

Updating the Sponsor Application for the Special Milk Program

School Year 2023-24



Connecticut State Department of Education
Bureau of Child Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

August 2023

Updating the Sponsor Application for the Special Milk Program

https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Update_SMP_Agreement.pdf

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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

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This guide applies only to sponsors of the Special Milk Program (SMP). All sponsors must submit their agreement for Child Nutrition Programs online, using the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). The sponsor’s online application must be approved by the CSDE before sponsors can submit any reimbursement claims for the current summer. The CSDE strongly encourages all sponsors to complete their online agreement by **August 30, 2023**, to ensure timely approval and claims submission.

CSDE Contact Information

For questions regarding this information, please contact the Special Milk Program staff in the CSDE’s Bureau of Health/Nutrition, Family Services and Adult Education.

| Special Milk Program Staff |
|---|
| Terese Maineri terese.maineri@ct.gov 860-807-2145 |
| Connecticut State Department of Education Bureau of Child Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841 |

For more information, visit the CSDE’s [Special Milk Program \(SMP\)](#) webpage.

1 — Updating Sponsor Agreement

1. Access the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Log in with your **User ID** and **Password**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On



CT State Department of Education
NEW Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant.
<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact [Caroline Cooke](#) for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Links

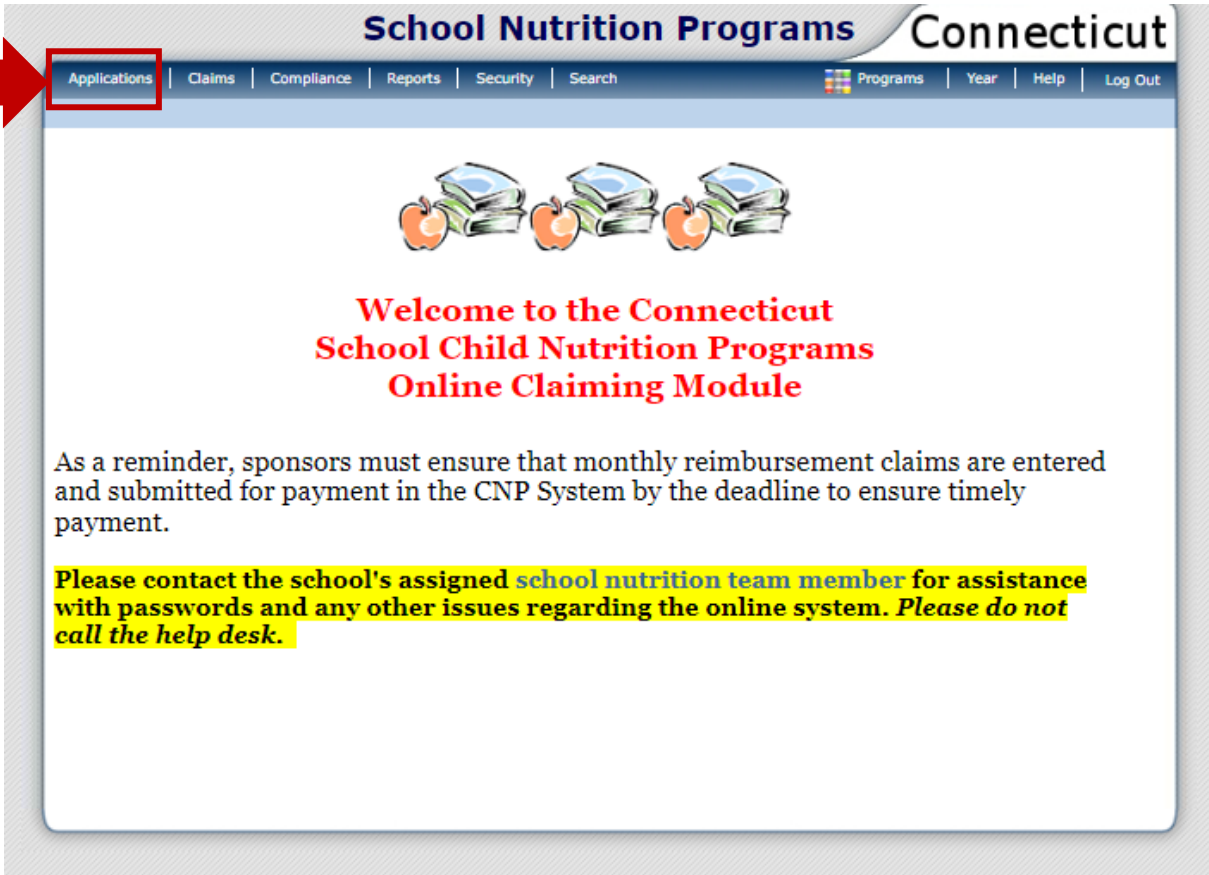
- State Department of Education
- CACFP Resources
- SNP Resources



