



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: All School Child Nutrition Program Sponsors

FROM: Cheryl Resha, Education Manager *Cheryl Resha*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: December 20, 2011

SUBJECT: **Operational Memorandum # 04-12**
Updated *Eligibility Manual for School Meals*

Attached is a new copy of the U.S. Department of Agriculture’s (USDA) *Eligibility Manual for School Meals*. Please refer to this manual for guidance pertaining to the application certification and verification process. Many changes and clarifications have been provided and the USDA has highlighted some of these changes in yellow.

Please pay particular attention to modifications in categorical eligibility and the new term “Other Source Categorical Eligibility” as well as clarifications provided on the topic of direct certification and foster children.

Additionally, the USDA is no longer implementing temporary approvals. This is covered on page 26 of the new manual. Therefore, if districts have a temporarily approved application due to no income in the household, you can now approve it as free for the entire year. Temporary approvals may be subject to verification; however, this should only be done on a case-by-case basis, which is mentioned on page 26 of the Manual.

Please share this new Manual with applicable staff members and questions may be directed to:

<i>COUNTIES</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
Hartford and Windham	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
Litchfield, Middlesex and Tolland	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2129
Fairfield and New London	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven (Towns/Cities beginning with A – M)	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven (Towns/Cities beginning with N – W)	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079

CR: tdd

Attachment