

Updating the Sponsor Application for the Special Milk Program

**School Year 2024-25
(July 1, 2024, through June 30, 2025)**



Connecticut State Department of Education
(July 1, 2024)
Bureau of Child Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

July 2024

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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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 or school year. To ensure timely approval and claims submission, SMP must meet the following submission deadlines:

- SMP sponsors that operate in summer 2024: **July 15, 2024.**
- SMP sponsors that operate during the school year 2024-25: **August 30, 2024.**

For guidance on the schedule for submitting claims, refer to [CSDE operational memorandum No. 05-24: Schedule for Submitting Child Nutrition Programs \(CNP\) Monthly Claims for Reimbursement in Fiscal Year 2024.](#)

CSDE Contact Information

For questions regarding this information, please contact the Special Milk Program staff in the CSDE's Bureau of Child Programs.

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

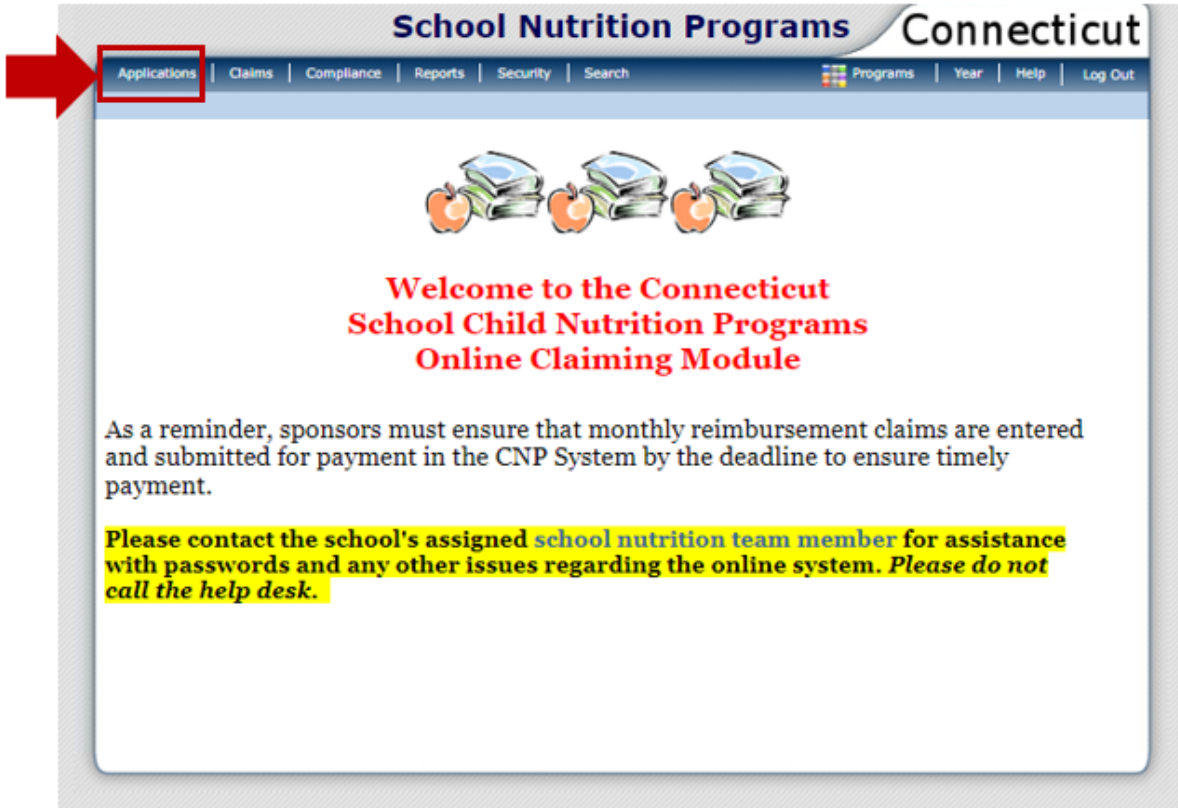
For more information, visit the CSDE's [Special Milk Program \(SMP\)](#) webpage.