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1 | Sponsor Agreement

3. Click on **Applications**.



The screenshot shows the website interface for the Connecticut School Nutrition Programs. At the top, the title "School Nutrition Programs Connecticut" is displayed. Below the title is a navigation menu with the following items: Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. A red arrow points to the "Applications" menu item, which is highlighted with a red box. Below the navigation menu, there is a graphic of three stacks of books with an apple next to each. The main heading reads "Welcome to the Connecticut School Child Nutrition Programs Online Claiming Module". Below this, a reminder states: "As a reminder, sponsors must ensure that monthly reimbursement claims are entered and submitted for payment in the CNP System by the deadline to ensure timely payment." A yellow highlighted box contains the text: "Please contact the school's assigned school nutrition team member for assistance with passwords and any other issues regarding the online system. Please do not call the help desk."

4. Click on **Application Packet**.

The screenshot shows the 'School Nutrition Programs Connecticut' interface. At the top, there are navigation tabs: Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the tabs, there is a breadcrumb trail 'Applications >' and the text 'School Year: 2023 - 2024'. The main content is a table with two columns: 'Item' and 'Description'. A red arrow points to the 'Application Packet' row in the 'Item' column.

| Item | Description |
|------------------------------------|---|
| Sponsor Manager | SNP Sponsor's Profile, Site and Hold Information |
| Application Packet | Applications Forms (Sponsor and Site) |
| Verification Report | Mandatory Annual Verification Report |
| Verification Summary | Mandatory Annual Verification Report (FNS-742) Summary |
| Food Safety Inspections | Number of Food Safety Inspections by Site |
| Food Safety Inspections Summary | Number of Food Safety Inspections by Site Summary |
| Food Service Management Contracts | Manage Food Service Management Contract and Sponsor to Sponsor Agreements |
| FFVP Grant Overview | Fresh Fruit and Vegetable Program Grant Information by Site Overview |
| FFVP Grant Allocations | Fresh Fruit and Vegetable Program Grant Allocations |
| FFVP Invitations and Approvals | Fresh Fruit and Vegetable Program Invitations and Approvals |
| FFVP Application Packet | Fresh Fruit and Vegetable Program Application Forms (SFA and Site) |
| Financial Report | School Food Annual Revenues and Expenditures Report |
| Financial Report Summary | School Food Annual Revenues and Expenditures Report Summary |
| Capital Expenditure Request Form | Capital Expenditure Request |
| Site Enrollment | Site Enrollment and Eligibility |
| Community Eligibility Provision | Enrollment and Eligibility for Community Eligibility Provision |
| USDA Waivers | USDA Waivers available for participation |
| USDA Waiver Manager Dashboard | USDA Waiver Participation, Tracking, and Reporting |
| Download Forms | Forms Available for Downloading |
| Healthy Food Certification | Healthy Food Certification |
| Healthy Food Certification Summary | Healthy Food Certification Summary |

5. Click on school year **2023-24**.

The screenshot shows the 'School Nutrition Programs Connecticut' interface with a 'Year Select' dropdown menu. The menu is open, showing a list of school years from 2023-2024 down to 2013-2014. The '2023 - 2024' option is highlighted in red and has the word 'Selected' next to it. A red arrow points to this option.

