



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and Breakfast Programs

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 29, 2008

SUBJECT: Operational Memorandum #25-08
I. National School Lunch Program (NSLP) Reimbursement and Commodity Food Administrative Fee Charges
II. 2008-2009 Attendance Factor

I. NSLP Reimbursement and Commodity Food Administrative Fee Charges

Payments due to the Department of Administrative Services (DAS) administrative fees, related to receipt of commodity foods, have been subtracted from the May 2008 NSLP reimbursement checks. The attached report provides a breakdown of: 1) the calculated NSLP reimbursement payment due for that month, 2) the amounts billed by DAS, and 3) the adjusted payment and/or the unadjusted amount that will be subtracted from subsequent NSLP reimbursement checks. This information is provided for accounting purposes and will be posted on the Connecticut State Department of Education website along with this memorandum at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>. Questions regarding the amount billed by DAS, should be directed to the DAS office at (860) 256-2910. Questions regarding the calculated NSLP reimbursement amounts may be directed to Avis Kelly in the Child Nutrition Unit at (860) 807-2078.

II. 2008-2009 Attendance Factor

Based on the latest school enrollment and attendance figures from the U.S. Department of Education, the United States Department of Agriculture has updated the national average daily attendance factor. For school year 2008-2009, the attendance factor is **93.5** percent. This factor is calculated by dividing the total national average daily attendance by the total enrollment for the year. When completing the Edit Check Worksheets, sponsors may choose to use this updated percentage as the attendance factor for each school.

Questions pertaining to this memorandum may be directed to:

- Teri Dandeneau (860) 807-2079 teri.dandeneau@ct.gov
- Bob Zwack (860) 807-2081 robert.zwack@ct.gov

CR:tdd
Enclosure

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>