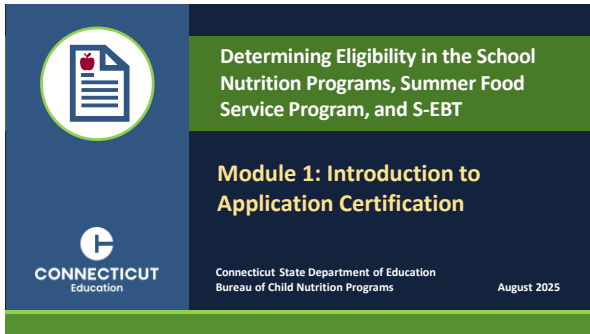


Module 1: Introduction to Application Certification



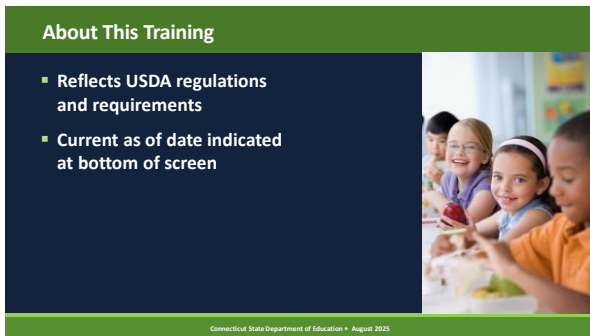
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Purpose of Training

- How to determine child's eligibility for
 - free or reduced-price meals or free milk in school nutrition programs
 - free meals in Summer Food Service Program
- How S-EBT impacts free and reduced-price eligibility for school and summer meals

2



About This Training

- Reflects USDA regulations and requirements
- Current as of date indicated at bottom of screen

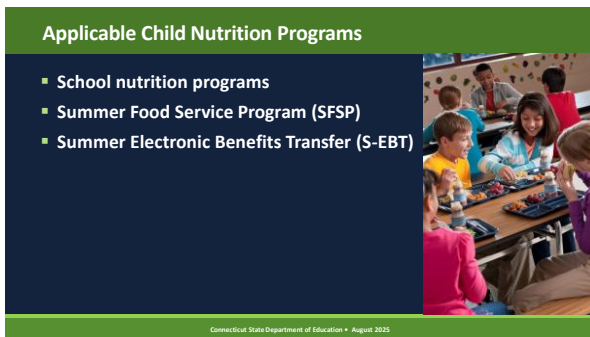
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Applies to Staff Responsible for

- Approving household applications
- Conducting direct certification

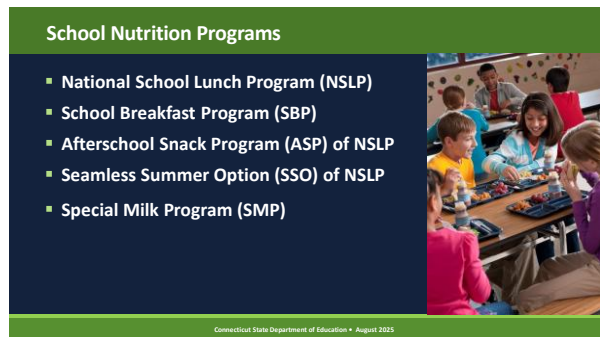
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Applicable Child Nutrition Programs

- School nutrition programs
- Summer Food Service Program (SFSP)
- Summer Electronic Benefits Transfer (S-EBT)

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School Nutrition Programs

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASP) of NSLP
- Seamless Summer Option (SSO) of NSLP
- Special Milk Program (SMP)

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Module 1: Introduction to Application Certification

Introduction to Training Modules

- Module 1: Introduction to Application Certification and Verification
- Module 2: Processing Applications
 - Part 1 – Starting the Application Process
 - Part 2 – Receiving and Processing Applications
- Module 3: Direct Certification
- Module 4: Test Your Knowledge About Processing Applications
- Module 5: Confidentiality and Disclosure

Part 3 – Reviewing Applications and Special Considerations

Part 4 – Notification, Documentation, and Final Steps

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Recommendation

- View in order

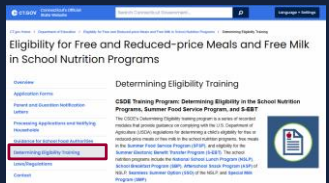


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CSDE Webpage

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/determining-eligibility-training>

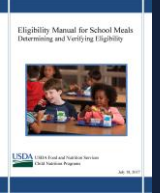
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USDA Resource

USDA's Eligibility Manual for School Meals

- Latest version dated July 18, 2017
- CSDE training modules do not cover all areas
- Sponsors must fully implement all requirements



https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/usda_eligibility_manual.pdf

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Terms to Know

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Terms to Know: Administrative Authorities



