



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of School Child Nutrition Programs (CNP)

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 5, 2013

SUBJECT: Operational Memorandum #47-13

1. Submission of Online Agreements
2. Submission of Online Claims
3. Authorized Signatures
4. Food Safety Inspection Report (Does not apply to Special Milk Program Sponsors)

1. Annual Submission of School Child Nutrition Online Agreements

All sponsors of the school CNPs (*including the Special Milk Program*) must submit updated School Nutrition Application online information no later than **October 11, 2013**. The application information for school year 2013-14 must be submitted electronically using the online application and claim system for CNPs. School Food Authorities (SFAs) that updated the online agreement and site information data in the 2013 files are still required to add and update the agreement and site data for the 2014 files. Some, but not all of the data from 2013 has been transferred to 2014. *Therefore, SFAs will need to check the 2013 data and compare to the information in 2014 to ensure that the data is up-to-date and accurate.* (SFAs that have completed the 2014 online agreement prior to receiving this operational memorandum should double check the data to make sure all areas covered in this Operational Memorandum are followed and completed for 2014.)

The following procedures are step-by-step instructions for filing school year 2013-14 application information electronically. (*Note that the opening and closing dates in the Sponsor Agreement for all sponsors are **October 1, 2013, to September 30, 2014** - not the first and last day of school.*) The application process is a **two step** process:

- a. reviewing the **Sponsor Agreement** in the 2013 file and comparing and updating this information in the Sponsor Agreement 2014 file. Please note that all information must be completed including **e-mail addresses**; and
- b. reviewing each 2013 **Program Site Information** sheet for the district's schools/sites and comparing and updating all information (including addresses, e-mail addresses, meal prices, etc.) for these program sheets in the 2014 file.

All of the information must be completed, including the **Meal Pricing Information** section for each site as well as the Inter-school Agreement section (if applicable) under the Sponsor Agreement page. Sponsors participating in the Seamless Summer Option must **not** complete the Seamless Summer Option section at this time. You will be notified in the spring when this data needs to be updated for the Seamless Summer Food Program.

Once SFAs have updated the information, please notify the assigned CNPs consultant listed at the end of this memorandum. **The online agreement and site information sheets must be approved by the CNP office before SFAs can enter the October 2013 claim for reimbursement.** Special Milk Program sponsors should notify Avis Kelly at avis.kelly@ct.gov.

Procedures for Renewing the Online Agreement and Site Information Sheets

- a. Go to the **CNP 2000 Child Nutrition Application and Claim** Web site: www.csde.state.ct.us/connecticutprod
- b. Enter the assigned **user name** and **password**. Note: Due to security enhancements that were previously implemented, only the claims preparer and the authorized representatives have access to the online system. In addition, sponsors are reminded that all passwords expire within 180 days. When a password is about to expire, an online message will be displayed requesting a new password. Follow the prompts to reset the password. For additional information on online user IDs, passwords and access rights go to: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Passwords_User_IDs.pdf.
- c. Select **National School Lunch Program Section**
- d. Select **Agreements** and then select **Sponsor Agreement**
- e. Select **Program Year 2014**
- f. Select **New Agreement**
- g. Go to **Sponsor Agreement**
- h. Enter and update the information for the district, private school, sponsor or agency for 2014. **(Make sure that you are not in program year 2013.)** The opening and closing dates for all sponsors is *October 1, 2013, to September 30, 2014*. **In addition, all information must be completed including the requested e-mail address for each person listed on the Agreement.** *Failure to complete all required information on the Agreement may cause a delay in the approval of the agreement and a delay in the payment of the October 2013 claim.*
- i. Select **Submit** and then **Finish**. The application will be unapproved.
- j. Return to the **Sponsor Agreement Menu** and select **Sites**.
- k. Select **ADD Sites** and click on each site to add. Update or enter the data for 2014 related to each school or site covered by the agreement. This includes the site address. Sponsors are reminded that they should only check the programs and their actual months of operation. For example, if a sponsor is *considering* starting a School Breakfast Program at a site, do NOT check off the *anticipated* months of operation. Only check the programs and the months that are actually operating for each site.
Note: When a sponsor participates in both the National School Lunch Program and the Special Milk Program (due to split-day kindergarten sessions) the enrollment for the National School Lunch Program should not include students that are enrolled in the split-day kindergarten class as well. Only the section labeled "Lunch with Split-day Kindergarten Milk Enrollment" should include both enrollments for lunch and split-day kindergarten.

- l. Select **Submit** and **Finish** for each site record. Both the site application and sponsor agreement will be unapproved.
 - m. Send an e-mail to the SFAs assigned CNPs consultant and request approval. (CNP contact information is located at the end of this memorandum.) Make sure that both the Online Agreement AND each Site Information sheet are completed before notifying the CNP contact person. *Note:* For each site, SFAs are required to enter an updated attendance factor (AF). The United States Department of Agriculture (USDA) has not issued an AF for 2013-14 and the Connecticut State Department of Education's state AF will not be calculated until the beginning of October. Therefore, SFAs are encouraged to calculate each site's AF. For information on how to calculate an attendance factor, go to the [Sample Daily Meal Count Edit Check Worksheet Instruction](#).
2. **Submission of School Nutrition Online Claims**

Reimbursement claim information must be submitted electronically using the Online application and claim system for CNPs. All sponsors are required to enter 2013 claims online beginning with the October 2013 claim using the 2014 program year. The Web site is the same as the Online Agreement and Site Listing Web site: www.csde.state.ct.us/connecticutprod. To check the due date of claims, review [Operational Memorandum #1-12](#). The *Schedule for Submission of Claims* for October 2013 – September 2014, will be posted in October 2013.

