

# Site Visit Certification Letter for the Summer Food Service Program (SFSP)

**Agreement number:** \_\_\_\_\_

## Food Service Sites Visited

Federal regulations require the following statement of assurance from each sponsor to be determined eligible to participate in the SFSP. This letter must be signed and returned **prior** to your program opening date.

The SFSP sponsor, \_\_\_\_\_ ,  
hereby assures the Connecticut State Department of Education (CSDE) that all new sites or sites identified as having operational concerns during the previous Summer Meals season have been visited and have the capability and facilities for the meal service planned for the number of children anticipated to be served in the current year.

**Signature:** \_\_\_\_\_  
*Authorized representative (as indicated on ED-099 Agreement)*

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Include this form with your SFSP application.** For questions or additional information, please contact the CSDE's [Summer Meals staff](#).

# Site Visit Certification Letter for the SFSP



For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals 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/SFSP/Site\\_Visit\\_Certification\\_Letter\\_SFSP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Site_Visit_Certification_Letter_SFSP.pdf).

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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, audiotape, 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/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](mailto:program.intake@usda.gov)

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