

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS  
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MIDDLETOWN, CONNECTICUT 06457-1543

**OPERATIONAL MEMORANDUM**

TO: Sponsors of the School Nutrition Programs

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

DATE: October 31, 2005

SUBJECT: Operational Memorandum # 03-06

- I. National Attendance Factor
- II. Onsite Monitoring Reminder
- III. After School Snack Program

I. National Average Daily Attendance

Based on the latest school enrollment and attendance figures from the U.S. Department of Education, USDA has updated the 2005-2006 school year national average daily attendance factor to 93.5 percent. This factor is calculated by dividing the total national average daily attendance by the total enrollment for the year. When completing your Edit Check Worksheets, sponsors may choose to use this updated percentage as the attendance factor for their schools.

II. Onsite Monitoring Requirement

Sponsors of school districts with multiple schools are reminded that they are required to conduct annual on-site reviews of each of their schools. This review process must be conducted prior to February 1 of each school year, and must be completed by a staff member of the School Food Authority. Contracted food management company employees are not to conduct these on-site reviews. These forms may be obtained by going to our website: <http://www.state.ct.us/sde/deps/nutrition/Forms/Forms.html>  
The completed forms are to be kept on file for audit purposes and should not to be sent to the Child Nutrition Program office.

In accordance with CFR 210.8 (1) "if the review discloses problems with a school's meal counting or claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems."

III. After School Snack Program

**Reminder:** Sponsors participating in the After School Snack Program are required to

*Important:* This is a numbered Operational Memorandum that contains important program information Please read carefully and retain in a binder for your future reference. Electronic copies may also be requested.

conduct an onsite review of each site during the first four weeks of operation and then once more during the year. These reviews must be in writing and maintained on file for audit purposes. Monitoring forms may be obtained by going to our website:

<http://www.state.ct.us/sde/deps/nutrition/Snack/index.htm>

Additionally, just as school meal programs are required to take point of service counts, after school snack counts must also be taken at a point of service. *Snack counts must not be based on attendance.* They must be counted at the point where the child is given the complete snack. This applies to *all* after school snack programs – both income eligible and area eligible. (Note: There is no “offer vs. serve” option in the After School Snack Program.)

Questions regarding this memorandum may be directed to:

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