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Local Educational Agency (LEA)

A public board of education or other public or private nonprofit authority within a state that maintains administrative control of public or private nonprofit elementary or secondary schools

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School Food Authority (SFA)

The governing body that is responsible for the administration of one or more schools and has the legal authority to operate one or more of the USDA's school nutrition programs

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Sponsor


A public, private nonprofit, or for-profit organization that is approved by the CSDE to operate a USDA Child Nutrition Program

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Terms to Know: Staff



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Determining Official (DO)

Person designated by LEA to review and approve free and reduced meal or free milk applications

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Verifying Official (VO)

Person designated by LEA to conduct the verification process for selected households

- Not required for SMP

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Direct Certification Contact

Person designated by LEA to have access to the CSDE's direct certification application webpage

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Hearing Officer

Person designated by LEA to conduct a fair hearing if a parent or guardian requests it

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Quick Quiz

1. Can the determining official and verifying official be the same person?

Yes




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Quick Quiz

2. Can the determining official and verifying official also be the hearing official?


No



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Term to Know: Days



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Operating Days

Days on which reimbursable meals or free milk are provided

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Calendar Days

Number of days represented on the calendar

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Working Days

Days when school is open and teachers or school administration are on site, but the reimbursable meal or free milk service is not operating

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Terms to Know: Household Applications



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Household (HH)

A group of related or nonrelated individuals who are living as one economic unit

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Household (HH)


A group of related or nonrelated individuals who are living as one economic unit

- "Family" has same definition (7 CFR Part 245.2)

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Economic Unit

A group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit, and whose members share housing, significant income, and expenses


- Individuals residing in same house/apartment
- More than one economic unit may reside together
- Separate economic units in same residence characterized by prorating expenses and economic independence

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Module 1: Introduction to Application Certification



Income Eligibility Guidelines (IEG)

USDA guidelines that determine eligibility of participants for free and reduced-price meals or free milk in the school nutrition programs, free meals in the SFSP, and eligibility for S-EBT

- DO must use IEG to review income application and determine student's eligibility

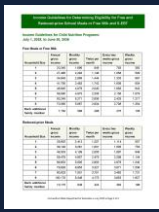
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CSDE Resource

Income Guidelines for Determining Eligibility for Free and Reduced-price School Meals or Free Milk and S-EBT



<https://portal.ct.gov/sde/nutrition/income-guidelines-for-child-nutrition-programs/income-guidelines-for-school-nutrition-programs>

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Direct Certification (DC)

The process of determining children eligible for free or reduced-price meals or free milk benefits who are not subject to verification

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Verification

Confirmation of eligibility for free or reduced-price benefits in the NSLP or SBP

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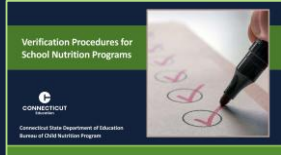
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More Information About Verification

CSDE Training Module

- Verification Procedures for School Nutrition Programs



<https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs/verification-training>

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Forms for Application Certification

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Module 1: Introduction to Application Certification

Overview of Application Certification Forms

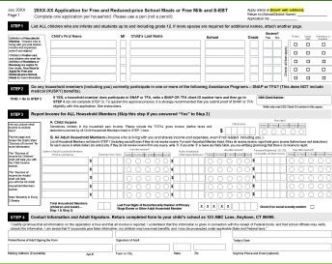
- Application for Free and Reduced-price School Meals or Free Milk
- Parent Letter: Frequently Asked Questions About Free and Reduced-price School Meals in the NSLP and SBP
- Public Media Release
- Parent/Guardian Notification Letter (approving/denying meals/milk)
- Parent/Guardian Notification Letter of Direct Certification: Version 1
- Parent/Guardian Notification letter of Direct Certification: Version 2
- Parent/Guardian Notification letter of Direct Certification: Version 3

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Family Application

- Application for Free and Reduced-price School Meals or Free Milk and S-EBT
 - CSDE's template application contains required language

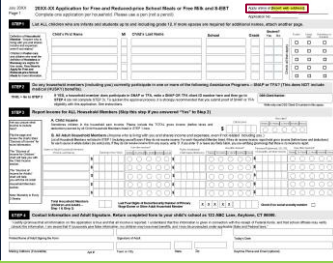


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Family Application

- Review and complete all yellow highlighted areas

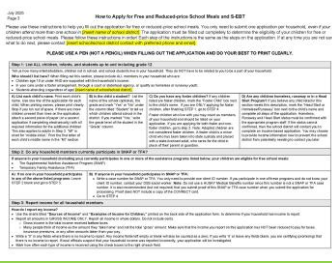


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Family Application

- Review and complete all yellow highlighted areas




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Frequently Asked Questions About Free and Reduced-price School Meals in the NSLP and SBP (FAQ Letter)

