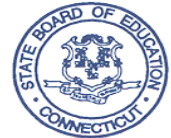
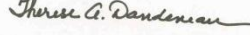




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program and School Breakfast Program

**FROM:** Therese A. Dandeneau, Education Consultant   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** September 26, 2012

**SUBJECT:** **Operational Memorandum #31-12 -REVISED**  
Child Nutrition Reauthorization 2010: Certification of Compliance with New Meal Patterns - Certification Tools, Specifications, and Prototype Attestation Statement

Please note that below is the original Operational Memorandum #31-12 that was issued in July 2012. There are four clarifications that the state agency is adding to this memorandum which includes the following:

1. Please ensure that a copy of the applicable, original menu(s) (for each distinct menu type) is included with the documentation when submitting the information for state agency review.
2. The [Attestation Statement Form](#) is online and the original must be received at the time the district is submitting its Six Cents Certification materials. *The Attestation Statement should not be sent before the district is ready to certify.*
3. Clarification is provided in #2 on the second page of this Operational Memorandum addressing when a district opts to submit its own nutrient analysis.
4. A new [Six Cent Certification Check list](#) is online for districts to use.

The Connecticut State Department of Education’s (CSDE) new Web page Six Cents Certification for Meal Pattern Compliance contains important information and materials supporting the U.S. Department of Agriculture’s (USDA) interim rule, *Certification of Compliance with Meal Requirements for the National School Lunch Program under the Healthy, Hunger-Free Kids Act of 2010*. **Please note that the CSDE will use the USDA certification forms and spreadsheets for the six cents certification. Therefore, all school food authorities (SFAs) applying for the six cents certification must use these tools when preparing for the certification process. The CSDE will not accept any other tools at this time.**

Additionally, while some SFAs may not choose to certify right away, eventually, *all* SFAs must be certified to demonstrate that their School Breakfast Program and National School Lunch Program comply with the new meal pattern requirements. *Certification is not optional.*

The USDA has recently updated these tools (July 3, 2012), which include:

- The USDA-developed certification tools, each of which includes a Menu Worksheet Module and a Simplified Nutrient Assessment Module:
 

<ul style="list-style-type: none"> <li>✓ Lunch Certification Worksheet, Grades K-5</li> <li>✓ Lunch Certification Worksheet, Grades 6-8</li> <li>✓ Lunch Certification Worksheet, Grades 9-12</li> <li>✓ Lunch Certification Worksheet, Grades K-8</li> </ul>	<ul style="list-style-type: none"> <li>✓ Breakfast Certification Worksheet, Grades K-5</li> <li>✓ Breakfast Certification Worksheet, Grades 6-8</li> <li>✓ Breakfast Certification Worksheet, Grades 9-12</li> <li>✓ Breakfast Certification Worksheet, Grades K-12</li> </ul>
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- Certification tool specifications, including Meal Pattern Requirement Specifications and Simplified Nutrient Assessment Specifications.

SFAs must read these materials carefully paying particular attention to the: 1) Assessment Directions PDF; 2) the Specification PDF; and 3) the Worksheet Directions PDF. In addition, the CSDE is currently developing a prototype attestation statement form for submission by SFAs, which is a required part of the certification process. Once approved, the CSDE will distribute it to all sponsors.

Below is an overview of the procedures for submitting certification documents for review and approval by the CSDE.

1. **Menus and menu worksheets** – One week of each menu offered, by age grade group, and a detailed menu worksheet for each menu showing food components and quantities by reimbursable meal. For example, if the SFA serves an elementary, middle, and high school menu, the SFA must submit three menus and three menu worksheets. If an SFA has two distinct menus for its high schools, and one each for middle and elementary schools, it must submit four menus and four menu worksheets. (Note: Completion and submission of the USDA Certification worksheets listed above will fulfill this requirement).
2. **Nutrient analysis or a simplified nutrient assessment** – A nutrient analysis, using USDA approved software, or a simplified nutrient assessment, following standards set by the USDA, for each menu. The Simplified Nutrient Assessment (which is a USDA tool) is considered a proxy for a complete nutrient analysis. If the district does their own nutrient analysis, only **the weighted nutrient analysis summary of calories and saturated fat is required to be submitted. The detailed weekly summary sheet is not required to be included with the analysis.** The name of the software used must also be included.
3. **Attestation** – SFAs must attest in writing that the documentation submitted for certification is representative of the SFA's ongoing meal service, and that the minimum required food quantities for all meal components are available to students in every serving line. The attestation form (currently being reviewed by the CSDE) must be signed by an authorized signer for the SFA. This is NOT the food service director. To determine your authorized signer (there are usually two per SFA), go to the SFA's online agreement and the Sponsor Nutrition Application Information page. *Since an original must be received by the CSDE, mail the signed original form to Susan Alston Child Nutrition Programs, CSDE, 25 Industrial Park Road, Middletown, CT 06457.*
4. **E-mail** – All required documents (**excluding the attestation page**, which is mailed to the State Agency) must be e-mailed to the following address [Certify6centsCT@ct.gov](mailto:Certify6centsCT@ct.gov). Within a few days, you will receive a confirmation e-mail acknowledging that you have submitted your menus **and** certification documents to the CSDE. SFAs will be logged in based on the date of receipt of the attestation form and the e-mailed documents.

For more information on the details of *Certification of Compliance with Meal Requirements for the National School Lunch Program under the Healthy, Hunger-Free Kids Act of 2010*, please refer to the attached USDA Revised Questions and Answers. This revised Q and A provides additional information on these requirements and the new additions are in *red italics*.

Note that the school Child Nutrition Programs has new county assignments due to the addition of a new school consultant Susan Alston. Therefore, please note the changes below and direct any questions to the appropriate consultant.

<i>COUNTY ASSIGNMENTS</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
<b>Litchfield County</b>	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2129
<b>New London County</b>	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2129
<b>Fairfield County</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
<b>New Haven (Towns/Cities beginning with A-M)</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
<b>Middlesex (Towns/Cities beginning with C-E)</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
<b>Middlesex (Towns/Cities beginning with F-W)</b>	Susan Alston	<a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a>	860-807-2081
<b>Tolland County</b>	Susan Alston	<a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a>	860-807-2081
<b>Windham County</b>	Susan Alston	<a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a>	860-807-2081
<b>New Haven (Towns/Cities beginning with N-W)</b>	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079
<b>Hartford County</b>	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079

TDd

Attachment