School Food Authority Form for Sites Discontinuing Participation in the Child Nutrition Programs

School food authorities (SFAs) that participate in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs (CNPs) must notify the Connecticut State Department of Education (CSDE) when sites discontinue operating the CNPs.

Instructions

Complete all information on pages 3-5. Email the completed form to the SFA's assigned CSDE team member by June 30 of each year.

Part A: SFA Information

- **SFA's name and agreement number:** Indicate the SFA's name and agreement number as listed in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System).

- **Food service management company (FSMC) contract:** Check (☒) "Yes" or "No" to indicate if the SFA contracts with a FSMC.

Part B: Site Information

- **Site name and number:** For each site that is discontinuing participation in the CNPs, indicate the site name and site number as listed in the CNP System.

- **Program participation:** Check (☒) all CNPs that will be discontinued at the site.

- **Last day of operation:** Indicate the last day (day, month, and year) that the CNPs will operate.

Part C: Signatures of Authorized Representatives

This form must be signed by the sponsor's authorized representative. The authorized representative is an individual listed on the sponsor's Agreement for Child Nutrition Programs (ED-099) with the CSDE. This is the person who is authorized to approve and submit the online claims for reimbursement (**not** the food service director).

- **Name and title of authorized representative:** Print the name and title of the authorized representative.

- **Signature of authorized representative and date:** The authorized representative must sign and date the form.

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USDA Records Retention Requirements

When a site discontinues operation of the CNPs, SFAs must continue to comply with the records retention requirements below. These requirements apply to SFAs that self-operate their food service program and SFAs that outsource their food service program to a FSMC.

- Maintain all necessary records for a period of three years after submission of the final claim for reimbursement for the fiscal year.
- If audit findings have not been resolved, retain records beyond the three-year period, for as long as required to resolve the issues raised by the audit. SFAs should check with their board of education or governing authority to determine if local record retention requirements are more stringent.

For additional information, refer to the CSDE's resource, Records Retention Requirements for the School Nutrition Programs.

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Part A: SFA Information

SFA name:_____ Agreement number:_____

Does the SFA contract with a FSMC? ☐ Yes ☐ No

Part B: Site Information

Site 1 name:_____ Site 1 number:_____

Site 1 last date operating CNPs (day/month/year):_____

Site 1 participation in CNPs:

School nutrition programs

- ☐ Afterschool Snack Program (ASP) of the NSLP
- ☐ Community Eligibility Program (CEP)
- ☐ Fresh Fruit and Vegetable Program (FFVP)
- ☐ National School Lunch Program (NSLP)
- ☐ School Breakfast Program (SBP)
- ☐ Seamless Summer Option (SSO) of the NSLP
- ☐ Special Milk Program (SMP)

Community nutrition programs

- ☐ Child and Adult Care Food Program (CACFP)
- ☐ Summer Food Service Program (SFSP)

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Site 2 name:_____Site 2 number:_____

Site 2 last date operating CNPs (day/month/year):_____

Site 2 participation in CNPs:

School nutrition programs

- ☐ Afterschool Snack Program (ASP) of the NSLP
- ☐ Community Eligibility Program (CEP)
- ☐ Fresh Fruit and Vegetable Program (FFVP)
- ☐ National School Lunch Program (NSLP)
- ☐ School Breakfast Program (SBP)
- ☐ Seamless Summer Option (SSO) of the NSLP
- ☐ Special Milk Program (SMP)

Community nutrition programs

- ☐ Child and Adult Care Food Program (CACFP)
- ☐ Summer Food Service Program (SFSP)

Site 3 name:_____Site 3 number:_____

Site 3 last date operating CNPs (day/month/year):_____

Site 3 participation in CNPs:

School nutrition programs

- ☐ Afterschool Snack Program (ASP) of the NSLP
- ☐ Community Eligibility Program (CEP)
- ☐ Fresh Fruit and Vegetable Program (FFVP)
- ☐ National School Lunch Program (NSLP)
- ☐ School Breakfast Program (SBP)
- ☐ Seamless Summer Option (SSO) of the NSLP
- ☐ Special Milk Program (SMP)

Community nutrition programs

- ☐ Child and Adult Care Food Program (CACFP)
- ☐ Summer Food Service Program (SFSP

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Site 4 name:_____ Site 4 number:_____

Site 4 last date operating CNPs (day/month/year):_____

Site 4 participation in CNPs:

School nutrition programs

- ☐ Afterschool Snack Program (ASP) of the NSLP
- ☐ Community Eligibility Program (CEP)
- ☐ Fresh Fruit and Vegetable Program (FFVP)
- ☐ National School Lunch Program (NSLP)
- ☐ School Breakfast Program (SBP)
- ☐ Seamless Summer Option (SSO) of the NSLP
- ☐ Special Milk Program (SMP)

Community nutrition programs

- ☐ Child and Adult Care Food Program (CACFP)
- ☐ Summer Food Service Program (SFSP)

Site 5 name:_____ Site 4 number:_____

Site 5 last date operating CNPs (day/month/year):_____

Site 5 participation in CNPs:

School nutrition programs

- ☐ Afterschool Snack Program (ASP) of the NSLP
- ☐ Community Eligibility Program (CEP)
- ☐ Fresh Fruit and Vegetable Program (FFVP)
- ☐ National School Lunch Program (NSLP)
- ☐ School Breakfast Program (SBP)
- ☐ Seamless Summer Option (SSO) of the NSLP
- ☐ Special Milk Program (SMP)

Community nutrition programs

- ☐ Child and Adult Care Food Program (CACFP)
- ☐ Summer Food Service Program (SFSP)

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Part C: Signature of SFA's Authorized Representative

The authorized representative is an individual listed on the SFA's Agreement for Child Nutrition Programs (ED-099) with the CSDE. This is the person who is authorized to approve and submit the online claims for reimbursement (**not** the food service director).

Name:_____ Title:_____

Signature:_____ Date:_____

School Food Authority Form for Sites Discontinuing Participation in the Child Nutrition Programs

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, 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

This institution is an equal opportunity provider.

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