

Key Information for Connecticut Claims Preparers for School Nutrition Programs

This document provides an overview of important information and resources for Connecticut claims preparers regarding the entry of accurate claims for reimbursement of meals and milk in the U.S. Department of Agriculture's (USDA) school nutrition programs operated by the district's school food authority (SFA). The claims preparer is the individual designated by the local educational agency (LEA) to prepare the monthly claims for reimbursement for reimbursable meals and milk in the school nutrition programs. The USDA school nutrition programs include the [National School Lunch Program \(NSLP\)](#), [School Breakfast Program \(SBP\)](#), [Afterschool Snack Program \(ASP\)](#), [Seamless Summer Option \(SSO\)](#) of the NSLP, [Fresh Fruit and Vegetable Program \(FFVP\)](#), and [Special Milk Program \(SMP\)](#).

All claims preparers must work with their claims submitter to ensure that the monthly claim is submitted timely. The claims preparer must notify the claims submitter that the monthly claim is ready to be submitted (after the claim is prepared) and must check **before** the due date to ensure that the claim has been submitted.

Additionally, the claims preparer must receive e-mails from the Connecticut State Department of Education's (CSDE) e-mail distribution list for Connecticut's school nutrition programs. This e-mail distribution list provides important notifications regarding the federal and state requirements for school nutrition programs. If the claims preparer does not receive these e-mails, please contact the LEA's [CSDE school nutrition team member](#).

Annual Calendar for School Nutrition Programs

The CSDE's [Calendar of School Nutrition Program Requirements and Activities](#) assists Connecticut schools and institutions that participate in the USDA school nutrition programs with planning for the school year. SFAs should distribute this calendar to each person responsible for completing tasks related to the NSLP, SBP, ASP, and SMP.

Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)

The [CNP System](#) is a web-based software solution that provides Connecticut administrators, state users, and sponsors with efficient and immediate access to applications, claims, and related nutrition program functions for the USDA's [Child Nutrition Programs](#). The CNP Online System allows authorized users to submit and approve applications, claims, and miscellaneous forms online, as their security rights permit. It is important that login IDs and passwords are kept confidential and not shared. For more information, refer to the CSDE's [School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System](#).

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SFAs must submit claims for reimbursements in a timely manner, according to the CSDE's claims submission schedule. For more information, visit the CSDE's [Claim Submission Schedule](#) webpage.

User ID and Password Information

The CSDE's [School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System](#) outlines the procedures for the USDA's school nutrition programs regarding access rights to the CSDE's CNP System. **Note:** Do not share user access information with others.

Meal Counting and Claiming Process

The CSDE's [Overview of Meal Counting and Claiming Process](#) summarizes the CSDE's requirements for the LEA's meal counting and claiming process and assists LEAs with meeting the USDA's NSLP regulations. For more information, visit the CSDE's [Meal Counting and Claiming for School Nutrition Programs](#) webpage.

CSDE's Operational Memoranda

The CSDE's operational memoranda contain important information regarding federal and state requirements and implementation guidance for the operation of the USDA's school nutrition programs. The operational memoranda are available on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Program Guidance for School Nutrition Programs Webpage

The CSDE's [Program Guidance for School Nutrition Programs](#) webpage provides links to information regarding federal and state requirements and guidance for the USDA school nutrition programs. This webpage is the best starting point to search for information on specific topics related to the school nutrition programs.

School Lunch Tray and Table Talk

The School Lunch Tray (SLT) is the CSDE's weekly e-newsletter for Connecticut sponsors of the USDA's school nutrition programs. The CSDE's Table Talk webinar reviews key topics contained in each week's SLT. Connecticut sponsors may sign up to receive the weekly SLT e-newsletter by contacting their [CSDE school nutrition team member](#). For more information, visit the CSDE's [School Lunch Tray and Table Talk](#) webpage.

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Technical Assistance

Each Connecticut county has an assigned CSDE school nutrition team member to provide technical assistance for school nutrition programs. For more information, refer to the CSDE's *County Assignments for School Nutrition Programs*.

Resources

Calendar of School Nutrition Program Requirements and Activities (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SNP_calendar.pdf

Claim Submission Schedule for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Claim-Submission-Schedule>

Connecticut Online Application and Claiming System for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/CNP-System>

County Assignments for School Nutrition Programs (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

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>

Meal Counting and Claiming for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Counting-and-Claiming-for-School-Nutrition-Programs>

Operational Memoranda for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Program-Guidance-School-Nutrition-Programs>

Overview of Meal Counting and Claiming Process (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Overview_Meal_Counting_Claiming_SNP.pdf

School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/CNP_System_Access_SNP.pdf

Program Guidance for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Program-Guidance-School-Nutrition-Programs>

School Lunch Tray and Table Talk (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/School-Lunch-Tray-and-Table-Talk>

School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/School-Nutrition-Programs>

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For more information, visit the CSDE's [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/MealCount/Claims_Preparer_Information_SNP.pdf.

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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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