



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

Resource List for Module 2: Processing Applications

This document contains the resources highlighted in module 2 of the Connecticut State Department of Education's (CSDE) training program, *Determining Eligibility in the School Nutrition Programs and Summer Food Service Program*.

Application Addenda (“Documents/Forms” section of CSDE’s 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/Documents#Addenda>

Carryover versus Transfer of a Child’s Meal Eligibility in the School Nutrition Programs (CSDE):

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

Civil Rights for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs>

Civil Rights: Your Responsibilities in the School Nutrition Programs (CSDE PowerPoint):

https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_SNP_Presentation.pptx

Common Acronyms and Abbreviations for Determining Eligibility in the School Nutrition Programs and Summer Food Service Program (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Acronyms_Abbreviations_Determining_Eligibility_SNP_SFSP.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>

Determining Foster Children’s Eligibility for Free Meals or Milk in the School Nutrition Programs and Summer Food Service Program (CSDE):

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

Edit Check Forms (“Documents/Forms” section of CSDE’s Meal Counting and Claiming for School Nutrition Programs):

<https://portal.ct.gov/SDE/Nutrition/Meal-Counting-and-Claiming-for-School-Nutrition-Programs/Documents#EditCheckForms>



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Eligibility Manual for School Meals (USDA):

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

Guidance for Notifying Parents of a Child's Eligibility for Free or Reduced-price Meals (CSDE):

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

Meal Counting and Claiming for School Nutrition Programs (CSDE webpage):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Overview_Meal_Counting_Claiming_SNP.pdf

Operational Memorandum 13-22: Carryover of a Student's Eligibility for School Year 2022-23:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2022/OM13-22.pdf>

Overview of Meal Counting and Claiming Process for Connecticut School Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Meal-Counting-and-Claiming-for-School-Nutrition-Programs>

Procedures for Processing Free and Reduced-price Meal Applications with a SNAP or TFA Number (CSDE):

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

Reimbursement Rates for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Reimbursement-Rates-for-Child-Nutrition-Programs>

Sample Letter of Verification Results and Adverse Action for Income Households (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs/Documents>

USDA Memo SP 50-2011, CACFP 27-2011 and SFSP20-2011: Free and Reduced-Price Meal Applications – Requests for Additional Information:

<https://www.fns.usda.gov/cn/free-and-reduced-price-meal-applications-requests-additional-information>



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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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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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