

Requirements Before Implementing Web-based Applications

As districts adopt more sophisticated application certification systems, local educational agencies (LEAs) must have measures in place to ensure that a computerized application for free and reduced-price meals or free milk (i.e., web-based application) and supporting materials comply with the U.S. Department of Agriculture (USDA) regulations. This includes ensuring that non-required information (such as date of birth, school, grade, and student ID) does not prevent the parent or guardian from completing the application if they choose not to complete these specific areas.

Additionally, since most software companies provide services nationally, company templates for web-based applications often include some information that may not be relevant to Connecticut. LEAs must review the web-based application prior to implementation to ensure that it complies with all requirements.

The questions and considerations below assist LEAs with this process. For more information, refer to [USDA Memo SP 50-2011](#), [CACFP 27-2011](#), and [SFSP 20-2011: Free and Reduced Price Meal Applications – Requests for Additional Information](#) and the USDA's [Eligibility Manual for School Meals](#), Additional guidance is available on the Connecticut State Department of Education's (CSDE) [Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs](#) webpage.



Requirements Before Implementing Web-based Applications

Important Questions to Ask

- Who is the designated person responsible for overseeing and testing the web-based application process within the district?
- Is the CSDE's *Parent/Guardian Letter: Frequently Asked Questions about Free and Reduced-price School Meals* provided at the beginning of the web-based application?
English and Spanish versions of this form are available in the "[Family Application](#)" section of the CSDE's [Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs](#) webpage. **Note:** Parents/guardians must be able to review this information as part of the process for applying for meal benefits.
- Are the instructions "How to Apply for Free and Reduced-price School Meals" (pages 3 and 4 of the *Application for Free and Reduced-price School Meals or Free Milk*) provided? English and Spanish versions of this form are available in the "[Family Application](#)" section of the CSDE's [Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs](#) webpage.
- Does the *Parent/Guardian Letter: Frequently Asked Questions about Free and Reduced-price School Meals* inform the household how to access the system to apply for benefits and explain how to obtain and submit a paper application?
- Are the following updated and provided?
 - The reduced-price income guidelines for school meals (or the free income guidelines for Special Milk Program applications).
 - The Children's Racial and Ethnic Identities section.
 - The parent certification statement found before the signature (i.e., "I certify (promise)...").
 - The Richard B. Russell National School Lunch Act and [USDA nondiscrimination statement](#).
- Did the district test the web-based process to ensure that it is operating correctly? For example:
 - Complete "mock" applications with the following household circumstances:
 - Supplemental Nutrition Assistance Program (SNAP) benefits
 - Temporary Family Assistance (TFA) benefits
 - Homeless/runaway
 - Head Start
 - Foster child
 - No income

Requirements Before Implementing Web-based Applications

- Income
 - Complete a “mock” application for a mixed household (e.g., a household that has a foster child and a child that is not a foster child).
 - Complete a “mock” application by checking off that someone in the household is receiving SNAP or TFA benefits and then entering a case number.
- What happens if a household does not:
 - provide the non-required information that the district has selected to request (e.g., date of birth, school, grade, student ID, email, phone, middle initial, and address)?
 - complete the last four digits of the social security number or check the “no social security box”?
 - provide an adult signature?
- Does the web-based application have language that does not pertain to Connecticut? For example:
 - **Migrant:** Connecticut does not have a Migrant Education Program.
 - **Permission to share Medicaid data:** LEAs do not need permission to use Medicaid data since Connecticut participates in the USDA Medicaid Demonstration Grant and eligibility through Medicaid is done via direct certification.
 - **FDPIR:** Connecticut does not have a Food Distribution Program on Indian Reservations.
 - **FITAP:** Connecticut does not have a Family Independence Temporary Assistance Program.
 - **TANF:** TANF is a federal term. Connecticut uses the term “TFA” (Temporary Family Assistance).
- Does the web-based application have language indicating that each household member must be listed on the application even if they have no reportable income? If a household member does not have income, does the web-based application indicate that the income section should be listed as zero or no income? Note that USDA strongly encourages LEAs to incorporate functionality that prevents applicants from progressing or making a final submission when fields are left blank. This eliminates the possibility of blank fields altogether and is recommended as an integrity-promoting feature. Web-based applications may also include error or warning messages that highlight missing information and/or direct the applicant to fields where that information must be submitted. For more information, refer to the USDA’s [Eligibility Manual for School Meals](#).

Requirements Before Implementing Web-based Applications

Additional Considerations

- How accessible are the free and reduced-price materials on the district's website? For example, how many clicks does it take to get to the free and reduced-price materials?
 - To test the system, have someone that is not familiar with the website try to find the application materials.

- Does the district's web-based application accommodate English Learners?
 - **Note:** The USDA defines Limited English Proficiency (LEP) as a limited ability to read, speak, write, or understand English. LEAs, schools, and other entities that receive federal financial assistance, including reimbursements for meals from USDA, must take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency. Refer to [USDA Memo SP 37-2016: Meaningful Access for Persons with Limited English Proficiency in the School Meal Programs: Guidance and Q&As](#).
 - To find out the district's racial and ethnic enrollment data, go to the [EdSight Profiles and Performance Reports](#). Valuable information is also available on the CSDE's [English learner/Multilingual learner \(EL/ML\)](#) website. **Note:** The six most dominant languages (other than English) in Connecticut are Spanish, Arabic, Mandarin Chinese, Haitian Creole, Polish, and Portuguese.

- Are the instructions on how to access the application materials (in a language other than English) provided in that foreign language?

- Are taglines used to assist English Learners if they have questions? For more information regarding taglines, refer to the CSDE's resources, [Taglines and Providing Meaningful Access to the Child Nutrition Programs](#) and [Sample Taglines Form](#).

- Are all the web-based and other free and reduced-price forms on the district's website updated for the upcoming school year?

Requirements Before Implementing Web-based Applications

Resources

EdSight: Connecticut's official source for education data

<http://edsight.ct.gov/SASPortal/main.do>

Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/documents>

Eligibility Manual for School Meals (USDA):

https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/freered/usda_eligibility_manual.pdf

English learner/Multilingual learner (EL/ML) (CSDE webpage):

<https://portal.ct.gov/sde/english-learners/english-learner-multilingual-learner>

Sample Taglines Form (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/freered/taglines_sample_form_cnp.docx

Taglines and Providing Meaningful Access to the Child Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/freered/taglines_providing_meaningful_access_cnps.pdf

USDA Memo SP 37-2016: Meaningful Access for Persons with Limited English Proficiency in the School Meal Programs: Guidance and Q&As:

<https://www.fns.usda.gov/cn/meaningful-access-persons-lep-school-meal-guidance-and-qas>

USDA Memo SP 50-2011, CACFP 27-2011, and SFSP 20-2011: Free and Reduced Price Meal Applications – Requests for Additional Information:

<https://www.fns.usda.gov/cn/free-and-reduced-price-meal-applications-requests-additional-information>

Requirements Before Implementing Web-based Applications

For more information, refer to the USDA's [Eligibility Manual for School Meals](#) and visit the CSDE's [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/nslp/forms/freered/considerations_implementing_web_based_applications.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotape, 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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

