

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 2025-26 (July 1, 2025, through June 30, 2026)

As part of the Child Nutrition Program (CNP) sponsor agreement renewal for school year 2025-26, school food authorities (SFAs) must upload specific documents in the “Checklist Summary” section of the CSDE’s [Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#). This document summarizes the required documents for the current school year.

This requirement 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 \(SBP\)](#), [Afterschool Snack Program \(ASP\)](#), and [Special Milk Program \(SMP\)](#).

Instructions

Click on the section below that describes the type of SFA. Each section indicates the specific checklist items that apply.

- Section 1: SFA Processes Applications for Free and Reduced-price Meals 2
- Section 2: All Sites Participate in the Community Eligibility Provision (CEP) 3
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Upload all listed documents in the “Checklist Summary” section of the CSDE’s CNP System.

Do not use documents from previous years. The current documents for school year 2025-26 are dated July 2025 or August 2025.

Required Items for the Online Sponsor Application “Checklist Summary”

Section 1: SFA Processes Applications for Free and Reduced-price Meals

The checklist items below apply to all SFAs that process applications for free and reduced-price meals. This includes RCCIs with day students.

1. [Policy Statement](#) (must be signed by an authorized signer)
2. [Meal Application and Data Management Process](#)
3. [Site Information on Money Collection and Point-of-Service Meal Count Systems](#)
4. [Public Media Release](#)
5. [Application for Free and Reduced-price School Meals or Free Milk and Summer EBT](#)
6. [Parent/Guardian Letter: Frequently Asked Questions \(FAQs\) About Free and Reduced-price School Meals](#)
7. [Parent/Guardian Notification Letter \(approval or denial of meals or milk benefits\)](#)
8. [Parent/Guardian Notification Letter for Direct Certification based on SNAP, TFA, or Medicaid Benefits \(Version 1\)](#)
9. [Parent/Guardian Notification letter for Direct Certification based on Foster Child, Homeless, Runaway or Head Start \(Version 2\)](#)
10. [Parent/Guardian Notification letter for Direct Certification based on Medicaid Benefits – Reduced-price Meals \(Version 3\)](#)
11. [Letter to Household of Notification of Selection for Verification of Eligibility](#)
12. [Letter of Verification Results and Adverse Action for Income Households](#)
13. [Interschool Agreements](#), if applicable
14. [Vended Meals Contract](#), if applicable

Additional Items

The items below are due at the same time as the online sponsor application.

1. Financial Report
[Instructions for Submitting the Financial Report for School Nutrition Programs](#)
2. Food Safety Inspection Report
[Updating the Sponsor Application for School Nutrition Programs](#)

Required Items for the Online Sponsor Application “Checklist Summary”

Section 2: All Sites Participate in the Community Eligibility Provision (CEP)

The checklist items below apply to SFAs with all sites participating in the CEP.

1. [Policy Statement](#) (must be signed by an authorized signer)
2. [Meal Application and Data Management Process](#)
3. [Site Information on Money Collection and Point-of-Service Meal Count Systems](#)
4. [CEP Public Media Release](#)
5. [Letter to Households for the Community Eligibility Provision \(CEP\)](#)
6. [Interschool Agreements](#), if applicable
7. [Vended Meals Contract](#), if applicable

Additional Items

The items below are due at the same time as the online sponsor application.

1. Financial Report
[Instructions for Submitting the Financial Report for School Nutrition Programs](#)
2. Food Safety Inspection Report
[Updating the Sponsor Application for School Nutrition Programs](#)

Required Items for the Online Sponsor Application “Checklist Summary”

Section 3: SFA Processes Applications for Free and Reduced-price Meals and Some Sites Participate in the CEP

The checklist items below apply to all SFAs that process applications for free and reduced-price meals and have some sites participating in the CEP.

1. [Policy Statement](#) (must be signed by an authorized signer)
2. [Meal Application and Data Management Process](#)
3. [Site Information on Money Collection and Point-of-Service Meal Count Systems](#)
4. [Public Media Release](#)
5. [CEP Public Media Release](#)
6. [Letter to Households for the Community Eligibility Provision \(CEP\)](#)
7. [Application for Free and Reduced-Price School Meals or Free Milk](#)
8. [Parent/Guardian Letter: Frequently Asked Questions \(FAQs\) About Free and Reduced-price School Meals](#)
9. [Parent/Guardian Notification Letter \(approval or denial of meals or milk benefits\)](#)
10. [Parent/Guardian Notification Letter for Direct Certification based on SNAP, TFA, or Medicaid Benefits \(Version 1\)](#)
11. [Parent/Guardian Notification letter for Direct Certification based on Foster Child, Homeless, Runaway or Head Start \(Version 2\)](#)
12. [Parent/Guardian Notification letter for Direct Certification based on Medicaid Benefits – Reduced-price Meals \(Version 3\)](#)
13. [Letter to Household of Notification of Selection for Verification of Eligibility](#)
14. [Letter of Verification Results and Adverse Action for Income Households](#)
15. [Interschool Agreements](#), if applicable
16. [Vended Meals Contract](#), if applicable

Required Items for the Online Sponsor Application “Checklist Summary”

Additional Items

The items below are due at the same time as the online sponsor application.

1. Financial Report
[Instructions for Submitting the Financial Report for School Nutrition Programs](#)
2. Food Safety Inspection Report
[Updating the Sponsor Application for School Nutrition Programs](#)

Section 4: RCCIs Without Day Students

The checklist items below apply to all RCCIs without day students

1. [Policy Statement](#) (must be signed by an authorized signer)
2. [Site Information on Money Collection and Point-of-Service Meal Count Systems](#)
3. [Vended Meals Contract](#), if applicable

Additional Items

The items below are due at the same time as the online sponsor application.

1. Financial Report
[Instructions for Submitting the Financial Report for School Nutrition Programs](#)
2. Food Safety Inspection Report
[Updating the Sponsor Application for School Nutrition Programs](#)

Required Items for the Online Sponsor Application “Checklist Summary”

For more information, visit the Connecticut State Department of Education’s (CSDE) [CNP System](#) webpage and [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) webpage, 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 document is available at https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/required_items_sponsor_application_checklist_summary_cnp_system.pdf.



Required Items for the Online Sponsor Application “Checklist Summary”

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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