



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 27, 2009

**SUBJECT: Operational Memorandum #19-09**  
**I. School Nutrition: Recipe for Success! - Director's Meeting and Fall Food Show**  
**II. After School Snack Program**  
**III. Interschool Agreements**

**I. School Nutrition: Recipe for Success! - Director's Meeting and Fall Food Show**

The 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 24, 2009**. 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 Coordinated Review Effort (CRE) Administrative review of their school Child Nutrition Programs during 2009-10 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 \$45 per person.

Note: School districts having a CRE Administrative Review during the 2009-10 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 email if their district was selected for a 2009-10 CRE Administrative Review.)

**II. After School Snack Program**

School Food Authorities (SFAs) sponsoring 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 Application Addendum must be completed in full to allow for timely processing and approval. 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 Web site, scroll down and click on the Area Eligible list: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>.

Additionally, SFAs 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 regarding the After School Snack Program may be directed to Jackie Schipke.

### III. Interschool Agreements

Sponsors who vend or satellite meals to another district must submit an annual Interschool Agreement. The deadline date for submitting these Agreements is **September 11, 2009**. The Interschool Agreement forms have been revised and samples may be found at this Web site <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>.

SFAs that vend or satellite meals to another school district must complete an **annual** Interschool Agreement and have it signed by an authorized representative. The original Agreement must then be sent to the Child Nutrition office BEFORE the SFA starts serving and claiming meals. This is required even if the SFA lists the site on their district's Online Agreement. The Interschool Agreement forms are samples; however, if an SFA chooses to submit a different Agreement form, the SFA is responsible for ensuring that all of the components outlined on the State sample forms are included in the Interschool Agreement. Failure to do so, could delay the processing of the 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 Interschool Agreement is received by our office *no later than* **September 11, 2009**.
- b. The recipient site is a public school, vocational-technical school, charter school, interdistrict magnet school or endowed academy.
- c. The recipient site has a full understanding of Connecticut General Statute Sec. 10-215f. For more information on this Statute go to the following Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754>.
- d. Section III of the Full Service Interschool Agreement form is checked and signed by the recipient site authorized representative.
- e. 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 Interschool Agreements may be directed to Fionnuala Brown.

Below is contact information for each Child Nutrition Program consultant.

<i>COUNTY</i>	<i>CONSULTANT</i>	<i>EMAIL</i>	<i>PHONE</i>
<b>Hartford and Windham</b>	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079
<b>Litchfield and Middlesex</b>	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2048
<b>Fairfield and New London</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
<b>New Haven and Tolland</b>	Bob Zwack	<a href="mailto:robert.zwack@ct.gov">robert.zwack@ct.gov</a>	860-807-2081

CR:tdd

Enclosure

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 Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>.