

**Complying with Healthy Food Certification (HFC)**



**Module 6: Fundraisers**

 Connecticut State Department of Education  
Bureau of Child Nutrition Programs

Revised August 2024

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**Introduction to Training Modules**

- **Module 1 Introduction to Training Modules and HFC**
- **Module 2 HFC Requirements**
- **Module 3 Connecticut Nutrition Standards (CNS)**
- **Module 4 Evaluating Foods for CNS Compliance**
- **Module 5 Laws for Foods and Beverages in HFC Schools**
- **Module 6 Fundraisers**

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**CSDE Resource**

**Healthy Food Certification (HFC)**

**Related Resources section**



<https://portal.ct.gov/sde/nutrition/healthy-food-certification/related-resources>

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**Module Topics and Key Messages**



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**Module Topics**

- Introduction to fundraisers
- Overview of state and federal laws that apply to fundraisers
- Three categories of allowable fundraisers
- Compliant and noncompliant foods
- Compliant and noncompliant beverages
- Tickets, coupons, and similar items
- Orders and distribution on school premises
- Fundraiser catalogs, fliers, and similar promotions
- Suggested donations for foods and beverages
- Bake sales
- Candy and gum
- Compliance strategies
- Knowledge Check: Allowable Fundraisers
- Summary of fundraiser requirements
- Resources

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**Key Messages About Fundraisers**

- Cannot sell noncompliant foods unless meet exemption criteria
- Cannot sell noncompliant beverages unless meet exemption criteria
- Fundraisers must comply with other state laws for competitive foods
- State laws apply regardless of when students will receive or consume foods and beverages



**All fundraisers must comply**

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**Introduction to Fundraisers**



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**Fundraisers**

Any activities conducted by any school-related or outside organization or group on school premises, during which **money or its equivalent\*** is exchanged for the purchase of a product in support of the school or school-related activities

**Terms to Know**

\* Coupons, tickets, tokens, and similar items

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**Types of Fundraisers**

- Students pay money to obtain foods and beverages



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**Types of Fundraisers**

- Tickets and similar items redeemable for foods and beverages
- Offer foods and beverages for a suggested donation
- Place orders and receiving distribution on school premises




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**Types of Food and Beverages**

- Compliant foods and beverages
- Noncompliant foods and beverages



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**Compliant Foods**

Foods that meet the Connecticut Nutrition Standards (CNS)

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**Compliant Beverages**  
Beverages that meet the requirements of the state beverage statute (C.G.S. Section 10-221q) and USDA's Smart Snacks beverage standards

**Terms to Know**

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**Overview of Laws that Apply to Fundraisers in HFC Public Schools**

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**Overview of Laws that Apply to Fundraisers**

- HFC (C.G.S. Section 10-215f)
- CNS (C.G.S. Section 10-215e)

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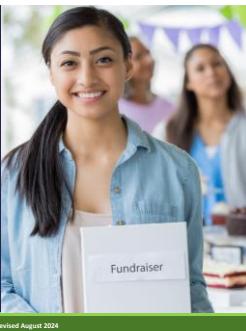
**Overview of Laws that Apply to Fundraisers**

**Beverage Requirements**

- Beverages (C.G.S. Section 10-221q)
- All times
- Smart Snacks beverage standards (81 FR 50131)
- School day

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**Overview of Laws that Apply to Fundraisers**

**State Statute**

- Nutritious and low-fat foods (C.G.S. Section 10-221p)
  - Applies during school day

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**Overview of Laws that Apply to Fundraisers**

**State Competitive Foods Regulations**

- Section 10-215b-1: Selling and giving certain foods
- Section 10-215b: Accrual of income

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## Module 6: Fundraisers

**Allowable Fundraisers Category 1**

Sales of compliant foods and beverages to students on school premises

**Commercial Products**

- CSDE's List of Acceptable Foods and Beverages webpage

**Foods Made from Scratch**

1. Accurate standardized recipe
2. Completed CNS worksheet

<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

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**Allowable Fundraisers Category 1**

Sales of compliant foods and beverages to students on school premises

- Reminder: CNS applies to serving with accompaniments

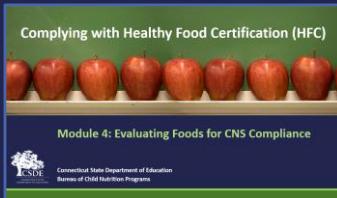
**Food item + Accompaniments**



<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

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**More Guidance**

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**Allowable Fundraisers Category 1**