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**.

The screenshot shows the login interface for the NEW Child Nutrition Programs Online System. At the top, the word "Connecticut" is displayed in a large font against a background of a blue sky with white clouds. Below this, there are three small icons of baskets of fruit. The main content area is divided into two columns. The left column contains a login form titled "Returning Users: Log On" with fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button. A red arrow points to the "Log On" button. The right column contains the text "CT State Department of Education" and "NEW Child Nutrition Programs Online System". Below this, there are three sections of text: "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.", and "Summer Food Service Program (SFSP) Sponsors: Contact Caroline Cooke for assistance." At the bottom of the right column, there is a statement: "This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer." Below the login form, there is a "Links" section with a list of links: "State Department of Education", "CACFP Resources", and "SNP Resources". At the bottom left of the page, there is a logo for "COLYAR A LINQ SOLUTION".

3. Click on **Applications**.



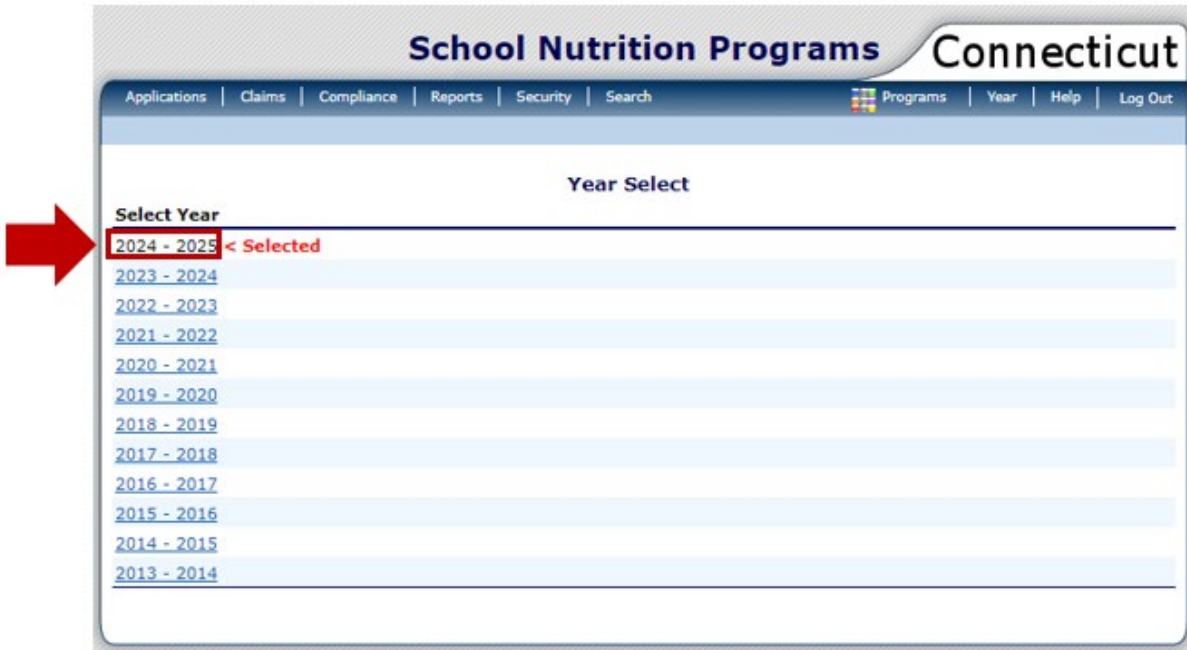
4. Click on **Application Packet**.



The screenshot shows the 'School Nutrition Programs Connecticut' website. The navigation bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Applications' menu is expanded, showing a list of items. A red arrow points to the 'Application Packet' link, which is highlighted with a red box. The table below lists various items and their descriptions.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Sponsor Summary
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 **2024-25**.

