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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

TO: Food Service Managers and Directors  
Child Nutrition Programs Claims Officials  
Business Managers

FROM: Laurie M. Colgan, State Director, Child Nutrition Programs

DATE: August 19, 2010

SUBJECT: Renewals for the 2010- 2011 School Year

Each year, every school food authority, which may be a school or multi-school district, Residential Child Care Institution or Special Milk Program that participates in Child Nutrition Programs must renew their agreement for participation in the program using the on-line system. There are several steps to this renewal process. Please complete all of the following so that we can approve your participation in Child Nutrition Programs in time for you to submit the claim for reimbursement for your first month of operation. Carefully reading and following the instructions will reduce errors and save time having to go back into the system to re-do some of the work.

Instructions are included for the Password Verification and Request Form, the Online School Renewal Process, and Completing the Financial Information.

**Step One: Complete the Password Verification and Request Form.**

Mail this form to Child Nutrition Programs. We will be verifying and updating our list of Authorized Signers. Please complete the enclosed form and return it. We will not be able to approve your new agreement until we have received it, even if there are no changes.

**Step Two: Complete the On line SFA Agreement and Site Agreement(s)**

Refer to the manual for instructions.

**Step Three: Complete the On Line Financial Information Form**

The financial information is required by the program regulations in order to evaluate the program's net cash resources. For public schools, Supervisory Union Business Managers have been asked to complete the form. Private schools and RCCIs will need to designate someone to develop the data and/or complete the on-line form. Special Milk Programs are exempt from this requirement. The financial form needs to be completed as soon as possible and NOT LATER than September 15.

**The on-line agreement will not be approved until the Financial Information has been completed.**

### **Free and Reduced Price Meal Applications/ Eligibility Forms**

The forms and applications were posted on the Vermont Department of Education website - [http://education.vermont.gov/new/html/pgm\\_nutrition/school\\_nutrition/program\\_info.html](http://education.vermont.gov/new/html/pgm_nutrition/school_nutrition/program_info.html). Trainings are being held through the Learning Network of Vermont, a video conference service, in late August and September to review processes for approval and verification of free and reduced price meal applications. For more information regarding these trainings and to register, please follow this link: [http://creator.zoho.com/cheryl\\_4.3.68/application-approval-verification-training/#Form:Introduction](http://creator.zoho.com/cheryl_4.3.68/application-approval-verification-training/#Form:Introduction)

The *Eligibility Manual for School Meals* and *Vermont Appendix 2010- 2011* was also posted on the web.

### **Direct Certification**

The list of students who have been directly certified as eligible for free meals based on 3SquaresVT (Food Stamp) participation is available on the Student Census web site. The person at your school responsible for submitting the student census has access to the web site and the report. Contact your school registrar for the updated list each month.

**NEW: The Direct Certification information will be updated each month by the Department of Children and Families.** Each school should check the website monthly to determine if new names have been added to the list and to ensure that the master list of eligible children remains current.

### **Reimbursement Rates**

The rates for 2010 - 2011 have been posted on the Child Nutrition website. You can also find current rates under the Claims tab of the CNP web system.

Enclosures:

Password Verification and Request Form  
School Renewal Manual