Sales of compliant foods and beverages to students on school premises

- During School Day
- C.G.S. Section 10-221p requires nutritious and low-fat foods



<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

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**Allowable Fundraisers Category 1**

Sales of compliant foods and beverages to students on school premises

**CNPs Operating**

- Section 10-215b-23 requires nonprofit school food service account (NSFSA) must receive gross income



<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

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**Example: How Section 10-215b-23 Applies to Fundraisers Selling Compliant Foods and Beverages While CNPs Operate**

- NSLP operates from 11:00 AM – 1:00 PM
- Fundraiser sells compliant cookies during lunch period



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## Module 6: Fundraisers

**Allowable Fundraisers Category 2**

Sales of noncompliant foods and beverages to students at location of an event on school premises after school day or on the weekend

**If CNPs Operating**

- Must meet state competitive foods regulations
  - Section 10-215b-1 prohibits sales of candy, coffee, tea, and soft drinks
  - Section 10-215b-23 requires NSFSA must receive gross income

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**Example: How State Regulations Apply to Fundraisers at Events Occurring While CNPs Operate**

- ASP operates from 4:30 – 5:30 PM
- Fundraiser sells foods and beverages during soccer game (event) from 4:00 – 6:00 PM



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**Example: How State Regulations Apply to Fundraisers at Events Occurring While CNPs Operate**

- ASP operates from 4:30 – 5:30 PM
- Fundraiser sells foods and beverages during soccer game (event) from 4:00 – 6:00 PM
- Section 10-215b-23 requires NSFSA account must receive gross income from all foods and beverages sold to students from 4:00 – 6:00 PM



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**Allowable Fundraisers Category 3**

Orders for noncompliant foods and beverages off school premises (fundraiser catalogs)

**Distribution Procedures**

- Parents pick up at school
- Pick-up location is off school premises
- Students pick up at event after school day or on weekend, when CNPs are not operating

Must clearly indicate pick-up policy

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**Exemptions for Noncompliant Foods and Beverages**

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**Requirements for Noncompliant Foods and Beverages**

1. Board of education (BOE) votes to allow exemptions
2. Sales meet exemption criteria of state HFC and beverage statutes



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## Module 6: Fundraisers

**Three Exemption Criteria**

1. The sale is in connection with an event occurring after the end of the regular school day or on the weekend
2. The sale is at location of the event
3. The foods are not sold from a vending machine or school store



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**Event**

An occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity

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**Terms to Know****School Day**

The period from midnight before to 30 minutes after the end of the official school day

**School Day**

The period from midnight before to 30 minutes after the end of the official school day

- Includes summer school programs
- Applies to half days

**Terms to Know****Terms to Know**

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**Example of School Day**

- School ends at 3:00 PM
- School day = midnight through 3:30 PM
- After school day = 3:31 PM through 11:59 PM



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**Location**

The same place where the event is being held

**Terms to Know**

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**Terms to Know**

**Location**  
The same place where the event is being held

**Example:** Location of a soccer game is the **field** where the soccer game is played

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**Summary of Requirements for Noncompliant Foods and Beverages**

- Must meet the three exemption criteria
- Additional laws apply depending on when fundraisers operate

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**Tickets and Similar Items**

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**Tickets and Similar Items Redeemable for Foods and Beverages**

- Same as selling foods and beverages

**Examples**

- Coupons
- Tokens
- Gift cards
- Entertainment books



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**Tickets and Similar Items Redeemable for Foods and Beverages**

**Cannot sell to students unless**

- BOE votes to allow exemptions
- Sales meet exemption criteria of state HFC and beverage statutes



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**Example of Noncompliant Fundraiser**

- Monday during school day  
School club sells tickets to students on school premises
- Friday after school day  
Students can exchange tickets at school for candy bars



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## Fundraiser Orders and Distribution on School Premises

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## Fundraiser Orders and Distribution on School Premises

- Students place **orders** for foods and beverages on school premises
- Students **receive** foods and beverages on school premises



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## Timing of Distribution and Consumption

