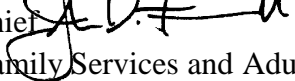




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the School Child Nutrition Programs (including the Special Milk Program)

**FROM:** John D. Frassinelli, Bureau Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** October 7, 2019 **REVISED**

**SUBJECT:** Operational Memorandum No. 01-20  
Civil Rights Complaint Procedures for School Child Nutrition Programs

This memorandum provides school food authorities (SFAs) with a template for Civil Rights Complaint Procedures that comply with the U.S. Department of Agriculture (USDA) Child Nutrition Programs (CNP) regulations, as required by the [Food and Nutrition Services \(FNS\) Instruction 113-1](#). This template is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_SNP\\_Complaint\\_Procedures.docx](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_SNP_Complaint_Procedures.docx).

The requirements outlined in the Civil Rights Complaint Procedures apply to all programs and activities receiving federal financial assistance for the CNPs, regardless of whether those programs and activities are federally funded in whole or in part. Therefore, when a state agency, local agency, or any other subrecipient agrees to administer FNS program services and benefits, they enter into a contractual agreement (i.e., federal/state agency agreement or state agency/local agency agreement) known as the ED-099, Child Nutrition Permanent Agreement, to adhere to all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery.

SFAs must use the Civil Rights Complaint Procedures template as provided. SFAs **cannot** modify or alter this template, except for where it allows customization with district specific information. The customizable areas are shaded in gray and include sponsor name, applicable programs, and contact person information. The SFA's Civil Rights Complaint Procedures will be reviewed for compliance during the CNP Administrative Review.

SFAs should appoint a staff member to act as the civil rights contact person responsible for fielding, processing, tracking, and forwarding complaints for the CNPs in compliance with FNS regulations. SFAs are responsible for annually training all staff who interact with program applicants and participants on their Civil Rights Complaint Procedures. This includes front line staff, supervisors, determining officials, verifying officials, and hearing officials.

Please share this memorandum with district administrators to ensure compliance with the federal and state regulations.

Questions may be directed to your CSDE [school nutrition team member](#).

JDF:saa

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.