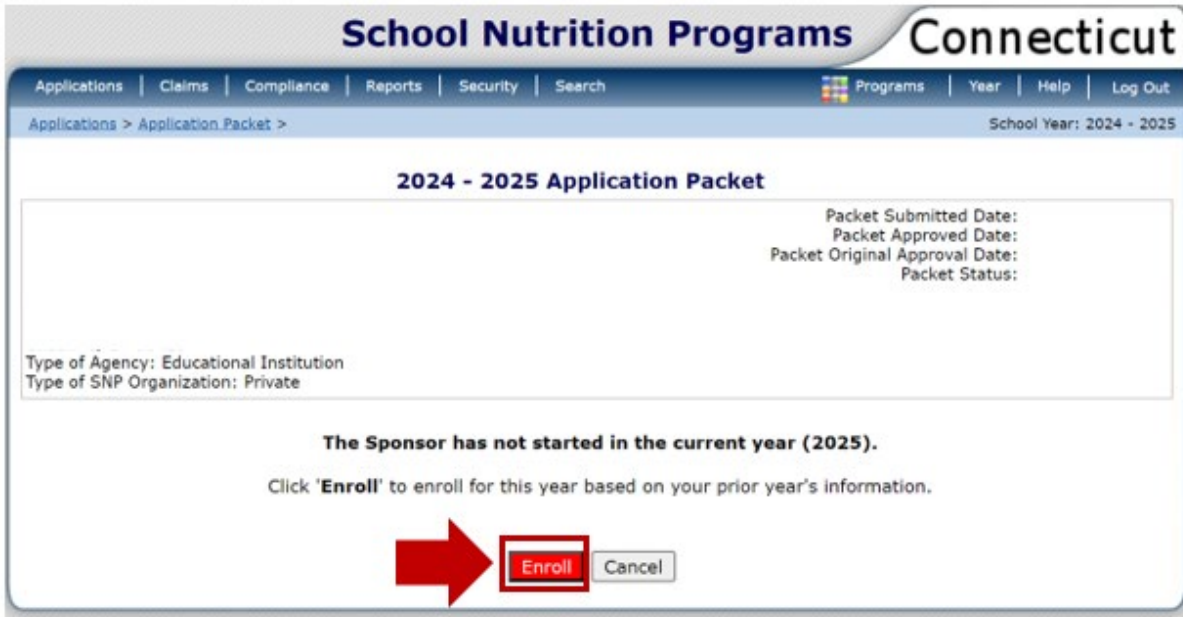


The screenshot shows the 'School Nutrition Programs Connecticut' website. The navigation bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Year Select' dropdown menu is open, showing a list of school years. A red arrow points to the '2024 - 2025' option, which is highlighted with a red box and marked as 'Selected'.

Select Year
2024 - 2025 < Selected
2023 - 2024
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 **2024-25 Application Packet** screen will appear. To the left of **Sponsor Application**, click on **Modify**.



- The **sponsor application** will open. Most of the information entered in the summer 2023 application or school year 2023-24 application will be transferred.

School Nutrition Programs Connecticut

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

Applications > Application Packet >
School Year: 2024 - 2025

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

SNP Sponsor Application For School Year: 2024 - 2025

Version: Original

School Year Dates of Operation

1. Operational Dates: Start Date: 07/01/2024 End Date: 06/30/2025

Business Administrator

	Salutation	First Name	Last Name
2. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Email Address:

4. Phone: Ext: Fax:

5. Title:

Street Address

6. Address Line 1:
 Address Line 2:

7. City:

8. State: Zip:

9. County:

- 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.

