

Instructions for the Benefit Issuance Excel Spreadsheet (BIES) for the School Nutrition Programs

The Connecticut State Department of Education (CSDE) uses the BIES to select the names of free or reduced-price eligible students for review during the [Administrative Review \(AR\)](#) of the school nutrition programs. The CSDE will select a statistically valid sample of students for review.

Click to access the CSDE's [BIES Excel worksheet](#).

Completing the BIES

The school food authority (SFA) must complete all fields on the BIES, following the procedures below.

- Include all students in the school food authority (SFA) (including interschool agreement sites if applicable) who are eligible for free or reduced-price meal benefits.
- Do not include full-pay students.
- Student names may appear in any order.

Codes

- FS (Supplemental Nutrition Assistance Program [SNAP] benefits)
- AF (Temporary Family Assistance [TFA])
- OT (Other, foster child)
- FM (free Medicaid)
- RM (reduced Medicaid)
- FE (free benefits due to the Summer Electronic Benefit Transfer program (S-EBT))
- RE (reduced-price benefits due to S-EBT)

Submitting the BIES

The SFA must return the completed DBIES to the CSDE lead reviewer by the date specified in the AR letter. This confidential information must be sent via a secured server and uploaded into the "Compliance Module" of the [Connecticut Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#).

Questions

Contact the CSDE lead reviewer.

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For more information, visit the CSDE's [Administrative Review](#) 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 http://portal.ct.gov/-/media/sde/nutrition/nslp/adminrev/benefit_issuance_excel_spreadsheet_snp_instructions.pdf

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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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