



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



OPERATIONAL MEMORANDUM

TO: Sponsors of the National School Lunch, School Breakfast and Special Milk Programs

FROM: Charlene Russell-Tucker, Chief
Bureau of Health and Nutrition Services and Child/Family/School Partnerships

DATE: June 5, 2007

SUBJECT: Operational Memorandum # 21-07

- I. Overview of Available Free and Reduce Priced Application Material
- II. Income Eligibility Guidelines for July 1, 2007 – June 30, 2008
- III. Information for the Implementation of Free/Reduced Price Meals and Free Milk Benefits for School Year 2007-2008

I. This memorandum addresses materials that are needed to implement free and reduced price meals, after school snack and milk benefits. Please note that the Child Nutrition Programs office will be collecting specific materials from the school food authorities (SFA) to update the records that are on file at the State Agency. Enclosed is the checklist of the forms that must be submitted by ALL sponsors no later than **September 7, 2007**. Please mail this information to: Marjorie Satonick, Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT 06457. These forms will be available after May 31, 2007 via the CT State Department of Education's Child Nutrition website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>. Most of these materials will be available in both the PDF format and Word. Please read through this information carefully and share with the appropriate personnel.

As a reminder:

- School districts are required to use family/household applications and may not request that households complete separate family applications for each school.
- Households must be informed on the free and reduced price application that WIC participants may be eligible for free or reduced price meals.
- Homeless, migrant and runaway youth are categorically eligible for free meals.
- Privatized military housing allowance is excluded from income eligibility determinations.
- Eligibility determinations are valid for the entire school year unless temporarily approved or status changes due to verification.
- Residential facilities (RCCIs) must refer to these materials if day clients are served and claimed for free or reduced price reimbursement.

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>.

- Special Milk Programs (SMP) must refer to these materials if free milk is claimed and served. Note: The parent letter for Special Milk Program is different from the parent letter for meals.

II. Income Eligibility Guidelines - These guidelines are used for determining eligibility for free and reduced price meals and free milk. Free meals and free milk use the same guidelines. These guidelines are in effect from July 1, 2007 – June 30, 2008. A copy is attached.

III. Information for the Implementation of Free/Reduced Price Meals and Free Milk Benefits for School Year 2007-2008

A. Sample Policy Statement for Free and Reduced Price Meals, After School Snack Program and/or Free Milk

This sample provides a framework for developing procedures to dispense lunch, breakfast, snacks and/or milk without regard to children's ability to pay. *All sponsors are required to develop and maintain a copy of these procedures on file.* This Policy Statement is the school district's agreement that meals, snacks and milk will be dispensed without discrimination.

B. Sample Parent/Guardian Letter to Households – School Meals and Snacks

A parent letter must be completed with the school district's specific program information. Make enough copies to provide one copy for each household. *Parent letters for lunch and breakfast include **reduced price guidelines ONLY.***

C. Sample Parent/Guardian Letter to Households – Special Milk Program

The Special Milk Program Sample letter is appropriate if the sponsor:

- 1.operates only a Special Milk Program with a free milk option, or
- 2.operates a Special Milk Program with a free milk option in split-session kindergarten.

D. Sample Application and Instructions for Free or Reduced Price Meals or Free Milk Family/Household Application

Many households have different sources of income at different frequencies, such as weekly or bi-weekly wages and monthly social security benefits. Past practice has been to convert all income to a monthly amount; USDA established a conversion factor of 4.33 for weekly income and 2.15 for bi-weekly income. However, use of these conversion factors has resulted in some perceived inconsistencies in the relationship between converted amounts and the weekly, bi-weekly, bi-monthly, and monthly income limits shown in the published Income Eligibility Guidelines (IEG). These Guidelines are established by dividing annual income limits by the annual income frequency and rounding up to the next whole dollar. While these conversion factors have created some inconsistent results, no eligible household has been denied eligibility. To avoid these problems, the following procedures are recommended:

- If a household has only one income source, or if all sources are the same frequency, do not use conversion factors. Compare the income or the sum of the incomes to the published IEG for the appropriate frequency and household size to make the eligibility determination.
- If a household reports income sources at more than one frequency, the preferred method is to annualize all income by multiplying weekly income by 52, income received every two weeks by 26, income received twice a month by 24 and income received monthly by 12. *Do not round the values resulting from each conversion.* Sum all the unrounded converted values and compare the unrounded total to the published IEG for annual income for the appropriate household size.