Note: During 2008-09, new security enhancements were implemented with the online system. Each SFA has an assigned claim preparer and two authorized representatives. The claims preparer is the person who prepares the claim, enters the data and submits it to be approved by one of the SFA's authorized representatives. The claims preparer cannot submit the claim to the State for processing and this is why the word "error" shows up when the claims preparer submits the claim. The claims preparer does not have submitter rights and therefore, must notify their authorized representative that the online claim is ready to be reviewed and submitted to the State for processing. The authorized representative has submitter rights and can submit the claim to the State. (The authorized representative does not have data entry rights and therefore, cannot change any of the claim data that is on the screen.) The authorized representative is the person who is responsible for reviewing the information for accuracy *before* submitting the claim for reimbursement. (For more information on user IDs, passwords and access rights, refer to: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Passwords_User_IDs.pdf.)
3. **Authorized Signatures Change Form**

Please remember to file an Authorized Signature Change Form with the CNP's office if **either** of the two approved representatives for your Agreement has changed. This form and instructions can be obtained by going to the following Web site and downloading the document: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>. Additionally, if either authorized representative has changed, SFAs must update their Online Agreement to reflect the new authorized representatives. This change will make the Agreement unapproved and it will not get approved until the CNP office receives and approves the Authorized Signature Change form. The online authorized representatives **MUST** match the authorized representatives that the CNP office has on file with each school district's agreement with the CT State Department of Education (ED-099). An authorized representative is defined as follows:

- a. **Signature #1** is the designated representative authorized to sign the Agreement for CNPs and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (Superintendent of Schools, Mayor, Selectman, Corporate President, Chairperson of the Board, Pastor or Commissioner).
 - b. **Signature #2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner).
4. **Food Safety Inspection Report (Does not apply to Special Milk Program Sponsors)**
Section 402 of The Healthy, Hunger-Free Kids Act extended current state food safety reporting requirements through fiscal year 2015. Each state agency must annually monitor and report to the USDA the number of food safety inspections obtained by institutions that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP). All schools participating in the NSLP and SBP must obtain two food safety inspections annually. This inspection requirement applies to all: 1) food preparation-service sites and 2) service-only sites (all sites where food is served).

Therefore, all SFAs must submit data pertaining to food safety inspections that were conducted during the 2012-13 school year. Prior to entering the data, it is important that the number of food safety inspections completed for each site has been determined. ***The data must be submitted electronically using the online agreement and claim system for CNPs. All data must be entered no later than **October 11, 2013.*****

Food Safety Inspections for Facilities Not Under the Jurisdiction of the Local or State Health Department. Some schools or facilities (such as schools or group homes operated by the Department of Children and Families) do not fall under the jurisdiction of the Department of Public Health (DPH) and therefore, will not be inspected by the DPH. **Please note however, that the food safety inspections that are conducted by the state agency that licenses the facility would qualify toward meeting the requirement of two food safety inspections annually.**

Procedures for Submitting Online Food Safety Inspection Data

- a. Go to the **CNP 2000 Child Nutrition Application and Claim** Web site:
www.csde.state.ct.us/connecticutprod.
- b. Enter the assigned **user name** and **password**. Note: Due to security enhancements that were previously implemented, only the claims preparer and the authorized representatives have access to the online system.
- c. Select **Agreements** and then select **Health Inspection**.
- d. Select **Program Year 2013**.
- e. Under Action click **Select**.
- f. Enter the number of food safety inspections completed in the **2012-13** school year for each site listed in your district. In the drop-down box beside each site name, select the appropriate number of inspections completed.
- g. Click **Submit** after all of the drop-down boxes are filled.

- h. *If applicable, an explanation must be entered if any school did not receive at least two inspections. Enter the explanation then click Submit.*
- i. When all information has been entered correctly, the top of the screen displays, **“Inspection numbers have been saved successfully.”**

Questions regarding Food Safety Inspection reporting should be directed to Susan Alston at susan.alston@ct.gov.

Questions pertaining to other sections in this memorandum should be directed to:

Consultants for School Nutrition Programs	
County	Consultant
• Fairfield County	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
• Hartford County (towns/cities beginning with A-R)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
• Hartford County (towns/cities beginning with S-W) • Windham County	Susan Alston susan.alston@ct.gov 860-807-2081
• Litchfield County	Allison Calhoun-White allison.calhoun-white@ct.gov 860-807-2008
• Middlesex County • Tolland County	Andy Paul andrew.paul@ct.gov 860-807-2048
• New Haven County	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
• New London County	Monica Pacheco monica.pacheco@ct.gov 860-807-2073

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