

## The School Lunch Tray: December 8, 2021

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.

- Revised Operational Memorandum No. 03-22: Updated Requirements for Lunch Periods in the National School Lunch Program (NSLP)
- Reminder: FNS 742 Verification Summary Report due December 15, 2021
- National School Lunch Program (NSLP) Equipment Assistance Grant due December 31, 2021
- New CSDE Resource: Crediting Summary Charts for the ASP Meal Pattern for Grades K-12
- Updated Afterschool Snack Program (ASP) Handbook, Forms, and Resources for School Year 2021-22
- Dairy Grant Opportunity for School Meals: Deadline January 15, 2022
- USDA Training on Modifications to Accommodate Disabilities in School Meals Programs, January 25, 2021
- Team Nutrition Seeking Stories to Showcase How Schools are Implementing Breakfast this School Year
- Staying in School Safely During COVID-19: An Evening with CT Medical Experts for Parents and Families: December 16, 2021
- Resource Roundup: Overview of Meal Counting and Claiming Process for Connecticut School Nutrition Programs

Please review and share with appropriate staff members. Thank you.



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### **Revised Operational Memorandum No. 03-22: Updated Requirements for Lunch Periods in the National School Lunch Program (NSLP)**

Operational Memorandum No. 03-22 incorrectly referenced the **meal pattern** waiver instead of the **meal time** waiver. A revised version of [Operational Memorandum No. 03-22](#) (dated December 8, 2021) includes the correct waiver, as indicated below.

“Note: For SY 2021-22, sponsors may submit a waiver for meal time requirements to the CSDE to request approval to serve meals outside of the specified times outlined in the federal regulations.”

Please delete the previous version and replace with the corrected memo from December 8, 2021. This memo is available on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

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### **Reminder: FNS 742 Verification Summary Report due December 15, 2021**

The FNS 742 Verification Summary Report is due **December 15, 2021**. To date, 67 sponsors have *not started* this report. All sponsors of the National School Lunch Program (NSLP), including Seamless Summer Option (SSO) sponsors, must complete this report. This also includes private schools, residential child care institutions (RCCIs), and sponsors that normally would participate as a Community Eligibility Provision (CEP) school or district.

Attached is the PowerPoint handout from the CSDE’s webinar: *Direct Certification and the FNS 742 Verification Summary Report*, conducted on November 18, 2021. Please refer to the CSDE’s document [Completing the Verification Collection Report \(FNS 742\)](#) which explains the process for completing the FNS 742 Verification Summary Report. Additionally, check off box 5-1 to indicate that you are exempt from conducting verification **only if you do not have newly approved free or reduced applications on file by October 1**, and therefore were not required to conduct the formal verification process. Send an email to [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov) confirming that you had no applications on file. A note will be made on the Report when it is approved.

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**5-1 Instructions**

- Schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children.
- RCCIs which do not have day students.
- Schools electing the Community Eligibility Option.
- Schools/RCCIs in which FNS has approved universal meal service through census data or using socioeconomic surveys.
- e.g., special cash assistance claims based on economic statistics regarding per capita income (Puerto Rico and the Virgin Islands).
- Schools participating only in the Special Milk Program.
- Schools in which all children are served with no separate charge for food service and no special cash assistance is claimed, (i.e., non-pricing programs claiming only the paid rate of reimbursement).
- All schools are Provision 2/3 schools in a non base year.
- Schools which do not have any free or REDUCED PRICE eligible students.
- Other FNS determined exemptions on a case-by-case basis.

Close

To determine if the CSDE approved your FNS 742 Verification Summary Report, access the CNP online system's verification report and look for the following:

**Verification Report**

[Redacted]

Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	School Year	Received Date	Status
View   Admin	2021 - 2022	11/18/2021	Approved
View   Admin	2020 - 2021	11/02/2020	Approved
View   Admin	2019 - 2020	10/31/2019	Approved
View   Admin	2018 - 2019	10/18/2018	Approved
View   Admin	2017 - 2018	11/02/2017	Approved

Questions may be directed to [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

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### **National School Lunch Program (NSLP) Equipment Assistance Grant: Due December 31, 2021**

The CSDE is now accepting proposals for the **USDA NSLP Equipment Assistance Grants Request for Proposals (RFP)**. The Fiscal Year (FY) 2020 Agriculture Appropriations Act provided funds to state agencies to competitively award equipment assistance grants to eligible school food authorities (SFAs) participating in the NSLP. These funds will allow SFAs to purchase equipment to serve healthier meals that meet the updated meal patterns, improve food safety, and expand access. The total funds available are \$244,011. The CSDE will award grants of up to \$25,000 per SFA.

