



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service  
  
Northeast Region  
  
10 Causeway St.  
Rm. 501  
Boston, MA  
02222

August 2, 2013

Linda Hubeny, Program Director  
Connecticut Food Distribution Program  
CT Department of Administrative Services  
165 Capitol Ave. 5th Floor East  
Hartford, CT 06106

Dear Ms. Hubeny:

This letter communicates the results of the FY 2013 reallocation of SAE funds. Your agency, CT Department of Administrative Services (CT DAS), is receiving \$90,620.

A description of the approved use of funds is provided below.

**CT DAS.** The CT DAS’s request is approved and will be fully funded at \$90,620. The breakout of funds is as follows:

- Fresh Fruit Project, Toolkit, and Seminar \$ 70,000  
Includes: Compensation for MOU preparation among CT DAS, CT DOE, and CT DA (\$20,000); fresh produce for school demonstrations (\$10,000); travel costs and speaking fees for two speakers (\$20,000); all-day seminar for school nutrition staff (\$10,000); and toolkit materials for distributing to school nutrition staff such as: nutrition education, procurement, food safety, marketing guidance (\$10,000)
- 2014 SNA Membership dues \$ 170
- 2014 ACDA membership \$ 350
- Travel and related expenses to attend Processing Committee Meeting \$ 3,500
- Travel and related expenses to attend 2014 SNA National Conference \$ 9,000
- Travel and related expenses to attend 2014 ACDA Conference \$ 5,600
- “Opt-In” funds for one staff to attend a USDA Foods mandatory training \$ 2,000

Please note that any funds received during this and future reallocations are contingent on the SAs performing the activities for which the funds are approved of a specific

amount of money on the project activities by the end of the second year. Reallocation funds that are provided to SAs must be obligated and the amount of the approved reallocation request must be expended by the end of the grant period (September 30, 2014). Additionally, if these funds are to be used to obtain contracted goods or services, proper procurement procedures must be followed. **Any funds that are not spent on the approved activity must be returned to the Food and Nutrition Service (FNS).**

In some cases, reallocation funds awarded to SAs will require that SAs submit amendments to the SAE Plan. Please remind SAs that their SAE Plans will need to be amended if the amount of funds they receive through reallocation results in a substantive change as defined in the FY 1998 SAE Plan Guidance dated June 5, 1997.

At the end of the FY, regional offices are to evaluate the positions of SAs which are provided additional funds at reallocation to determine if the SAs' situations changed since the midyear assessment on which the reallocation was based. If the actual amount of funds carried over by a SA is greater than the amount projected and justified at the time of the reallocation, the SA must be given the opportunity to justify the need for the reallocated funds given the increase in the carryover. Any of the funds that the SAs are unable to justify, up to the amount of the reallocated funds provided, must be returned to FNS. Regardless, any amount of carryover funds exceeding 20 percent of the initial SAE allocation must be returned to FNS. Please refer to the FY 2013 Reallocation of SAE Funds Guidance memo dated April 15, 2013.

In FY 2013, State-level staff responsible for the School Food Distribution Program and/or Child Nutrition Food Program were provided the opportunity to apply for, or "opt-in" to receive, supplemental FY 2013 SAE Reallocation funds. "Opt-In" funds are to be used to cover travel and related expenses associated with attending a USDA Foods mandatory training session this fall. Please refer to the Supplemental SAE Reallocation Funds for School/Child Nutrition Food Distributing Training memo and Opt-In Notice dated June 6, 2013.

We appreciate your staff's cooperation regarding the reallocation. If you have any questions, please feel free to contact Adrienne Vingiello.

Thank you.

*Miranda E. Miranda*  
Miranda E. Miranda, Branch Chief  
Community Nutrition Programs Branch  
Special Nutrition Programs Division  
Northeast Regional Office