Year Select

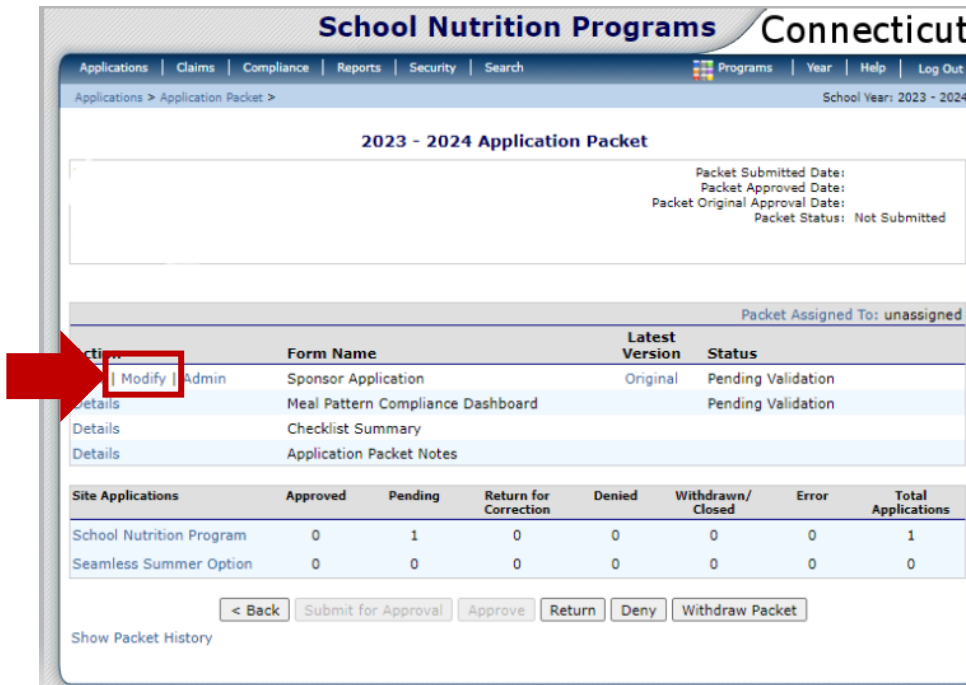
- 2023 - 2024** Selected
- 2022 - 2023
- 2021 - 2022
- 2020 - 2021
- 2019 - 2020
- 2018 - 2019
- 2017 - 2018
- 2016 - 2017
- 2015 - 2016
- 2014 - 2015
- 2013 - 2014

1 | Sponsor Agreement

6. Click on **Enroll**, then **OK**.



7. The **2023-24 Application Packet** screen will appear. To the left of **Sponsor Application**, click on **Modify**.



- 8. The **sponsor application** will open. Most of the information entered in the school year 2023-24 application will transfer over.

The screenshot displays the 'SNP Sponsor Application' interface for the 2023-2024 school year. The page header includes 'School Nutrition Programs Connecticut' and navigation links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail shows 'Applications > Application Packet >'. The main title is 'SNP Sponsor Application For School Year: 2023 - 2024'. Below the title is a large empty text area. The 'School Year Dates of Operation' section shows 'Operational Dates: Start Date: 07/01/2023 End Date: 06/30/2024'. The 'Business Administrator' section includes fields for Name (Salutation, First Name, Last Name), Email Address, Phone, Ext., Fax, and Title. The 'Street Address' section includes Address Line 1, Address Line 2, City, State (pre-filled with CT), Zip, and County. The 'Mailing Address' section has a checkbox for 'Same as the Street Address' and fields for Address Line 1, Address Line 2, City, State (pre-filled with CT), and Zip. The 'Child Nutrition Director' section has a checkbox for 'Same as the Business Administrator'. The version is noted as 'Original'.

