This document contains websites and online resources for food safety in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. Resources are listed by main category. Many websites contain information on multiple content areas. The inclusion of commercial websites is for informational purposes only and does not constitute approval or endorsement by the Connecticut State Department of Education (CSDE).

For resources on the requirements for Child Nutrition Programs, refer to the CSDE's *Resource List for Child Nutrition Programs*. For additional resource lists related to nutrition and healthy school environments, visit the CSDE's Resources for Child Nutrition Programs webpage.



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Quick search tips: Click on the topics above to go directly to each section. Search for key words using the "Find" option in the PDF toolbar or Control + F.

Disaster Preparedness and Response

Child Nutrition Programs During Disaster (USDA):

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https://www.fns.usda.gov/disaster/child-nutrition-programs-during-disaster
Designing An Emergency Preparedness Templates (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/designing-an-emergency-preparedness-templates/
Disaster Feeding Guidance for USDA Foods ("Documents/Forms" section of CSDE's Food
   Distribution Program webpage):
   https://portal.ct.gov/SDE/Nutrition/Food-Distribution-Program-USDA-
   Foods/Documents#DisasterFeedingGuidance
Emergency Response Pocket Guide (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/emergency-response-pocket-guide/
FNS-101: Disaster Assistance (USDA):
   https://www.fns.usda.gov/fns-101-disaster-assistance
Food Safety Emergency Response (USDA):
   https://www.fns.usda.gov/fs/food-safety-emergency-response
Food Safety Fact Sheet: Salvaging Food After a Flood (Institute of Child Nutrition):
   https://theicn.org/resources/521/food-safety-fact-sheets/107146/salvaging-food-after-a-
   flood.pdf
Food Safety in a Disaster or Emergency (U.S. Department of Health and Human Services):
   https://www.foodsafety.gov/keep-food-safe/food-safety-in-disaster-or-emergency
Preparing for Water Safety Disasters Fact Sheet (Institute of Child Nutrition):
   https://theicn.org/wpfd_file/preparing-for-water-safety-disasters-fact-sheet/
Reopening Your School Kitchen after a Flood (Institute of Child Nutrition):
   https://theicn.org/resources/521/food-safety-fact-sheets/107145/reopening-your-school-
   kitchen-after-a-flood.pdf
Responding to Emergencies Fact Sheet (Institute of Child Nutrition):
   https://theicn.org/wpfd_file/responding-to-emergencies-fact-sheet/
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USDA Foods in Disasters Manual (USDA):

Tips for Handling Food Following a Disaster (USDA):

https://www.fns.usda.gov/usda-foods/program-disaster-manual

https://www.fns.usda.gov/disaster/tips-handling-food-following-disaster

USDA Memo SP 04-2020, CACFP 03-2020, and SFSP 03-2020: Meal Service During Unanticipated School Closures:

https://www.fns.usda.gov/cn/meal-service-during-unanticipated-school-closures

Employee Health and Personal Hygiene

Employee Health and Personal Hygiene for Child Nutrition Professionals (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/employee-health-and-personal-hygiene/

Employee Health and Personal Hygiene Handbook (U.S. Food and Drug Administration): https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/retail-food-protection-employee-health-and-personal-hygiene-handbook

Food Recalls and Alerts

Food Recalls and Outbreaks (U.S. Department of Health & Human Services):

https://www.foodsafety.gov/recalls-and-outbreaks

Recalls and Public Health Alerts (USDA Food Safety and Inspection Service):

https://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts

Responding to a Food Recall (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-recall/

Responding to a Food Recall: Procedures for Recalls of USDA Foods (USDA):

https://www.fns.usda.gov/fs/responding-food-recall-procedures-usda-foods

Standard Operating Procedure (SOP): Handling a Food Recall (Institute of Child Nutrition):

https://theicn.org/resources/181/food-safety-standard-operating-procedures/105684/handling-a-food-recall.docx

Food Safety Education and Training

Food Safety Basics (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-safety-basics

Food Safety Education (Iowa State University):

https://www.extension.iastate.edu/foodsafety/

Food Safety Fact Sheets: English and Spanish (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-safety-fact-sheets/

Food Safety for Summer Meals (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-safety-for-summer-meals/

