

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](#) and [USDA Memo 48-2013](#), the USDA allows residential child care institutions (RCCIs) to serve the meal pattern for **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 e-mailing this completed form to their [school nutrition consultant](#) 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.
- 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.

Meal Pattern Exemption Request Form for RCCIs in the NSLP

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**.

Age/grade group	1. Location	2. Location	3. Location
	Service time	Service time	Service time
K-5			
6-8			
9-12			

2. Describe your **legitimate safety concerns** (or state juvenile justice laws or regulations) related to offering meals with varying amounts of food within the same meal period:

3. Describe your **operational limitations** to separating students in the three age/grade groups (K-5, 6-8 and 9-12):

4. Due to the safety concerns and operational limitations specified above, the above-named institution agrees to serve meals meeting the highest age/grade group represented to all students in the location(s) identified above.

Yes No

Meal Pattern Exemption Request Form for RCCIs in the NSLP

In accordance with the flexibilities allowed by USDA [Memo SP 38-2012](#) and [USDA 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

Meal Pattern Exemption Request Form for RCCIs in the NSLP



For more information, visit the “Meal Pattern Exemption for RCCIs with Multiple Age Groups” 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, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Waivers/RCCI_Meal_Pattern_Exemption_Form.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.