

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health and Nutrition Services and Child/ Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457

TO: Sponsors of School Nutrition Programs

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: August 23, 2006

SUBJECT: **Operational Memorandum # 20-06**

- I. Submission of School Nutrition On-Line Applications**
- II. Submission of School Nutrition On-Line Claims**
- III. Authorized Signature Change Form**

- I. All sponsors of the School Nutrition Programs (including the Special Milk Program) must submit updated School Nutrition Application information (formally submitted on the ED-099 Schedule B form) no later than **October 1, 2006**. The application information for School Year 2006-2007 must be submitted electronically using the on-line application and claim system for Child Nutrition Programs. If you have updated your on-line agreement and site data in the 2006 files, it is still necessary to add and update the agreement and site data for the 2007 files. Some, but not all of the data from 2006 has been transferred to 2007. *Therefore, you will need to check 2006 to ensure that the data is up-to-date and accurate.*

The following are instructions for filing school year 2006-07 application information electronically. Note that this is a two step process, starting with reviewing the Sponsor Application in the 2006 file and then reviewing each 2006 site listing sheet for your schools. All of the information must be completed, including the Meal Pricing Information section for each site as well as the Inter-school Agreement section (if applicable) under the Sponsor Agreement page. Once you have updated the information, it will need to be approved by the CNP office before you can enter your October 2006 claim.

Procedures for the On-Line Transmittal of Child Nutrition Application Data

1. Go to the **CNP 2000 Child Nutrition Application and Claim** web site:
www.csde.state.ct.us/connecticutprod
2. Enter the assigned **user name** and **password** for your organization. (Note: If you do not know your current user name and password, please check with your business manager or superintendent. This information has been disseminated by our office throughout the year and it should be on file at the school. Questions pertaining to the user name and password may be directed to Avis Kelly at 860-807-2078.)
3. Select **National School Lunch Program Section**
4. Select **Agreements** and then select **Sponsor Agreement**

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5. Select **Program Year 2007**
6. Select **New**
7. Go to **Sponsor Agreement**
8. Enter and update the information for your district, private school, sponsor, or agency for 2007. The opening and closing dates for all sponsors will be: *October 1, 2006 to September 30, 2007.*
9. Select **Submit** and then **Finish**. The application will be unapproved. Approval will be done by the Department of Education, Child Nutrition Program staff.
10. Return to the **Sponsor Agreement Menu** and select **Sites**. Select **ADD Sites** and click on each site to add. Update or enter the data for 2007 related to each school or site covered by your agreement. Select **Submit** and **Finish** for each site record. The site applications will be unapproved. Approval will be done by the Department of Education, Child Nutrition Program staff.

Note: For each site you are required to enter an updated attendance factor. If you choose to use the National Attendance Factor, the current figure is: 93.4%. You may also calculate the site's actual attendance factor and use this figure.

- II. **Submission of School Nutrition On-Line Claims** - Reimbursement claim information must be submitted electronically using the on-line application and claim system for Child Nutrition Programs. All sponsors are required to enter 2006-2007 claims beginning with the October claim online using the 2007 program year. The website to use is the same as the on-line Agreement and Site listing website: www.csde.state.ct.us/connecticutprod
- III. **Authorized Signatures Change Form** – Please remember to file an Authorized Signature Change Form with our Office if **either** of the two approved signatures for your Agreement has changed. This form and instructions can be obtained by going to the following website and downloading the document:
<http://www.state.ct.us/sde/deps/nutrition/Forms/Forms.html>
Once we have received this written document, your Authorized Representative section on the on-line Agreement will be updated by our office. Also, if you would like to change your on-line password for the new authorized signer, please attach and submit a **written** request to have your password and username changed, along with the completed Authorized Signature Change form.

Questions about any of the information provided in this Memorandum may be directed to the following staff:

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