



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch and School Breakfast Programs

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

**DATE:** November 1, 2017

**SUBJECT: Operational Memorandum No. 03-18**  
Updated Full-Service Interschool Agreement Form to Include Local School Wellness Policy Language

According to the U.S. Department of Agriculture (USDA), each local educational agency (LEA) is required to establish a written local school wellness policy (LSWP) for all schools under its jurisdiction participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) (7 CFR 210.31(a)). This mandate includes private schools, religious private schools, and charter schools participating in the NSLP and SBP.

Each LEA must also designate at least one LEA or school official whose role is to determine the extent to which each school under their jurisdiction is in compliance with their wellness policies (7 CFR 210.31(e)(1)). In May 2017, the USDA issued [SP 24-2017: Local School Wellness Policy: Guidance and Q & As](#). This document provides detailed information on LSWP content requirements and steps.

To support sponsor sites in meeting the LSWP requirements, the Connecticut State Department of Education (CSDE) has updated the sample Full-service Interschool Agreement Form to include language regarding LSWPs. The updated interschool agreement form for 2017-18 is posted on the CSDE [Forms for School Nutrition Programs](#) webpage.

LEAs are **not required** to resubmit the Full-service Interschool Agreement for school year 2017-18; however, they should be familiar with the LSWP requirements and ensure that recipient sites are in compliance with these requirements. A recipient site may elect to develop their own LSWP if they do not belong to an LEA that currently has a LSWP.

Additional information on LSWPs can be found on the CSDE [School Wellness Policies](#) webpage. Questions regarding LSWPs may be directed to Donna Heins at 860-807-2082 or [donna.heins@ct.gov](mailto:donna.heins@ct.gov). Questions may also be directed to your school nutrition county consultant.

<b>Consultants for School Nutrition Programs</b>	
<b>County</b>	<b>Consultant</b>
<ul style="list-style-type: none"> <li>• Fairfield County (Includes Region 9)</li> <li>• Litchfield County (Includes Regions 1, 6, 7, 12, and 14)</li> </ul>	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> 860-807-2129
<ul style="list-style-type: none"> <li>• Hartford County (Includes Region 10)</li> <li>• Middlesex County (Includes Regions 4, 13, and 17)</li> </ul>	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> 860-807-2079
<ul style="list-style-type: none"> <li>• New Haven County (Includes Regions 5, 15, and 16)</li> <li>• New London County</li> <li>• Tolland County (Includes Regions 8 and 19)</li> <li>• Windham County (Includes Region 11)</li> </ul>	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> 860-807-2081

JDF:dph

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](#) webpage.