




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

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

DATE: June 19, 2017

SUBJECT: **Operational Memorandum No. 9-17**
Important Updates for Sponsor and School Information Including Changes for Private Schools

If a sponsor is closing permanently, a letter indicating the sponsor is closing and the date of the closure must be sent by the **authorized representative** to the Connecticut State Department of Education (CSDE). Additionally, if schools have any changes to the Child Nutrition Programs (CNPs) for next school year, the district/school must notify Avis Kelly **in writing** no later than **July 15, 2017**. **Please do not send an e-mail.** Examples of changes include:

- private schools where the parish has merged with another parish and there is a name change and/or change in the federal employee identification number (FEIN);
- public schools that have had name changes;
- new schools that are opening;
- schools that are merging under an existing sponsor name; and
- schools that are closing permanently.

The letter should include the following information:

- the changes occurring;
- the schools impacted by the changes; and
- the start and final date of operation (if applicable).

Note that some changes may require that a new Agreement (ED-099) with the CSDE be signed and approved before the school can continue operating the CNPs in school year 2017-18.

All letters must be sent to the attention of John Frassinelli, Bureau Chief, with a **copy to Avis Kelly** at the following address:

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

Questions regarding school openings and closures may be directed to Avis Kelly at 860-807-2013 or avis.kelly@ct.gov.

JDF:tdd
cc: Avis Kelly

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.