For this grant, the previous free or reduced-price meals percentage eligibility requirement has been eliminated. All SFAs participating in the NSLP are eligible to apply. Priority is given to schools that did not receive previous equipment grant funding under earlier USDA NSLP Equipment Assistance Grants.

The RFP document is available on the CSDE's 2021 [Request for Proposals](#) webpage. **Proposals must be received by 5:00 p.m. on Friday, December 31, 2021. Extensions will not be given.** Submit the application **by e-mail** to Sean Fogarty at [Sean.Fogarty@ct.gov](mailto:Sean.Fogarty@ct.gov). For questions, please contact Sean Fogarty at 860-807-2055 or [sean.fogarty@ct.gov](mailto:sean.fogarty@ct.gov).

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### **New CSDE Resource: Crediting Summary Charts for the ASP Meal Pattern for Grades K-12**

The CSDE's new resource, [Crediting Summary Charts for the ASP Meal Pattern for Grades K-12](#), provides quick access to information about the crediting and documentation requirements for the ASP meal pattern for grades K-12. This document includes an overview chart of the crediting and documentation requirements, and individual charts that summarize the crediting requirements and methods for each of the four meal pattern components, including milk, meat/meat alternates, vegetables/fruits, and grains/breads.

As a reminder, the CSDE's "[Crediting Foods for Grades K-12 in the ASP](#)" section of the CSDE's ASP webpage contains many more resources to help SFAs determine whether and how foods and beverages credit in the ASP meal pattern for grades K-12, including crediting handouts, USDA and CSDE memos, and comparison charts.

## Updated Afterschool Snack Program (ASP) Handbook, Forms, and Resources for School Year 2021-22

The updated [Afterschool Snack Program Handbook](#) for school year 2021-22 (dated December 2021) is now available. The accompanying ASP resources and forms below are also updated. Please discard any previous versions and replace with the updated December 2021 versions. All resources are available on the [ASP](#) webpage. Forms are available in the “[Forms for the ASP](#)” section of the ASP webpage.

### Meal Pattern for Grades K-12

- [ASP Meal Pattern for Grades K-12](#)
- [ASP Menu Form for Grades K-12](#)

### Sample Menus

- [Sample ASP Menu for Ages 3-4](#)
- [Sample ASP Menu for Grades K-12](#)

### Monitoring

- [ASP Monitoring Form](#)

### Production Records for the ASP

- [ASP Production Record for Ages 1-2](#)
- [ASP Production Record for Ages 3-4](#)
- [ASP Production Record for Ages 3-4 – Completed Sample](#)
- [ASP Production Record for Grades K-12](#)
- [ASP Production Record for Grades K-12 – Completed Sample](#)

### Snack Count Forms for Schools that are Site/Area Eligible

- [ASP Daily Snack Count Record for Grades K-12 in Site/Area Eligible Schools](#)
- [ASP Daily Snack Count Record for Preschoolers in Site/Area Eligible Schools](#)
- [ASP Daily Snack Count and Production Record for Grades K-12 in Site/Area Eligible Schools](#)
- [ASP Daily Snack Count and Production Record for Preschoolers in Site/Area Eligible Schools](#)
- [ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools](#)

### Snack Count Forms for Schools that are not Site/Area Eligible

- [ASP Daily Attendance and Snack Count Record for Schools that are not Site/Area Eligible](#)
- [ASP Monthly Attendance and Snack Count Record for Schools that are not Site/Area Eligible](#)

**Deleted resources:** These resources have been retired and are deleted from the website. This information is now included in the revised ASP Handbook.

