

## Required Items for the Online Sponsor Application “Checklist Summary”

### in the Connecticut State Department of Education’s (CSDE) Agreement for Child Nutrition Programs

This chart applies to public schools, private schools, and residential child care institutions (RCCIs) that participate in the U. S. Department of Agriculture’s (USDA) school nutrition programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Afterschool Snack Program (ASP) of the NSLP, and Seamless Summer Option (SSO) of the NSLP. As part of the Child Nutrition Program (CNP) sponsor agreement renewal for school year 2019-20, school food authorities (SFAs) must upload the following specific documents in the “Checklist Summary” of the CSDE’s Online Application and Claiming System for Child Nutrition Programs ([CNP System](#)). Please review the chart to determine which checklist items relate to your program. The CSDE has updated all documents for school year 2019-20.

Required Forms/Documents to upload into the CNP online sponsor application ( <b>Checklist Items</b> )	SFAs that process <b>free and reduced-price applications</b> (including <b>RCCIs with day students</b> )	SFAs participating in the <b>Special Milk Program (free option)</b> that process <b>free and reduced-price applications</b>	SFAs with <i>all</i> sites participating in the <b>Community Eligibility Provision (CEP)</b>	SFAs that process <b>free and reduced-price applications</b> and have sites participating in <b>CEP</b>	<b>RCCIs without day students</b>	<b>Special Milk Program (paid only)</b>
1. Policy Statement (must be signed by an Authorized Signer)	X	X	See required form 12 on page 3	X	X	X
2. Public Media Release	X	X	See required form 13 on page 3	X		
3. Site Information on Money Collection and Point-of-Service (POS) Meal Count Systems	X	X	X	X	X	X
4. Meal Application and Data Management Process	X	X	X	X		

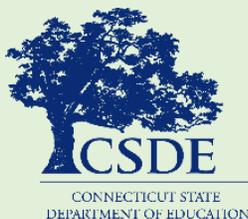
## Required Items for the Online Sponsor Application “Checklist Summary”

Required Forms/Documents to upload into the CNP online sponsor application ( <b>Checklist Items</b> )	SFAs that process <b>free and reduced-price applications</b> (including <b>RCCIs with day students</b> )	SFAs participating in the <b>Special Milk Program (free option)</b> that process <b>free and reduced-price applications</b>	SFAs with <i>all</i> sites participating in the <b>Community Eligibility Provision (CEP)</b>	SFAs that process <b>free and reduced-price applications</b> and have sites participating in <b>CEP</b>	<b>RCCIs without day students</b>	<b>Special Milk Program (paid only)</b>
5. Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free and Reduced-price School Meals, and/or Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk	X	X	See required form 14 on page 3	X		
6. Parent/Guardian Notification Letter (approving or denying meals or milk benefits)	X	X		X		
7. Parent/Guardian Notification Letter for Direct Certification based on SNAP, TFA, or Medicaid Benefits (Version 1)	X	X		X		
8. Parent/Guardian Notification letter for Direct Certification based on Foster Child, Homeless, Runaway or Head Start (Version 2)	X	X		X		

## Required Items for the Online Sponsor Application “Checklist Summary”

Required Forms/Documents to upload into the CNP online sponsor application ( <b>Checklist Items</b> )	SFAs that process <b>free and reduced-price applications</b> (including <b>RCCIs with day students</b> )	SFAs participating in the <b>Special Milk Program (free option)</b> that process <b>free and reduced-price applications</b>	SFAs with <i>all</i> sites participating in the <b>Community Eligibility Provision (CEP)</b>	SFAs that process <b>free and reduced-price applications</b> and have sites participating in <b>CEP</b>	<b>RCCIs without day students</b>	<b>Special Milk Program (paid only)</b>
9. Parent/Guardian Notification letter for Direct Certification based on Medicaid Benefits – Reduced-price Meals (Version 3)	X			X		
10. Letter to Household of Notification of Selection for Verification of Eligibility	X			X		
11. Letter of Verification Results and Adverse Action for Income Households	X			X		
12. CEP Policy Statement Addendum			X	X		
13. CEP Public Media Release			X	X		
14. CEP Parent Notification (for newly participating SFAs or sites only)			X	X		

## Required Items for the Online Sponsor Application “Checklist Summary”



For more information, visit the Connecticut State Department of Education’s (CSDE) [CNP System](#) and [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) webpages, or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

This handout is available at <https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/ApplicationChecklistSNP.pdf>.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).