

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

TO: Sponsors of Child Nutrition Special Milk Programs

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: August 16, 2004

SUBJECT: **Operational Memorandum # 20M-04**

- I. Submission of Updated Ed-099 Schedule B**
- II. Authorized Signatures Change Form**
- III. ED-103 Reimbursement Claim for National School Lunch, School Breakfast and Special Milk**
- IV. On-Line Application and Claim Process**

- I. ED-099 Schedule B** – All sponsors of the Special Milk Program must submit an updated Ed-099 Schedule B – School Nutrition Application no later than **September 15, 2004**. This document provides us with important program information that helps to ensure prompt and accurate payments.

You may download the Ed-099 Schedule B from the website at www.state.ct.us/sde/. Click on the blue button labeled Child Nutrition Programs. You will find the Ed-099 Schedule B at the School Nutrition Information/Special Milk Program/2004-05 Forms/Schedule B(ED-099) links. Download and print the form (2 pages). Please complete and promptly mail to this office.

- II. Authorized Signatures Change Form** – Please remember to file an Authorized Signatures Change Form if either of the two approved signatures for your Agreement has changed. Claims can not be processed without correct, updated signatures. This form can also be downloaded from the Child Nutrition website at www.state.ct.us/sde/.

- III. ED-103 Reimbursement Claim for National School Lunch, School Breakfast and Special Milk** - The current Reimbursement claim for the Special Milk Program was revised in May 2004. This version of the claim form is to be used for School Year 2004-2005.

You may download the ED-103 Reimbursement Claim for National School Lunch, School Breakfast and Special Milk from the website at www.state.ct.us/sde/ . Click on the blue button

labeled Child Nutrition Programs. You will find the Ed-103 at the School Nutrition Information/Special Milk Program/2004-05 Forms/ED-103 Claim Form links. Download and print the form and instructions.

- IV. On-Line Application and Claim Process** – In the future, the process for submitting the School Nutrition Application (ED-099 Schedule B) and the Child Nutrition Claim for Reimbursement (ED-103) will be submitted electronically through an Internet web site set up for this purpose. The goal is to have all Child Nutrition Program sponsors, including the special milk program using this on-line process by the end of the **2004-05 school year**. In the near future, we will be sending out specific information about this process. Each sponsor will be receiving unique user IDs and passwords to access the electronic system and there will be follow-up training sessions regarding the process in the fall. Details regarding the training will be sent at a later date.

Questions about any of the information provided in this Memorandum may be directed to the following staff:

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