Food Safety Mini Posters: English and Spanish (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-safety-mini-posters/

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Food Safety Research Information Office (FSRIO) (USDA):
   https://www.nal.usda.gov/fsrio
Food Safety Resources: English and Spanish (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety/
Food Safety Videos (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/foodsafety-videos/
Food Safety Videos: A Flash of Food Safety (USDA):
   https://www.fns.usda.gov/ofs/food-safety-flashes
The Partnership for Food Safety Education:
   https://www.fightbac.org/
Food Safety Education for Children
Curricula and Programs (Grades K-12) (Partnership for Food Safety Education):
   https://www.fightbac.org/kidsfoodsafety/curricula-and-programs/
Educational Worksheets: Hand Washing Lesson Plans for Kindergarten through Grade 6 (Glo
   Germ):
   https://www.glogerm.com/worksheets.html
Food Safety Education Resources for Families (USDA Food Safety and Inspection Service):
   https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/teach-
   others/download-materials/for-kids-and-teens
Food Safety for Kids & Teens (FDA):
   https://www.fda.gov/food/people-risk-foodborne-illness/food-safety-kids-teens
Kids Games and Activities (Partnership for Food Safety Education):
   https://www.fightbac.org/kidsfoodsafety/kids-games-and-activities/
USDA Food Safety Mobile: Coloring Book (USDA Food Safety and Inspection Service):
   https://www.govinfo.gov/app/details/GOVPUB-A110-PURL-LPS68817
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Food Safety Resources

Chemical Contaminants & Pesticides (FDA):

https://www.fda.gov/food/chemical-contaminants-pesticides

Extension Food Safety (Kansas State University):

https://www.ksre.k-state.edu/foodsafety/

Food Product Dating (USDA Food Safety and Inspection Service):

https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/food-labeling/food-product-dating/food-product-dating

Food Safety (University of Connecticut):

https://foodsafety.uconn.edu/

Food Safety (USDA Food Safety and Inspection Service):

https://www.fsis.usda.gov/food-safety

Food Safety and Quality (Penn State Extension):

https://extension.psu.edu/food-safety-and-quality

Food Safety Educational Materials (Centers for Disease Control and Prevention):

https://www.cdc.gov/foodsafety/communication/index.html

Food Safety Resources (USDA):

https://www.fns.usda.gov/fs/food-safety-resources

Four Steps to Food Safety: Clean, Separate, Cook, Chill (Centers for Disease Control and Prevention):

https://www.cdc.gov/foodsafety/keep-food-safe.html

Freezing and Food Safety (USDA Food Safety and Inspection Service):

https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/freezing-and-food-safety

Keeping Bag Lunches Safe (USDA Food Safety and Inspection Service):

https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/keeping-bag-lunches-safe

Leafy Greens Safe Handling Posters (Iowa State University):

https://store.extension.iastate.edu/product/hs7

Meat & Poultry Hotline (USDA Food Safety and Inspection Service):

https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/usda-meat-and-poultry-hotline

Nutrition and Food Safety Education (USDA National Agricultural Library):

https://www.nal.usda.gov/human-nutrition-and-food-safety/nutrition-and-food-safety-education

