



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs (Including Special Milk Sponsors)

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

DATE: August 8, 2018

SUBJECT: Operational Memorandum No. 13-18

1. Taglines and Providing Meaningful Access to the Child Nutrition Programs
2. New Document Outlining Carryover versus Transfer of Student Eligibility

1. Taglines and Providing Meaningful Access to the Child Nutrition Programs

The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) [Instruction 113-1](#) requires local educational agencies (LEAs) that participate in the federally funded Child Nutrition Programs (CNPs) to take responsible steps to ensure meaningful access to their programs and activities by [English learners](#). The USDA defines English learners as individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

To assist LEAs with providing meaningful access to their CNPs, the Connecticut State Department of Education (CSDE) developed a document with taglines that LEAs can use when communicating with parents and guardians within the school district or institution. The purpose of the taglines is to inform the English learner parent/guardian (in their spoken language) of who to contact within the district or institution if they need language assistance services.

The document, [Taglines and Providing Meaningful Access to the Child Nutrition Programs](#), provides LEAs with taglines for the six most frequently spoken languages in Connecticut, according to the CSDE's English Learners website. The six languages are Spanish, Arabic, Chinese, Portuguese, Polish, and Creole. LEAs should also be aware of the English learner languages spoken within their district or institution. For additional language tagline translations, visit the U.S. Department of Health and Human Services' [Translated Resources for Covered Entities](#) website.

LEAs should include all taglines with their Frequently Asked Questions (FAQs) letter (available on the CSDE's [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) webpage), which is sent to all households at the beginning of the school year and any time a new student registers with the district. *LEAs must also have a plan in place to meet the language needs of parents/guardians who contact the district or institution to request language assistance services.*

2. New Document Outlining Carryover versus Transfer of Student Eligibility

The CSDE has developed a new document, *Carryover Versus Transfer of a Child's Eligibility*, which summarizes the differences between carrying over a child's eligibility status and transferring a child's eligibility status for the purposes of providing free and reduced-price meals or milk. This document is available on the CSDE's [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) webpage, or the direct link at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/CarryoverTransfer.pdf>.

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 Region 9)Litchfield County (Includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none">Hartford County (Includes Region 10)Middlesex County (Includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none">New Haven County (Includes Regions 5, 15, and 16)New London CountyTolland County (Includes Regions 8 and 19)Windham County (Includes Region 11)	Susan Alston susan.alston@ct.gov 860-807-2081

JDF:tdd

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](#) webpage.