



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Recipient Agencies of U.S. Department of Agriculture (USDA) Foods

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 15, 2016

SUBJECT: Operational Memorandum No. 8-16
USDA Foods Administrative Fees

The Connecticut State Department of Education's (CSDE) USDA Foods Program charges administrative fees to sustain the program on a statewide level. In Connecticut, these fees apply to Direct Delivery (brown box) items delivered to Recipient Agencies from the state-contracted warehouse. The fee is currently \$0.80 per case. The CSDE assesses and subtracts these payments from claims twice per year, typically in the winter and summer.

The current payments due to the CSDE have been subtracted from the May 2016 National School Lunch Program (NSLP) reimbursement payments. The attached report provides the total amount subtracted from each Recipient Agency's May reimbursement. This information is provided for accounting purposes and will be posted on the CSDE's [Operational Memos](#) Web page.

Beginning with school year 2016-17, the CSDE will streamline the process by assessing and subtracting administrative fees for USDA Foods once per year instead of twice per year. Please note that the amount of the fee per case is not changing. The CSDE will be providing additional guidance in the near future.

Questions regarding the administrative fees should be directed to Allison Calhoun-White at allison.calhoun-white@ct.gov or 860-807-2008. Questions regarding the calculated NSLP reimbursement amounts may be directed to Avis Kelly at avis.kelly@ct.gov or 860-807-2013.

JF:acw
cc: Avis Kelly

Attachment

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) Web page