

Meal Application and Data Management Process for Connecticut School Nutrition Programs

School Year 2024-25

Complete and attach this form to the local educational agency's (LEA) policy statement. Upload this form with the LEA's policy statement to the Connecticut State Department of Education's (CSDE) [Child Nutrition Program \(CNP\) Online Application and Claiming System](#). **Do not mail a hard copy of this form to the CSDE.**

LEA name: _____ Agreement number: _____

1. Does your LEA use web-based applications? **Note:** A web-based application is part of a software program that allows the parent/guardian to complete and submit the entire application online and therefore avoid using the paper application.

No

Yes: The CSDE's document, [Requirements Before Implementing Web-based Applications](#), has been reviewed. Indicate the software program being used and who is responsible for ensuring that the web-based application is updated annually and complies with the federal regulations.

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5. Indicate the LEA's procedures for the disclosure of children's free and reduced-price eligibility information (refer to the CSDE's form, [Disclosure Release Request for Free or Reduced Eligibility Status of Students in the School Nutrition Programs](#)). Indicate parties and organizations to whom you provide free milk eligibility data. **The LEA must review and comply with the U.S. Department of Agriculture (USDA) disclosure requirements (7 CFR 245.6 (f-k)).**

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For more information, visit the CSDE's [Meal Counting and Claiming for School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nspl/forms/mealcount/meal_application_data_management_process_snp.pdf.

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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

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