- State laws apply regardless of when students will receive or consume foods and beverages
  - Precooked foods  
Frozen pies, cakes, cookie dough, pizza
  - Bulk products  
Boxes or bags of candy, cookies, popcorn kernels, gourmet coffee and tea, hot chocolate packets



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## Example 1: Fundraiser Orders and Distribution on School Premises

Students place order during first week of September for doughnuts that they will receive during second week of September

Not Allowed



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## Example 2: Fundraiser Orders and Distribution on School Premises

Students order boxes of frozen cookie dough on school premises, which is distributed to students on school premises

- Boxes of cookie dough do not comply with CNS
- Fundraiser is not eligible for food exemptions



Not Allowed

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## Options for Allowable Fundraiser Orders on School Premises

Name	Number of Boxes			
	Chocolate chip	Oatmeal raisin	Sugar	Double chocolate
1	1	1	1	1
2	1			
4		1	1	
	2	1	1	

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## Module 6: Fundraisers

**Options for Allowable Fundraiser Orders on School Premises**

1. Orders are only for compliant foods/beverages
2. Students order noncompliant foods/beverages at events that meet exemption criteria
3. Students pick up noncompliant foods/beverages at events that meet exemption criteria



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**Options for Allowable Fundraiser Orders on School Premises**

1. Orders are only for compliant foods/beverages
2. Students order noncompliant foods/beverages at events that meet exemption criteria
3. Students pick up noncompliant foods/beverages at events that meet exemption criteria



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**Option 1: Orders are Only for Compliant Foods and Beverages**

- All foods meet CNS
- All beverages meet state beverage statute and Smart Snacks beverage standards

<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

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**Option 1: Orders are Only for Compliant Foods and Beverages**

- Students may order foods and beverages on school premises
- Fundraiser may deliver foods and beverages to students on school premises

<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

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**Option 1: Orders are Only for Compliant Foods and Beverages****Example      Allowed**

- Fundraiser on school premises collects student orders and money for snack foods on CSDE's List of Acceptable Foods and Beverages
- Students receive these foods on school premises later in the week



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**Option 1: Orders are Only for Compliant Foods and Beverages****Other Applicable Laws**

If orders occur while CNPs are operating	If distribution of foods is during school day
Section 10-215b-23 of state competitive foods regulations	C.G.S. Section 10-221p <ul style="list-style-type: none"> <li>▪ Low-fat dairy foods or fresh or dried fruit must be available for sale to students when food orders are distributed</li> </ul>



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## Module 6: Fundraisers

**Option 2: Students Order Noncompliant Foods/Beverages at Events Meeting Exemption Criteria**

- Fundraiser may **deliver** noncompliant foods and beverages to students anywhere on school premises



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**Option 2: Students Order Noncompliant Foods/Beverages at Events Meeting Exemption Criteria****Example      Allowed**

- Fundraiser located at school concert (event) in evening takes student orders and money for noncompliant cupcakes
- Cupcakes are delivered to students on school premises the next week during the school day



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**Option 2: Students Order Noncompliant Foods/Beverages at Events Meeting Exemption Criteria****Other Applicable Laws****If orders occur while CNPs are operating**

## State competitive foods regulations

- Section 10-215b-1: Students cannot order candy, coffee, tea, or soft drinks
- Section 10-215b-23: Income must accrue to NSFSA



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**Option 3: Students Pick Up Noncompliant Foods/Beverages at Events Meeting Exemption Criteria**

- Students may **order** foods and beverages on school premises at any time



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**Option 3: Students Pick Up Noncompliant Foods/Beverages at Events Meeting Exemption Criteria****Example      Allowed**

- Fundraiser on school premises during school day takes student orders and money for candy bars
- Candy bars will be picked up by students in a few weeks at open house held at school in evening



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**Fundraising Catalogs, Fliers, and Similar Promotions for Sales Off School Premises**

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**Fundraising Catalogs, Fliers, and Similar Promotions**

- Students may sell noncompliant foods and beverages off school premises
- Students may bring orders and money to school
- But students cannot pick up noncompliant foods and beverages at school



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**Sale**

Exchange of a determined amount of **money or its equivalent** (such as coupons, tickets, tokens, and similar item) for foods and beverages

**Terms to Know**

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**Sale on School Premises =**

Exchange of



for



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**Example of Noncompliant Fundraiser Catalog Sales**

