

Meal Pattern Exemption Request Form for Residential Child Care Institutions in the National School Lunch Program

The U.S. Department of Agriculture's (USDA) meal patterns for the National School Lunch Program (NSLP) include different daily and weekly amounts of the food components for three age/grade groups (K-5, 6-8 and 9-12). In accordance with the flexibilities allowed by [USDA Memo SP 38-2012: Residential Child Care Institutions Exception for Safety if Serving Multiple Age/Grade Groups](#) and [CSDE Memo 48-2013: Extending Flexibility for Residential Child Care Institutions \(RCCIs\) in the National School Lunch Program \(NSLP\)](#), the USDA allows residential child care institutions (RCCIs) to serve the meal pattern for the **highest age/grade group in residence to all students** (all age/grade groups) when the RCCI meets either of the conditions below.

- **Exemption condition 1:** The RCCI meets the following three criteria: 1) is a juvenile detention or correctional facility; 2) consists of more than one age/grade group; and 3) has legitimate safety concerns or state juvenile justice laws or regulations related to offering meals with varying amounts of food within the same meal period.
- **Exemption condition 2:** The RCCI is **not** a juvenile detention or correctional facility but can demonstrate operational limitations to separating age/grade groups and can show legitimate safety concerns if students are served meals with different portion sizes.

Eligible RCCIs may request a meal pattern exemption by emailing this completed form to their [school nutrition team member](#) at the Connecticut State Department of Education (CSDE).

Part 1 – Sponsor Information

Name of institution: _____

Agreement number: _____

Address: _____

City: _____ State: _____ Zip code: _____

1. Type of institution (Check one)

- Juvenile detention center
- Correctional facility
- Not a juvenile detention center or correctional facility

2. Exemption condition (Check the condition that applies to the above named RCCI)

- Exemption condition 1:** The RCCI meets the following three criteria: 1) is a juvenile detention or correctional facility; 2) consists of more than one age/grade group; and 3) has legitimate safety concerns or state juvenile justice laws or regulations related to offering meals with varying amounts of food within the same meal period.

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Exemption condition 2: The RCCI is **not** a juvenile detention or correctional facility but can demonstrate operational limitations to separating age/grade groups and can show legitimate safety concerns if students are served meals with different portion sizes.

Part 2 – Exemption Documentation

In compliance with the USDA's meal pattern exception requirements, the above-named institution is requesting an exemption to the NSLP meal pattern, as defined by the Healthy, Hunger-Free Kids Act of 2010. This request is based on the reasons below.

1. Indicate the age/grade groups and meal service times for **each location**.

Location 1: _____

Age/grade group	Meal service time	Meal service time	Meal service time
K-5			
6-8			
9-12			

Location 2: _____

Age/grade group	Meal service time	Meal service time	Meal service time
K-5			
6-8			
9-12			

Location 3: _____

Age/grade group	Meal service time	Meal service time	Meal service time
K-5			
6-8			
9-12			

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Yes No

In accordance with the flexibilities allowed by [USDA Memo SP 38-2012](#) and [CSDE Memo 48-2013](#), the above named institution requests an exception to the meal patterns due to the safety concerns specified above. The individual signing below certifies that all information on this form is complete and accurate.

Any change to the safety concerns related to the serving of different age/grade groups will be communicated to the CSDE within 15 days.

Director/administrator:

Signature: _____ Date: _____

CSDE staff:

Approval signature: _____ Date: _____

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For more information, visit the “[Meal Pattern Exemption for RCCIs](#)” section of the CSDE’s Meal Patterns for Grades K-12 in School Nutrition Programs webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/waivers/rcci_meal_pattern_exemption_form.pdf.

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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/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, 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

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