

# Required Items for the Online Sponsor Application “Checklist Summary” in the Connecticut State Department of Education’s (CSDE) Agreement for Child Nutrition Programs

## School Year 2023-24

This chart applies to public schools, private schools, and residential child care institutions (RCCIs) that participate in the U. S. Department of Agriculture’s (USDA) school nutrition programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and Afterschool Snack Program (ASP). As part of the Child Nutrition Program (CNP) sponsor agreement renewal for school year 2023-24, school food authorities (SFAs) must upload the specific documents below in the “Checklist Summary” of the CSDE’s [Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#). The CSDE has updated all documents for the current school year.

Please review the chart to determine which checklist items apply to each program. Items that are not applicable are indicated as “NA.”

Required Forms/Documents to upload into the CNP online sponsor application ( <b>Checklist Items</b> )	SFAs that process <b>free and reduced-price applications</b> (including <b>RCCIs with day students</b> )	SFAs participating in the <b>Special Milk Program (free option)</b> that process <b>free and reduced-price applications</b>	SFAs with <i>all</i> sites participating in the <b>Community Eligibility Provision (CEP)</b>	SFAs that process <b>free and reduced-price applications</b> and have some sites participating in <b>CEP</b>	<b>RCCIs without day students</b>	<b>Special Milk Program (paid only)</b>
1. Policy Statement (must be signed by an Authorized Signer)	X	X	Refer to number 12 under “Required Forms/Documents” on page 3.	X	X	X
2. Public Media Release	X	X	Refer to number 13 under “Required Forms/Documents” on page 3.	X	NA	NA
3. Site Information on Money Collection and Point-of-Service (POS) Meal Count Systems	X	X	X	X	X	X

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4. Meal Application and Data Management Process	X	X	X	X	NA	NA
5. Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free and Reduced-price School Meals, and/or Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk	X	X	Refer to number 14 under “Required Forms/Documents” on page 3.	X	NA	NA
6. Parent/Guardian Notification Letter (approving or denying meals or milk benefits)	X	X	NA	X	NA	NA
7. Parent/Guardian Notification Letter for Direct Certification based on SNAP, TFA, or Medicaid Benefits (Version 1)	X	X	NA	X	NA	NA
8. Parent/Guardian Notification letter for Direct Certification based on Foster Child, Homeless, Runaway or Head Start (Version 2)	X	X	NA	X	NA	NA

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9. Parent/Guardian Notification letter for Direct Certification based on Medicaid Benefits – Reduced-price Meals (Version 3)	X	NA	NA	X	NA	NA
10. Letter to Household of Notification of Selection for Verification of Eligibility	X	NA	NA	X	NA	NA
11. Letter of Verification Results and Adverse Action for Income Households	X	NA	NA	X	NA	NA
12. CEP Policy Statement Addendum	NA	NA	X	X	NA	NA
13. CEP Public Media Release	NA	NA	X	X	NA	NA
14. CEP Parent Notification (for newly participating SFAs or sites only)	NA	NA	X	X	NA	NA

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For more information, visit the Connecticut State Department of Education’s (CSDE) [CNP System](#) and [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) webpages, or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841

This handout is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Required\\_Items\\_Sponsor\\_Application\\_Checklist\\_Summary\\_CNP\\_System.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Required_Items_Sponsor_Application_Checklist_Summary_CNP_System.pdf).

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1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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