



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of School Child Nutrition Programs (CNP)

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

**DATE:** August 15, 2012

**SUBJECT: Operational Memorandum #38-12**

1. Submission of Online Agreements
2. Submission of Online Claims
3. Authorized Signatures

**1. Annual Submission of School Child Nutrition Online Agreements**

All sponsors of the school CNPs (*including the Special Milk Program*) must submit updated School Nutrition Application online information no later than **October 12, 2012**. The application information for school year 2012-13 must be submitted electronically using the online application and claim system for CNPs. School Food Authorities (SFAs) that updated the online agreement and site information data in the 2012 files are still required to add and update the agreement and site data for the 2013 files. Some, but not all of the data from 2012 has been transferred to 2013. *Therefore, SFAs will need to check the 2012 data and compare to the information in 2013 to ensure that the data is up-to-date and accurate.* (SFAs that have completed the 2013 online agreement prior to receiving this operational memorandum should double check the data to make sure all areas covered in this Operational Memorandum are followed and completed for 2013.)

The following procedures are step-by-step instructions for filing school year 2012-13 application information electronically. (*Note that the opening and closing dates in the Sponsor Agreement for all sponsors are **October 1, 2012, to September 30, 2013** - not the first and last day of school.*) The application process is a **two step** process:

- a. Reviewing the **Sponsor Agreement** in the 2012 file and comparing and updating this information in the Sponsor Agreement 2013 file. Please note that all information must be completed including **e-mail addresses**.
- b. Reviewing each 2012 **Program Site Information** sheet for the district's schools/sites and comparing and updating all information (including addresses, e-mail addresses, meal prices, etc.) for these program sheets in the 2013 file.

All of the information must be completed, including the **Meal Pricing Information** section for each site as well as the Inter-school Agreement section (if applicable) under the Sponsor Agreement page. Sponsors participating in the Seamless Summer Option must **not** complete the Seamless Summer Option section at this time. You will be notified in the spring when this data needs to be updated for the Seamless Summer Food Program.

Once SFAs have updated the information, please notify the SFAs assigned CNP consultant listed at the end of this memorandum. **The online agreement and site information sheets must be approved by the CNP office before SFAs can enter the October 2012 claim for reimbursement.** Special Milk Program sponsors should notify Avis Kelly as noted.

### **Procedures for Renewing the Online Agreement and Site Information Sheets**

- a. Go to the **CNP 2000 Child Nutrition Application and Claim** Web site: [www.csde.state.ct.us/connecticutprod](http://www.csde.state.ct.us/connecticutprod)
- b. Enter the assigned **user name** and **password**. Note: Due to security enhancements that were previously implemented, only the claims preparer and the authorized representatives have access to the online system. In addition, sponsors are reminded that all passwords expire within 180 days. When a password is about to expire, an online message will be displayed requesting a new password. Follow the prompts to reset the password. For additional information on online user IDs, passwords and access rights go to: [http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Passwords\\_User\\_IDs.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Passwords_User_IDs.pdf).
- c. Select **National School Lunch Program Section**
- d. Select **Agreements** and then select **Sponsor Agreement**
- e. Select **Program Year 2013**
- f. Select **New Agreement**
- g. Go to **Sponsor Agreement**
- h. Enter and update the information for the district, private school, sponsor or agency for 2013. (**Make sure that you are not in program year 2012.**) The opening and closing dates for all sponsors is *October 1, 2012, to September 30, 2013*. In addition, all information must be completed including the requested e-mail address for each person listed on the Agreement. *Failure to complete all required information on the Agreement may cause a delay in the approval of the agreement and a delay in the payment of the October 2012 claim.*
- i. Select **Submit** and then **Finish**. The application will be unapproved.
- j. Return to the **Sponsor Agreement Menu** and select **Sites**.
- k. Select **ADD Sites** and click on each site to add. Update or enter the data for 2013 related to each school or site covered by the agreement. This includes the site address. Sponsors are reminded that they should only check the programs and their actual months of operation. For example, if a sponsor is *considering* starting a School Breakfast Program at a site, do NOT check off the *anticipated* months of operation. Only check the programs and the months that are actually operating for each site.  
*Note: When a sponsor participates in both the National School Lunch Program and the Special Milk Program (due to split-day kindergarten sessions) the enrollment for the National School Lunch Program should not include students that are enrolled in the split-day kindergarten class as well. Only the section labeled "Lunch with Split-day Kindergarten Milk Enrollment" should include both enrollments for lunch and split-day kindergarten.*

