

# **Updating the Sponsor Application for the Special Milk Program**

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



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

**June 2025**

Updating the Sponsor Application for the Special Milk Program  
[https://portal.ct.gov/-/media/sde/nutrition/smp/update\\_smp\\_agreement.pdf](https://portal.ct.gov/-/media/sde/nutrition/smp/update_smp_agreement.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](mailto: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 2025: **July 15, 2025.**
- SMP sponsors that operate during the school year 2025-26: **August 30, 2025.**

For guidance on the schedule for submitting claims, refer to [CSDE Operational Memorandum No. 01-25: Schedule for Submitting Child Nutrition Programs \(CNP\) Monthly Claims for Reimbursement in Fiscal Year 2025](#).

# 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  
Terese Maineri  
[terese.maineri@ct.gov](mailto: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**.

**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.

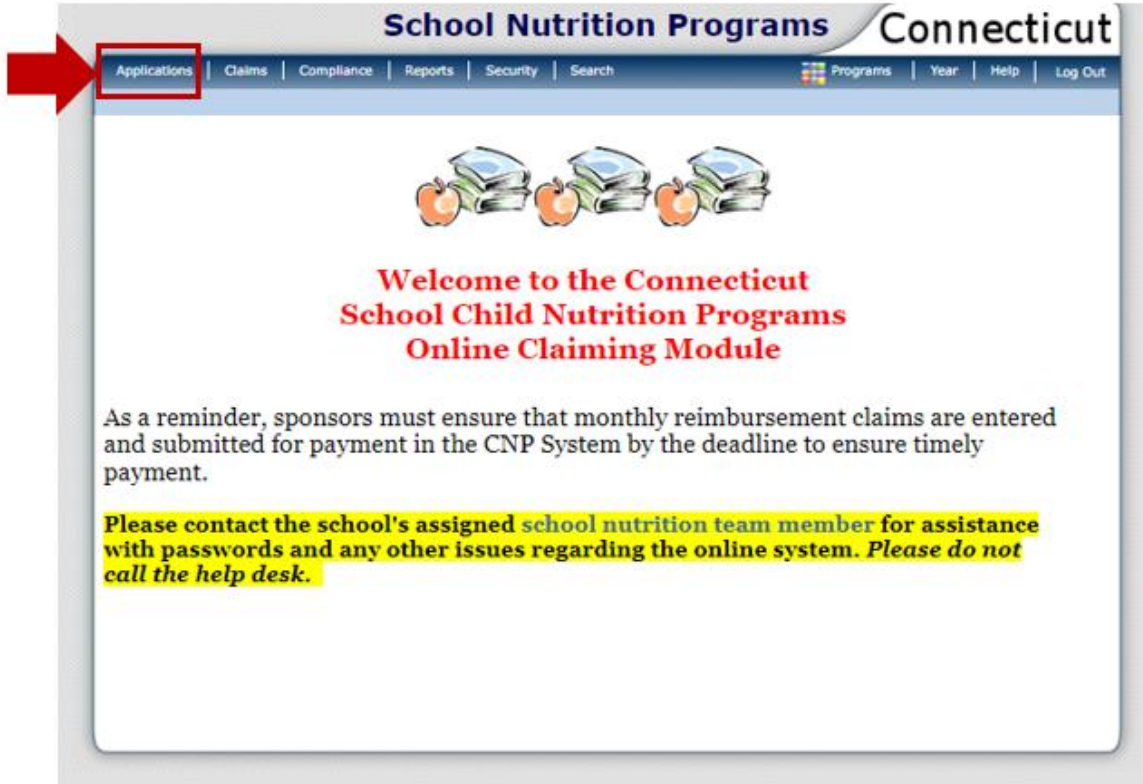
*This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.*