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Produce Safety (USDA):
   https://www.fns.usda.gov/fs/produce-safety
Produce Safety Lab (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/produce-safety-lab/
Research Publications (Food Safety) (USDA National Agricultural Library)::
   https://www.nal.usda.gov/human-nutrition-and-food-safety/research-publications-food-safety
Safe Food Handling and Preparation (USDA FSAS):
   https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation
The Core Four Practices (Partnership for Food Safety Education):
   https://www.fightbac.org/food-safety-basics/the-core-four-practices/
USDA Food Safety and Inspection Service (FSIS):
   https://www.fsis.usda.gov
USDA Food Safety Research Information Office:
   https://www.nal.usda.gov/programs/fsrio
Food Safety Resources for Child Care
CACFP Food Safety Toolkit (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/cacfp-food-safety-toolkit/
Child Care Center Food Safety Guide (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/child-care-center-food-safety-guide/
Child Care Food Safety Mini Posters (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/child-care-mini-posters/
Child Care Training (Partnership for Food Safety Education):
   https://www.fightbac.org/kidsfoodsafety/young-children-child-care-training/
Family Child Care Food Safety Kit (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/family-child-care-food-safety-kit/
Food Safety in Child Care (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety-in-child-care/
Food Safety Resources (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety/
Food Safety Self-Inspection for Child-Care Facilities (University of Nebraska Cooperative
   Extension):
   https://extensionpubs.unl.edu/publication/g1232/pdf/view/g1232-2007.pdf
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Food Safety Videos (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety-videos/
Online Training: Food Safety in Child Care (Institute of Child Nutrition):
   https://theicn.docebosaas.com/learn/public/course/view/elearning/20/FoodSafetyinChildCare
Responding to a Food Recall (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-recall/
Spanish Child Care Child Food Safety Kit: Kit de seguridad alimentaria para niños de cuidado
   infantil español (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/spanish-family-child-care-food-safety-kit/
Food Safety Resources for Schools
Center for Food Safety in Child Nutrition Programs (Kansas State University):
   https://cnsafefood.k-state.edu/
Food Safety in Schools (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety-in-schools
Food Safety in Schools Infographic (USDA):
   https://www.fns.usda.gov/fs/food-safety-schools-infographic
Food Safety in Schools Training (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety-in-schools
Food Safety Mini-Posters (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety-mini-posters/
Food Safety Resources (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety/
Food Safety Standard Operating Procedures (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/
Food Safety Videos (Institute of Child Nutrition):
   https://theicn.org/icn-resources-a-z/food-safety-videos/
Food-Safe Schools Action Guide: Creating a Culture of Food Safety (USDA):
   https://fns-prod.azureedge.us/sites/default/files/Food-Safe-Schools-Action-Guide.pdf
Food-Safe Schools Action Guide: Creating a Culture of Food Safety (USDA):
   https://www.fns.usda.gov/fs/foodsafeschools
Online Training: Food Safety in Schools (Institute of Child Nutrition):
   https://theicn.docebosaas.com/learn/course/external/view/elearning/21/FoodSafetyinSchools
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Produce Safety Lab (Culinary Institute of Child Nutrition):
 https://theicn.org/icn-resources-a-z/produce-safety-lab/

Responding to a Food Recall (Institute of Child Nutrition):
 https://theicn.org/icn-resources-a-z/food-recall/

Standard Operating Procedures (Iowa State University):
 https://www.extension.iastate.edu/humansciences/SOP

Taking Action to Build Food-Safe Schools (USDA):
 https://www.fns.usda.gov/fs/taking-action-build-food-safe-schools

Videos: Food Safety Flashes (USDA):

https://www.fns.usda.gov/ofs/food-safety-flashes

Food Safety Resources for Summer Meals

Best Practices in SFSP – Cleaning and Sanitizing (Institute of Child Nutrition): https://theicn.docebosaas.com/learn/course/internal/view/elearning/133/BestPracticesinSFS P-CleaningandSanitizing

Best Practices in SFSP – Personal Hygiene (Institute of Child Nutrition):

https://theicn.docebosaas.com/learn/course/internal/view/elearning/134/BestPracticesinSFS P-PersonalHygiene

Best Practices in SFSP - Time and Temperature Control (Institute of Child Nutrition):

https://theicn.docebosaas.com/learn/course/internal/view/elearning/132/BestPracticesinSFS P-TimeandTemperatureControl

Food Safety for Summer Meals (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-safety-for-summer-meals/

Food Safety Resources (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-safety/

Online Training: Best Practices in SFSP – Clearing and Sanitizing (Institute of Child Nutrition):

https://theicn.docebosaas.com/learn/course/external/view/elearning/133/BestPracticesinSFS P-CleaningandSanitizing

Online Training: Best Practices in SFSP – Personal Hygiene (Institute of Child Nutrition):

https://theicn.docebosaas.com/learn/course/external/view/elearning/134/BestPracticesinSFS P-PersonalHygiene

Online Training: Best Practices in SFSP – Time and Temperature Control (Institute of Child Nutrition): https://theicn.docebosaas.com/learn/course/external/view/elearning/132/BestPracticesinSFS P-TimeandTemperatureControl

