum form and a sample snack menu for each site at least two weeks before the site begins serving and claiming snacks. The required forms are available online at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648>. To find out if a site is area eligible or in the attendance of an area eligible school, go to the following website, scroll down and click on the Area Eligible list: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>. Additionally, sponsors are reminded that onsite visits must be made to all after school snack sites **two times** a year with the first visit occurring during the first four weeks of operation. These visits must be documented in writing and kept on file for audit purposes.

Questions pertaining to After School Snack Program may be directed to RoseAnna Holliday (860) 807-2064.

III. **Interschool Agreements** – The Interschool Agreement forms have been revised and samples are available for your use after August 22, 2007. They may be accessed on the Department website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>.

If you vend or satellite meals to another school district, an *annual* Interschool Agreement must be signed and sent to the Child Nutrition office BEFORE you start serving and

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>

claiming meals. This is required even if you list the site on your district's Online Agreement. The Interschool Agreement forms are samples; however, if you choose to submit your own form, you must make sure that all of the components outlined on the State sample forms are included in your Interschool Agreement. Failure to do so, could delay the processing of your Agreement.

Additionally, school districts who certify that they will comply with the Connecticut State Department of Education's Connecticut General Statute Sec. 10-215f (formally known as Public Act 06-63) may claim the recipient site lunches for additional State reimbursement if:

- 1) They are the providing sponsor, and
- 2) The following conditions are met:

- a. The recipient site is a public school, vocational-technical school, charter school, interdistrict magnet school or endowed academy,
- b. The recipient site has a full understanding of Connecticut General Statute Sec. 10-215f. For more information on this Statute go to the following website:
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754>
- c. Section III of the Full Service Interschool Agreement form is checked and signed by the recipient site authorized representative.
- d. The recipient site and the providing sponsor complete and submit a signed Full Service Interschool Agreement form or approved equivalent.

Note: Failure to submit and receive approval for an Interschool Agreement could jeopardize funding for the meals served at that site.

Please contact Lorraine Sternal at (860) 807-2008 with questions pertaining to Interschool Agreements.

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