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9. Check all information for accuracy and make edits and updates as necessary.
 - The **Authorized Representative 1 and 2** **must** be completed.
 - The **Hearing Official** **must** be completed.
 - The **Direct Certification Contact** can be left blank if the sponsor is **not** required to use the Direct Certification List.
 - The **Determining Official** can be left blank if the sponsor does **not** process free and reduced applications.
 - The **Verifying Official** can be left blank if the sponsor is **not** required to conduct verification.

10. For **Verification Method** (question 42), click on the type of verification method that the SMP sponsor intends to use during school year 2022-23.

- a. SMP sponsors participating as a **Pricing Program or Non-Pricing Program** do not collect applications and are not required to complete verification. Choose **No Verification to be Performed**.

Verification Method

42. Which type of Verification Method do you intend to use?

- Standard
- Alternate I
- Alternate II
- No Verification to be Performed



- b. SMP sponsors that participating as a **Pricing Program with the Free Milk Option** must select the verification method used. For information on the allowable types of verification methods, refer to page 83 of the USDA’s *Eligibility Manual for School Meals*.

Verification Method

42. Which type of Verification Method do you intend to use?

- Standard
- Alternate I
- Alternate II
- No Verification to be Performed



1 | Sponsor Agreement

11. For **Meals Count and Collection Procedures** (question 43), click **Yes** or **No**. All SMP sponsors will be submitting documentation for site information on money collection and point of service (milk count) systems. For more information, refer to item 3 (Site Information on Money Collection and Point-of-service Milk Count Systems for Connecticut Special Milk Programs) under “[Checklist](#).”

Meal Count and Collection Procedures

43. Have your meal counting and claiming procedures at any of your sites been revised? Yes No

12. For **Eligibility Information** (questions 44-47), if the SMP sponsor does **not** collect applications, click **NO** for all items. If the SMP sponsor does collect applications, answer questions 44-47 accordingly.

Example:

Eligibility Information

44. Does your organization use the USDA/State prototype household application? Yes No

45. Does your organization use scanned applications? Yes No

46. Does your organization use online applications? Yes No

47. Are you using a computerized system for processing free and reduced applications?
If Yes, what is the name of your computerized system? Yes No

48. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? Yes No

13. For **Certification**, click the **check box** and then click on **Save**.

Certification

I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.


13. Click on **Save**.

Comments

Internal Comments:

Comments to Sponsor:

Created By: on: 6/9/2022 2:09:52 AM



[Show Changes](#)

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY


14. Click **Finish**. The **sponsor application** is now complete. The **site application** section must now be completed (refer to [section 2](#)).

**SNP Sponsor Application
For School Year: 2023 - 2024**

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

The Application has been saved


Information entered is either incomplete or is not in compliance with the Connecticut State Department of Education Child Nutrition Programs rules and regulations. All errors listed on the form must be corrected before the Application can be processed.
You may correct the errors now by clicking '< Edit' or you may return to the Application later.




2 — Updating Site Agreements

- To start the **Site Application**, click on **School Nutrition Programs**.

| Action | Form Name | Latest Version |
|---------|-----------------------------------|----------------|
| View | ✔ Sponsor Application | Original |
| Details | Meal Pattern Compliance Dashboard | |
| Details | ✔ Checklist Summary (12) | |
| Details | Application Packet Notes | |

| Site Applications | Approved | Pending | Return for Correction | Denied | WI |
|--|----------|---------|-----------------------|--------|----|
|  School Nutrition Program | 3 | 0 | 0 | 0 | |
| Seamless Summer Option | 0 | 0 | 0 | 0 | |

- Click on **Modify** to the left of the **Site Name**.

| 2023 - 2024 Application Packet - SNP Site List | | | | | | | | | |
|--|---------------------|--------|-----|------|-----|------|-------------------------------|--|--|
| Type of Agency: Educational Institution Type of SNP Organization: Private | | | | | | | | | |
| Action | Site ID / Site Name | NSLP | SBP | ASCP | SMP | FFVP | Version / Status | | |
| | | Totals | 0 | 0 | 0 | 1 | 0 | | |
|  Modify | ABC Site | | | | X | | Original / Pending Validation | | |
| Add Site Application | | | | | | | | | |
| Total Sites Enrolled: 1 | | | | | | | | | |
| < Back | | | | | | | | | |

