Key Information for Connecticut School Business Officials About School Nutrition Programs

This document provides an overview of important information and resources for Connecticut school business officials regarding the oversight of the U.S. Department of Agriculture's (USDA) school nutrition programs operated by the local educational agency's (LEA) school food authority (SFA). School nutrition programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO) of the NSLP, Fresh Fruit and Vegetable Program (FFVP), and Special Milk Program (SMP).

All business officials who are responsible for overseeing the school nutrition programs should receive emails from the Connecticut State Department of Education's (CSDE) email distribution list for Connecticut's school nutrition programs. This email distribution list provides important notifications regarding the federal and state requirements for school nutrition programs. Business manager who do not receive these emails should contact their assigned school nutrition team member listed in the CSDE's County Assignments for School Nutrition Programs.

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Annual Calendar for School Nutrition Programs

The CSDE's *Calendar of School Nutrition Program Requirements and Activities* assists Connecticut schools and institutions that participate in the USDA school nutrition programs with planning for the school year. SFAs should distribute this calendar to each person responsible for completing tasks related to the NSLP, SBP, ASP, and SMP.

Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)

The CNP System is a web-based software solution that provides Connecticut administrators, state users, and sponsors with efficient and immediate access to applications, claims, and related nutrition program functions for the USDA's Child Nutrition Programs. The CNP Online System allows authorized users to submit and approve applications, claims, and miscellaneous forms online, as their security rights permit. It is important that login IDs and passwords be kept confidential and are not shared. For more information, refer to the CSDE's document, *School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System*.

SFAs must submit claims for reimbursements in a timely manner, according to the CSDE's claims submission schedule. For more information, visit the CSDE's Claim Submission Schedule webpage.

User ID and Password Information

The CSDE's document, *School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System*, outlines the procedures for the USDA's school nutrition programs regarding access rights to the CSDE's CNP System. Note: Do not share user access information with others.

Meal Counting and Claiming Process

The CSDE's document, *Overview of Meal Counting and Claiming Process*, summarizes the CSDE's requirements for the meal counting and claiming process in LEAs, and assists LEAs with meeting the USDA's NSLP regulations. For more information, visit the CSDE's Meal Counting and Claiming for School Nutrition Programs webpage.

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CSDE's Operational Memoranda

The CSDE's operational memoranda contain important information regarding federal and state requirements and implementation guidance for the operation of the USDA's school nutrition programs. These operational memoranda are available on the CSDE's Operational Memoranda for School Nutrition Programs webpage.

Indirect Cost Guidance

The USDA's indirect cost guidance describes the federal requirements for state agencies and SFAs NSLP and SBP, reflecting current cost principles in 2 CFR 200 Subpart E. This guidance assists business officials with ensuring that the nonprofit school food service account funds are limited to expenses that are reasonable, necessary, and allocable to provide quality meals for the NSLP and SBP.

In general, the full cost of the NSLP and SBP includes both direct and indirect costs. Direct costs are incurred specifically for the NSLP and SBP and can be readily identified to a particular school food service objective. Allocation of indirect cost is necessary because it identifies the portion of the costs benefiting the school food service. For more information, refer to the USDA's guide, *Indirect Costs Guidance for State Agencies & School Food Authorities*.

CSDE's Webpage: Financial Management for School Nutrition Programs

The CSDE's Financial Management for School Nutrition Programs webpage includes applicable guidance, resources, and forms related to the financial management requirements for the USDA's school nutrition programs. Topics include the nonprofit school food service, nonprofit school food service account (NSFSA), indirect costs, capital expenditure requests and equipment approvals, net cash resources, paid lunch equity, unpaid meal charges, and nonprogram foods.

CSDE's Guide: Financial Management for School Nutrition Programs

The CSDE's *Guide to Financial Management Requirements for the School Nutrition Programs* is the go-to resource to help SFAs understand the requirements for maintaining a NSFSA, determining allowable and unallowable expenses, and identifying and allocating indirect costs.

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Professional Standards for School Nutrition Professionals

Professional standards for school nutrition professionals are a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The USDA's final rule, *Professional Standards for State and Local School Nutrition Programs Personnel as Required by the HHFKA of 2010*, requires a minimum amount of annual training hours for all state directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff. Required training topic areas vary according to position and job requirements. There are also minimum hiring standards for new state directors of school nutrition programs, state directors of distributing agencies that oversee USDA Foods, and school nutrition program directors. For more information, visit the CSDE's Professional Standards for School Nutrition Professionals webpage.

Procurement for School Nutrition Programs

Sponsors of school nutrition programs must ensure compliance with the USDA's procurement requirements. Federal, state, and local laws and regulations specify the methods that SFAs must follow to properly procure goods and services (2 CFR 200 and 7 CFR 210). State agencies are required to ensure that SFAs comply with the applicable regulations through audits, administrative reviews, technical assistance, training, guidance materials, and other means (7 CFR 210.19(a)(3)). For more information, visit the CSDE's Procurement for School Nutrition Programs webpage.

Unpaid Meal Charging Guidance

The USDA's Unpaid Meal Charges webpage provides policy guidance, best practice resources, and other tools that SFAs can use in their efforts to overcome the challenge of unpaid meal charges. The USDA's guide, *Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools*, helps SFAs explore ways to manage the process of charging meals. The CSDE's *Guide to Required Policy for Unpaid Meal Charges in the School Nutrition Programs* addresses the federal and state requirements for LEAs that participate in NSLP and SBP to institute and clearly communicate a policy for unpaid meal charges. For more guidance and resources, visit the "Unpaid Meal Charges" section of the CSDE's Financial Management for School Nutrition Programs.

