

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND CHILD/FAMILY/SCHOOL
PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT**

TO: Sponsors of School Nutrition Programs

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

DATE: May 27, 2004

SUBJECT: Operational Memorandum # 14-04 – Online Claims Training

The Child Nutrition Office continues to move toward processing claims for reimbursement electronically, with a goal to have all school sponsors submitting electronic claims by December 1, 2004. In an effort to provide online claims training to as many sponsors as possible, we are offering a workshop during the Annual Summer Conference of the Connecticut School Food Service Association. This morning segment of the Conference welcomes school business officials and other district administrators who might have an interest in learning the Online Claims process.

Please plan to attend the Friday morning segment of the Conference,
“Child Nutrition: Putting the Pieces Together”

Date: Friday, June 25, 2004

Place: Marriott Hotel, 100 Capitol Blvd., Rocky Hill (Directions attached)

Time: 7:45 A.M. – 8:45 A.M. Breakfast Buffet

8:45 A.M. – 10:15 A.M. Online Claims Training – Presented by Maureen Staggenborg, Director, Child Nutrition Programs

Registration fee for this training: \$35.00 per person (fee covers the cost of breakfast and web access)

Please complete the form below. Return **no later than June 18, 2004** with your registration fee to: Coventry Public Schools, Carol Brigham, 1776 Main St., Coventry, CT 06238. (*Make checks payable to: CTSFSA*)

NAME(S) & TITLE(S): _____

DISTRICT: _____

PHONE: _____ or EMAIL: _____

Total Amount Enclosed \$ _____

Questions ??? Call Mary Ragno (860-807-2082) or Teri Dandeneau (860-807-2079)