2 | Site Agreements

- The **SNP Site Application** screen will appear for the school that was selected. Most of the information entered in school year 2021-22 application will transfer over. **Please check all information for accuracy and make edits and updates as necessary.** Review the selected **Program Information**. Make updates as necessary. If the SMP sponsor is adding a program, please **consult with the CSDE's SMP staff person** as additional information may need to be submitted before the site can be approved.

VIEW | MODIFY

SNP Site Application
For School Year: 2023 - 2024

001 Status: Active
ABC SITE
No address on file for this year

Type of Agency: Educational Institution
Type of SNP Organization: Not Selected

Version: Original

Program Information

[Modify Program Selection](#)

Participating Program(s)
Select all that apply:

| | | |
|-------------------------------------|---|--------------|
| <input type="checkbox"/> | A. National School Lunch Program (NSLP) | CFDA #10.555 |
| <input type="checkbox"/> | B. School Breakfast Program (SBP) | CFDA #10.553 |
| <input type="checkbox"/> | C. Afterschool Snack Program (ASP) | CFDA #10.555 |
| <input checked="" type="checkbox"/> | D. Special Milk Program (SMP) | CFDA #10.556 |

[< Back](#) [Save and Continue](#)

VIEW | MODIFY

- Update the **Site Contact** information as applicable. Review the **Street Address** and update as necessary.


Site Contact

| | | | |
|-------------------|------------|------------|-----------|
| 1. Name: | Salutation | First Name | Last Name |
| 2. Email Address: | | | |
| 3. Phone: | | Ext: | Fax: |
| 4. Title: | | | |

Street Address

| | | | |
|--------------------|---------------|------|--|
| 5. Address Line 1: | | | |
| Address Line 2: | | | |
| 6. City: | | | |
| 7. State: | CT | Zip: | |
| 8. County: | Windham (008) | | |

5. Review the **Participation Information** and update as necessary.



Participation Information

9. Select Grades at this site: (Check all that apply)

| | | | | | | | |
|-------------------|--------------------------|------------|-------------------------------------|------------|-------------------------------------|-------------|-------------------------------------|
| Early Education: | <input type="checkbox"/> | 1st grade: | <input checked="" type="checkbox"/> | 5th grade: | <input checked="" type="checkbox"/> | 9th grade: | <input checked="" type="checkbox"/> |
| Head Start: | <input type="checkbox"/> | 2nd grade: | <input checked="" type="checkbox"/> | 6th grade: | <input checked="" type="checkbox"/> | 10th grade: | <input checked="" type="checkbox"/> |
| Pre-Kindergarten: | <input type="checkbox"/> | 3rd grade: | <input checked="" type="checkbox"/> | 7th grade: | <input checked="" type="checkbox"/> | 11th grade: | <input checked="" type="checkbox"/> |
| Kindergarten: | <input type="checkbox"/> | 4th grade: | <input checked="" type="checkbox"/> | 8th grade: | <input checked="" type="checkbox"/> | 12th grade: | <input checked="" type="checkbox"/> |

10. Select Site Category: Middle School ▼

11. Attendance Factor: 100.00

12. Kitchen Type: On-site Prep ▼

If Combination, identify which types:

a. **Note:** The **Attendance Factor (AF)** is the percentage of students present on any given day, averaged over a month. Calculate the AF using the formula below:

$$\frac{A-B}{A} \} \text{ AF Formula}$$

A = Enrollment x days in the month

B = Total absences for the month

2 | Site Agreements

6. Complete **Section D – Special Milk Program** (if applicable). Review program information and update as necessary.



Section D - Special Milk Program (SMP)

D1. Site Type:

D2. A. Months of Operation: (Check all that apply)