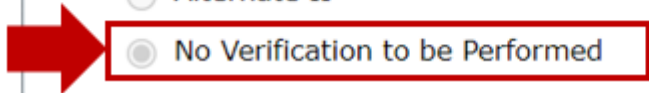
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10. For **Verification Method** (question 42), click on the type of verification method that the SMP sponsor intends to use during summer 2024 or school year 2024-25
- a. SMP sponsors participating as a **Pricing Program or Non-Pricing Program** do 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

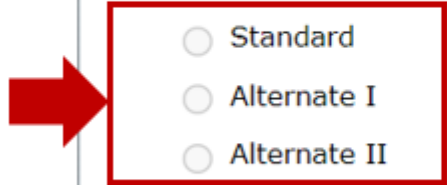


- b. SMP sponsors that participating as a **Pricing Program with the Free Milk Option** must select the verification method used. For information on the allowable types of verification methods, refer to page 83 of the USDA's [*Eligibility Manual for School Meals*](#).

Verification Method

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

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



11. For **Meal 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.

1 | Sponsor Agreement

14. 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

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

School Nutrition Programs Connecticut

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

Applications > Application Packet > School Year: 2024 - 2025

**SNP Sponsor Application
For School Year: 2024 - 2025**

The Application has been save

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**.

School Nutrition Programs Connecticut

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

Applications > Application Packet > Packet Site List - SNP > School Years: 2024 - 2025

2024 - 2025 Application Packet - SNP Site List

Action	Site ID / Site Name	NSLP	SBP	ASCP	SMP	FFVP	Version/Status
Totals		0	0	0	1	0	
View Admin					X		Original / Pending Validation

[Add Site Application](#)

Total Sites Enrolled: 1

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2 | Site Agreements

- The **SNP Site Application** screen will appear for the school that was selected. Most of the information entered in the summer 2023 application or the school year 2023-24 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** as additional information may need to be submitted before the site can be approved.

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

SNP Site Application
For School Year: 2024 - 2025

01402 Status: Active


Version: Original

Program Information

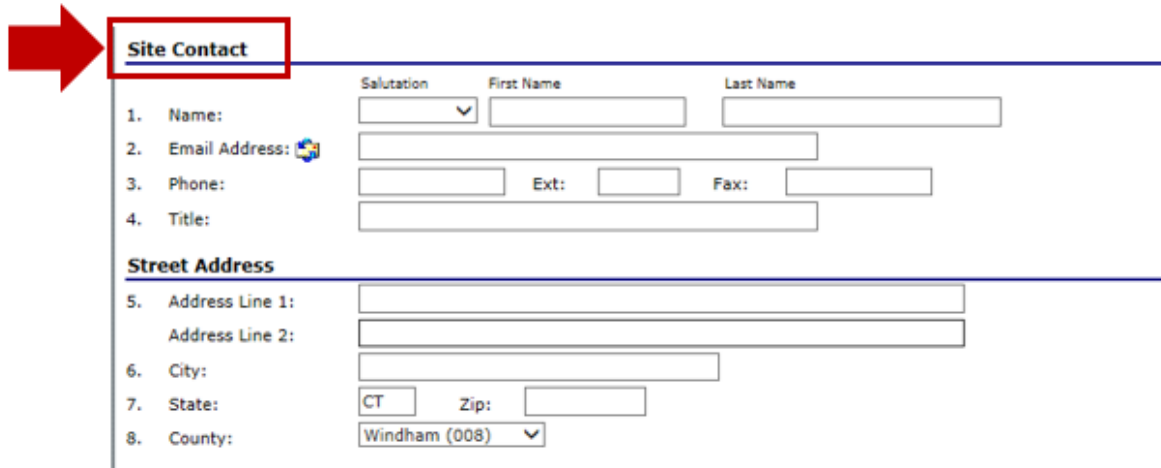
Modify Program Selection

Participating Program(s)

