

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health and Nutrition Services, and Child/Family/School Partnerships
Child Nutrition Programs
25 Industrial Park Road
Middletown, Connecticut 06457-1543

OPERATIONAL MEMORANDUM

TO: Sponsors of the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Special Milk Programs

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

DATE: June 30, 2005

SUBJECT: Operational Memorandum # 14-05

- I. Family Applications and Processing.**
- II. Homeless Status and Application Processing**
- III. Authorized Signatures and Online Claiming**
- IV. Hazard Analysis and Critical Control Point Guidance (HACCP)**

- I. **Family Applications and Processing** – Questions have been raised regarding the processing of family applications. The purpose of using only family applications is to lessen the burden for parents when completing applications for free and reduced price meals. Therefore, *parents must not be required to fill out more than one application per household – even if their children attend different schools* in the same district. Additionally, questions have been asked on how to process applications that have more than one student listed on the application and each student has a different last name. On the new household/family application, there is a place to list the “Application #” on the upper right hand corner. We recommend that you number all of the applications and then list this number next to the student’s name on the master lists. This will give you the ability to look up each student’s application based on the number that corresponds with their name. Additionally, in order for this process to work well, and avoid having to make many copies of each application, the application approval process should be centralized – having all applications reviewed and approved in one location.

If your schools participate in both the Split Kindergarten Special Milk Program and any Child Nutrition meals or snack program, you will need to send out *both* parent letters – the version for the Special Milk Program (SMP) and the form for meals and snacks. Both letters should be sent to **ONLY** those households in those schools that participate in both programs. (Note: The two letters list different Income Eligibility Guidelines and the SMP must have the free guidelines made available to the parents and the meal/snack programs must only list the reduced guidelines.)

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- II. **Homeless Status and Application Processing** – Question #2 on the new Household/Family application asks the parent/guardian to check-off if the child is homeless, a runaway, or a migrant and to contact the school’s homeless liaison at a specific telephone number. The purpose of this is to allow the parent/guardian the opportunity to complete an application if they meet the circumstances and to put them in touch with the school’s homeless liaison in case they need assistance. The determining official must verify with the homeless liaison that this child is indeed homeless, a migrant, or a runaway, before they permanently approve the application. (Note: They can temporarily approve the application while this process is taking place.) For a child to qualify as homeless, a runaway, or a migrant, the parent DOES NOT have to complete an application. The homeless liaison may still provide you with a signed list of students that meet these criteria and you can use this list to automatically determine the child to be eligible for free meals. *Note:* You must keep the homeless liaison’s signed list on file for audit purposes.
- III. **Authorized Signatures and Online Claiming** – This is a reminder that with the new Online Claiming system in place, sponsors will still need to complete an *Authorized Signature Change* form if one of the authorized signers, listed on your ED 099 - Agreement with the Connecticut State Department of Education, changes. You can obtain this form by going to the following website: <http://www.state.ct.us/sde/deps/nutrition/Forms/Forms.html> . Scroll down to the link labeled: *Authorized Signatures Change form*.
- IV. **Hazard Analysis and Critical Control Point (HACCP) Guidance** – During the next few weeks, school districts will receive the HACCP Guidance issued by the Food and Nutrition Service (USDA). The purpose of this guidance is to assist school districts in complying with the food safety program requirement established by section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265). More information regarding this HACCP Guidance and training will be forthcoming.

Questions regarding any part of this memorandum may be directed to:

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