All: Jul: Aug: Sep: Oct: Nov: Dec:
Jan: Feb: Mar: Apr: May: Jun:

B. Days of the week milk is served and claimed for reimbursement: (Check all that apply)

Mon-Fri: Mon: Tue: Wed: Thu: Fri: Sat: Sun:

D3. Milk Pricing

Highest charge to children (per ½ pint):

Highest dairy cost (per ½ pint):

Bid Price:

7. Review the **D3. Milk Pricing** section of the site application. Update the bid price as necessary. SMP sponsors participating as a **Pricing with Free Milk Option** program or **Pricing without Free Milk Option** sponsor will need to update the highest charge to children (per ½ pint) and highest dairy cost (per ½ pint).

Section D - Special Milk Program (SMP)

D1. Site Type:

D2. A. Months of Operation: (Check all that apply)

All: Jul: Aug: Sep: Oct: Nov: Dec:
Jan: Feb: Mar: Apr: May: Jun:

B. Days of the week milk is served and claimed for reimbursement: (Check all that apply)

Mon-Fri: Mon: Tue: Wed: Thu: Fri: Sat: Sun:

D3. Milk Pricing

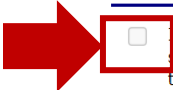
Highest charge to children (per ½ pint):

Highest dairy cost (per ½ pint):

Bid Price:

8. For **Certification**, click the **check box** and then click on **Save**.

Certification

 hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.


On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

9. Click **Save**, to save changes to the site application.


Comments

Internal Comments:

Comments to Sponsor:

 **Save** Cancel

10. Click **Finish**. The site application is now complete. The CNP System directs back to the **Site List**. Repeat steps 2-9 for each site.

 **Finish** < Edit

2 | Site Agreements

11. Once each site is updated, a list of entered sites will appear.



| Action | Site ID / Site Name | NSLP | SBP | ASCP | SMP | |
|--------|---------------------|---------------|-----|------|-----|---|
| | | Totals | 0 | 0 | 0 | 4 |
| View | ✓ ABC site | | | | X | |
| View | ✓ EFG site | | | | X | |
| View | ✓ LMN site | | | | X | |
| View | ✓ XYZ site | | | | X | |

Total Sites Enrolled: 4


3 — Checklist Summary

After the **sponsor application** and **site applications** have been saved, the CNP System will generate a checklist of items that need to be submitted with the application.

1. Click on **Details** next to **Checklist Summary**.

| Action | Form Name | Latest Version |
|---|--|----------------|
| View Modify Admin | Sponsor Application | Original |
| Details | Meal Pattern Compliance Dashboard | |
|  Details |  Checklist Summary (12) | |
| Details | Application Packet Notes | |

2. Click on **Sponsor** institution name.













| Summer Milk Program | | |
|---|-------------|-----------------|
| Type of Agency: Private Non Profit Organization Type of SNP Organization: Camp | | |
| Sponsor | Total Items | Submitted Items |
|  ABC sponsor | 12 | 0 |
| School Nutrition Programs Sites | Total Items | Submitted Items |
| XYZ site | 0 | 0 |
| 123 site | 0 | 0 |

[< Back](#)

3 | Checklist Summary

3. The SNP Checklist will list the items that must be attached to the application. These items vary based on type of program the SMP sponsor participates in, i.e., pricing with free milk option, pricing without free milk option, or non-pricing.
 - a. **Pricing without free milk option or non-pricing program:** SMP sponsors that operate as a pricing without free milk program, or a non-pricing program must upload and submit the two items below.
 1. **Policy Statement:** The Policy Statement outlines the school food authority's (SFA) responsibilities specific to the agreement to participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), and the Afterschool Snack Program, or to provide free milk under the Special Milk Program (SMP). The SFA assures the CSDE that the policy with respect to determining the eligibility of children for free milk will be uniformly implemented in all NSLPs and SBPs under its jurisdiction, as well as free milk in the SMP. The policy statement must be signed by one of the SMP sponsor's two authorized signers.
 - **Policy Statement for Free and Reduced-price Meals, Afterschool Snack Programs, and Free Milk** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Policy_Statement_Free_Reduced_Meals_ASP_Free_Milk.pdf

