



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the School Child Nutrition Programs – including Special Milk Sponsors

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

**DATE:** August 9, 2016

**SUBJECT: Operational Memorandum No. 7-16**  
Addendum C – Information on the Supplemental Nutrition Assistance Program (SNAP)

Attached is the updated school year 2016-17 version of the Connecticut State Department of Education's (CSDE) [Addendum C – Information on the Supplemental Nutrition Assistance Program \(SNAP\)](#). Effective July 1, 2015, Public Act No. 15-215 – *An Act Concerning Various Revisions and Additions to the Education Statutes* mandates that local educational agencies (LEAs) must notify parents and guardians about the SNAP. This information was outlined in [Operational Memorandum No. 36-15](#).

Public Act No. 15-215 states that “*each local and regional board of education shall use the information about the supplemental nutrition assistance program pursuant to the Food and Nutrition Act of 2008, **provided by the department** pursuant to subsection (a) of this section, to provide notice to the parents or guardians of students about said supplemental nutrition assistance program.*”

While LEAs are encouraged to provide a link to Addendum C on the district's Web site (clearly labeled that the link provides information regarding SNAP benefits), LEAs must also notify parents and guardians by:

- providing a hard copy of Addendum C with the free and reduced-price materials at the beginning of the school year, or
- sending an electronic version of Addendum C and/or providing a Web link to Addendum C on the LEA Web site in an e-mail notification to all parents and guardians within the LEA.

The link to Addendum C is [www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/Forms/AddC.pdf](http://www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/Forms/AddC.pdf).

Some LEAs have asked if they can substitute SNAP information provided by outreach agencies in lieu of issuing the CSDE's Addendum C. Public Act No. 15-215 specifies that the LEAs must use information “*provided by the department.*” LEAs are encouraged to extend their efforts by utilizing an outreach organization's SNAP promotional information, but must use the CSDE's Addendum C form.

Questions may be directed to your school nutrition consultant.

| <b>Consultants for School Nutrition Programs</b>                                                                                                                                                                                                                 |                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>County</b>                                                                                                                                                                                                                                                    | <b>Consultant</b>                                                                                                          |
| <ul style="list-style-type: none"> <li>• Fairfield County (Includes Regions 1, 6, 7, 12 and 14)</li> <li>• New London County (Lebanon, Ledyard, Lisbon, Lyme, Montville, New London and North Stonington)</li> </ul>                                             | <p>Fionnuala Brown<br/> <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a><br/>           860-807-2129</p> |
| <ul style="list-style-type: none"> <li>• Hartford County (Includes Region 10)</li> <li>• New London County (Bozrah, Colchester, East Lyme, Franklin, Griswold and Groton)</li> </ul>                                                                             | <p>Teri Dandeneau<br/> <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a><br/>           860-807-2079</p>    |
| <ul style="list-style-type: none"> <li>• Middlesex County (Includes Regions 4, 13 and 17)</li> <li>• New London County (Voluntown and Waterford)</li> <li>• Tolland County (Includes Regions 8 and 19)</li> <li>• Windham County (Includes Region 11)</li> </ul> | <p>Susan Alston<br/> <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a><br/>           860-807-2081</p>          |
| <ul style="list-style-type: none"> <li>• New Haven County (Includes Regions 5, 15 and 16)</li> <li>• New London County (Norwich, Old Lyme, Preston, Region 18, Salem, Sprague and Stonington)</li> </ul>                                                         | <p>Jackie Schipke<br/> <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a><br/>           860-807-2123</p>    |

JF:tdd

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](#) Web page.