- Overview of the ASP Meal Pattern Requirements for Grades K-12
- Overview of the ASP Meal Pattern Requirements for Preschoolers
- Requirements for the Vegetables Component and Fruits Component for Preschoolers in the ASP

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- Requirements for the Vegetables Component and Fruits Component for Grades K-12 in the ASP

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### **USDA Training on Modifications to Accommodate Disabilities in School Meals Programs: January 25, 2021**

The USDA Food and Nutrition Service Civil Rights Division (FNS CRD) will provide training on “*Modifications to Accommodate Disabilities in School Meals Programs*” on January 25, 2021, from 3:00 to 4:00 p.m. (EST). This webinar-based training will help clarify general Civil Rights requirements regarding meal modifications in the school meals programs. FNS CRD will not address specific questions from local agencies during this session.

**Registration is required:** “[Register](#)” link. For questions regarding the webinar, contact Stephen Miliano, Northeast Regional Civil Rights Officer, at 617-565-6424 or [Stephen.Miliano@usda.gov](mailto:Stephen.Miliano@usda.gov).

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### **Dairy Grant Opportunity for School Meals: Deadline January 15, 2022**

The Connecticut Milk Promotion Board and New England Dairy are pleased to announce a funding opportunity from Connecticut Dairy Farmers. This funding is available for eligible schools in Connecticut to support food service needs related to expanding school meal programs or serving new dairy menu items. New for 2022 schools can apply for [New England Dairy’s turn-key smoothie kit!](#) Visit [NewEnglandDairy.com](http://NewEnglandDairy.com) for details. The application deadline is January 15, 2022.

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### **Team Nutrition Seeking Stories to Showcase How Schools are Implementing Breakfast this School Year**

USDA Team Nutrition would like to showcase some of the amazing ways that schools are making breakfast happen this school year. Team Nutrition is looking for stories, best practices, and pictures on platforms such as the Team Nutrition Website and the @TeamNutrition Twitter account during School Breakfast Week 2022. Schools interested in being featured can contact Diane Pierzchala RD, LDN at [Diane.Pierzchala@usda.gov](mailto:Diane.Pierzchala@usda.gov) or Team Nutrition at [teamnutrition@usda.gov](mailto:teamnutrition@usda.gov) by **February 14, 2022**.

### **Staying in School Safely During COVID-19: An Evening with CT Medical Experts for Parents and Families: December 16, 2021**

The CSDE, together with Connecticut Children's and the Connecticut Chapter of the American Academy of Pediatrics, is hosting a webinar on **December 16, 2021, from 5-6 p.m.** to share the latest medical information for keeping students safe, healthy and in school during the winter months. This session will be recorded and posted online with closed captioning in English, Spanish, Portuguese, and Arabic. Everyone registered will receive a notice when it is posted. The flier and registration information is available at [https://portal.ct.gov/-/media/SDE/COVID-19/professionalsupportseries\\_series28.pdf](https://portal.ct.gov/-/media/SDE/COVID-19/professionalsupportseries_series28.pdf).

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### **Resource Roundup: Overview of Meal Counting and Claiming Process for Connecticut School Nutrition Programs**

The Connecticut State Department of Education's (CSDE) [Overview of Meal Counting and Claiming Process for Connecticut School Nutrition Programs](#) summarizes the requirements for the meal counting and claiming process in local educational agencies (LEAs); and assists LEAs with meeting the USDA regulations for the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Option (SSO) of the NSLP, Afterschool Snack Program (ASP), and Special Milk Program (SMP).

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For more information, visit the Connecticut State Department of Education's (CSDE) [School Lunch Tray Table Talk](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/Training/TableTalk/SLT\\_12\\_08\\_2021.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/Training/TableTalk/SLT_12_08_2021.pdf).

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).



## Direct Certification and the FNS 742 Verification Summary Report Webinar



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Bureau of Health/Nutrition, Family Services and Adult Education

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## Welcome – Goals for Webinar

### Review of:

- Different Types of Direct Certification (DC)
- DC Hierarchy
- CSDE DC Web Application
- Completing the FNS 742 Verification Summary Report

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# Common Acronyms

- CEP Community Eligibility Provision
- CNP Child Nutrition Programs (USDA)
- CN child nutrition
- CEP Community Eligibility Provision
- CSDE Connecticut State Department of Education
- DC Direct certification
- DSS Connecticut Department of Social Services
- HH household
- LEA Local Education Agency
- P-EBT Pandemic Electronic Benefit Transfer Program
- RCCI Residential Child Care Institution
- SNAP Supplemental Nutrition Assistance Program
- SSO Seamless Summer Option
- TANF Temporary Assistance for Needy Families (Federal)
- TFA Temporary Family Assistance (State)

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AcronymsAbbreviationsSNP.pdf>

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## Eligibility Manual for School Meals Determining and Verifying Eligibility



**USDA** USDA Food and Nutrition Services  
Child Nutrition Programs

**Must Read...  
Latest copy is  
dated July 18,  
2017**

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA\\_eligibility\\_manual.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf)

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# Direct Certification

Determining children eligible for free or reduced-price meals benefits who are not subject to verification based on:

- Documentation obtained directly from the appropriate State or local agency or other authorized individuals
- Should not involve the household. The communication exchange should be between an appropriate agency and the LEA/school.