2. **Site Information on Money Collection and Point-of-service (POS) Milk Count Systems for Connecticut Special Milk Programs** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Site_Information_Money_Collection_Point_of_Service_Milk_Counts.pdf

| Required Forms/Documents to send to CNP | Document Submitted to CNP | Date Submitted to CNP | Document on File w/CNP | Status |
|---|--|-----------------------|--------------------------|------------------|
| Policy Statement (SIGNED) |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Meal Application and Data Management Process |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Site Information on Money Collection System and Point - of Service Meal Counting System |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Public Media Release |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Application for Free and Reduced-price School Meals or Free Milk |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Letter: Frequently Asked Questions (FAQs) (Meals or Milk) |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter (approving or denying meals or milk benefits) |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter of Direct Certification - Version 1 |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter of Direct Certification - Version 2 |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Notice of Selection for Verification of Eligibility |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Letter of Verification Results and Adverse Action for Income Households |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| SNP Upload |  <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |

Note: Due to a glitch in the SMP Checklist Item platform, sponsors participating in the pricing without free milk option or a non-pricing program must check the box for all **four documents** above, even though only two items are required to be submitted to the CSDE.

3 | Checklist Summary

- b. **Pricing with Free Milk Option:** SMP sponsors participating as a Pricing with Free Milk Option program **must submit the nine items** below. **Note:** Spanish versions of these documents that can be sent to households are available in the “[Documents/Forms](#)” section of the CSDE’s SMP webpage.
- Policy Statement:** The Policy Statement outlines the school food authority’s (SFA) responsibilities specific to the agreement to participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), and the Afterschool Snack Program, or to provide free milk under the Special Milk Program (SMP). The SFA assures the CSDE that the policy with respect to determining the eligibility of children for free milk will be uniformly implemented in all NSLPs and SBPs under its jurisdiction, as well as free milk in the SMP.
 - Policy Statement for Free and Reduced-price Meals, Afterschool Snack Programs, and Free Milk** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Policy_Statement_Free_Reduced_Meals_ASP_Free_Milk.pdf
 - Application and Data Management Process for Connecticut Special Milk Programs** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Milk_Application_Data_Management_Process.docx
 - Site Information on Money Collection and Point-of-service Milk Count Systems for Connecticut Special Milk Programs** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Site_Information_Money_Collection_Point_of_Service_Milk_Counts.pdf
 - Sample Public Media Release for Connecticut Special Milk Programs** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Public_Media_Release.docx
 - Attach the SFA’s free milk application: **2023-24 Application for Free Milk** (June 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Family_Application_Free_Milk.doc
 - Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Parent_Letter_FAQs_Milk.docx

7. Attach the SFA's parent/guardian notification letter for approving or denying milk benefits): **Parent/Guardian Notification Letter for Free Milk Eligibility in the Special Milk Program (SMP)** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Parent_Notification_Letter_Free_Milk_Eligibility.docx
8. **Special Milk Program (SMP) Parent/Guardian Notification Letter Version 1: Eligibility Established through Direct Certification Based on Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA), or Medicaid Benefits** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Direct_Certification_Parent_Notification_Letter1_SNAP_TFA_Medicaid.docx
9. **Special Milk Program (SMP) Parent/Guardian Notification Letter Version 2: Eligibility Established through Direct Certification Based on Foster Child, Homeless, Runaway, or Head Start Program Status** (August 2023):
https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Direct_Certification_Parent_Notification_Letter2_Foster_Child_Homeless_Runaway_HS.docx

All sample forms are available in the “[Documents/Forms](#)” section of the CSDE’s [Special Milk Program \(SMP\)](#) webpage.

