



**Date:** May 9, 2024

**To:** Authorized Representatives and Food Service Directors of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

**From:** Jessica Sharkus, RDN, CD  
Director, School Nutrition Team

**Subject:** School Year (SY) 2024-25 Online Contract Renewal  
Action required by June 14, 2024

**Please make sure to read the entire memo for important updates and forward it to the staff member responsible for updating the online contract for the USDA School Meal Programs.**

### Online Contract Renewal

All SFAs participating in any combination of the following School Nutrition Programs, the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO), Special Milk Program (SMP), and Wisconsin School Day Milk Program (WSDMP) must renew their contracts online each year.

The SY 2024-25 contract includes program operations between July 1, 2024 – June 30, 2025, including summer meals provided after July 1.

### Summer Program Options

See the [Feeding Children in Summer 2024 School Meals News Bulletin](#) for more information on summer program options.

### Important Dates

Dates	Contract Activity
May 9, 2024	Contract renewal opens for SY 2024-25.
May 9 – June 14, 2024	Enter and submit your SY 2024-25 contract through the <a href="#">SNT Online Services Portal</a>
June 14, 2024	Contract renewals for SY 2024-25 due

## **Before Updating the Online Contract, please review the following materials:**

1. [Contract Manual](#): This manual provides instructions for entering and renewing your online contract.
2. [Permanent Agreement/Policy Statement](#): This document outlines requirements for participation in the USDA School Meal Programs. Make sure you read it prior to agreeing to the terms and conditions of this document.

## **Documents and Information Required for the SY 2024-25 Online Contract**

### **1. Meal Purchase Contracts**

Upload a SY 2024-25 meal purchase contract, if applicable:

- Vended Meals Agreement
- Joint Agreement with another SFA

Be sure to use the most current [Vended and Joint Meal Agreements](#).

\*This is **not** for the prime vendor agreement or FSMC agreement.

### **2. Paid Lunch Equity (PLE)**

For SY 2024-25, only SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2023, shall be required to establish a price for paid lunches served through the NSLP in accordance with section 12(p) of the Richard B. Russell National School Lunch Act. Any SFA with a positive or zero balance in its nonprofit school food service account as of June 30, 2023, is exempt from paid lunch equity pricing requirements found at 7 CFR 210.14(e) for SY 2024-25. Please reference the PLE email communication that was sent (insert date) to all SFAs regarding PLE requirements for SY 2024-25. More information on PLE is available on the [Financial Management](#) webpage.

### **3. Alternate Authority Agreements (if applicable)**

All SFAs that are in an [Alternate Authority Agreement](#) with another SFA must upload an annual renewal of this agreement into the contract.

**Please contact the SNT at [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) or 608-267-9228 for questions or technical assistance.**