

Site Visit/Review Schedule Form for the Summer Food Service Program (SFSP)

Instructions: Complete all information below and **include this form with your SFSP application.** Attach additional copies as needed. For questions or additional information, please contact the Connecticut State Department of Education's [Summer Meals staff](#).

Agreement number: _____

Site number	Site name	Date of site opening	Name of staff conducting visit/review	Date of pre-operational visit	Date of initial site visit	Date of food service review

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Site number	Site name	Date of site opening	Name of staff conducting visit/review	Date of pre-operational visit	Date of initial site visit	Date of food service review

Site Visit/Review Schedule Form for the SFSP



For information on the SFSP, visit the CSDE's [SFSP](#) website 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_Review_Schedule_Form_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

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