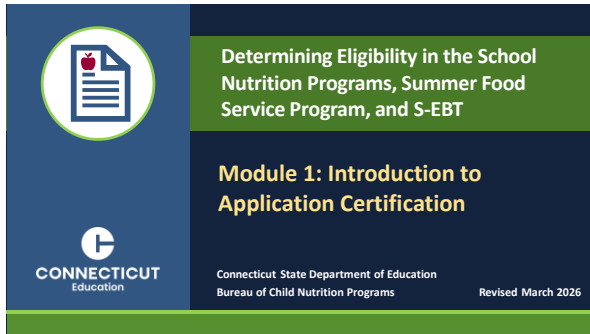


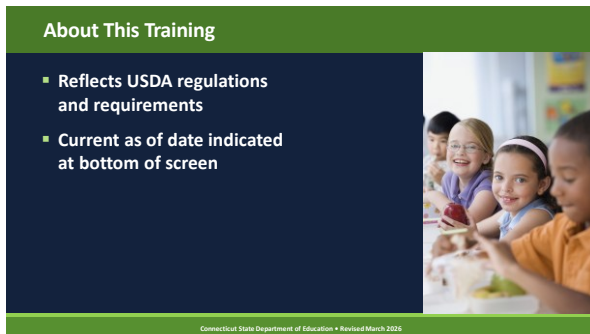
Module 1: Introduction to Application Certification



1



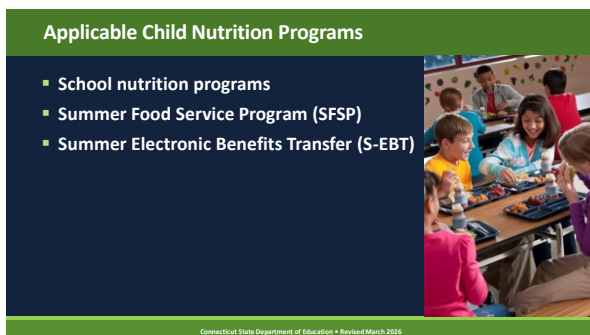
2




3



4



5



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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

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### Recommendation

- View in order

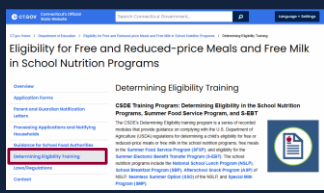


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### CSDE Webpage

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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### Objectives

- How to process applications
- How to complete direct certification
- How to ensure confidentiality and proper disclosure of eligibility
- Identify resources for guidance and training



Resources and websites are listed in the yellow bar

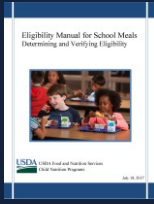
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### USDA Resource

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/nsip/forms/freered/usda\\_eligibility\\_manual.pdf](https://portal.ct.gov/-/media/sde/nutrition/nsip/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)**




**Terms to Know**

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)**



**Terms to Know**

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**




**Terms to Know**

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)**



**Terms to Know**

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 the 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 Question 1**

- Can the determining official and verifying official be the same person?

Yes




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**Quick Quiz Question 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 unrelated 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 by 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

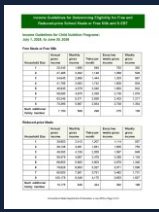
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#### CSDE Resource

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

**Terms to Know**

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#### Verification

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

**Terms to Know**

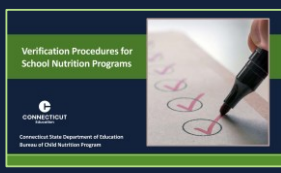
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#### More Information About Verification

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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### Overview of Application Certification Forms

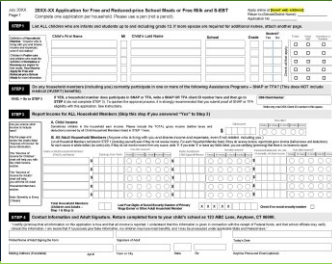
- Application for Free and Reduced-price School Meals or Free Milk
- Parent Letter: Frequently Asked Questions About Free and Reduced-price School Meals in the NSLP and SBP
- Public Media Release
- Parent/Guardian Notification Letter (approving/denying meals/milk)
- Parent/Guardian Notification Letter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

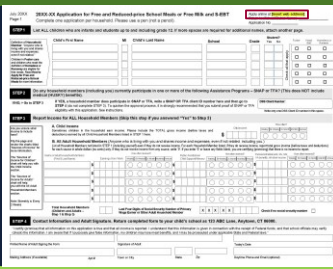


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### Review and Complete All Yellow Highlighted Areas

