



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 4, 2009

SUBJECT: Operational Memorandum #13-09
I. National School Lunch Program (NSLP) Reimbursement and Commodity Food Administrative Fee Charges
II. 2009-2010 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 2009 NSLP reimbursement checks. The attached report included with this email 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 or the unadjusted amount that will be subtracted from subsequent NSLP reimbursement checks. This information is provided for accounting purposes. 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. 2009-2010 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 2009-10, the attendance factor is **93.6** 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:

<i>COUNTY</i>	<i>CONSULTANT</i>	<i>EMAIL</i>	<i>PHONE</i>
Hartford and Windham	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
Litchfield and Middlesex	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2048
Fairfield and New London	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven and Tolland	Bob Zwack	robert.zwack@ct.gov	860-807-2081

CR:tdd

Attachment

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>