Online Training: S.T.A.R. Strategies for Implementing Safe Summer Meals (Institute of Child Nutrition):

https://theicn.docebosaas.com/learn/course/external/view/elearning/104/STARStrategiesfor ImplementingSafeSummerMealsApr2019

Summer Meals Food Safety Kit (Institute of Child Nutrition):

https://theicn.org/summer-meals-food-safety-kit/

Summer Meals Food Safety Training Guide (Institute of Child Nutrition):

https://theicn.org/wpfd_file/summer-meals-food-safety-training-guide-2/

Food Thermometers

Appliance Thermometers (USDA Food Safety and Inspection Service):

https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/appliance-thermometers

Grab and Go Lesson: How to Use a Metal-Stem Thermometer (Institute of Child Nutrition): https://theicn.org/wpfd_file/grab-and-go-lesson-how-to-use-a-metal-stem-thermometer/

Kitchen Thermometers (USDA Food Safey and Inspection Service):

https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/kitchen-thermometers

Pass the Taste Test...Use a Thermometer! (University of Nebraska):

https://food.unl.edu/documents/PassThermometerTest.pdf

Thermometer Calibration Guide (Kansas State University):

https://www.asi.k-state.edu/doc/meat-science/thermometer-calibration-guide-2.pdf

Use That Thermometer Mini Poster: English (Institute of Child Nutrition):

https://theicn.org/wpfd_file/use-that-thermometer/

Video: A Flash of Food Safety Calibrating a Thermometer: Boiling Method (USDA): https://www.youtube.com/watch?v=Y2SzAWFVYUY&list=PL8wgGeKVh_7cef0FpLyFNHp

XBNHBTYzJi&index=4

Video: A Flash of Food Safety Calibrating a Thermometer: Boiling Method: Spanish (USDA):

https://www.youtube.com/watch?v=IZkoKoZalTQ&list=PL8wgGeKVh_7cef0FpLyFNHpXBNHBTYzJi&index=9

Video: A Flash of Food Safety Calibrating a Thermometer: Ice Water Method (USDA):

https://www.youtube.com/watch?v=KCjb85pZb6c

Video: A Flash of Food Safety Calibrating a Thermometer: Ice Water Method: Spanish (USDA):

https://www.youtube.com/watch?v=tcrediblesRNlvGwo&list=PL8wgGeKVh_7cef0FpLyFNHpXBNHBTYzJi&index=8

Foodborne Diseases

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A-Z Index for Foodborne Illness (Centers for Disease Control and Prevention): 
https://www.cdc.gov/foodsafety/diseases/
Foodborne Germs and Illness (Centers for Disease Control and Prevention): 
https://www.cdc.gov/foodsafety/foodborne-germs.html
Foodborne Illness and Disease (USDA Food Safety and Inspection Service): 
https://www.fsis.usda.gov/food-safety/foodborne-illness-and-disease
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Norovirus Resources (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/norovirus-resources/

Handwashing

Handwashing (University of Nebraska-Lincoln):

https://food.unl.edu/article/handwashing

Handwashing and Cleaning Resources (USDA):

https://www.fns.usda.gov/tn/handwashing-and-cleaning-resources

Handwashing Posters (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/handwashing-posters/

How to Properly Wash Your Hands (Institute of Child Nutrition):

https://theicn.org/resources/182/food-safety-for-summer-meals/108261/how-to-properly-wash-your-hands-poster-2.pdf

Keep Food Safe: Wash Hands the Best Way, CACFP iTrain Simple Lesson Plan (Institute of Child Nutrition):

https://theicn.org/cacfp-itrain-simple-lesson-plans/training-scripts/Keep-Food-Safe-Wash-Hands-the-Best-Way.pdf

Video: A Flash of Food Safety Handwashing: How to Wash Your Hands (USDA): https://www.youtube.com/watch?v=SGeeofsvF3U&list=PL8wgGeKVh_7cef0FpLyFNHpXB NHBTYzJi&index=2

Video: A Flash of Food Safety Handwashing: How to Wash Your Hands: Spanish (USDA): https://www.youtube.com/watch?v=bwAUskwJgyI&list=PL8wgGeKVh_7cef0FpLyFNHpXB NHBTYzJi&index=7