**Links**

- State Department of Education
- CACFP Resources
- SNP Resources

**COLYAR**  
A LINQ SOLUTION

3. Click on **Applications**.



4. Click on **Application Packet**.

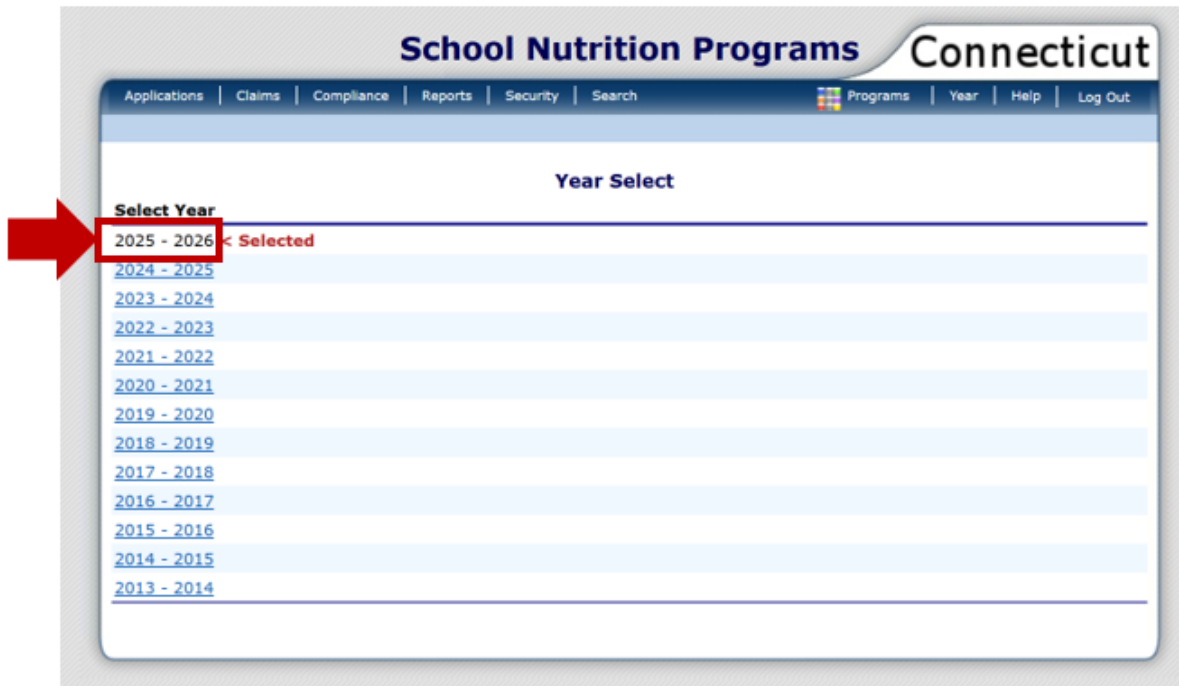


The screenshot shows the 'School Nutrition Programs Connecticut' website. The 'Applications' menu is expanded, displaying a list of items and their descriptions. A red arrow points to the 'Application Packet' link, which is highlighted with a red box.

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

## 1 | Sponsor Agreement

- Click on school year **2025-26**.



**School Nutrition Programs Connecticut**

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

**Year Select**

**Select Year**

**2025 - 2026** < Selected

[2024 - 2025](#)

[2023 - 2024](#)

[2022 - 2023](#)

[2021 - 2022](#)

[2020 - 2021](#)

[2019 - 2020](#)

[2018 - 2019](#)

[2017 - 2018](#)

[2016 - 2017](#)

[2015 - 2016](#)

[2014 - 2015](#)

[2013 - 2014](#)

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



**School Nutrition Programs Connecticut**

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

Applications > Application Packet > School Years: 2025 - 2026

**2025 - 2026 Application Packet**

Packet Submitted Date:  
Packet Approved Date:  
Packet Original Approval Date:  
Packet Status:

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

**The Sponsor has not started in the current year (2026).**  
Click 'Enroll' to enroll for this year based on your prior year's information.

**Enroll** Cancel



7. The **2025-26 Application Packet** screen will appear. To the left of **Sponsor Application**, click on **Modify**.



**School Nutrition Programs Connecticut**

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

Applications > Application Packet > School Year: 2025 - 2026

### 2025 - 2026 Application Packet

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

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

Packet Assigned To: unassigned

| Action  | Attention | Form Name                         | Latest Version           | Status             |
|---|-----------|-----------------------------------|--------------------------|--------------------|
| <a href="#">View</a> <a href="#">Modify</a> <a href="#">Admin</a> |           | Sponsor Application               | <a href="#">Original</a> | Pending Validation |
| <a href="#">Details</a>   |           | Meal Pattern Compliance Dashboard |                          | Pending Validation |
| <a href="#">Details</a>   |           | Checklist Summary                 |                          |                    |
| <a href="#">Details</a>   |           | Application Packet Notes          |                          |                    |

| Site Applications                        | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
|--|----------|---------|-----------------------|--------|-------------------|-------|--------------------|
| <a href="#">School Nutrition Program</a> | 0        | 1       | 0                     | 0      | 0                 | 0     | 1                  |
| <a href="#">Seamless Summer Option</a>   | 0        | 0       | 0                     | 0      | 0                 | 0     | 0                  |

