

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
DIVISION OF TEACHING AND LEARNING PROGRAMS AND SERVICES  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

TO: School Nutrition Sponsors

FROM: Maureen B. Staggenborg, Director  
Child Nutrition Programs

DATE: March 12, 2004

SUBJECT: **Operational Memorandum #10-04**  
National School Lunch Program Reimbursement (NSLP) and Commodity Food  
Processing and Administrative Fee Charges

Outstanding balances of payments due to the Department of Administrative Services (DAS) for processing and administrative fees, related to receipt of commodity foods, have been subtracted from the November and/or December 2003 NSLP reimbursement checks. The attached report provides a breakdown of the calculated NSLP reimbursement payment due for those months, the amounts billed by DAS, the adjusted payment and/or the unadjusted amount that will be subtracted from subsequent NSLP reimbursement checks. This information is provided for accounting purposes. If there are questions regarding the amount billed by DAS they should be directed to Michael Owsianko from the DAS office at 860-713-5147. If there are questions regarding the calculated NSLP reimbursement amounts they may be directed to Avis Kelly at the Office of Child Nutrition 860-807-2078.

Enclosures

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.