



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

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

**DATE:** May 13, 2016

**SUBJECT:** **Operational Memorandum No. 5-16**  
Important Updates for Sponsor and School Information

This is a reminder that if a sponsor is closing permanently, a letter indicating the sponsor is closing and the date of the closure must be sent by the **authorized representative** to the Connecticut State Department of Education, attention of John Frassinelli, Bureau Chief, with a **copy to Avis Kelly**. Please send the letter to the mailing address below.

Child Nutrition Programs  
Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education  
25 Industrial Park Road  
Middletown, CT 06457

Additionally, if schools have any changes to Child Nutrition Programs for next school year (including name changes and schools that are opening, merging or closing), the district must notify Avis Kelly in writing at the address above no later than **August 15, 2016**. *Please do not send an e-mail.* The letter should include:

- the changes occurring;
- the schools impacted by the changes; and
- the start and final date of operation (if applicable).

Questions regarding school openings and closures may be directed to Avis Kelly at 860-807-2078 or [avis.kelly@ct.gov](mailto:avis.kelly@ct.gov).

JF:tdd  
cc: Avis Kelly

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.