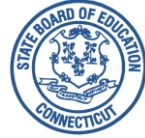





STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs Including the Special Milk Program

FROM: John D. Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 18, 2019

SUBJECT: Operational Memorandum No. 03-19
Eligibility for the Supplemental Nutrition Assistance Program (SNAP) and Free School Meals and Free Milk

The Connecticut State Department of Education (CSDE) recently provided guidance to school food authorities (SFAs) regarding free or reduced-price school meal eligibility for furloughed federal employees. That correspondence is attached for your reference.

Connecticut has another route to free school meals for families impacted by the federal shutdown. Eligibility for free school meals may be obtained through participation in SNAP, administered by the State Department of Social Services (DSS). Students in families receiving SNAP or living in households with a SNAP recipient can be directly certified for free school meals. The CSDE matches SNAP data with students attending Connecticut schools through our Direct Certification process, and then notifies schools of each student's subsequent eligibility for free school meals.

Therefore, the CSDE encourages SFAs to share information about SNAP with families, especially furloughed employees and others whose income has been impacted by the federal shutdown. Additional information that can be shared with families is available in the CSDE's handout, [Addendum C: Information on the Supplemental Nutrition Assistance Program \(SNAP\)](#). A Spanish version of this handout, [Anexo C: Información Sobre el Programa Asistencial de Nutrición Suplementaria \(SNAP\)](#), is also available.

Questions may be directed to your CSDE school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> Fairfield County (Includes Region 9) Litchfield County (Includes Regions 1, 6, 7, 12, and 14) 	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none"> Hartford County (Includes Region 10) Middlesex County (Includes Regions 4, 13, and 17) 	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none"> New Haven County (Includes Regions 5, 15, and 16) 	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
<ul style="list-style-type: none"> New London County Tolland County (Includes Regions 8 and 19) Windham County (Includes Region 11) 	Susan Alston susan.alston@ct.gov 860-807-2081

JDF:jff

Attachment

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

From: CSDEChildNutritionPrograms <CSDEChildNutritionPrograms@ct.gov>
Sent: Friday, January 11, 2019 11:19 AM
Subject: Furloughed Federal Employees and Free/Reduced Eligibility
Importance: High

Sent on Behalf of John D. Frassinelli, Bureau Chief

We have received questions about how households of furloughed federal employees should be treated for purposes of determining eligibility for school meals. Please see USDA's guidance below. Questions may be directed to your [state technical support person](#).

Q. Can households of furloughed employees be approved for free or reduced price school meal benefits? Should they be removed from the program when the furlough is over?

A. The income eligibility guidelines for free and reduced price school meals are based on annual income. While there is no prohibition on households with furloughed employees applying for benefits during a furlough, school food authorities (SFAs) should manage the application process in a manner which reflects their unique circumstances. During the furlough period, these households may not have information on the duration of the furlough or its ultimate impact on household income. Therefore, it is reasonable for SFAs to remind households that free or reduced price eligibility is intended to reflect actual annual income. School districts should urge any families who are approved for free or reduced-price meals based on their reduced income during a furlough period to terminate their free/reduced price status should the economic hardship they had anticipated due to the furlough be remedied by a return to work and/or restoration of pay for the furlough period.

In addition, families should be made aware that if they are selected for verification later in the school year, they will be required to produce documentation of actual income for the application month. School districts may choose to verify applications "for cause" if they have specific information indicating that the information on the application is not accurate.

Please note: This e-mail box is *not monitored*; therefore any replies sent to this address will not be answered. Any questions regarding this correspondence *must be directed to your state CNP technical support person found at <https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>*.

CSDE

Connecticut State Department of Education
Office of Student Supports and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs

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