

Application and Data Management Process for the Special Milk Program

School Year 2025-26 (July 1, 2025, through June 30, 2026)

Complete and attach this form to the local educational agency's (LEA) policy statement. Upload this form with the LEA's policy statement to the Connecticut State Department of Education's (CSDE) [Child Nutrition Program \(CNP\) Online Application and Claiming System](#). **Do not mail a hard copy of this form to the CSDE.**

LEA name:_____ **Agreement number:**_____

1. Does your LEA use web-based applications? **Note:** A web-based application is part of a software program that allows the parent/guardian to complete and submit the entire application online and therefore avoid using the paper application.

☐ Yes: Indicate the software program being used and who is responsible for ensuring that the web-based application is updated annually and complies with the federal regulations.

☐ No: Indicate how the LEA ensures that it complies with the federal regulations.

Application and Data Management Process for the Special Milk Program

2. Describe the LEA's application approval procedures. Include information regarding how the LEA addresses each procedure below.

a. **Notifies** the households (e.g., via email, letter, etc.) and **collects** the applications:

b. **Reviews** the applications (include how many determining officials review the applications and if there are multiple determining officials, how does the district ensure that the determining officials are consistent with their review and approval process):

c. **Approves** the applications (include how the district ensures that the applications are approved in a timely manner):

d. **Notifies** the households of the final determination:

Application and Data Management Process for the Special Milk Program

3. Describe the process for ensuring that the electronic or manual point-of-sale (POS) system at the point of service (e.g., the end of the serving line) has the most up-to-date status of a student's eligibility. For guidance on the point-of-service requirements, refer to the CSDE's [Overview of Meal Counting and Claiming Process for Connecticut School Nutrition Programs](#).
- a. If the determining official (DO) does not have access to an electronic POS system, describe how the manual system ensures that a student's current eligibility status is reflected at the point of service (i.e., at the cash register):

4. Describe the direct certification procedures below.

- a. The process and frequency for retrieving and updating the direct certification list:

- b. The process and frequency for updating the benefit issuance document (e.g., the master list) to include the direct certification information:

- c. If the DO is **not** the direct certification contact, the process and frequency for sharing the direct certification information with the DO:

Application and Data Management Process for the Special Milk Program

5. Indicate the LEA's procedures for the disclosure of children's free milk eligibility information (refer to the CSDE's form, [Disclosure Release Request for Free or Reduced Eligibility Status of Students in the School Nutrition Programs](#)). Indicate parties and organizations to whom you provide free milk eligibility data. **The LEA must review and comply with the U.S. Department of Agriculture (USDA) disclosure requirements ([7 CFR 245.6 \(f-k\)](#)).**

Application and Data Management Process for the Special Milk Program

For more information, visit the CSDE's [Meal Counting and Claiming for School Nutrition Programs](https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/smp_meal_application_data_management_process.pdf) webpage or contact the [SMP 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/forms/mealcount/smp_meal_application_data_management_process.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotope, 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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