<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

**Site Contact****Street Address**

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



Site Contact

1. Name: Salutation [v] First Name [] Last Name []

2. Email Address: []

3. Phone: [] Ext: [] Fax: []

4. Title: []

Street Address

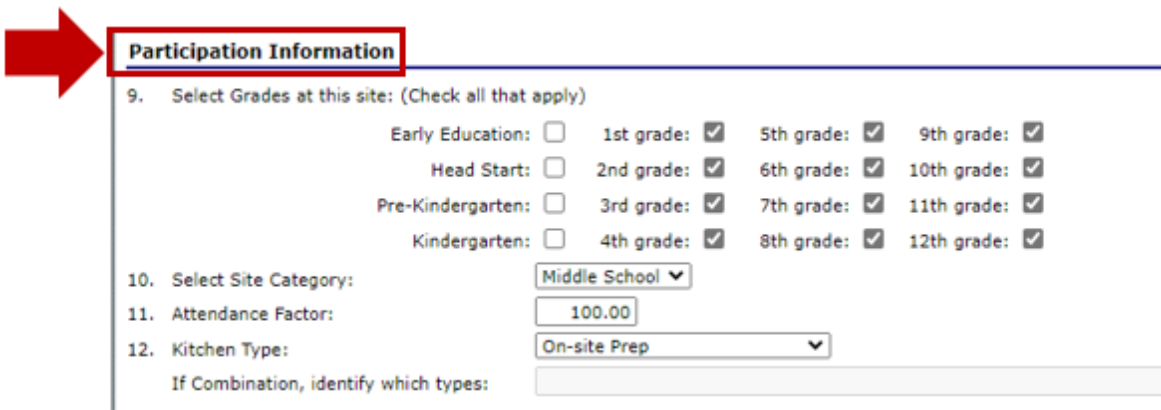
5. Address Line 1: []
Address Line 2: []

6. City: []

7. State: [CT] Zip: []

8. County: [Windham (008)]

- 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: []

- 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:

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

A = Enrollment x days in the month
B = Total absences for the month

- 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

 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.

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

Comments

Internal Comments:

Comments to Sponsor:




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.



2 | Site Agreements

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

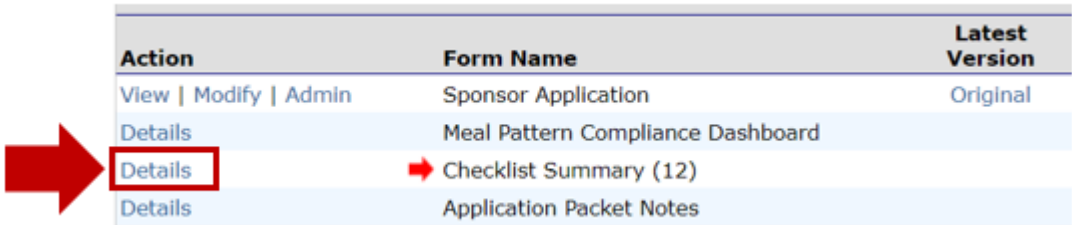
Action	Site ID / Site Name	NSLP	SBP	ASCP	SMP	
		Totals	0	0	0	4
 View	✓ ABC site				X	
View	✓ EFG site				X	
View	✓ LMN site				X	
View	✓ XYZ site				X	

Total Sites Enrolled: 4

3 — Checklist Summary

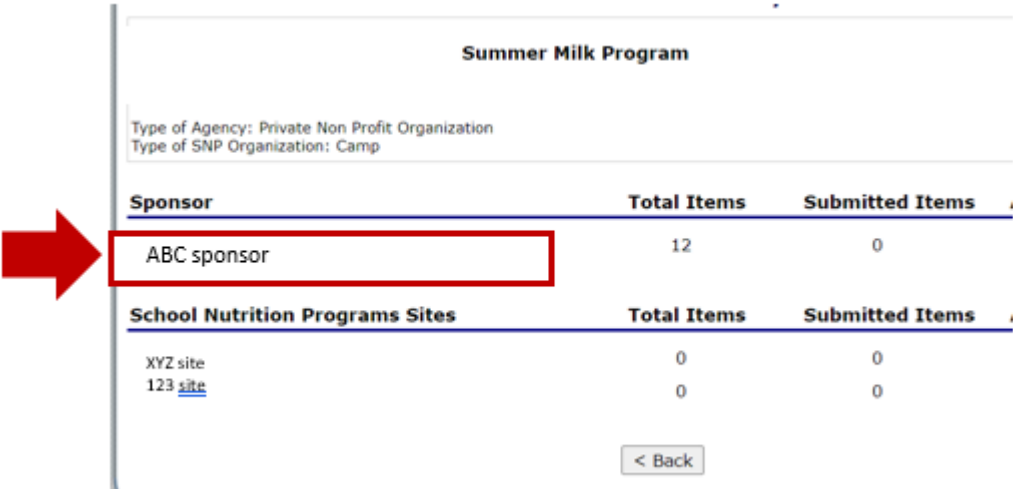
After the **sponsor application** and **site applications** have been saved, the CNP System will generate a checklist of items that need to be submitted with the application.

