

Meal Application and Data Management Process for Connecticut School Nutrition Programs

School Year 2023-24

Complete and attach this form to the LEA's policy statement. Upload this form with the LEA's policy statement to the Connecticut State Department of Education's (CSDE) [Child Nutrition Program \(CNP\) Online Application and Claiming System](#). **Do not send a hard copy of this form to the CSDE.**

LEA name: _____ **Agreement number:** _____

1. Does your LEA use web-based applications? **Note:** A web-based application is part of a software program that allows the parent/guardian to complete and submit the entire application online and therefore avoid using the paper application.

- Yes: Indicate the software program being used and who is responsible for ensuring that the web-based application is updated annually and complies with the federal regulations.

- No: Indicate how the LEA ensures that it complies with the federal regulations.

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2. Describe the LEA's application approval procedures. Include information regarding how the LEA addresses each procedure below.

a. **Notifies** the households (e.g., via e-mail, letter, etc.) and **collects** the applications:

b. **Reviews** the applications (include how many determining officials review the applications and if there are multiple determining officials, how does the district ensure that the determining officials are consistent with their review and approval process):

c. **Approves** the applications (include how the district ensures that the applications are approved in a timely manner):

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- d. **Notifies** the households of the final determination:

3. Describe the process for ensuring that the electronic or manual point-of-sale (POS) system at the point of service (e.g., the end of the serving line) has the most up-to-date status of a student's eligibility. For guidance on the point-of-service requirements, refer to the CSDE's document, *Overview of Meal Counting and Claiming Process for Connecticut School Nutrition Programs*.

- a. If the determining official (DO) does not have access to an electronic POS system, describe how the manual system ensures that a student's current eligibility status is reflected at the point of service (i.e., at the cash register):

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4. Describe the direct certification procedures below.

a. The process and frequency for retrieving and updating the direct certification list:

b. The process and frequency for updating the benefit issuance document (e.g., the master list) to include the direct certification information:

c. If the DO is **not** the direct certification contact, the process and frequency for sharing the direct certification information with the DO:

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5. Indicate the LEA's procedures for the disclosure of children's free and reduced-price meal or free milk eligibility information (refer to the CSDE's form, "[Disclosure Release Request for Free or Reduced Eligibility Status of Students in the School Nutrition Programs](#)"). Indicate parties and organizations to whom you provide free and reduced-price meal eligibility data. **The LEA must review and comply with the U.S. Department of Agriculture (USDA) disclosure requirements (7 CFR 245.6 (f-k)).**

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For more information, visit the CSDE's [Meal Counting and Claiming for 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/Meal_Application_Data_Management_Process_SNP.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

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