< Back Submit for Approval Approve Return Deny Withdraw Packet

[Show Packet History](#)

## 1 | Sponsor Agreement

8. The **sponsor application** will open. Most of the information entered in the summer 2024 application or the school year 2024-25 application will be transferred.

The screenshot shows the 'School Nutrition Programs Connecticut' application interface. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The current page is 'Applications > Application Packet >'. The school year is set to '2025 - 2026'. The main heading is 'SNP Sponsor Application For School Year: 2025 - 2026'. Below this is a large empty box for a logo or image. To the right of this box are links for 'VIEW', 'MODIFY', 'DELETE', and 'INTERNAL USE ONLY', along with a 'Show Changes' button. The 'Version' is listed as 'Original'. The 'School Year Dates of Operation' section shows 'Operational Dates: Start Date: 07/01/2025 End Date: 06/30/2026'. The 'Business Administrator' section includes fields for Name (Salutation, First Name, Last Name), Email Address, Phone (with Ext. and Fax), and Title. The 'Street Address' section includes fields for Address Line 1, Address Line 2, City, State, Zip, and County.

**School Nutrition Programs Connecticut**

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

Applications > Application Packet > School Year: 2025 - 2026

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

**SNP Sponsor Application**  
**For School Year: 2025 - 2026**

Version: Original

**School Year Dates of Operation**

1. Operational Dates: Start Date: 07/01/2025 End Date: 06/30/2026

**Business Administrator**

2. Name: Salutation First Name Last Name

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:

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 summer 2025 or school year 2025-26

- 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 **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 “Pricing with Free Milk Option” on page 20 of Section 3.

### 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



14. 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.

14. Click on **Save**.

**Comments**

Internal Comments:

Comments to Sponsor:

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



**Save** Cancel

Show Changes

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

## 1 | Sponsor Agreement

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 > Packet Site List - SNP > School Year: 2025 - 2026

**SNP Site Application**  
**For School Year: 2025 - 2026**

05 Status: Active

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

The Site Application has been saved.

< Edit **Finish**

## 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 |
|--|----------|---------|-----------------------|--------|----|
|  <a href="#">School Nutrition Program</a> | 3        | 0       | 0                     | 0      |    |
| <a href="#">Seamless Summer Option</a>   | 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 Year: 2025 - 2026

2025 - 2026 Application Packet - SNP Site List

| Action  | Site ID / Site Name | NSLP | SBP | ASCP | SMP | FFVP | Version/Status                                |
|---|---------------------|------|-----|------|-----|------|---|
|   | Totals              | 1    | 1   | 0    | 1   | 0    |   |
| <a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a> |                     | X    | X   |      | X   |      | <a href="#">Original</a> / Pending Validation |

[Add Site Application](#)

Total Sites Enrolled: 1

< Back

## 2 | Site Agreements

3. The **SNP Site Application** screen will appear for the school that was selected. Most of the information entered in the summer 2024 application or the school year 2024-25 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.

**School Nutrition Programs Connecticut**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2025 - 2026

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

**SNP Site Application**  
**For School Year: 2025 - 2026**

DBA:  
No address on file for this year  
Type of Agency: Educational Institution  
Type of SNP Organization: Public

Version: Original

**Program Information**

Participating Program(s) [Modify Program Selection](#)


|                                     |                                  |        |              |
|-------------------------------------|----------------------------------|--------|--------------|
| <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**

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




4. 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:  Zip:

8. County:

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:

11. Attendance Factor:

12. Kitchen Type:

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

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

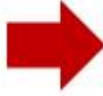
Highest charge to children (per ½ pint):

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 |
|---|-----------------------------------|----------------|
| <a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a> | Sponsor Application               | Original       |
| <a href="#">Details</a>   | Meal Pattern Compliance Dashboard |                |
| <a href="#">Details</a>   | Checklist Summary (12)            |                |
| <a href="#">Details</a>   | Application Packet Notes          |                |

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




| Summer Milk Program   |             |                 |
|---|-------------|-----------------|
| Type of Agency: Private Non Profit Organization<br>Type of SNP Organization: Camp |             |                 |
| Sponsor   | Total Items | Submitted Items |
| <a href="#">ABC sponsor</a>   | 12          | 0               |
| School Nutrition Programs Sites   | Total Items | Submitted Items |
| XYZ site  | 0           | 0               |
| 123 <a href="#">site</a>  | 0           | 0               |
| <a href="#">&lt; Back</a>   |             |                 |













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.