- 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

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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 for Free and Reduced-price Meals, Afterschool Snack Programs, and Free Milk:** 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.

o **Policy Statement for Free and Reduced-price Meals, Afterschool Snack Programs, and Free Milk:**

Note: SMP sponsors that operate in summer 2024 will use the August 2023 Policy Statement to submit with their 2024 Summer SMP online application. SMP sponsors that operate during the school year will submit the 2024-25 Policy Statement, which will be updated by the CSDE in August 2024. The CSDE will notify SMP sponsors when the 2024-25 Policy Statement is available. The Policy Statement is available in the "[Policy Statement](#)" section of the CSDE's SMP webpage.

2. **Site Information on Money Collection and Point-of-service (POS) Milk Count Systems for Connecticut Special Milk Programs** (July 2024):
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 the **first four documents** above, even though **only two items** are required to be submitted to the CSDE.

- Check the box next to each of the following four documents listed under “Required Forms/Documents to send to CNP” in the Checklist Summary screen:
 - Policy Statement
 - Meal Application and Data Management Process
 - Site Information on Money Collection and Point-of-service Milk Count System
 - Public Media Release

- Upload **only the two documents below** to the CNP System.
 - Policy Statement
 - Site Information on Money Collection and Point-of-service Milk Count System
- 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.

1. **Policy Statement for Free and Reduced-price Meals, Afterschool Snack Programs, and Free Milk:** 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.

Note: SMP sponsors that operate in summer 2024 will use the August 2023 Policy Statement to submit with their 2024 Summer SMP online application. SMP sponsors that operate during the school year will submit the 2024-25 Policy Statement, which will be updated by the CSDE in August 2024. The CSDE will notify SMP sponsors when the 2024-25 Policy Statement is available. The Policy Statement is available in the “[Policy Statement](#)” section of the CSDE’s SMP webpage.

2. **Application and Data Management Process for Connecticut Special Milk Programs** (July 2024):
https://portal.ct.gov/-/media/sde/nutrition/smp/smp_milk_application_data_management_process.docx
3. **Site Information on Money Collection and Point-of-service Milk Count Systems for Connecticut Special Milk Programs** (July 2024):
https://portal.ct.gov/-/media/sde/nutrition/smp/site_information_money_collection_point_of_service_milk_counts.pdf

























4. **Sample Public Media Release for Connecticut Special Milk Programs** (July 2024):
https://portal.ct.gov/-/media/sde/nutrition/smp/smp_public_media_release.docx
5. Attach the SFA's free milk application: **Application for Free Milk**
<https://portal.ct.gov/sde/nutrition/special-milk-program/documents/#FamilyApplication>

Note: SMP sponsors that operate a **Pricing Program with the Free Milk Option** in summer 2024 will use the 2023-24 Application for Free Milk (dated June 2023). SMP sponsors that operate during the school year will use the 2024-25 Application for Free Milk, which will be updated by the CSDE in August 2024. The CSDE will notify SMP sponsors when the 2024-25 Application for Free Milk is available.

6. **Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk** (July 2024):
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)** (July 2024):
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** (July 2024):
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** (July 2024):
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

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

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](#)

- 5. 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**.

Packet Assigned To: unassigned

Action	Attention	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](#)



4 | Submitting Application Packet

- 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