



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and Breakfast Programs

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 15, 2008

SUBJECT: Operational Memorandum #24-08
I. *Growing and Learning Together:* Director's Meeting and Fall Food Show
II. After School Snack Program
III. Interschool Agreements

I. ***Growing and Learning Together: Director's Meeting and Fall Food Show***

This School Nutrition Program Conference and School Nutrition Association of Connecticut (SNACT) Industry & Commodity Processing Food Show will be held at the Crowne Plaza Hotel in Cromwell on **September 25, 2008**. This conference is targeted towards all school food service directors, determining and verifying officials and food service managers. Business managers who are affiliated with school districts that will have a CRE Administrative review of their school Child Nutrition Programs during 2008-2009 are also encouraged to attend. Enclosed is a flyer with more information. Please distribute to the appropriate staff members in your school district. Registration will be completed via mail through Linda Hubeny at the Department of Administrative Services and the cost of attending this meeting is \$39.00 per person.

Note: School districts having a CRE Administrative Review during the 2008-2009 school year are strongly encouraged to attend. Special breakout sessions addressing the CRE Administrative Review will be provided during this one day meeting. This will be the only CRE review training conducted to assist school districts in preparing for their review. (In late August, school districts will be notified via letter if their district was selected for a 2008-2009 CRE Administrative Review.)

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

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>

be documented in writing and kept on file for audit purposes.

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 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 (Healthy Food Certification) may claim the recipient site lunches for additional State reimbursement if they are the providing sponsor and all of 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.

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

Questions pertaining to this memorandum may be directed to:

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CR:tdd
Enclosure