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# Direct Certification

Children that are directly certified:

- Do not need to submit an application, and
- Are not subject to verification.

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# Categorical Eligibility

- When a child is automatically eligible for free meals or free milk because he (or another member of his household) receives Assistance Program benefits, or
- When a child is determined individually eligible through an Other Source Categorically Eligible designation.
- May be established through the application process or through the direct certification

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# Categorical Eligibility

Assistance Programs include:

- Supplemental Nutrition Assistance Programs (SNAP)
- Temporary Family Assistance (TFA) Programs

Free eligibility is extended to all children in the household and these children are considered to be directly certified in the same category.

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## Other Source Categorical Eligibility

Those categories which make children automatically eligible for free benefits, either through direct certification or application, because the children are:

- Enrolled in a Federal Head Start Program;
- Enrolled in State-funded pre-kindergarten classes using identical or more stringent eligibility criteria than the Federal Head Start Program;
- Determined as homeless by the school district's homeless liaison or by the director of a homeless shelter;

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## Other Source Categorical Eligibility

Those categories which make children automatically eligible for free benefits, either through direct certification or application, because the children are:

- Determined a runaway child who is receiving assistance from a program under the Runaway and Homeless Youth Act and is identified by the local educational liaison; and
- Determined to be a foster child whose care and placement is the responsibility of the State or is formally placed by a court with a relative or other caretaker household, and the State retains legal custody of the child.

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## Other Source Categorical Eligibility

A child's eligibility for free meals under Other Source Categorical Eligibility does **not** extend to any other child in the household.

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## Other Source Categorical Eligibility

Homeless, runaway or Head Start children are other source categorically eligible and also considered directly certified *if program directors or the homeless liaison provides a list of eligible participants.*

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## Direct Certification – Ways a Child May be Directly Certified

1. **Name** appears on the direct certification list as:

- FS - SNAP benefits
- AF - Temporary Family Assistance (TFA) benefits
- OT – Other -foster child (Foster status is merged MONTHLY with DCF)
- FM – Free Medicaid
- RM – Reduced Medicaid

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## Direct Certification – Ways a Child May be Directly Certified

- If a child is listed as FS, AF, or FM, free benefits are extended to all children in the household.
- Extension of free benefits does NOT occur for OT.
- If a child is listed as RM, reduced-price benefits are extended to all children in the household.

**For verification purposes, you must track the differences.**

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## Direct Certification – Ways a Child May be Directly Certified

2. **Homeless Liaison** provides the determining official with an updated list of all students that are homeless or runaway. The list must be signed and dated by the homeless liaison.
  - To determine the Homeless Liaison in the district, go to: <https://portal.ct.gov/SDE/Homeless/Homeless-Education/How-To>
  - Set up a process for notifying the determining official, as students become identified.

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## Direct Certification – Ways a Child May be Directly Certified

3. The **director** of the federally funded (or state-funded program that has the same or more stringent requirements) district's Head Start Program provides the determining official with a list of students who enrolled in the current year Head Start Program. The list must be signed and dated.
4. **LEA Point of Contact** provides the determining official (DO) with a list of children who are confirmed to be foster children – direct certification and not subject to verification. Free benefit does not get extended to other children in the household.