E. Addenda

Included with these application samples are two additional pages referred to as an *Addendum A* and *Addendum B*. The reason for the Addenda is that schools increasingly use income eligibility data to offer other benefits to students. ***DO NOT distribute these addenda to parents without reason. Review the purposes of each addendum and use if appropriate.*** Note: Child Nutrition regulations require that school districts must have parents/guardians' permission in order to release certain information. If a school district wishes to offer additional benefits to students, attach the Addenda to the free and reduced price meal application. Please see Sample Addendum A and Addendum B to determine if these will be included in the determination process. Also, exclude the "Optional wording for sponsors" on the *Parent/guardian letter to the households* if Addendum A or B are not used.

- **Addendum A** – *Addendum to Application for Free or Reduced Price Meals or Free Milk Benefits*. Use this Addendum only if the school district offers additional benefits to students on the basis of the students' income eligibility. Note that the parent/guardian has to specifically authorize (sign) to allow information to be released for each benefit. This form requires the district to **clearly state** each benefit being offered and to **specify the entity** that is offering the benefit. ***DO NOT send this Addendum out blank.*** Please contact the Child Nutrition Programs office with questions.
- **Addendum B** – *HUSKY Insurance Plan*. In cooperation with the Department of Social Services, each district is strongly encouraged to include Addendum B in the distribution mailing to parents. Please note that parents are asked to pursue their interest directly with the HUSKY Program. They are NOT asked to return this form to the school.

F. Sample Parent/Guardian Notification Letter

School Food Authorities are required to notify parents/guardians of children's eligibility for benefits as soon as possible upon determination. Please copy this sample onto sponsor letterhead and use for notification purposes.

G. Sample Public Release

School Food Authorities are **required** to publicly notify their communities that benefits are being offered. SFAs are not required to pay for this notification. However, SFAs are required to develop a press release and to document the date when the information was released to the media. Additionally, SFAs must make every effort to notify the community of these benefits by utilizing other means (i.e., sending a notice to a large corporation anticipating layoffs or posting information on a community bulletin board).

H. Written Collection Procedures

SFAs must have written procedures for each site that describe how the children receive their meals, snacks and/or milk in a way that protects their privacy with regards to household economic status while maintaining accuracy. Meals, snacks and/or milk must be counted accurately **at the point that they are served**. Sponsors may use tickets, tokens, rosters, pin numbers, or other processes to identify children's eligibility for benefits. Overt identification of a child's eligibility status must be prevented at all times. **If procedures change, the amended procedure must be forwarded to the Child Nutrition program for approval.** To obtain a copy of the collection procedure form, go to the CNP website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>. The website contains a sample collection procedure description form. Sponsors are to develop a narrative of the actual processes in place in their schools and retain these on file.

I. After School Snack Program Application

The application for the After School Snack Program will be available after **July 1, 2007** on the Child Nutrition Program website <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648>. *Please note that all applications must be submitted to the Child Nutrition Programs for approval **two weeks prior** to the **start** of the After School Snack Program.*

Questions pertaining to this Operational Memorandum may be directed to:

COUNTY	CONSULTANT	EMAIL	PHONE
Hartford and Tolland	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
New London, Windham and Middlesex	RoseAnna Holliday	roseanna.holliday@ct.gov	860-807-2064
Fairfield and Litchfield	Lorraine Sternal	lorraine.sternal@ct.gov	860-807-2008
New Haven County	Bob Zwack	robert.zwack@ct.gov	860-807-2081

CRT:tdd

Enclosures