

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Adult Education and Nutrition Programs
25 Industrial Park Road
Middletown, Connecticut 06457-1543

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Acting Bureau Chief
Bureau of Adult Education and Nutrition Programs

DATE: January 22, 2004

SUBJECT: Operational Memorandum #09H-04 **Data System Update**

Work is ongoing on the CACFP Data System that will be used to replace the current DOS application. The *Systems Requirements and Questionnaire* was completed and submitted by all sponsoring organizations. The overall assessment was that organizations are at varying stages with available technology.

In order to proceed to the next stage of making the new system available for local level testing by a few organizations, it is necessary to clarify the computer configuration needed to accommodate the new system. Since the questionnaire was distributed, further testing by the developer led to a change in requirements. In order to accommodate the enhanced reporting option, the minimum computer configuration identified in the report is no longer an option. Therefore, the only computer configuration that may be used is the one identified as "*Ideal computer configuration*" in the questionnaire. There is no change to the printer requirement which was identified.

The required computer configuration is:

PC with Intel Pentium 4 or AMD Athlon/Duron family, or compatible processor, with 1.0 GHz or higher processor clock speed and 512K Cache. Configuration should include, at least, a 20 Gbyte hard-drive, 256 Mbyte memory, internal modem, and CD-RW (read/write). The computer operating system should be Microsoft Windows XP Professional or Windows 2000 Professional, with Microsoft Office XP or 2000. Formal updateable virus protection software and internet access is a must.

(Notes: 1. While Microsoft Office is not required, the sponsor might benefit from use of exported data from the Local Homes System, which is in Access 2000, Excel 2000, and Word 2000 formats. 2. Virus protection is essential, to include updates, such as is available through the internet from McAfee Anti-Virus at <http://www.mcafee.com/>, or Norton Anti-virus at <http://www.symantec.com/nav/>. They have automatic updates.)

Please take the following steps to notify the State agency regarding the sponsoring organization's ability to utilize existing CACFP or agency resources to obtain the required computer configuration if it is not currently available. This information will help determine how to proceed with the deployment process.

Questions to Consider and Answer:

Is the required computer system currently available? If yes, notify the State agency.

If no, is the organization able to utilize CACFP or existing agency resources to obtain the required system? If yes, notify the State agency of the timeframe that the system will be available. If resources are not available, to obtain the system, notify the State agency of this fact also. Notification must be completed via email to Charlene.russell-tucker@po.state.ct by **January 30, 2004**.

If there are questions contact Charlene Russell-Tucker at 860-807-2071.

MBS: crt
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