- Students take orders off school premises for frozen cakes, boxes of cookies, and bags of gourmet coffee
- Students bring orders and money to school
- Students pick up foods and beverages at school for distribution to customers



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**Example of Noncompliant Fundraiser Catalog Sales**

- Students take orders off school premises for frozen cakes, boxes of cookies, and bags of gourmet coffee
- Students bring orders and money to school
- Students pick up the foods and beverages at school for distribution to customers

**Not Allowed**

- Foods do not comply with CNS
- Coffee does not comply with state beverage statute

**Sales = exchange of money or its equivalent for foods and beverages**

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**Options for Allowable Fundraisers with Catalog Sales Off School Premises**

- Change ordering or pick-up procedure so students are not bringing money to school and picking up noncompliant foods and beverages at school

**Contact CSDE for assistance**

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**Option 1: Parents Pick Up Noncompliant Foods/Beverages At School**

- Students take orders off school premises and bring orders and money to school
- Must clearly indicate pick-up policy



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**Option 2: Students Pick Up Noncompliant Foods/Beverages at Event Meeting Exemption Criteria**

- Students take orders off school premises and bring orders and money to school



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**Option 3: Online Orders of Noncompliant Foods/Beverages**

- Students may pick up foods and beverages at school for delivery to customers



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**Option 4: Pick-up Location for Noncompliant Foods/Beverages is Off School Premises**

- Students may bring orders and money to school

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**Suggested Donations to Receive Foods or Beverages**



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**Suggested Donations to Receive Foods or Beverages**

- Same as selling
- Example  
A charity fundraiser on school premises offers students a noncompliant cookie for making a donation



Not Allowed



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**Options for Allowable Fundraisers with Suggested Donations**

**1. Offer only compliant foods**

- Use CSDE's List of Acceptable Foods and Beverages webpage



<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

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**Options for Allowable Fundraisers with Suggested Donations**

**2. Conduct fundraiser at location of event that occurs after school day or on weekend**

- **Example**  
A fundraiser on school premises located at a school concert (event) in the evening offers students a candy bar for donating to a local



**Allowed**

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**Requirements for Bake Sales**

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**Bake Sales**

- Must always comply with CNS
- Includes foods intended to be brought home
- Could sell noncompliant foods to students if located at event after school day or on weekend

**Not eligible for exemptions**



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**Bake Sales**

- CNS does not apply to
  - bake sales to adults
  - bake sales off school premises



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**Requirements for Candy Sales**

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**Examples of Candy (includes Sugar Free)**

- Chocolate
- Candy bars
- Chocolate-covered nuts and fruits
- Hard candies and lollipops
- Caramels, taffy, and licorice
- Jelly candies, e.g., gumdrops, gummies, and jelly beans
- Breath mints



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**Requirements for Candy Sales**

- Fundraisers cannot sell candy to students on school premises unless sales meet three requirements
  1. BOE voted to allow food exemptions
  2. Sales meet exemption criteria of state HFC statute
  3. Event cannot occur while any CNPs are operating



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**Requirements for Gum Sales**

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**Requirements for Gum Sales (Regular and Sugar-free)**

- Gum = food
- Cannot be sold to students on school premises unless sales meet two requirements
  1. BOE voted to allow food exemptions
  2. Sales meet exemption criteria of state HFC statute



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**Requirements for Gum Sales (Regular and Sugar-free)**

- If event occurs while CNPs are operating, Section 10-215b-23 of state competitive foods regulations applies
  - NSFSA must receive fundraiser's gross income



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**Requirements for Coffee, Tea, and Soft Drinks**

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## Module 6: Fundraisers

## Requirements for Sales of Coffee, Tea, and Soft Drinks

- Fundraisers cannot sell coffee, tea, and soft drinks to students on school premises unless sales meet three requirements
  - BOE voted to allow beverage exemptions
  - Sales meet exemption criteria of state beverage statute
  - Event cannot occur while CNPs are operating



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## Compliance Strategies for Fundraisers



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## Reminder About HFC Compliance

- HFC funding requires CNS compliance
- District's procedures for competitive foods must include process to ensure all fundraisers comply with HFC requirements and other state laws



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## Compliance Strategies for Fundraisers

- Implement districtwide fundraiser approval process
- Communicate fundraiser requirements to all fundraiser coordinators



