



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of School Child Nutrition Programs (CNP)

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

**DATE:** August 28, 2009

**SUBJECT: Operational Memorandum #20-09**

1. Submission of Online Agreements
2. Submission of Online Claims
3. Authorized Signatures
4. HealthierUS School Challenge

**1. Annual Submission of School Child Nutrition Online Agreements**

All sponsors of the school CNPs (*including the Special Milk Program*) must submit updated School Nutrition Application online information no later than Tuesday, **October 13, 2009**. The application information for school year 2009-2010 must be submitted electronically using the online application and claim system for CNPs. School Food Authorities (SFAs) that updated the online agreement and site information data in the 2009 files are still required to add and update the agreement and site data for the 2010 files. Some, but not all of the data from 2009 has been transferred to 2010. *Therefore, SFAs will need to check the 2009 data and compare to the information in 2010 to ensure that the data is up-to-date and accurate.* (SFAs that have completed the 2010 online agreement prior to receiving this operational memorandum should double check the data to make sure all areas covered in this Operational Memorandum are followed and completed for 2010.)

The following procedures are step-by-step instructions for filing school year 2009-2010 application information electronically. (*Note that the opening and closing dates in the Sponsor Agreement for all sponsors are **October 1, 2009 to September 30, 2010** - not the first and last day of school.*) The application process is a **two step** process:

- a. Reviewing the **Sponsor Agreement** in the 2009 file and comparing and updating this information in the Sponsor Agreement 2010 file. Please note that all information must be completed including **e-mail addresses**.
- b. Reviewing each 2009 **Program Site Information** sheet for the district's schools/sites and comparing and updating all information (including addresses, e-mail addresses, meal prices, etc.) for these program sheets in the 2010 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. Sponsors participating in the Seamless Summer Option must **not** complete

the Seamless Summer Option section at this time. You will be notified in the spring when this data needs to get updated for the Seamless Summer Food Program.

Once SFAs have updated the information, please notify the SFAs assigned CNP consultant. **The online agreement and site information sheets must be approved by the CNP office before SFAs can enter the October 2009 claim for reimbursement.**

### **Procedures for Renewing the Online Agreement and Site Information Sheets**

- a. 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)
- b. Enter the assigned **user name** and **password**. Note: Due to security enhancements that were implemented last year, only the claims preparer and the authorized representatives have access to the online system. Also, sponsors are reminded that all passwords expire within 60 days. When a password is about to expire, an online message will be displayed requesting a new password. Follow the prompts to reset the password. Attached is additional information addressing School Child Nutrition Programs' Procedures Regarding Online User IDs, Passwords and Access Rights.
- c. Select **National School Lunch Program Section**
- d. Select **Agreements** and then select **Sponsor Agreement**
- e. Select **Program Year 2010**
- f. Select **New**
- g. Go to **Sponsor Agreement**
- h. Enter and update the information for the district, private school, sponsor, or agency for 2010. (Make sure that you are not in program year 2009.) The opening and closing dates for all sponsors is *October 1, 2009 to September 30, 2010*. Also, all information must be completed including the requested e-mail address for each person listed on the Agreement. Failure to complete all required information on the Agreement may cause a delay in the approval of the agreement and a delay in the payment of the October 2009 claim.
- i. Select **Submit** and then **Finish**. The application will be unapproved.
- j. Return to the **Sponsor Agreement Menu** and select **Sites**.
- k. Select **ADD Sites** and click on each site to add. Update or enter the data for 2010 related to each school or site covered by the agreement. This includes the site address. Sponsors are reminded that they should only check the programs and their actual months of operation. For example, if a sponsor is *considering* starting a School Breakfast Program at a site, do NOT check off the *anticipated* months of operation. Only check the programs and the months that are actually operating for each site. Select **Submit** and **Finish** for each site record. Both the site application and sponsor agreement will be unapproved.

1. Send an e-mail to the SFAs assigned CNPs consultant and request approval. Make sure that both the Online Agreement AND each Site Information sheet is completed before notifying the CNP contact person.

*Note:* For each site SFAs are required to enter an updated attendance factor. SFAs may choose to use the 2009 - 2010 National Attendance Factor which is **93.6%**. SFAs 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>

## 2. **Submission of School Nutrition Online Claims**

Reimbursement claim information must be submitted electronically using the Online application and claim system for CNPs. All sponsors are required to enter 2009-2010 claims online beginning with the October 2009 claim using the 2010 program year. The website is the same as the Online Agreement and Site Listing website: [www.csde.state.ct.us/connecticutprod](http://www.csde.state.ct.us/connecticutprod). To check the due date of claims, review Operational Memorandum #1-09 at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322234>. The *Scheduled for Submission of Claims* for October 2009 – September 2010 will be posted in October.

Note: During 2008-2009, new security enhancements were implemented with the online system. Each SFA has an assigned claim preparer and two authorized representatives. The claims preparer is the person who prepares the claim, enters the data and submits it to be approved by one of the SFA's authorized representatives. The claims preparer can not submit the claim to the State for processing and this is why the word "error" shows up when the claims preparer submits the claim. The claims preparer does not have submitter rights and therefore, must notify their authorized representative that the online claim is ready to be reviewed and submitted to the state for processing.

The authorized representative has submitter rights and can submit the claim to the State. (The authorized representative does not have data entry rights and therefore, can not change any of the claim data that is on the screen.) The authorized representative is the person who is responsible for reviewing the information for accuracy *before* submitting the claim for reimbursement. (For more information on user IDs, passwords and access rights, refer to the attached document.)

## 3. **Authorized Signatures Change Form**

Please remember to file an Authorized Signature Change Form with the CNPs 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 Web site and downloading the document: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>. Additionally, if either approved signature has changed, SFAs must update their Online Agreement to reflect the new authorized representatives. This change will make the Agreement unapproved and it will

not get approved until the CNP office receives and approves the Authorized Signature Change form. The online authorized representatives MUST match the authorized representatives that CNP office has on file with each school district's agreement with the CT State Department of Education (ED-099). An authorized representative is defined as follows:

- a. **Signature #1** is the designated representative authorized to sign the Agreement for CNPs 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).
- b. **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).

4. **HealthierUS School Challenge (HUSSC)**

School Food Authorities are reminded that the United States Department of Agriculture (USDA) has an initiative that recognizes excellence in nutrition and physical activity. There is a new, user-friendly interactive application that may be found on the Food and Nutrition Service (FNS) Web site. For more information go to [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov).

Questions pertaining to this memorandum may be directed to:

<i>COUNTY</i>	<i>CONSULTANT</i>	<i>EMAIL</i>	<i>PHONE</i>
<b>CT Special Milk Program Only Sponsors</b>	Avis Kelly	<a href="mailto:avis.kelly@ct.gov">avis.kelly@ct.gov</a>	860-807-2078
<b>Hartford and Windham</b>	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079
<b>Litchfield and Middlesex</b>	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2048
<b>Fairfield and New London</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
<b>New Haven and Tolland</b>	Bob Zwack	<a href="mailto:robert.zwack@ct.gov">robert.zwack@ct.gov</a>	860-807-2081

CR:tdd

Attachment