

# Special Milk Program Required Items for the Online Sponsor Application “Checklist Summary” in the Agreement for Child Nutrition Programs

## School Year 2024-25

This chart applies to public schools, private schools, and residential child care institutions (RCCIs) that participate in the U. S. Department of Agriculture’s (USDA) [Special Milk Program \(SMP\)](#). As part of the Child Nutrition Program (CNP) sponsor agreement renewal for school year 2024-25, school food authorities (SFAs) must upload the specific documents below in the “Checklist Summary” of the Connecticut State Department of Education (CSDE) [Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#). The Connecticut State Department of Education (CSDE) has updated all documents for the current school year.

Review the chart below to determine which checklist items apply. Items that are not applicable are indicated as “NA.”

Required Forms/Documents to upload into the CNP online sponsor application ( <b>Checklist Items</b> )	SFAs participating in the <b>Special Milk Program (free option)</b> that process <b>free and reduced-price applications</b>	<b>Special Milk Program (paid only or non-pricing program)</b>
1. Policy Statement (must be signed by an Authorized Signer)	X	X
2. Public Media Release	X	NA
3. Site Information on Money Collection and Point-of-Service (POS) Milk Count Systems	X	X
4. Milk Application and Data Management Process	X	NA
5. Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk	X	NA
6. Parent/Guardian Notification Letter (approving or denying milk benefits)	X	NA

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Required Forms/Documents to upload into the CNP online sponsor application ( <b>Checklist Items</b> )	SFAs participating in the <b>Special Milk Program (free option)</b> that process <b>free and reduced-price applications</b>	<b>Special Milk Program</b> ( <i>paid only or non-pricing program</i> )
7. Parent/Guardian Notification Letter for Direct Certification based on SNAP, TFA, or Medicaid Benefits (Version 1)	X	NA
8. Parent/Guardian Notification letter for Direct Certification based on Foster Child, Homeless, Runaway or Head Start (Version 2)	X	NA
9. Parent/Guardian Notification letter for Direct Certification based on Medicaid Benefits – Reduced-price Meals (Version 3)	NA	NA
10. Letter to Household of Notification of Selection for Verification of Eligibility	NA	NA
11. Letter of Verification Results and Adverse Action for Income Households	NA	NA
12. CEP Policy Statement Addendum	NA	NA
13. CEP Public Media Release	NA	NA
14. CEP Parent Notification (for newly participating SFAs or sites only)	NA	NA

## SMP Required Items for the Online Sponsor Application “Checklist Summary” in the Agreement for Child Nutrition Programs

For more information, visit the CSDE’s [Meal Counting and Claiming for School Nutrition Programs](#) 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/smp/smp\\_required\\_items\\_sponsor\\_application\\_checklist\\_summary\\_cnp\\_system.pdf](https://portal.ct.gov/-/media/sde/nutrition/smp/smp_required_items_sponsor_application_checklist_summary_cnp_system.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](mailto:program.intake@usda.gov)

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