

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: National School Lunch, Breakfast and Special Milk Sponsors

FROM: Maureen B. Staggenborg, Director - Child Nutrition Programs

DATE: August 12, 2005

SUBJECT: **Operational Memorandum #18-05**

1. CNP Staff Update
2. Final Online Training Session
3. After School Snack Program
4. Inter-School Agreements

1. **CNP Staff Update** – We have two new staff members in the Child Nutrition unit. Lorraine Sternal will be working in both the School Nutrition Programs and the Child and Adult Care Food Program; and RoseAnna Holliday will be working in the School Nutrition Programs. Attached is an updated CNP Contact List for your records. We hope you join us in welcoming Lorraine and RoseAnna to Connecticut’s Child Nutrition Programs.
2. **Online Training** - The final Online Training session will be held on Wednesday, September 7, 2005 at the CT State Department of Education office in Middletown. Attached is the registration form. This will be our final training session on this subject and it is targeted towards those sponsors who have not attended any training on the topic of Online Claiming and Agreements.
3. **After School Snacks** – 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.state.ct.us/sde/deps/nutrition/Snack/index.htm>. To find out if a site is area eligible or in the attendance of an area eligible school, go to the following website and click on the Area Eligible list: <http://www.state.ct.us/sde/deps/nutrition/SchoolNutrIndex.htm>. 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.

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IMPORTANT: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. An electronic copy may be requested from the Child Nutrition staff.

Questions pertaining to After School Snack Program may be directed to RoseAnna Holliday (860)-807-2041 or Teri Dandeneau (860) 807-2079

4. **Inter-School Agreements** – If you vend meals to another school district, or satellite food service to another district, an annual Inter-School Agreement must be developed, 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 Ed-099 Schedule B or have it listed as a site on your Online Agreement. You can obtain the Inter-School Agreement sample forms on the CNP website: <http://www.state.ct.us/sde/deps/nutrition/Forms/Forms.html>. **Note: Failure to submit and get approval for an Inter-School Agreement could jeopardize funding for the meals served to that site.** Please contact Teri Dandeneau with questions pertaining to Inter-School Agreements.

If you have any questions, please contact the Child Nutrition Program office.

Enclosures