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## Direct Certification – NOTIFICATION

### REMINDER

- You must notify the household in writing, ANYTIME you approve a child for free/reduced-price meals.
- This includes when you approve them based on direct certification.
- *Guidance for Notifying Parents of a Child's Eligibility for Free or Reduced-price Meals*

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Guidance\\_Notifying\\_Parents\\_Child\\_Eligibility\\_Free\\_Reduced\\_Meals.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Guidance_Notifying_Parents_Child_Eligibility_Free_Reduced_Meals.pdf)

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## Direct Certification – Important Points About DC and Medicaid

FS (SNAP benefits)	Free benefits extend to all children in the household
AF (Temporary Family Assistance)	Free benefits extend to all children in the household
OT (Other, e.g., foster children)	Free benefits do NOT extend to all children in the household
FM (Free Medicaid)	Free benefits extend to all children in the household
RM (Reduced Medicaid)	Reduced benefits extend to all children in the household

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## Direct Certification – Important Points About DC and Medicaid

- Due to differences in HH definitions and income assessments, some children that are directly certified as reduced Medicaid could also be eligible for free meals if the HH submitted an application.
- Therefore, districts must give the HH the opportunity to apply for free benefits if a child is directly certified as RM – Reduced Medicaid.

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## Direct Certification – Important Points About DC and Medicaid

- A child's status as Reduced Medicaid cannot negatively impact their eligibility if they have been determined free by the district (e.g., via a HH application, homeless liaison, Head Start director or if a foster child).
- The district's determination supersedes the reduced Medicaid status

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## Direct Certification – Important Points About DC and Medicaid

There is a hierarchy of eligibility and certain considerations when allowing the POS (point of sale) software to override a determination.

- Eligibility for SNAP benefits (FS) supersedes all other eligibility categories;
- A Medicaid match should never overlay an existing direct certification match with another allowable program category (e.g., SNAP, TFA or OT); and
- Districts must identify a Medicaid match only when the child does not match with SNAP, TFA, or OT.

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## Direct Certification – Important Points About DC and Medicaid

### HIERARCHY

1. FS (SNAP benefits): Free benefits extend to all children in the household;
2. AF (Temporary Family Assistance): Free benefits extend to all children in the household;
3. OT (Other, i.e., foster child): Free benefits do NOT extend to all children in the household.
4. FM (Free Medicaid): Free benefits extend to all children in the household; and
5. RM (Reduced Medicaid): Reduced-price benefits extend to all children in the household.

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## Direct Certification – Important Points About DC and Medicaid

### HIERARCHY

Example of Hierarchy of Eligibility:

If a student is categorized as RM and the latest direct certification file now has the student categorized as AF, the student's eligibility category would change to AF and this would extend to all children in the household.

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## Direct Certification – Important Points About DC and Medicaid

### HIERARCHY

What happens if a student's name appears twice on the direct certification list?

This may occur because DSS has issued two client ID's for the student (e.g., one ID for SNAP benefits and one ID for Medicaid (HUSKY).)

**Remember the hierarchy and give the child the highest benefit.**

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## Direct Certification – Important Points About DC and Medicaid

### HIERARCHY

What happens if a foster child's (e.g., OT on the direct certification list) name appears twice on the direct certification list?

This occurs because the SNAP/TFA data comes from DSS and a foster child's data is issued by DCF.

Remember the hierarchy and give the child the highest benefit.

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Let's Pause for a Moment....

# QUESTIONS?



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## Direct Certification – THE LIST

- Each sponsor has ONE designated direct certification contact who can access the direct certification list online; and
- This access is on the CSDE Direct Certification website <https://portal.ct.gov/SDE/Nutrition/Direct-Certification>;
- The Direct Certification list is updated every Monday (or Tuesday if Monday is a holiday) and the CSDE matches student enrollment with the Department of Social Services (DSS) SNAP/TFA benefits and DCF (once a month); and
- Direct certification contacts are required to access the list weekly (on Wednesday) to ensure that the children listed are awarded free or reduced-price benefits accurately and timely.

