TO: Potential 2020 Summer Food Service Program (SFSP) Sponsors

FROM: John D. Frassinelli, Bureau Chief
Bureau of Health/Nutrition, Family Services and Adult Education
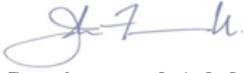
DATE: February 6, 2020

SUBJECT: **Operational Memorandum No. 02-20 – SFSP**
Guidance for Residential Camps and Closed Enrolled Sites
1. Application for Free and Reduced-price Meals
2. Income Guidelines for Determining Eligibility for Free and Reduced-price Meals
3. Sample Parent Letter
4. Documenting Eligibility of Closed Enrolled Sites and Camps in the SFSP
5. Enrollment Information Form

1. **Application for Free and Reduced-price Meals**

   Residential Camps and sponsors with Closed Enrolled Sites (not located in low-income areas) must revise and distribute income eligibility applications for free meals for summer 2020. Please note that the Connecticut State Department of Education (CSDE) revises and releases the *Family Application for Free and Reduced-price School Meals or Free Milk* each year on July 1. **Sponsors must distribute the most current version.** This form is available in English and Spanish under "Income Eligibility Forms" on the "Apply" section of the CSDE's SFSP webpage.

2. **Income Guidelines for Determining Eligibility for Free and Reduced-price Meals**

   The U.S. Department of Agriculture's (USDA) income guidelines are only for use by sponsors to determine income eligibility categories. Sponsors should not distribute the income guidelines to parents or households. **Sponsors must make eligibility determinations using the income guidelines that are in effect at the time the eligibility determination is made**. All children eligible for either free or reduced-price meals during the school year are eligible to receive free meals through the SFSP. The current guidelines, *Income Guidelines for Determining Eligibility for Free and Reduced-price Meals, effective July 1, 2019, to June 30, 2020,* are available on the CSDE's Income Guidelines for Child Nutrition Programs webpage. The guidelines for July 1, 2020, to June 30, 2021, will be available on the same webpage in June 2020.

3. **Sample Parent Letter**

   Sponsors must distribute a letter to parents/households with the income eligibility application. **Sponsors must distribute the most current version.** Sample parent letters in English and Spanish are available under "Income Eligibility Forms" on the "Apply" section of the CSDE's SFSP webpage.

4. **Documenting Eligibility of Closed Enrolled Sites and Camps in the SFSP**

   Sponsors may document eligibility of a Residential Camp or Closed Enrolled Site (not located in a low-income area) by:

   - obtaining lists of names and eligibility status of enrolled children for free and reduced-price meals from schools where the children receive school lunch or breakfast; or
   - collecting completed income eligibility applications from the parent/guardian of each enrolled child.

   Note: Federal regulations permit all sponsors to use school-based eligibility information to document eligibility as noted above. The local school food authority does not need parental consent forms to provide this information to SFSP sponsors.

5. **Enrollment Information Form**

   Documentation for Closed Enrolled Sites not located in a low-income area must show the number of children enrolled and the number of children who are eligible for free or reduced-price meals. Residential Camps must provide this information for each camp session. All documentation must be provided to the CSDE as soon as it is available, but no later than the date the claim is submitted. Enrollment forms in English and Spanish are available under "Income Eligibility Forms" on the "Apply" section of the CSDE's SFSP webpage.

Questions pertaining to this memorandum may be directed to the Summer Meals staff below.

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