Video: A Flash of Food Safety Handwashing: Why to Wash Your Hands: (USDA): https://www.youtube.com/watch?v=LtiLFu04fSE&list=PL8wgGeKVh_7cef0FpLyFNHpXB NHBTYzJi&index=6

Video: A Flash of Food Safety Handwashing: Why to Wash Your Hands: Spanish (USDA): https://www.youtube.com/watch?v=7zWHkZI-

7lg&list=PL8wgGeKVh_7cef0FpLyFNHpXBNHBTYzJi&index=1

When to Wash Your Hands (Institute of Child Nutrition):

https://theicn.org/resources/348/food-safety-mini-posters/116964/when-to-wash-your-hands-2.pdf

Hazard Analysis Critical Control Point (HACCP)

Food Safety: HACCP (Iowa State University):

https://educate.iowa.gov/pk-12/operation-support/nutrition-programs/school-meals/haccp

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles (USDA):

https://www.fns.usda.gov/ofs/developing-school-food-safety-program-based-process-approach-hacep

Hazard Analysis Critical Control Point (HACCP) (FDA):

https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/hazard-analysis-critical-control-point-hacep

Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments (FDA):

https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/managing-food-safety-manual-voluntary-use-haccp-principles-operators-food-service-and-retail

Online Training: Introduction to HACCP for School Nutrition Programs (Institute of Child Nutrition):

https://theicn.docebosaas.com/learn/course/external/view/elearning/93/IntroductiontoHAC CPforSNPs

School Food Service HACCP Resources (University of Connecticut):

https://foodsafety.uconn.edu/school-food-service-haccp-resources/

Standard Operating Procedures (SOPs) (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/standard-operating-procedures/

Writing, Updating, and Revising a HACCP-Based Food Safety Plan for Schools Workshop (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/writing-a-haacp-based-food-safety-plan-for-schools/

Regulations and Guidelines

Connecticut Department of Public Health Food Protection Program:

https://portal.ct.gov/DPH/Food-Protection-Program/Main-Page

Connecticut Food Regulations (Connecticut Department of Public Health):

https://portal.ct.gov/DPH/Food-Protection-Program/Regulations

Food and Drug Administration (FDA) Food Code:

https://www.fda.gov/food/retail-food-protection/fda-food-code

Food Service Inspections (Connecticut State Department of Public Health):

https://portal.ct.gov/DPH/Food-Protection-Program/Food-Service-Inspections

Standard Operating Procedures (SOPs)

Food Safety Standard Operating Procedures (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/

Preventing Food Allergen Contamination (Wisconsin Department of Public Instruction):

https://www.dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop_allg.doc

Food Safety- HACCP (Iowa State University):

https://educate.iowa.gov/pk-12/operation-support/nutrition-programs/school-meals/hacep

Standard Operating Procedures (SOPs) (Iowa State University Extension and Outreach):

https://www.extension.iastate.edu/humansciences/SOP

Temperatures for Cooking, Holding, and Cooling

Controlling Time and Temperature During Preparation (Institute of Child Nutrition):

https://theicn.org/wpfd_file/controlling-time-and-temperature-during-preparation/

Cooking Foods (Institute of Child Nutrition):

https://theicn.org/resources/521/food-safety-fact-sheets/107109/cooking-foods.pdf

Cooling Food Safely (Institute of Child Nutrition):

https://theicn.org/icn-resources-a-z/cooling-food-safely/

Holding Hot Foods (Institute of Child Nutrition):

https://theicn.org/resources/521/food-safety-fact-sheets/107118/holding-hot-foods.pdf

Hot and Cold Holding Temperature Log (Institute of Child Nutrition):

https://theicn.org/wpfd_file/hot-and-cold-holding-temperature-log/

Safe Minimum Internal Temperature Chart (USDA Food Safety and Inspection Service): https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/safe-temperature-chart

Thawing Foods (Institute of Child Nutrition):

https://theicn.org/resources/521/food-safety-fact-sheets/107153/thawing-foods.pdf

Thawing Foods (Institute of Child Nutrition):

https://theicn.org/resources/521/food-safety-fact-sheets/107153/thawing-foods.pdf



For more information, visit the CSDE's Food Safety for Child Nutrition Programs webpage or contact the child nutrition 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/Resources/Resources_Food_Safety.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:

- 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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