

Determining Eligibility in the School Nutrition Programs and Summer Food Service Program

Resource List for Module 1: Introduction to Application Certification and Verification

This document contains the resources highlighted in module 1 of the Connecticut State Department of Education's (CSDE) training program, *Determining Eligibility in the School Nutrition Programs and Summer Food Service Program.*

Calendar of Requirements and Activities for School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SNP_calendar.pdf

County Assignments for School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf

Determining Eligibility in the School Nutrition Programs and Summer Food Service Program ("Related Resources" section of CSDE's Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs webpage):

https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs/Related-Resources

Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs (CSDE webpage):

https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs

Eligibility Manual for School Meals (USDA):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf

Income Guidelines for Determining Eligibility for Free and Reduced-price Meals or Free Milk in the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Income_Guidelines_SNP.pdf

School Lunch Tray and Table Talk (CSDE webpage):

https://portal.ct.gov/SDE/Nutrition/School-Lunch-Tray-and-Table-Talk

Special Milk Program (SMP) Documents/Forms (CSDE):

https://portal.ct.gov/SDE/Nutrition/Special-Milk-Program/Documents

Translated Applications (USDA webpage):

https://www.fns.usda.gov/cn/translated-applications



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The CSDE's Determining Eligibility in the School Nutrition Programs and Summer Food Service Program training program consists of seven recorded modules that provide guidance on complying with the U.S. Department of Agriculture (USDA) regulations for determining a child's eligibility for free or reduced-price meals or free milk in the school nutrition programs and free meals in the Summer Food Service Program (SFSP). This training program is intended for the staff responsible for approving applications, conducting direct certification, and ensuring the accuracy of eligibility determinations through the verification process.

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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, audiotape, 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
- fax: (833) 256-1665 or (202) 690-7442; or
- email: program.intake@usda.gov

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