**Note:** SMP sponsors that operate in summer 2025 will use the August 2024 Policy Statement to submit with their 2025 Summer SMP online application. SMP sponsors that operate during the school year will submit the 2025-26 Policy Statement, which will be updated by the CSDE in August 2025. The CSDE will notify SMP sponsors when the 2025-26 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 the Special Milk Program (June 2025):

[https://portal.ct.gov/-/media/sde/nutrition/smp/site\\_information\\_money\\_collection\\_point\\_of\\_service\\_milk\\_counts.pdf](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 “Forms” section of the CSDE’s Special Milk Program (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 2025 will use the August 2024 Policy Statement to submit with their 2025 Summer SMP online application. SMP sponsors that operate during the school year will submit the 2025-26 Policy Statement, which will be updated by the CSDE in August 2025. The CSDE will notify SMP sponsors when the 2025-26 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** (June 2025):  
[https://portal.ct.gov/-/media/sde/nutrition/smp/smp\\_milk\\_application\\_data\\_management\\_process.docx](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** (June 2025):  
[https://portal.ct.gov/-/media/sde/nutrition/smp/site\\_information\\_money\\_collection\\_point\\_of\\_service\\_milk\\_counts.pdf](https://portal.ct.gov/-/media/sde/nutrition/smp/site_information_money_collection_point_of_service_milk_counts.pdf)



4. **Public Media Release for Connecticut Special Milk Programs** (June 2025):  
[https://portal.ct.gov/-/media/sde/nutrition/smp/smp\\_public\\_media\\_release.docx](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/forms#FamilyApplication>

**Note:** SMP sponsors that operate a **Pricing Program with the Free Milk Option** in summer 2025 will use the 2024-25 Application for Free Milk (dated June 2024). SMP sponsors that operate during the school year will use the 2025-26 Application for Free Milk, which will be updated by the CSDE in August 2025. The CSDE will notify SMP sponsors when the 2025-26 Application for Free Milk is available.

6. **Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk** (June 2025):  
<https://portal.ct.gov/sde/nutrition/special-milk-program/forms#ParentLetterFAQ>
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)** (June 2025):  
<https://portal.ct.gov/sde/nutrition/special-milk-program/forms#ParentLetterNotification>
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** (June 2025):  
<https://portal.ct.gov/sde/nutrition/special-milk-program/forms#ParentLetterDirectCertificationVersion1>
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** (June 2025):  
<https://portal.ct.gov/sde/nutrition/special-milk-program/forms#ParentLetterDirectCertificationVersion2>

All forms are available in the “[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 files 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             |
|---|-----------|-----------------------------------|--------------------------|--------------------|
| <a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a> |           | Sponsor Application               | <a href="#">Original</a> | Not Submitted      |
| <a href="#">Details</a>   |           | Meal Pattern Compliance Dashboard |                          | Pending Validation |
| <a href="#">Details</a>   | ➔         | Checklist Summary (12)            |                          |                    |
| <a href="#">Details</a>   |           | Application Packet Notes          |                          |                    |

| Site Applications                        | Approved | Pending | Return for Correction | Denied | Withdrawn/<br>Closed | Error | Total Applications |
|--|----------|---------|-----------------------|--------|----------------------|-------|--------------------|
| <a href="#">School Nutrition Program</a> | 0        | 1       | 0                     | 0      | 0                    | 0     | 1                  |
| <a href="#">Seamless Summer Option</a>   | 0        | 0       | 0                     | 0      | 0                    | 0     | 0                  |


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[Submit for Approval](#)
[Approve](#)
[Return](#)
[Deny](#)
[Withdraw Packet](#)

[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                  |

[< Back](#) [Submit for Approval](#) [Withdraw Packet](#)

[Show Packet History](#)