- l. Select **Submit** and **Finish** for each site record. Both the site application and sponsor agreement will be unapproved.
- m. Send an e-mail to the SFAs assigned CNPs consultant and request approval. (CNP contact information is located at the end of this memorandum.) Make sure that both the Online Agreement AND each Site Information sheet are completed before notifying the CNP contact person. *Note:* For each site, SFAs are required to enter an updated attendance factor. SFAs may choose to use the 2012-13 National Attendance Factor, which will be issued soon. SFAs may also calculate the site's actual attendance factor and use this figure. For information on how to calculate an attendance factor, go to the [Sample Daily Meal Count Edit Check Worksheet Instruction](#).

## 2. **Submission of School Nutrition Online Claims**

Reimbursement claim information must be submitted electronically using the Online application and claim system for CNPs. All sponsors are required to enter 2012 claims online beginning with the October 2012 claim using the 2013 program year. The Web site is the same as the Online Agreement and Site Listing Web site: [www.csde.state.ct.us/connecticutprod](http://www.csde.state.ct.us/connecticutprod). To check the due date of claims, review [Operational Memorandum #1-12](#). The *Schedule for Submission of Claims* for October 2012 – September 2013, will be posted in October 2012.

**Note:** During 2008-09, new security enhancements were implemented with the online system. Each SFA has an assigned claim preparer and two authorized representatives. The claims preparer is the person who prepares the claim, enters the data and submits it to be approved by one of the SFA's authorized representatives. The claims preparer cannot submit the claim to the State for processing and this is why the word "error" shows up when the claims preparer submits the claim. The claims preparer does not have submitter rights and therefore, must notify their authorized representative that the online claim is ready to be reviewed and submitted to the State for processing. The authorized representative has submitter rights and can submit the claim to the State. (The authorized representative does not have data entry rights and therefore, cannot change any of the claim data that is on the screen.) The authorized representative is the person who is responsible for reviewing the information for accuracy *before* submitting the claim for reimbursement. (For more information on user IDs, passwords and access rights, refer to: [http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Passwords\\_User\\_IDs.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Passwords_User_IDs.pdf).)

## 3. **Authorized Signatures Change Form**

Please remember to file an Authorized Signature Change Form with the CNP's office if **either** of the two approved representatives for your Agreement has changed. This form and instructions can be obtained by going to the following Web site and downloading the document: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680>. Additionally, if either authorized representative has changed, SFAs must update their Online Agreement to reflect the new authorized representatives. This change will make the Agreement unapproved and it will not get approved until the CNP office receives and approves the Authorized Signature Change form. The online authorized representatives **MUST** match the authorized representatives that the CNP office has on file with each school district's agreement with the CT State Department of Education (ED-099). An authorized representative is defined as follows:

- a. **Signature #1** is the designated representative authorized to sign the Agreement for CNPs and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (Superintendent of Schools, Mayor, Selectman, Corporate President, Chairperson of the Board, Pastor or Commissioner).
- b. **Signature #2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner).

Questions pertaining to this memorandum may be directed to:

CSDE School Nutrition Programs Staff	
County	Consultant
<ul style="list-style-type: none"><li>• Litchfield County</li><li>• New London County</li></ul>	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> 860-807-2129
<ul style="list-style-type: none"><li>• Fairfield County</li><li>• Middlesex County (towns/cities beginning with C-E)</li><li>• New Haven County (towns/cities beginning with A-M)</li></ul>	Jackie Schipke <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a> 860-807-2123
<ul style="list-style-type: none"><li>• Middlesex County (towns/cities beginning with F-W)</li><li>• Tolland County</li><li>• Windham County</li></ul>	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> 860-807-2081
<ul style="list-style-type: none"><li>• Hartford County</li><li>• New Haven County (towns/cities beginning with N-W)</li></ul>	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> 860-807-2079

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