




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the School Child Nutrition Programs (including the Special Milk Program)

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

**DATE:** October 7, 2019

**SUBJECT:** Operational Memorandum No. 02-20  
Reminder Regarding Local Educational Agency (LEA) Responsibilities toward Limited English Proficiency (LEP) Households

This memorandum serves as a reminder to local educational agencies (LEA) of their responsibilities to LEP households (i.e. English Learners). LEAs must provide sufficient notice to households of free language assistance services for individuals with LEP. The Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 1-17](#) provides important information regarding English Learners in Connecticut. The memorandum outlines the LEA's responsibilities for ensuring that its free and reduced-price applications (both paper and web-based) along with other materials (e.g., the notification letter, application instructions, notices of verification, etc.) are available in a language that the LEP household can understand. While LEAs are not required to make online application tools available in all languages, the U.S. Department of Agriculture (USDA) encourages LEAs to ensure that language barriers do not prevent individuals with LEP from navigating the site.

In addition to providing free and reduced-price application materials in appropriate languages, LEAs must also ensure that qualified and competent interpreters, who understand confidentiality requirements at the program level, are available and being consistently used. Bilingual staff members who communicate with individuals with LEP, or who serve as interpreters or translators, should be assessed and receive regular training on proper interpretation and translation techniques, ethics, specialized terminology, and other topics as needed. Without regular assessment and training, bilingual staff may not be able to provide the language access services necessary to ensure that individuals with LEP have meaningful access to the LEA's program.

If a LEA cannot meet its language assistance service's needs, it can contract with language assistance services providers. These providers must have qualified and competent translators and interpreters. The cost of these services are an allowable expense to the nonprofit school food service account in accordance with 2CFR §200.459 professional service costs.

LEAs should use the CSDE’s document, *Taglines and Providing Meaningful Access to the Child Nutrition Programs*, to develop taglines to communicate with parents and guardians within the school district or institution. The tagline helps to inform the English Learner parent/guardian (in their spoken language) of who to contact within the district or institution if they need language assistance services.

Please share this memorandum with district administrators to ensure compliance with the federal and state regulations.

Questions may be directed to your CSDE school nutrition consultant.

<b>CSDE Consultants for School Nutrition Programs</b>	
<b>County</b>	<b>Consultant</b>
<ul style="list-style-type: none"> <li>All counties: Special Milk Program</li> </ul>	Terese Maineri <a href="mailto:terese.maineri@ct.gov">terese.maineri@ct.gov</a> 860-807-2145
<ul style="list-style-type: none"> <li>Fairfield County (includes Region 9)</li> <li>Litchfield County (includes Regions 1, 6, 7, 12, and 14)</li> </ul>	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> 860-807-2129
<ul style="list-style-type: none"> <li>Hartford County (includes Region 10)</li> <li>Middlesex County (includes Regions 4, 13, and 17)</li> </ul>	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> 860-807-2079
<ul style="list-style-type: none"> <li>New Haven County (includes Regions 5, 15, and 16)</li> </ul>	Jackie Schipke <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a> 860-807-2123
<ul style="list-style-type: none"> <li>New London County</li> <li>Tolland County (includes Regions 8 and 19)</li> <li>Windham County (includes Region 11)</li> </ul>	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> 860-807-2081

JDF:saa

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