



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

### Resource List for Module 5: Confidentiality and Disclosure

This document contains the resources highlighted in module 3 of the Connecticut State Department of Education's (CSDE) training program, *Determining in the School Nutrition Programs and Summer Food Service Program*.

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](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Acronyms_Abbreviations_Determining_Eligibility_SNP_SFSP.pdf)

Connecticut LEA Homeless Liaison Catalog (CSDE):

<https://portal.ct.gov/SDE/Homeless/Homeless-Education/How-To>

Considerations for Direct Certification with Medicaid (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Considerations\\_Direct\\_Certification\\_Medicaid.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Considerations_Direct_Certification_Medicaid.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](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Foster_Children_Eligibility_SNP_SFSP.pdf)

Direct Certification for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Direct-Certification/Documents>

Direct Certification Upload Process for Private Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Direct\\_Certification\\_Upload\\_Private\\_Schools.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Direct_Certification_Upload_Private_Schools.pdf)

Direct Certification Web Application (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Direct-Certification>



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Direct Certification with Medicaid: Steps to Consider when Working with Point-of-Sale (POS) Software Companies (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Direct\\_Certification\\_Medicaid\\_Steps\\_POS\\_Software.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Direct_Certification_Medicaid_Steps_POS_Software.pdf)

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

Important Reminders for Completing Direct Certification (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Important\\_Reminders\\_Completing\\_Direct\\_Certification.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Important_Reminders_Completing_Direct_Certification.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](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Income_Guidelines_SNP.pdf)

Module 3 Worksheet: DC or Not DC (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/Training/DeterminingEligibility/Determining\\_Eligibility\\_Worksheet\\_Module\\_3\\_DC\\_Not\\_DC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/Training/DeterminingEligibility/Determining_Eligibility_Worksheet_Module_3_DC_Not_DC.pdf)

Parent/Guardian Notification Letters (“Documents/Forms” section of CSDE’s Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs):

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

Answer Key for Module 3 Worksheet: DC or Not DC (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/Training/DeterminingEligibility/Determining\\_Eligibility\\_Worksheet\\_Module\\_3\\_DC\\_Not\\_DC\\_Answer\\_Key.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/Training/DeterminingEligibility/Determining_Eligibility_Worksheet_Module_3_DC_Not_DC_Answer_Key.pdf)



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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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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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