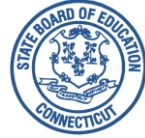




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the Summer Food Service Programs (SFSP)

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

**DATE:** November 15, 2018

**SUBJECT: Operational Memorandum No. 01-19 – SFSP**  
Permanent Single Agreement (ED-099) to Participate in the Child Nutrition Programs

The United States Department of Agriculture (USDA) requires state agencies (SA) to provide each sponsoring organization with a single Permanent Agreement (Agreement) when the SA administers any combination of the USDA Child Nutrition Programs (CNPs). Under the advisement of the USDA, the Connecticut State Department of Education (CSDE) has revised the CNP Permanent Agreement, to include all programs currently available to sponsoring organizations, which include the:

- National School Lunch Program (NSLP);
- School Breakfast Program (SBP);
- Afterschool Snack Program (ASP) of the NSLP;
- Special Milk Program (SMP);
- Seamless Summer Option (SSO) of the NSLP;
- Food Distribution Program (FDP);
- Summer Food Service Program (SFSP); and
- Child and Adult Care Food Program (CACFP).

The new Agreement is more robust in its language to outline the responsibilities of both the CSDE and the sponsoring organization as they pertain to each CNP. As the previous version of this form is now obsolete, all sponsoring organizations that wish to continue their sponsorship of the CNPs **must** enter into a new Agreement with the CSDE.

Beginning November 15, 2018, the CSDE will e-mail an individualized prefilled Permanent Agreement to each primary Summer Food Service Program contact and Authorized Representative listed in the Sponsor Application portion of the “2017-2018 Application Packet” in the [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System).

The last page of the Agreement designates the representatives who are authorized to enter into such Agreement with the CSDE and certify claims for reimbursement for meals. Action by the corporation, local board of education, or appropriate governing body must occur to execute this new Agreement, and designate the authorized signers so that the sponsoring organization may submit claims and avoid reimbursement delays.

The four areas on the last page of the Agreement that must be completed are listed below.

1. **Date** of the board meeting is when the corporation, local board of education, or appropriate governing body of the sponsoring organization took action to designate both of the authorized signers.

2. **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to certify claims for reimbursement. This person is the head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
3. **Signature 2** is the person authorized only to certify the claims for reimbursement in the absence or incapacity of the first designated representative. This is a person of significant authority in the organization (assistant superintendent, business official, principal, headmaster, city or town manager, executive director or deputy commissioner).
4. **Signature 3** is the person who certifies the board action but is not authorized to certify the claim for reimbursement. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk or secretary of the corporation).

Sponsoring organizations must e-mail a scanned copy of the signed Agreement to [CNPermanentAgreement@ct.gov](mailto:CNPermanentAgreement@ct.gov) by **January 15, 2019**. Use the subject line “CNP Permanent Agreement – Sponsoring organization name,” for example, “CNP Permanent Agreement – Hartford Public Schools.”

It is important to complete the new Agreement correctly. The CSDE will return incomplete forms and require the sponsoring organization to submit a new Agreement if signature titles are not appropriate for the signature group, as indicated above. Failure to submit a new Agreement by **January 15, 2019**, may result in claims for reimbursement being withheld until the Agreement is received and processed.

Sponsoring organizations may access the regulations pertaining to each program from the links below.

- [7CFR Part 210](#): National School Lunch Program
- [7CFR Part 215](#): Special Milk Program for Children
- [7CFR Part 220](#): School Breakfast Program
- [7CFR Part 250](#): Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction
- [7CFR Part 225](#): Summer Food Service Program
- [7CFR Part 226](#): Child and Adult Care Food Program
- [7CFR Part 245](#): Free and Reduced Price Eligibility

Questions may be directed to Caroline Cooke, Summer Meals Coordinator, at 860-807-2144 or [Caroline.Cooke@ct.gov](mailto:Caroline.Cooke@ct.gov).

JDF:ccc

Attachment

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE SFSP operational memoranda are posted on the CSDE’s [Operational Memoranda for the SFSP](#) webpage.