



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: September 11, 2018

SUBJECT: Operational Memorandum No. 15-18
U.S. Department of Agriculture (USDA) Foods Program Administrative Fees

Under USDA regulations, the Connecticut State Department of Education's (CSDE) USDA Foods Program can charge administrative fees (i.e., food distribution charges) to support program operations on a statewide level. Additionally, the USDA required states to examine the methodology for assessing fees every three years.

For school year 2016-17, the CSDE did not assess fees. In school year 2017-18, the CSDE submitted a detailed plan to the USDA with a new proposed methodology that would assess fees evenly across all Recipient Agencies, i.e., school food authorities (SFAs). The USDA has not yet provided a response to this proposal. Therefore, the CSDE will not assess fees for school year 2017-18, while the CSDE works with the USDA to finalize the future method of assessing USDA Foods Program administrative fees.

The CSDE will be providing additional guidance in the near future regarding administrative fees for school year 2018-19. Questions regarding the administrative fees should be directed to Allison Calhoun-White at allison.calhoun-white@ct.gov or 860-807-2008.

JDF:acw

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.