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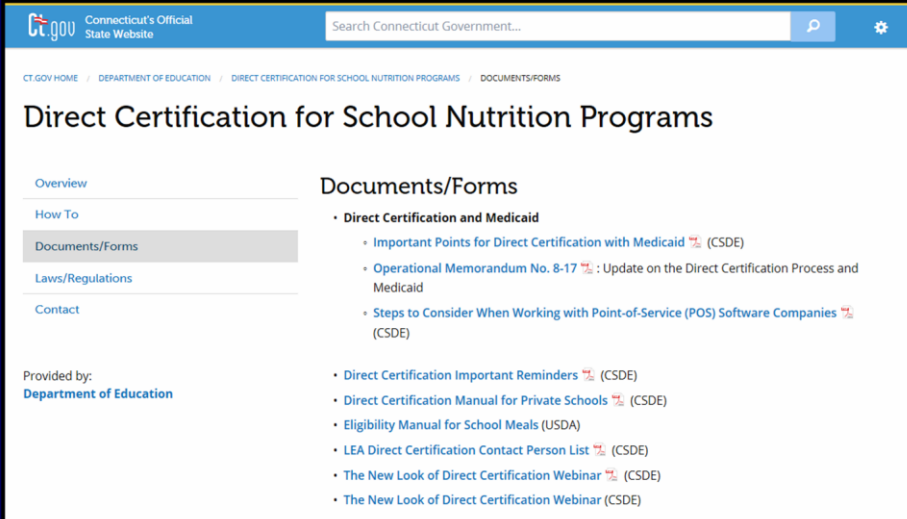
## Direct Certification – THE LIST

The screenshot shows the official website for the Connecticut State Department of Education. The page title is "Direct Certification for School Nutrition Programs". The navigation menu includes "Overview", "How To", "Documents/Forms", "Laws/Regulations", and "Contact". The "Documents/Forms" menu item is highlighted. The main content area is titled "Overview" and includes a sub-navigation bar with links for "School Nutrition Programs", "Program Guidance", "Forms", "Resources", and "Nutrition Education". The text describes the direct certification process, stating that the CSDE provides a login ID and password to access the "Direct Certification Web Application". It also mentions that the application automatically matches enrolled students to SNAP and TFA lists provided by the DSS. The page is provided by the Department of Education.

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# Direct Certification – THE LIST

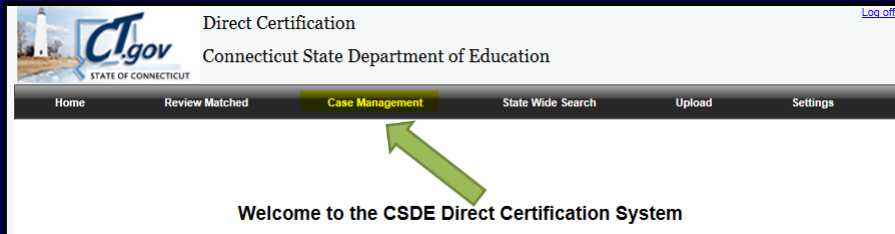


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# Direct Certification – THE LIST

Must check the Case Management section WEEKLY.



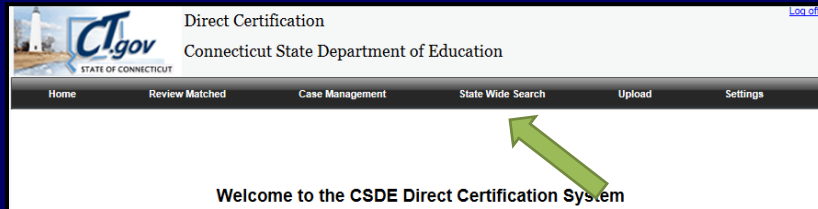
Make sure you take a snapshot as documentation.

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## Direct Certification – THE LIST

- Private Schools and RCCIs may have a different method and must refer to the Direct Certification Manual for Private Schools.
- All sponsors may always check the State Wide Search to locate a student.

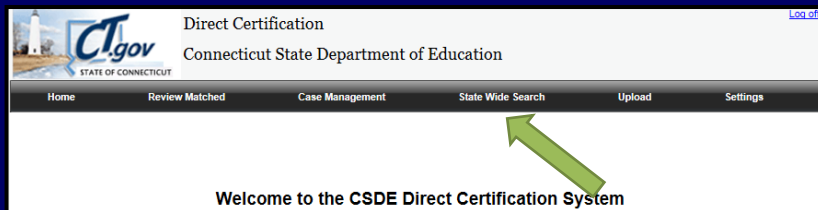


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## Direct Certification – THE LIST

- If you find a student in the State Wide Search link, make sure you do a screen shot and print off as proof that the child was directly certified!



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## Direct Certification – THE LIST

### IMPORTANT REMINDER ABOUT DC AND ENROLLMENT

- Schools must match their total enrollment with the entire direct certification list every time the DC match is made.

This will help to ensure that:

- all potential directly certified students are matched.

