

Key Information for Connecticut Claims Preparers for School Nutrition Programs

This document provides an overview of important information and resources for Connecticut claims preparers regarding the entry of accurate claims for reimbursement for the U.S. Department of Agriculture's (USDA) school nutrition programs, operated by the district's school food authority (SFA). School nutrition programs include the [National School Lunch Program \(NSLP\)](#), [School Breakfast Program \(SBP\)](#), [Afterschool Snack Program \(ASP\)](#), [Seamless Summer Option \(SSO\)](#) of the NSLP, [Fresh Fruit and Vegetable Program \(FFVP\)](#), and [Special Milk Program \(SMP\)](#).

All claims preparers who are responsible for submitting claims for the school nutrition program should receive e-mails from the Connecticut State Department of Education's (CSDE) e-mail distribution list for Connecticut's school nutrition programs. This e-mail distribution list provides important notifications regarding the federal and state requirements for school nutrition programs. If you do not receive these e-mails, please contact your assigned county consultant, listed in the CSDE's handout, [County Assignments for School Nutrition Programs](#).



Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)

The [CNP System](#) is a web-based software solution that provides Connecticut administrators, state users, and sponsors with efficient and immediate access to applications, claims, and related nutrition program functions for the USDA's [Child Nutrition Programs](#). The CNP Online System allows authorized users to submit and approve applications, claims, and miscellaneous forms online, as their security rights permit. It is important that login IDs and passwords be kept confidential and are not shared. For more information, review the CSDE's handout, [Procedures, User IDs, Passwords and Access for School Nutrition Programs](#).

SFAs must submit claims for reimbursements in a timely manner, according to the CSDE's claims submission schedule. For more information, visit the CSDE's [Claim Submission Schedule](#) webpage.

User ID and Password Information

The CSDE's document, [Procedures, User IDs, Passwords and Access for School Nutrition Programs](#), outlines the procedures for the USDA's school nutrition programs regarding access rights to the CSDE's CNP System. **Note:** Do not share user access information with others.

Meal Counting and Claiming Process

The CSDE's document, [Overview of Meal Counting and Claiming Process](#), summarizes the CSDE's requirements for the meal counting and claiming process in local educational agencies (LEAs), and assists LEAs with meeting the USDA's NSLP regulations. For more information, visit the CSDE's [Meal Counting and Claiming for School Nutrition Programs](#) webpage.

Key Information for Connecticut Claims Preparers for School Nutrition Programs

Annual Calendar for School Nutrition Programs

The CSDE's *Calendar of School Nutrition Program Requirements and Activities* assists Connecticut schools and institutions that participate in the USDA school nutrition programs with planning for the school year. SFAs should distribute this calendar to each person responsible for completing tasks related to the NSLP, SBP, ASP, and SMP.

CSDE's Operational Memoranda

The CSDE's operational memoranda contain important information regarding federal and state requirements and implementation guidance for the operation of the USDA's school nutrition programs. They are available on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Program Guidance for School Nutrition Programs Webpage

The CSDE's [Program Guidance for School Nutrition Programs](#) webpage provides links to information regarding federal and state requirements and guidance for the USDA school nutrition programs. This webpage is the best starting point to search for information on specific topics related to school nutrition programs.

Technical Assistance

The CSDE has a consultant assigned to each Connecticut county to provide technical assistance for school nutrition programs. For more information, see the CSDE's handout, *County Assignments for School Nutrition Programs*.

Key Information for Connecticut Claims Preparers for School Nutrition Programs



For more information, visit the CSDE's [School Nutrition Programs](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

*This handout is available at
https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Claims_Preparer_Information.*

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, 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.

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 State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, Levy.Gillespie@ct.gov.