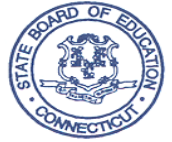




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of all Child Nutrition Programs

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

DATE: May 9, 2012

SUBJECT: **Operational Memorandum #25-12**
Important Updates of Sponsor and School Information

This is a reminder that if a sponsor is closing permanently, a letter indicating that the sponsor is closing and the date of the closure must be sent *by the authorized representative* to the attention of Education Manager, Cheryl Resha *with a copy* to Avis Kelly. The mailing address is Child Nutrition Programs, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

Additionally, if there are schools that are experiencing any child nutrition program changes next school year (this also includes name changes and schools that are opening, merging or closing) you must notify Avis Kelly in writing at the address listed above no later than August 15, 2012. *Please do not send an e-mail.* The letter should include the change(s) occurring and the schools impacted by the change(s). The start and final date of operation (if applicable) must also be included in the letter.

Questions regarding school openings/closures may be directed to Avis Kelly at 860-807-2078 or avis.kelly@ct.gov.

CR:tdd
cc: Avis Kelly