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## Direct Certification – THE LIST

### IMPORTANT REMINDER ABOUT DC AND ENROLLMENT

[View All Certified Records](#)

View	Report Date	# of SASID's
<a href="#">View</a>	11/01/2021	43
<a href="#">View</a>	10/25/2021	48
<a href="#">View</a>	10/14/2021	87
<a href="#">View</a>	09/30/2021	2
<a href="#">View</a>	09/29/2021	811
<a href="#">View</a>	09/14/2021	293
<a href="#">View</a>	09/01/2021	105
<a href="#">View</a>	08/31/2021	2377

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## Direct Certification – THE LIST

- If an application is submitted and the child is directly certified, disregard the application (don't throw away however!)
- Direct Certification supersedes everything.

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## Direct Certification – Foster Children – Different Ways to be DC

- OT on the DC list
- DO obtains a copy of a current DC 603 form or a state agency document indicating that the child is a foster child and legal ward of the state
- LEA Point of Contact provides the DO with a list of children who are confirmed as foster children

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# FNS 742 - Verification Summary Report

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2021 - 2022

### Verification Report

Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2021 - 2022		Not Started
View   Admin	2020 - 2021	12/02/2020	Approved
View   Admin	2019 - 2020	12/18/2019	Approved
View   Admin	2018 - 2019	12/19/2018	Approved
View   Admin	2017 - 2018	12/04/2017	Approved

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# FNS 742 - Verification Summary Report

**General Information**

Type of Organization: Public

**Verification Contact Information**

1. Name: Salutation  First Name  Last Name

2. Email Address:

3. Phone:  Ext:  Fax:

4. Title:

**Due Date: December 15, 2021**

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# FNS 742 - Verification Summary Report

## Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

## Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
<b>1-1 Total schools (Do not include RCCIs):</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>1-2 Total RCCIs (Do not include schools counted in 1-1):</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2b RCCIs with NO day students:	<input type="text" value="0"/>	<input type="text" value="0"/>

# FNS 742 - Verification Summary Report

## Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
<b>2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		<input type="text" value="0"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<input type="text" value="0"/>
<b>2-3 Operating the Community Eligibility Provision (CEP):</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>2-4 Operating other alternatives for NSLP and SBP:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>2-5 Operating an alternate provision(s) for only SBP or only NSLP:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

# FNS 742 - Verification Summary Report

## Section 3 - Students approved as FREE eligible NOT subject to verification and REDUCED Medicaid in 3-5 NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.  
Report students approved FREE eligible as of the **last operating day in October**.

<p><b>3-1</b> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification <b>with SNAP</b> (i.e. NON BASE year Provision 2/3 or CEP for all schools). <span style="float: right;"><input type="checkbox"/></span></p> <p><b>3-2</b> <b>Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> Do <b>not</b> include students certified with <b>SNAP</b> through the letter method.</p> <p><b>3-3</b> <b>Students directly certified through the following programs:</b>  <b>a. Temporary Family Assistance (TFA)</b> (AF on the direct certification (DC) list) <span style="float: right;"><input type="text" value="0"/></span>  <b>b. Free Medicaid</b> (FM on the DC list) <i>Do not include Reduced Medicaid here.</i> <span style="float: right;"><input type="text" value="0"/></span>  <b>c. Other</b> (Homeless, Foster, Head Start)(OT on the DC list <i>and also directly certified by the SFA.</i>) <span style="float: right;"><input type="text" value="0"/></span></p> <p><b>3-4</b> <b>Students certified categorically FREE eligible through SNAP letter method.</b> <span style="float: right;"><input type="text" value="0"/></span> Include students certified for free meals through the family providing a letter from the <b>SNAP</b> agency.</p> <p><b>3-5</b> <b>Approved as REDUCED-PRICE MEDICAID eligible:</b> Based on Medicaid (RM on the direct certification list.) <span style="float: right;"><input type="text" value="0"/></span></p>	<p><b>B. Number of FREE Students and in 3-5, the Reduced Medicaid students</b></p>
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# FNS 742 - Verification Summary Report

## Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
<b>4-1</b> <b>Approved as categorically FREE Eligible.</b> Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application). <span style="float: right;"><input type="text" value="0"/></span>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>4-2</b> <b>Approved as FREE eligible.</b> Based on household size and income information. <span style="float: right;"><input type="text" value="0"/></span>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>4-3</b> <b>Approved as REDUCED PRICE eligible.</b> Based on household size and income information. <span style="float: right;"><input type="text" value="0"/></span>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>T-1</b> <b>Total FREE Eligible Students Reported</b>		<b>0</b>
<b>T-2</b> <b>Total REDUCED PRICE Eligible Students Reported</b>		<b>0</b>

# FNS 742 - Verification Summary Report

**Section 5**

ALL SFAs must report Section 5 or check box 5-1 if applicable

**5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.**   
 (See instructions for list of exemptions.)  
[Instructions](#)

**5-2 Was verification performed and completed?**

Yes, completed by November 15th  
 Yes, completed after November 15th  
 No, verification was NOT performed or the process was not completed

**5-3 Type of Verification process used:**

Standard (Lesser of 3% or 3,000 error-prone)  
 Alternate one (Lesser of 3% or 3,000 selected randomly)  
 Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

**5-4 Total ERROR PRONE applications:**   
 Report all applications as of October 1st considered error prone.

**5-5 Number of applications selected for verification sample:**

ALL SFAs must report 5-7 or check box 5-6 if applicable.

**5-6 Check the box if direct verification was not conducted in the SFA.**   
 (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)  
**If 5-6 is checked, skip 5-7.**

	<b>A. Number of Applications</b>	<b>B. Number of Students</b>
<b>5-7 Confirmed through direct verification:</b> Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	<input type="text" value="0"/>	<input type="text" value="0"/>

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# FNS 742 - Verification Summary Report

**5-8 Results of Verification by Original Benefit Type**

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).  
 Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
<b>1. Responded, NO CHANGE:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>2. Responded, Changed to REDUCED PRICE / FREE:</b>	REDUCED PRICE		REDUCED PRICE		FREE	
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>3. Responded, Changed to PAID:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>4. NOT Responded, Changed to PAID:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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## FNS 742 - Verification Summary Report

**VC-1 Total questionable applications verified for cause** (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

### Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

[Add](#)

Attachment Count: 0

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## FNS 742 - Verification Summary Report

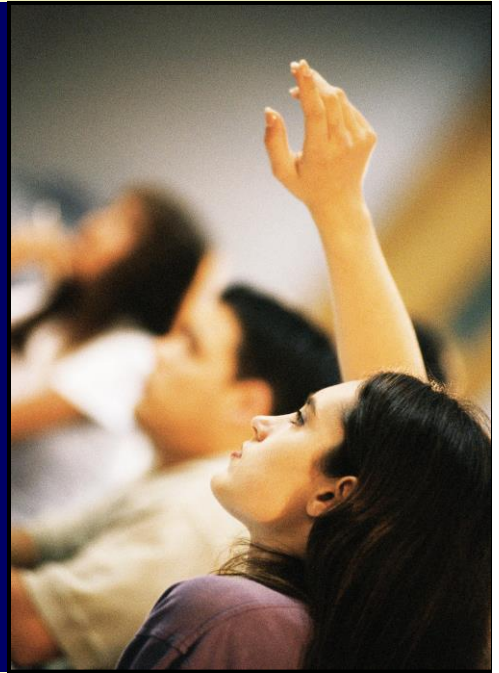
- If you had no newly approved applications on file as of October 1, then the formal verification process did not have to be completed.
- However, once you complete the FNS 742 Verification Summary Report, send an email to [teri.Dandeneau@ct.gov](mailto:teri.Dandeneau@ct.gov) confirming that you had no newly approved applications on file.

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Let's Pause for a Moment....

QUESTIONS?



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### School Nutrition Programs Staff

County	Consultant
<b>Fairfield County</b> (includes Region 9) <b>Litchfield County</b> (includes Regions 1, 6, 7, 12, and 14) School wellness policies	Fionnuala Brown, 860-807-2 <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>
<b>Hartford County</b> (includes Region 10) <b>Middlesex County</b> (includes Regions 4, 13, and 17)	Teri Dandeneau, 860-807-20 <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>
<b>New Haven County</b> (includes Regions 5, 15, and 16) <b>New London County</b> <b>Tolland County</b> (includes Regions 8 and 19) <b>Windham County</b> (includes Region 11) Claims processing	Susan Alston, 860-807-2081 <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a>

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