

# Guidance and Instructions for the Food Service Management Company Application for Summer Food Service Program (SFSP) Registration

## Summer 2024

As a prerequisite to participation in the Summer Food Service Program (SFSP) in Connecticut, all food service management companies (FSMCs) must register with the State of Connecticut by completing and submitting the Connecticut State Department of Education's (CSDE) *Food Service Management Company Application for SFSP Registration*. This document outlines the required components and instructions for submitting the FSMC registration application. The instructions begin on page 3.

Please direct all inquiries regarding the application for FSMC registration to Andy Paul at 860-807-2048 or [andrew.paul@ct.gov](mailto:andrew.paul@ct.gov).

## Required Components

In addition to submitting the *Food Service Management Company Application for SFSP Registration*, the FSMC must also submit the information below:

1. A copy of the lease or proof of ownership of all facilities the FSMC intends to use for meal preparation.
2. A statement as to whether there are any liens or lawsuits against the FSMC, including those related to the SFSP.
3. Health inspection data for all FSMC food preparation facilities. Prior to registration, the CSDE is required to verify that all FSMC food preparation facilities listed on the application for registration have been inspected by the state or local health agency.

## Application Deadline

FSMCs that would like to participate in Connecticut's SFSP for summer 2024 must submit the *Food Service Management Company Application for SFSP Registration* and all required components to the CSDE by **April 30, 2024**.

## Notification of Approval or Denial

The CSDE will provide written notification to all FSMCs regarding the approval or denial of their FSMC registration application by **May 29, 2024**.

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## Evaluation Criteria

At a minimum, the CSDE will evaluate the applicant FSMC on the adequacy and acceptability of past performance in the SFSP or related programs; financial condition; food preparation facility; and prior history of personnel.

## Conditions Preventing Approval

The CSDE will not register a FSMC for the SFSP when any of the conditions below apply:

1. The CSDE determines that the company lacks the administrative and financial capability to perform under the SFSP.
2. The company is identifiable through its organization or principals as a FSMC that participated in the SFSP during any previous year and was seriously deficient in its SFSP operation.
3. The FSMC is seriously deficient. Serious deficiencies include but are not limited to any of the following:
  - noncompliance with the applicable bid procedures, contract requirements or SFSP regulations;
  - submission of false information to the CSDE;
  - failure to conform meal deliveries to meal orders;
  - delivery of a significant number of meals which do not meet contract requirements;
  - failure to maintain adequate records;
  - significant health code violations that are not corrected upon reinspection;
  - failure to deliver meals; or
  - the conviction of any officer, owner, partner, or manager of the company for a crime in connection with prior SFSP operation.

Any application for registration that is incomplete or received after the deadline will automatically be denied registration, unless the CSDE determines that failing to consider the company's application could result in a significant number of at-risk children lacking reasonable access to the SFSP.

## Appeal Procedures

FSMCs that are denied registration and wish to appeal that decision must follow the CSDE's [\*Appeal Procedures for the SFSP\*](#).

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## Instructions for the CSDE's Food Service Management Company Application for SFSP Registration

Please follow the instructions below to avoid delay or returned applications:

### Section I – Company Identification

- No. 1 List the company's legal name and address. If mail will be sent to an address other than the one listed, specify on a separate sheet.
- No. 2 List the contact person's first and last name with phone number.

### Section II – Corporate Profile

- No. 3 Indicate whether your company is incorporated. If “yes,” indicate the month and year of incorporation and the state where incorporation occurred.
- No. 4 List any other names your company is presently using or has used in the past 24 months.
- No. 5 and 6 Copies of violations with written explanations or circumstances and action taken to abate and prevent recurrence of these violations is **mandatory**. If your company has not participated in the SFSP in previous years, please indicate “Not Participating” in the boxes provided.

### Section III – Personnel Profile

- No. 7 If your company has any Child and Adult Care Food Program (CACFP) current contracts or a contract during the past 12 months, list the name of the institution, address, size of contract, and start and end days on a separate sheet.
- No. 8 Provide first name, last name, and title of each individual who is authorized to sign contracts for your company.

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No. 9 List all individuals involved. An individual may be in more than one category. Specify the percent of ownership of any individual who owns more than five percent of the company. Attach additional pages if necessary. **Note:** Do not include social security numbers on the form. Remove any social security numbers on any documents submitted as part of the registration.

**Example:**

John Doe	President	Owner 50%
Joe James	Secretary	Owner 25%
John James		Owner 25%

No. 10 List persons (first and last name) noted in No. 9 who have or had a financial interest in any other FSMC or SFSP sponsor in the past two years.

No. 11 List persons (first and last name) noted in No. 9 who are presently serving or in the past two years have been an owner, officer, consultant, plant manager, or are in a similar function with another FSMC (except your own company) or SFSP sponsor.

No. 12 Specify the type of contracts for which your company is registered to bid. Check only one answer.

No. 13 Attach an audited Financial Statement including Balance Sheet and Profit and Loss Statement for the period ending December 31, 2021, or December 31, 2022, if available. Attach a sheet listing any current lawsuits or liens pending against your company that are related to the SFSP, Child and Adult Care Food Program (CACFP), or National School Lunch Program (NSLP). If none are pending, attach a sheet stating that fact.

### Section IV – Facilities

No. 14, 15, 16 If you do not have a facility and will be bidding only on contracts where the sponsor has the preparation facility (No. 12) write “Not Applicable.” Do not list the address of a sponsor’s facility. Your company could be approved at one plant and denied at another. If your company is applying for more than three facilities, please attach additional pages.

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## Section V – Certification

- No. 17 and 18      Print the name and title of authorized FSMC official.
- No. 19              The application must be signed by the FSMC official
- No. 20              Ensure that the authorized FSMC official’s signature is dated.

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For more information, visit the CSDE's [SFSP](#) and [Food Service Management Company](#) webpages, 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 [http://portal.ct.gov/-/media/SDE/Nutrition/FSMC/SFSP\\_Food\\_Service\\_Management\\_Company\\_Application\\_Instructions.pdf](http://portal.ct.gov/-/media/SDE/Nutrition/FSMC/SFSP_Food_Service_Management_Company_Application_Instructions.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](mailto:program.intake@usda.gov)

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