



**STATE OF CONNECTICUT**  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the School Child Nutrition Programs

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

**DATE:** February 20, 2013

**SUBJECT: Operational Memorandum #18-13**  
Family Friendly Applications

The Food and Nutrition Service (FNS) has developed a new version of the prototype Free and Reduced Price School Meals Application package. This “family friendly” application package has been simplified to include only the information that families need when first applying for free or reduced price meals in the school meals programs. The application package is intended to be an easy way for families to have an application readily available that they can submit.

The family friendly application package includes the letter to households, application instructions, the application itself, and the form to share information with MEDICAID/SCHIP for additional benefits. The family-friendly application package has been translated into 33 languages and is available on the [FNS website](#).

As you know, Local Educational Agencies (LEAs) are responsible for ensuring that their applications and other household materials (letter, application, instructions, notices, and verification materials) are available in a language that a limited English proficient household can understand. The newly translated package is intended to assist with that requirement. For more information, refer to the [Eligibility for School Meals Manual](#) dated August 2012.

LEAs may choose to develop translations of their written materials (including applications submitted online). However, LEAs must accept the FNS’ prototype application if submitted by an applicant.

Questions may be directed to:

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

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