



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



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

**FROM:** Paul F. Flinter, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** August 29, 2007

**SUBJECT: Operational Memorandum #27-07**

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

- I. **Submission of School Nutrition On-Line Applications** - All sponsors of the School Nutrition Programs (including the Special Milk Program) must submit updated School Nutrition Application information no later than **October 1, 2007**. The application information for School Year 2007-2008 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 2007 files, it is still necessary to add and update the agreement and site data for the 2008 files. Some, but not all of the data from 2007 has been transferred to 2008. *Therefore, you will need to check the 2007 data and compare to the information in 2008 to ensure that the data is up-to-date and accurate.*

The following are instructions for filing school year 2007-08 application information electronically. (*Note that the opening and closing dates in the Sponsor Agreement for all sponsors is October 1, 2007 to September 30, 2008 - not the first and last day of school.*) The application process is a two step process:

1. Reviewing the **Sponsor Agreement** in the 2007 file and comparing and updating this information in the Sponsor Agreement 2008 file, and
2. Reviewing each 2007 **Program Site Information** sheet for the districts' schools and comparing and updating these program sheets in the 2008 file.

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 2007 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](http://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 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**
5. Select **Program Year 2008**
6. Select **New**
7. Go to **Sponsor Agreement**
8. Enter and update the information for your district, private school, sponsor, or agency for 2008. The opening and closing dates for all sponsors is *October 1, 2007 to September 30, 2008*.
9. Select **Submit** and then **Finish**. The application will be unapproved.
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 2008 related to each school or site covered by your agreement. Select **Submit** and **Finish** for each site record.  
Both the site applications and sponsor agreement will be unapproved. Approval will be done by the CT State Department of Education, Child Nutrition Programs.  
*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 **93.5%**. You may also calculate the site's actual attendance factor and use this figure. For information on how to calculate an attendance factor, go to the *Sample Daily Meal Count Edit Check Worksheet Instruction page found at:*  
<http://www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/Forms/DailyLunchCount.PDF>

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 2007-2008 claims on-line beginning with the October 2007 claim using the 2008 program year. The website to use is the same as the On-line Agreement and Site Listing website: [www.csde.state.ct.us/connecticutprod](http://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.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>  
Additionally, you must update your on-line Agreement to reflect the new authorized representatives. This change will make your Agreement unapproved and it will not

get approved until our Office receives and approves the Authorized Signature Change form. Your on-line authorized representatives **MUST** match the authorized representatives that our Office has on file with your school district's agreement with the CT State Department of Education (ED-099). An authorized representative is defined as follows:

- **Signature #1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e. g.; the chief officer elected or appointed to assume legal responsibility for the organization (Superintendent of Schools, Mayor, Selectman, Corporate President, Chairperson of the Board, Pastor or Commissioner).
- **Signature #2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner).

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 changed, along with the completed Authorized Signature Change form. This information should be mailed to the attention of Avis Kelly at Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT, 06457.

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

<i>COUNTY</i>	<i>CONSULTANT</i>	<i>EMAIL</i>	<i>PHONE</i>
<b>Hartford and Tolland</b>	Teri Dandeneau Henry Garcia	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> <a href="mailto:henry.garcia@ct.gov">henry.garcia@ct.gov</a>	860-807-2079 860-807-2048
<b>New London, Windham and Middlesex</b>	RoseAnna Holliday	<a href="mailto:roseanna.holliday@ct.gov">roseanna.holliday@ct.gov</a>	860-807-2064
<b>Fairfield and Litchfield</b>	Lorraine Sternal Henry Garcia	<a href="mailto:lorraine.sternal@ct.gov">lorraine.sternal@ct.gov</a> <a href="mailto:henry.garcia@ct.gov">henry.garcia@ct.gov</a>	860-807-2008 860-807-2048
<b>New Haven County</b>	Bob Zwack	<a href="mailto:robert.zwack@ct.gov">robert.zwack@ct.gov</a>	860-807-2081