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1: Implement Districtwide Fundraiser Approval Process

## Two Elements

- Identify district/school point person
- Develop fundraiser approval form



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## CSDE Resource

## Sample Fundraiser Form for Healthy Food Certification (HFC)



[https://portal.ct.gov/-/media/sde/nutrition/hfc/sample\\_fundraiser\\_form\\_hfc\\_introduction.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/sample_fundraiser_form_hfc_introduction.pdf)

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## Module 6: Fundraisers

**2: Communicate Requirements to all Fundraiser Coordinators**

- School-related groups
- Entities outside district that sell foods to students on school premises
- New staff



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**2: Communicate Requirements to all Fundraiser Coordinators**

**Training and Resources**

- Use this module
- CSDE's HFC webpage
  - Requirements for Food and Beverage Fundraisers in HFC Public Schools
  - List of Acceptable Foods and Beverages webpage

<https://portal.ct.gov/sde/nutrition/healthy-food-certification/related-resources>

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**Knowledge Check: Allowable Fundraisers**

- Decide if fundraiser is allowed



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**1: Fundraiser Catalog**

- Students use a fundraiser catalog to sell cakes, pies, candy, and cookie dough to customers off school premises
- Students deliver food orders and money to school
- When foods arrive two months later, students pick up the foods at school and bring them home for distribution to customers

**Is fundraiser allowed?**

Yes  No



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**1: Fundraiser Catalog**

**Possible Modifications**

- Parents pick up foods at school
- Distribute food items on school premises at location of event held after school day or on weekend
- Distribute food items at location off school premises
- Conduct online fundraiser (foods ordered online and picked up at school)



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**2: Candy Bar Sales**

- 30 minutes after school ends, a school club sets up tables in the hallway to sell candy bars to students

**Is fundraiser allowed?**

Yes  No



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## Module 6: Fundraisers

**2: Candy Bar Sales****Possible Modifications**

- Sell candy bars at location of event held after school day or on weekend
- Sell candy bars at location off school premises
- Conduct online fundraiser (candy bars ordered online and picked up at school)



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**3: Bake Sale at Football Game**

- Parent volunteers hold a bake sale to raise money for the high school football team

- The bake sale occurs during football game that starts 1 hour after school and is located next to football field

**Is fundraiser allowed?**

Yes  No



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**4: Cookies Comply with CNS**

- Student club sells cookies as a fundraiser during school day
- The cookies are on CSDE's List of Acceptable Foods and Beverages webpage



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**Is fundraiser allowed?**

Yes  No

- Must comply with C.G.S. Section 10-221p (nutritious low-fat foods)
- If CNPs are operating, must comply with state competitive food regulations

**5: Cookie Sales After School Day**

- 30 minutes after school ends, a student group sells noncompliant cookies to raise money for class trip

- Sales occur in the cafeteria, while a soccer game is played on the school's soccer field

**Is fundraiser allowed?**

Yes  No



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**5: Cookie Sales After School Day****Possible Modifications**

- Sell cookies at location of the event, i.e., the soccer field
- Sell cookies that comply with the CNS
- Sell cookies at location off school premises
- Conduct online fundraiser (cookies ordered online and picked up at school)



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**6: Pie Sales to School Staff**

- Student group sells pies to school staff on school premises during school day

**Is fundraiser allowed?**

Yes  No



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#### 7: Doughnut Sales on Election Day

- The town uses a school building to conduct voting on Election Day when school is not in session
- Volunteers sell doughnuts to adults and students at the voting site

Is fundraiser allowed?  
 Yes  No

Election day = event



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#### 8: Gift Cards for Foods and Beverages

- During the school day on school premises, a student sports team sells gift cards that are redeemable for foods and beverages at local businesses

Is fundraiser allowed?  
 Yes  No



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#### 8: Gift Cards for Foods and Beverages

##### Possible Modifications

- Sell gift cards at location of event held after school day or on weekend
- Sell gift cards off school premises
- Conduct online fundraiser (gift cards ordered online and picked up at school)
- All foods that can be purchased with gift cards comply with CNS and all beverages comply with state beverage statute



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#### 9: Holiday Candy Grams

- A student club sells candy grams for a holiday
- Students order and pay for candy that will be given to another student several days later

