

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Sponsors of the National School Lunch, School Breakfast, and Special Milk Programs

FROM: Maureen Staggenborg, Bureau Chief

DATE: October 16, 2003

SUBJECT: **Operational Memorandum # 05-04**

**I. Updated Claim Form – ALL Programs**

**II. Onsite Monitoring Requirement – School Meals Programs ONLY**

**I. Updated Claim Form** – Effective October 1, 2003, an updated version of the ED-103 Claim for Reimbursement form is needed. Beginning with your October claim, please note that payments will not be processed unless you are using the ED-103 that is dated Rev. 05/03 in the upper left corner. You may access this form on our website at

<http://www.state.ct.us/sde/deps/nutrition/index.htm>

This updated form must be used by all programs.

**II. Onsite Monitoring Requirement** - Sponsors of school districts with multiple schools are required each year to conduct on-site reviews of each of their schools. This review process must be conducted prior to February 1 of each school year, and must be conducted by a staff member of the School Food Authority. Contracted food management company employees are not to conduct on-site reviews.

In accordance with CFR 210.8 (1) “if the review discloses problems with a school’s meal counting or claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems.”

Questions regarding this memorandum may be directed to any member of the school nutrition staff.

IMPORTANT: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. An electronic copy may be requested from the Child Nutrition staff.