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USDA Food Distribution Program

USDA Foods (formerly referred to as commodity foods) support the NSLP. The mission of the USDA Food Distribution Program is to strengthen the nation's nutrition safety net by providing food and nutrition assistance to school children, and support American agriculture by distributing high quality, 100 percent American-grown USDA Foods. The CSDE's *Overview of USDA Foods Program in Connecticut* summarizes the options for utilizing the entitlement dollars awarded to districts each year for the purchase of USDA Foods, which include direct delivery, further processed, and USDA Department of Defense fresh produce. For more information, visit the CSDE's Food Distribution Program (USDA Foods) webpage.

Contracting with a Food Service Management Company

Sponsors of the USDA's school nutrition programs must ensure compliance with the requirements for contracting with vendors and food service management companies (FSMCs). These requirements apply to the school nutrition programs, the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). Federal, state, and local laws and regulations specify the methods that sponsors must follow to properly procure contracts with vendors and FSMCs (2 CFR 200 and 7 CFR 210). State agencies are required to ensure that sponsors comply with the applicable regulations through audits, administrative reviews, technical assistance, training, guidance materials, and other means (7 CFR 210.19(a)(3)). For more information, visit the CSDE's Food Service Management Company webpage.

Note: When contracting with a FSMC, LEAs must contact Andy Paul at andrew.paul@ct.gov or 860-807-2048 prior to any solicitation release.

Program Guidance for School Nutrition Programs Webpage

The CSDE's Program Guidance for School Nutrition Programs webpage provides links to information regarding federal and state requirements and guidance for the USDA school nutrition programs. This webpage is the best starting point to search for information on specific topics related to school nutrition programs.

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School Lunch Tray and Table Talk

The School Lunch Tray (SLT) is the CSDE's weekly e-newsletter for Connecticut sponsors of the USDA's school nutrition programs. The CSDE's Table Talk webinar reviews the topics and information contained in each week's SLT. Connecticut sponsors may sign up to receive the weekly SLT e-newsletter by emailing their school nutrition team member. For more information, visit the CSDE's School Lunch Tray and Table Talk webpage.

Technical Assistance

Each Connecticut county has an assigned CSDE school nutrition team member to provide technical assistance for the school nutrition programs. For more information, refer to the CSDE's document, County Assignments for School Nutrition Programs.

Resources

2 CFR 200: Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

Afterschool Snack Program (ASP) (CSDE webpage):
https://portal.ct.gov/sde/nutrition/afterschool-snack-program

Calendar of School Nutrition Program Requirements and Activities (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/nslp/snp_calendar.pdf

Claim Submission Schedule for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/claim-submission-schedule

Connecticut Online Application and Claiming System for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cnp-system

County Assignments for School Nutrition Programs (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf

Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs

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Financial Management for School Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs

Food Distribution Program (USDA Foods) (CSDE webpage).
https://portal.ct.gov/sde/nutrition/food-distribution-program-usda-foods

Food Service Management Company (CSDE webpage).
https://portal.ct.gov/sde/nutrition/food-service-management-company

Fresh Fruit and Vegetable Program (FFVP) (CSDE webpage).
https://portal.ct.gov/sde/nutrition/fresh-fruit-and-vegetable-program

Guide to Required Policy for Unpaid Meal Charges in the School Nutrition Programs (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/nslp/financialmanagement/unpaid_meal_charges_policy_snp.pdf

Indirect Costs: Guidance for State Agencies & School Food Authorities (USDA):
https://www.fna.usda.gov/cn/indirect-cost-guidance

Meal Counting and Claiming for School Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/meal-counting-and-claiming-for-school-nutrition-programs

National School Lunch Program (NSLP) (CSDE webpage):
https://portal.ct.gov/sde/nutrition/national-school-lunch-program

NSLP Regulations 7 CFR 210:
https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210

Operational Memoranda for School Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/program-guidance-school-nutrition-programs

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools (USDA):
https://www.fna.usda.gov/cn/2017-edition-overcoming-unpaid-meal-challenge-proven-strategies-our-nations-schools

Overview of USDA Foods Program in Connecticut (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/fdp/overview_ct_usda_foods_program.pdf

Procurement for School Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/procurement-for-school-nutrition-programs

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Program Guidance for School Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/program-guidance-school-nutrition-programs

SBP Regulations 7 CFR 220:
https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-220

School Breakfast Program (SBP) (CSDE webpage):
https://portal.ct.gov/sde/nutrition/school-breakfast-program

School Lunch Tray and Table Talk (CSDE webpage):
https://portal.ct.gov/sde/nutrition/school-lunch-tray-and-table-talk

School Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/school-nutrition-programs

School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cnp_system_access_snp.pdf

Seamless Summer Option (SSO) of the NSLP (CSDE webpage):
https://portal.ct.gov/sde/nutrition/seamless-summer-option-sso-of-the-nslp

Special Milk Program (SMP) (CSDE webpage):
https://portal.ct.gov/sde/nutrition/special-milk-program

Training Modules: Determining Eligibility in the School Nutrition Programs, Summer Food Service Program, and S-EBT "(Determining Eligibility Training" section of CSDE's Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs webpage):
https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/determining-eligibility-training

Unpaid Meal Charges (CSDE's Financial Management for School Nutrition Programs):
https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/unpaid-meal-charges

Unpaid Meal Charges (USDA webpage):
https://www.fns.usda.gov/cn/unpaid-meal-charges

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For more information, visit the CSDE's School Nutrition Programs webpage or contact the school nutrition programs staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/school_business_officials_information.pdf.

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Key Information for Connecticut School Business Officials About School Nutrition Programs

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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