

# Meal Pattern Exemption Request Form for Residential Child Care Institutions in the National School Lunch Program

## Instructions

The U.S. Department of Agriculture's (USDA) meal patterns for the National School Lunch Program (NSLP) require different daily and weekly amounts of the meal 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: Residential Child Care Institutions exception for safety if serving Multiple Age/Grade Groups](#) and [USDA Memo 48-2013: Extending Flexibility for RCCIs in the National School Lunch Program](#), 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) The RCCI is a juvenile detention or correctional facility; 2) the RCCI consists of more than one age/grade group; and 3) the RCCI 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 emailing this completed form to their [school nutrition team member](#) at the Connecticut State Department of Education (CSDE).

For more information, "[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, 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/nslp/forms/waivers/rcci\\_meal\\_pattern\\_exemption\\_form.pdf](https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/waivers/rcci_meal_pattern_exemption_form.pdf).



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## Part 1: Sponsor Information

Institution name: \_\_\_\_\_

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) The RCCI is a juvenile detention or correctional facility; 2) the RCCI consists of more than one age/grade group; and 3) the RCCI 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.

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## 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 federal NSLP regulations [7 CFR 210.10\(b\)](#). This request is based on the reasons below.

1. Indicate the age/grade groups and meal service times for each location.

**Location 1:** \_\_\_\_\_

Age/grade groups: \_\_\_\_\_

Service time for grades K-5: \_\_\_\_\_

Service time for grades 6-8: \_\_\_\_\_

Service time for grades 9-12: \_\_\_\_\_

**Location 2:** \_\_\_\_\_

Age/grade groups: \_\_\_\_\_

Service time for grades K-5: \_\_\_\_\_

Service time for grades 6-8: \_\_\_\_\_

Service time for grades 9-12: \_\_\_\_\_

**Location 3:** \_\_\_\_\_

Age/grade groups: \_\_\_\_\_

Service time for grades K-5: \_\_\_\_\_

Service time for grades 6-8: \_\_\_\_\_

Service time for grades 9-12: \_\_\_\_\_

**Location 4:** \_\_\_\_\_

Age/grade groups: \_\_\_\_\_

Service time for grades K-5: \_\_\_\_\_

Service time for grades 6-8: \_\_\_\_\_

Service time for grades 9-12: \_\_\_\_\_

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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:

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

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4. Due to the safety concerns and operational limitations specified above, the institution named in Part 1 agrees to serve meals meeting the highest age/grade group represented to all students in the locations identified above.

Yes

No

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## Part 3: Certification

In accordance with the flexibilities allowed by [USDA Memo SP 38-2012: Residential Child Care Institutions exception for safety if serving Multiple Age/Grade Groups](#) and [USDA Memo 48-2013: Extending Flexibility for RCCIs in the National School Lunch Program](#), the institution named in Part 1 requests an exception to the meal patterns due to the safety concerns specified in Part 2. 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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Meal Pattern Exemption Request Form for Residential Child Care Institutions in the NSLP

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/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)

This institution is an equal opportunity provider.

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