3 | Checklist Summary



| Required Forms/Documents to send to CNP | Document Submitted to CNP | Date Submitted to CNP | Document on File w/CNP | Status |
|---|---------------------------|-----------------------|--------------------------|------------------|
| Policy Statement (SIGNED) | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Meal Application and Data Management Process | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Site Information on Money Collection System and Point - of Service Meal Counting System | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Public Media Release | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Application for Free and Reduced-price School Meals or Free Milk | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Letter: Frequently Asked Questions (FAQs) (Meals or Milk) | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter (approving or denying meals or milk benefits) | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter of Direct Certification - Version 1 | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter of Direct Certification - Version 2 | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Notice of Selection for Verification of Eligibility | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Letter of Verification Results and Adverse Action for Income Households | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| SNP Upload | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |

- Click on the **blue paperclip** to attach the requested items. In the comment section, write the name of the document being attached.

Checklist File Upload Detail

Checklist

Program: School Nutrition Programs
 Checklist Item: Policy Statement (SIGNED)














Upload Detail

1. File To Upload: No file chosen

2. Comment:

VIEW | **MODIFY** | DELETE

- After the items are attached, click the check box under the heading **Document Submitted to CNP** (the **Date** will generate).

| Required Forms/Documents to send to CNP |  | Document Submitted to CNP | Date Submitted to CNP | Document on File w/CNP | Status |
|---|---|---------------------------|-----------------------|--------------------------|------------------|
| Policy Statement (SIGNED) |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Meal Application and Data Management Process |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Site Information on Money Collection System and Point - of Service Meal Counting System |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Public Media Release |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Application for Free and Reduced-price School Meals or Free Milk |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Letter: Frequently Asked Questions (FAQs) (Meals or Milk) |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter (approving or denying meals or milk benefits) |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter of Direct Certification - Version 1 |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Parent/Guardian Notification Letter of Direct Certification - Version 2 |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Notice of Selection for Verification of Eligibility |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| Letter of Verification Results and Adverse Action for Income Households |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |
| SNP Upload |  | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | Pending Approval |

3 | Checklist Summary

6. Click **Save**.

Checklist File Upload Detail


Checklist

Program: School Nutrition Programs
Checklist Item: Policy Statement (SIGNED)

Upload Detail

1. File To Upload: No file chosen

2. Comment:



VIEW | **MODIFY** | DELETE

7. Once the items are saved, a list of checklist items will populate.

| Action | Checklist Item | Comment |
|--------|--|---------|
| View | Policy Statement (SIGNED) | |
| View | Site Information on Money Collection System and Point -of Service Meal Counting System | |

4 — Submitting the Application Packet for Approval

1. When the SMP sponsor has completed and saved the **sponsor application** and all **site applications** without errors and attached all required Checklist Items, the Application Packet can be submitted for approval. Click on **Submit for Approval**.

2023 - 2024 Application Packet

Status: Active

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

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Packet Assigned To: Terese Maineri

| Action | Form Name | Latest Version | Status |
|---|---|----------------|--------------------|
| View Modify Admin | Sponsor Application | Original | Not Submitted |
| Details | Meal Pattern Compliance Dashboard | | Pending Validation |
| Details | ➔ Checklist Summary (12) | | |
| Details | Application Packet Notes | | |

| Site Applications | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
|--------------------------|----------|---------|-----------------------|--------|----------------------|-------|--------------------|
| School Nutrition Program | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Seamless Summer Option | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

[Show Packet History](#)

< Back
Submit for Approval


Approve

Return

Deny

Withdraw Packet

2. The Application Packet has now been **submitted** and is ready for approval by the CSDE. The application can no longer be modified and will be in **View Only** mode.



The Application Packet is currently under review by the State and is unavailable for changes.

| Action | Form Name | Latest Version | Status |
|-------------------------|-------------------------|----------------|-----------|
| View | ✓ Sponsor Application | Original | Submitted |
| Details | ✓ Checklist Summary (1) | | |

| Site Applications | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
|--|----------|---------|-----------------------|--------|----------------------|-------|--------------------|
| School Nutrition Program | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| Seamless Summer Option | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

[Show Packet History](#)