



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs – including Special Milk Sponsors

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

DATE: August 9, 2016

SUBJECT: Operational Memorandum No. 7-16
Addendum C – Information on the Supplemental Nutrition Assistance Program (SNAP)

Attached is the updated school year 2016-17 version of the Connecticut State Department of Education's (CSDE) [Addendum C – Information on the Supplemental Nutrition Assistance Program \(SNAP\)](#). Effective July 1, 2015, Public Act No. 15-215 – *An Act Concerning Various Revisions and Additions to the Education Statutes* mandates that local educational agencies (LEAs) must notify parents and guardians about the SNAP. This information was outlined in [Operational Memorandum No. 36-15](#).

Public Act No. 15-215 states that “*each local and regional board of education shall use the information about the supplemental nutrition assistance program pursuant to the Food and Nutrition Act of 2008, **provided by the department** pursuant to subsection (a) of this section, to provide notice to the parents or guardians of students about said supplemental nutrition assistance program.*”

While LEAs are encouraged to provide a link to [Addendum C](#) on the district's Web site (clearly labeled that the link provides information regarding SNAP benefits), LEAs must also notify parents and guardians by:

- providing a hard copy of Addendum C with the free and reduced-price materials at the beginning of the school year, or
- sending an electronic version of Addendum C and/or providing a Web link to Addendum C on the LEA Web site in an e-mail notification to all parents and guardians within the LEA.

Some LEAs have asked if they can substitute SNAP information provided by outreach agencies in lieu of issuing the CSDE's Addendum C. Public Act No. 15-215 specifies that the LEAs must use information “*provided by the department.*” LEAs are encouraged to extend their efforts by utilizing an outreach organization's SNAP promotional information, but must use the CSDE's Addendum C form.

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> • Fairfield County (Includes Regions 1, 6, 7, 12 and 14) • New London County (Lebanon, Ledyard, Lisbon, Lyme, Montville, New London and North Stonington) 	<p>Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129</p>
<ul style="list-style-type: none"> • Hartford County (Includes Region 10) • New London County (Bozrah, Colchester, East Lyme, Franklin, Griswold and Groton) 	<p>Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079</p>
<ul style="list-style-type: none"> • Middlesex County (Includes Regions 4, 13 and 17) • New London County (Voluntown and Waterford) • Tolland County (Includes Regions 8 and 19) • Windham County (Includes Region 11) 	<p>Susan Alston susan.alston@ct.gov 860-807-2081</p>
<ul style="list-style-type: none"> • New Haven County (Includes Regions 5, 15 and 16) • New London County (Norwich, Old Lyme, Preston, Region 18, Salem, Sprague and Stonington) 	<p>Jackie Schipke jackie.schipke@ct.gov 860-807-2123</p>

JF:tdd

Attachment

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) Web page.

Addendum C

INFORMATION ON THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Dear Parent/Guardian:

If your children qualify for free school meals or milk, you might also qualify for **SNAP** (formerly called Food Stamps). SNAP helps people buy food for themselves and their families. SNAP benefits are issued each month on plastic debit cards. You can use SNAP benefits to buy food at major supermarkets, neighborhood grocery stores and some farmers' markets authorized to accept SNAP.

HOW TO QUALIFY

If and how much SNAP you qualify for depends on:

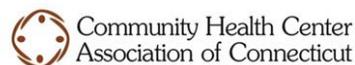
- your household's income;
- allowable deductions to your household's income (examples include monthly shelter expenses, medical bills, court ordered child support);
- your household size; and
- at least 5 years U.S. residency for Legal Permanent Resident non-citizens.

Household Size	Gross Monthly Income	Gross Annual Income
1	\$1,815	\$21,780
2	\$2,456	\$29,472
3	\$3,098	\$37,176
4	\$3,739	\$44,868
5	\$4,380	\$52,560
6	\$5,022	\$60,246
7	\$5,663	\$67,956
8	\$6,304	\$75,648
For each additional member	+642	+7704
Larger households = higher incomes		

If you have access to the Internet, you can go online to see if you are eligible for SNAP. Go to www.connect.ct.gov and click "Am I Eligible?" **Owning your own home or owning a car will not prevent you from being eligible for SNAP.**

TO APPLY OR GET MORE INFORMATION

- To find your local Connecticut Department of Social Services (DSS) office, call **United Way's free referral number 2-1-1** (free call statewide).
- You can apply online at www.connect.ct.gov (click "Apply for Benefits"). You can get the paper SNAP application in English at www.ct.gov/dss/lib/dss/pdfs/applications/w-1e.pdf or in Spanish at www.ct.gov/dss/lib/dss/pdfs/applications/w-1es.pdf.
- The Community Health Center Association of Connecticut works with the following community health centers, which will help you enroll in SNAP.



HARTFORD COUNTY AND TOLLAND COUNTY	WINDHAM COUNTY AND NEW LONDON COUNTY	MIDDLESEX COUNTY	NEW HAVEN COUNTY	LITCHFIELD COUNTY	FAIRFIELD COUNTY
Community Health Services Hartford 860-249-9625 Charter Oak Health Center Hartford 860-550-7500 Intercommunity, Inc. East Hartford 860-569-5900 First Choice Health Centers East Hartford, Manchester, Vernon 860-528-1359, ext. 241 Wheeler Clinic Bristol 860-920-4175	Generations Family Health Center Willimantic, Norwich, Putnam 860-450-7471, ext. 6300 United Community & Family Services Norwich, New London, Plainfield, Jewett City 860-822-4353	Community Health Center Association of Connecticut Middlesex County 860-667-7820, ext. 318	Cornell Scott Hill Health Center New Haven 203-503-3000 StayWell Health Center Waterbury 203-756-8021, ext. 3814 Fair Haven Community Health Center New Haven 203-777-7411, ext. 5082	Community Health & Wellness Center of Greater Torrington 860-387-0448	Norwalk Community Health Center Norwalk 203-899-1770, ext. 1203 Optimus Health Care Bridgeport, Stamford, Stratford 203-696-3260, ex. 3326 CIFC Greater Danbury Community Health Center 203-743-0100, ext. 254 Southwest Community Health Center Bridgeport 203-332-3542



This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/AddC.pdf.

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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.*

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