- Explains Child Nutrition Programs
- Provides pricing information
- Answers common questions




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FAQ Parent Letter for NSLP and SBP

- Includes reduced-price IEG
- Cannot include free IEG



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FAQ Parent Letter for SMP

- Includes free IEG




<https://portal.ct.gov/sde/nutrition/special-milk-program/forms#ParentLetterFAQ>

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Public Media Release

- Must send at beginning of school year
- Includes current IEG




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Public Media Release

- Must send to
 - news media outlets
 - local unemployment office
 - major employers contemplating layoffs
- Not required to pay to publish
- Update as needed




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Parent/Guardian Notification Letter for Free/Reduced-price Eligibility

- Approving/denying benefits for meals or milk
- 2 new categories for approval based on S-EBT

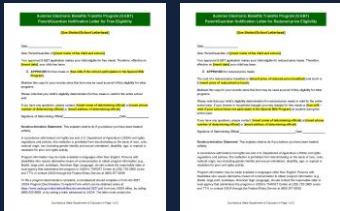


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Parent/Guardian Notification Letter for Free/Reduced-price Eligibility

- 2 S-EBT letters
 - Free
 - Reduced price



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Parent/Guardian Notification Letter

- Version 1:** Eligibility Established through Direct Certification Based on Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or
- Version 2:** Eligibility Established through Direct Certification Based on Foster Child, Homeless, Runaway, or Head Start Program Status
- Version 3:** Reduced-price Eligibility Established through Direct Certification Based on Medicaid benefits


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Module 1: Introduction to Application Certification

Parent/Guardian Notification Letter for Direct Certification: Version 1

- Eligibility Established through Direct Certification Based on Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or HUSKY A (Medicaid) Benefits




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Parent/Guardian Notification Letter for Direct Certification: Version 2

- Eligibility Established through Direct Certification Based on Foster Child, Homeless, Runaway, or Head Start Program Status




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Parent/Guardian Notification Letter for Direct Certification: Version 3

- Reduced-price Eligibility Established through Direct Certification Based on Medicaid Benefits

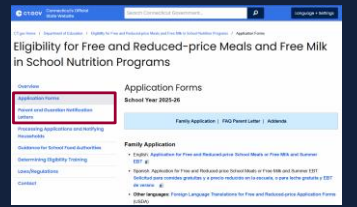


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Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs



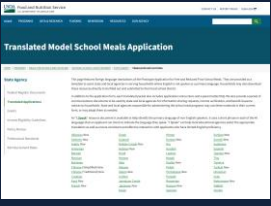
<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs>

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USDA Webpage

Translated Model School Meals Application




<https://www.fns.usda.gov/schoolmeals/model-application/translations>

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Locally Developed Forms


- Must comply with USDA regulations
 - Includes forms generated by LEA's computer software program
- Use CSDE templates
 - Compare software program forms with CSDE templates



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Resources for Managing Requirements and Deadlines

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CSDE Resource

Calendar of Requirements and Activities for School Nutrition Programs



https://portal.ct.gov/-/media/sde/nutrition/nsfp/snp_calendar.pdf

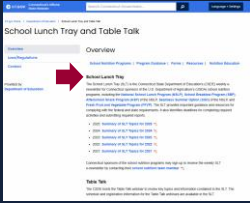
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School Lunch Tray and Table Talk

- Wednesdays



<https://portal.ct.gov/sde/nutrition/school-lunch-tray-and-table-talk>

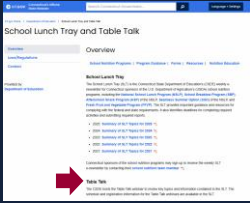
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School Lunch Tray and Table Talk

- Wednesdays



<https://portal.ct.gov/sde/nutrition/school-lunch-tray-and-table-talk>

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Questions? Contact School Nutrition Programs Staff

County	Staff
Middlesex County (Includes Regions 4, 13, and 17) Tolland County (Includes Regions 8 and 19)	Jennifer Bove 860-807-2044 • jennifer.bove@ct.gov
Fairfield County (Includes Region 9) Litchfield County (Includes Regions 1, 7, 12, 14, and 20)	Fionnuala Brown 860-807-2129 • fionnuala.brown@ct.gov
Hartford County (Includes Region 10)	Teri Dandeneau 860-807-2079 • teri.dandeneau@ct.gov
New Haven County (Includes Regions 5, 15, and 16)	Greg King 860-713-6804 • greg.king@ct.gov
New London County Windham County (Includes Region 11)	Susan Alston 860-807-2081 • susan.alston@ct.gov

<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf>

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Thanks for participating!



<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/determining-eligibility-training>

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

This institution is an equal opportunity provider.

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