

The School Lunch Tray: October 29, 2025

Dear School Sponsors of Child Nutrition Programs:

The School Lunch Tray contains the Connecticut State Department of Education's (CSDE) weekly email notifications for the U.S. Department of Agriculture's (USDA) school nutrition programs. This week's topics are listed below.

Action Items

- Reminder: CSDE Virtual Procurement 101 Training (November 12 and 13, 2025): Register by Friday, October 31, 2025
- CSDE Virtual Office Hour on November 3, 2025

Need to Know

- Resource Roundup: CSDE's Addendum A: Sharing Information with Other Programs



Please review and share with appropriate staff members. For previous versions of the School Lunch Tray, visit the CSDE's [School Lunch Tray and Table Talk](#) webpage.

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Action Items

Reminder: CSDE Virtual Procurement 101 Training (November 12 and 13, 2025): Register by Friday, October 31, 2025

The CSDE's virtual two-day Procurement 101 Training provides a comprehensive overview of the procurement requirements for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 7 CFR 210.21(h) of the NSLP regulations requires that all school personnel with procurement responsibilities associated with the Child Nutrition Programs must attend annual procurement training. Attendance at both sessions is required to complete the training. Registration is required.

- **Required attendance:** All school personnel with procurement responsibilities associated with the Child Nutrition Programs
- **Dates and times:** November 12 and 13, 2025, from 12:30 – 3:30 p.m. each day
- **Registration:** Register by Friday, October 31, 2025, at [CSDE Procurement 101 Training Registration Link](#) or use the QR code below.



- **Questions:** Contact Andy Paul andrew.paul@ct.gov or Monica Pacheco monica.pacheco@ct.gov.
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CSDE Virtual Office Hour on November 3, 2025

The CSDE will conduct a virtual Teams office hour on November 3, 2025, from 2:00-3:00 p.m. This week's discussion will focus on Meal Counting and Claiming as related to the CNP Administrative Review. However, any questions related to any topic within the school Child Nutrition program may be asked. All sponsors who have questions or would like to learn more about the topic of the week, are welcome to attend.

Use the Teams link below to access the office hour.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 224 101 050 231 2

Passcode: 79Lf9CN9

Dial in by phone

[+1 860-840-2075,,354637918#](#) United States, Hartford

[Find a local number](#)

Phone conference ID: 354 637 918#

Need to Know

Resource Roundup: CSDE's Addendum A: Sharing Information with Other Programs

The CSDE's Addendum A: Sharing Information with Other Programs is an optional document created to assist school food authorities (SFAs) with obtaining permission from parents/guardians to share their child's eligibility information for specific purposes outlined by the SFA. English and Spanish versions are available in the "[Addenda](#)" section of the CSDE's Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs webpage.

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For more information, visit the Connecticut State Department of Education's [School Lunch Tray and Table Talk](#) 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/slt/2025/slt_10_29_2025.pdf.

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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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