- Information specific to district
  - Example: For web-based applications, include web address

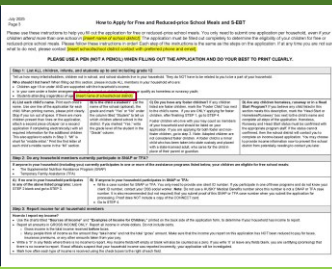


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### Example: Completing Information on Page 3

- Review and complete all yellow highlighted areas
  - Name of school/district
  - Contact with preferred phone and email
  - Name of school/district

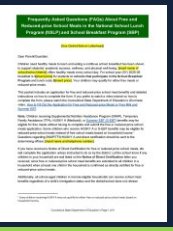


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### Frequently Asked Questions About Free and Reduced-price School Meals in the NSLP and SBP (FAQ Letter)

- 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



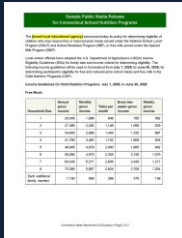
<https://portal.ct.gov/sde/nutrition/special-milk-program/forms#ParentLetterFAQ>

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### Public Media Release

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



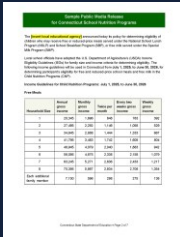
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### Must Sent Public Media Release To

- News media outlets
- Local unemployment office
- Major employers contemplating layoffs

**Not required to pay to publish**

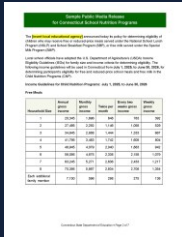


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### Update Public Media Release as Needed

- Focus on yellow highlighted areas specific to each LEA




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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

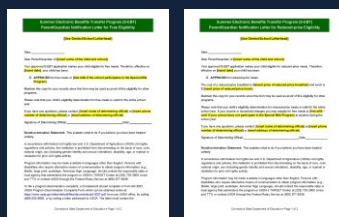


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### Two S-EBT Parent/Guardian Notification Letters for Free/Reduced-price Eligibility

- Free
- Reduced price



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### Direct Certification Parent/Guardian Notification Letters


- 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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### 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

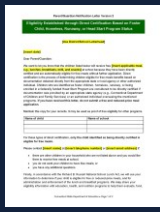


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### Parent/Guardian Notification Letter for Direct Certification: Version 2

- 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



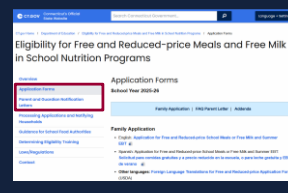
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### CSDE Webpage

“Application Forms” section and “Parent and Guardian Notification Letters” section

- CSDE’s Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs webpage



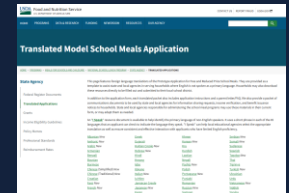
<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs>

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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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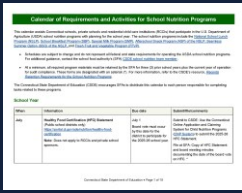
### Resources for Managing Requirements and Deadlines

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### CSDE Resource

#### Calendar of Requirements and Activities for School Nutrition Programs



[https://portal.ct.gov/-/media/sde/nutrition/nsip/snp\\_calendar.pdf](https://portal.ct.gov/-/media/sde/nutrition/nsip/snp_calendar.pdf)

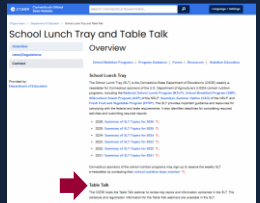
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### CSDE Webpage

#### 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 • <a href="mailto:jennifer.bove@ct.gov">jennifer.bove@ct.gov</a>
Fairfield County (Includes Region 9) Litchfield County (Includes Regions 1, 7, 12, 14, and 20)	Fionnuala Brown 860-807-2129 • <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>
Hartford County (Includes Region 10)	Teri Dandeneau 860-807-2079 • <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>
New Haven County (Includes Regions 5, 15, and 16)	Greg King 860-713-6804 • <a href="mailto:greg.king@ct.gov">greg.king@ct.gov</a>
New London County Windham County (Includes Region 11)	Susan Alston 860-807-2081 • <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a>

<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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Module 1: Introduction to Application Certification

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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, 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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