Is fundraiser allowed?  
 Yes  No



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#### 9: Holiday Candy Grams

##### Possible Modifications

- Order candy on school premises at location of event held after school day or on weekend
- Distribute candy on school premises at location of event held after school day or on weekend
- Conduct online fundraiser (candy ordered online)



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#### 10: Pancake Breakfast

- A school club sells tickets to a family pancake breakfast that will take place on school premises in the morning before school starts

Is fundraiser allowed?  
 Yes  No

Example: School ends at 3:00 PM

School day = Midnight through 3:30 PM

After school day = 3:31 PM through 11:59 PM



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#### 10: Pancake Breakfast

##### Possible Modifications

- Schedule on weekend or as “breakfast for dinner” after school day
- Hold pancake breakfast off school premises



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#### Summary of Fundraiser Requirements

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#### Summary of Fundraiser Requirements Compliant Foods and Beverages

Compliant foods and beverages	Sales to students
<ul style="list-style-type: none"><li>Foods meet CNS</li><li>Beverages meet state beverage statute and Smart Snacks</li></ul>	Allowed anytime if comply with <ul style="list-style-type: none"><li>Section 10-215b-23 of state competitive foods regulations (income accrual)</li><li>C.G.S Section 10-221p (nutritious low-fat foods)</li></ul>

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#### Summary of Fundraiser Requirements Noncompliant Foods and Beverages

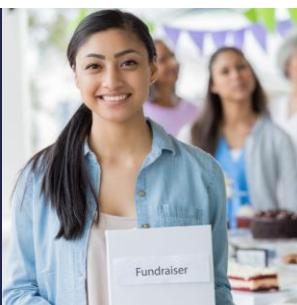
Noncompliant foods and beverages	Sales to students
<ul style="list-style-type: none"><li>Foods do not meet CNS</li><li>Beverages do not meet state beverage statute and Smart Snacks</li></ul>	Not allowed unless <ol style="list-style-type: none"><li>BOE voted to allow exemptions</li><li>Sales meet exemption criteria</li><li>If occur while CNPs operate, must comply with competitive foods regulations</li></ol>

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#### Important Reminder

- Many fundraisers do not meet exemption criteria of state HFC and beverage statutes
- Can only sell compliant foods and beverages



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#### Requirements for Fundraisers that Do Not Meet Exemption Criteria

##### Foods must comply with CNS

- Commercial products
- Foods made from scratch

##### Beverages must comply with

- State beverage statute
- Smart Snacks beverage standards



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**Requirements for Fundraisers that Do Not Meet Exemption Criteria**

<b>Foods must comply with CNS</b>	<b>Beverages must comply with</b>
▪ Commercial products	▪ State beverage statute
▪ Foods made from scratch	▪ Smart Snacks beverage standards

**Must evaluate all foods and beverages for compliance before selling to students**

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**Local School Wellness Policy (LSWP) Requirements**

- Schools may have additional locally determined requirements for fundraisers
  - Check with district's school wellness policy coordinator

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**Local School Wellness Policy (LSWP) Requirements**

- More guidance



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**Resources**



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**CSDE Resource**

**Requirements for Food and Beverage Fundraisers in HFC Public Schools**



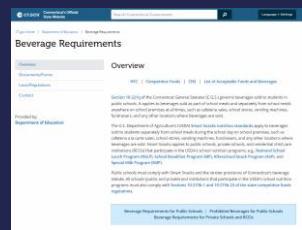
[https://portal.ct.gov/-/media/sde/nutrition/hfc/fundraiser\\_requirements\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/fundraiser_requirements_hfc.pdf)

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**CSDE Webpage**

**Beverage Requirements**



<https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards>

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## CSDE Resource

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**Healthy Food Certification**

**CSDE Website**

**Healthy Food Certification (HFC)**

**Related Resources**

**CSDE Training Program: Complying with Healthy Food Certification**

**CSDE Training Program: Complying with Healthy Food Certification**

**Related Resources**

**CSDE**

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## Questions?

A photograph of a row of red apples arranged on a white shelf against a dark green wall. The apples are ripe and have small stems. The lighting highlights the texture of the apple skin.

- Contact CSDE's HFC coordinator or school nutrition programs staff

<https://portal.ct.gov/sde/nutrition/healthy-food-certification/contact>

<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf>

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## Module 6: Fundraisers



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-9992.pdf>, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).

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