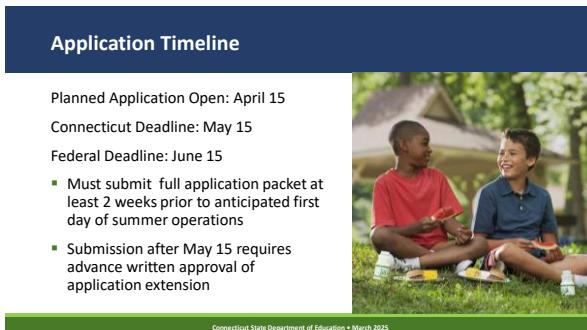




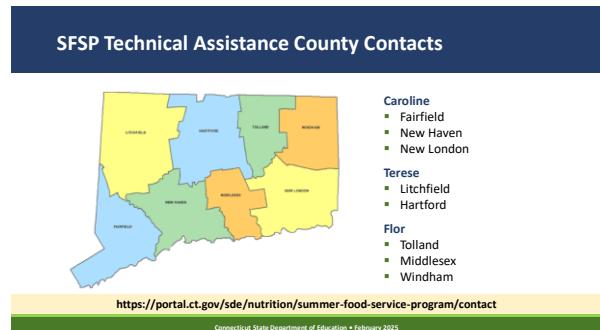
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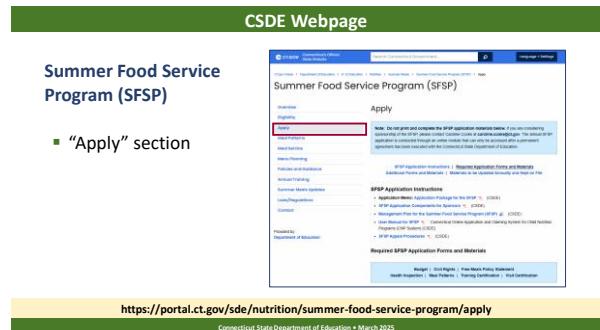


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⁵ See, for example, the discussion of the 1990s in the United States in the introduction to *Reaganomics* (1992).

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⁵ See, for example, the discussion of the 1992 Constitutional Convention in the *Constitutional Convention of 1992: The Final Report* (1993).

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Digitized by srujanika@gmail.com

6 www.ijerph.com <http://dx.doi.org/10.3390/ijerph12094533>



Meal Pattern

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SFSP Meal Pattern Training

- Completion mandatory by May 1, 2025
- Virtual pre-recorded training
- Located on “Annual Training” section of CSDE’s SFSP website



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>

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Meal Pattern

Upload to checklist/supporting documents:

- Menus: Menus for each meal and snack type to be served. Menus submitted for approval must contain the name of the food item and the quantity or crediting of the food item to be served. Sponsors intending to implement offer versus serve (OVS) must include a detailed explanation regarding implementation.

For guidance on the SFSP meal patterns, visit the “Meal Pattern” section of the CSDE’s SFSP webpage. For guidance on the meal and snack crediting requirements, visit the CSDE’s webpage in the Summer Food Service Program webpage and CSDE’s Crediting Documentation for the Child Nutrition Programs webpage.

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CSDE Resource

Menu Templates

- Breakfast Menu Form
- Lunch/Supper Menu Form
- Snack Menu Form

Lunch and Supper Menu Forms for the Summer Food Service Program (SFSP)				
Name of SFSP sponsor that made the meal planning form available for a specific program				
Day	Name	Breakfast	Midmorning	Thinner
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

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<https://portal.ct.gov/sde/nutrition/summer-food-service-program/menu-planning#MenuForms>

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Free Meals Policy Statement

Upload to checklist/supporting documents:

- Open, Open Restricted, or Closed Enrolled Sites: All sponsors with Open, Open Restricted, or Closed Enrolled sites must complete the CSDE’s Summer Food Service Program (SFSP) Free Meals Policy Statement for Non-pricing Programs.
- Camp sites: All sponsors with camp sites must complete the CSDE’s Summer Food Service Program (SFSP) Free Meals Policy Statement for Pricing Programs.

These statements must be signed by an authorized signer, as indicated in the permanent agreement executed with the CSDE. If the SFSP sponsor operates both pricing and non-pricing sites, both statements must be signed and uploaded.

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Free Meals Policy Statement

Free Meals Policy Statement

Upload to checklist/supporting documents:

- Open, Open Restricted, or Closed Enrolled Sites: All sponsors with Open, Open Restricted, or Closed Enrolled sites must complete the CSDE’s Summer Food Service Program (SFSP) Free Meals Policy Statement for Non-pricing Programs.
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These statements must be signed by an authorized signer, as indicated in the permanent agreement executed with the CSDE. If the SFSP sponsor operates both pricing and non-pricing sites, both statements must be signed and uploaded.

2025 SFSP Application Components for SFSP Sponsors	
Free Meals Policy Statement	
Open, Open Restricted, or Closed Enrolled Sites:	
<p>A. Open, Open Restricted, or Closed Enrolled sites must complete the CSDE’s Summer Food Service Program (SFSP) Free Meals Policy Statement for Non-pricing Programs.</p> <p>B. Camp sites: All sponsors with camp sites must complete the CSDE’s Summer Food Service Program (SFSP) Free Meals Policy Statement for Pricing Programs.</p> <p>These statements must be signed by an authorized signer, as indicated in the permanent agreement executed with the CSDE. If the SFSP sponsor operates both pricing and non-pricing sites, both statements must be signed and uploaded.</p>	
Health Department Notification	
<p>A. Open, Open Restricted, or Closed Enrolled sites: If a group of sites in a local health department operating under the same title and under the same license, the local health department may submit a single signed letter to the CSDE. The letter must be signed by the local health department director or the local health director. The letter must be signed and uploaded.</p>	

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Other Notifications

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Public and Health Department Notifications

Public Notification

- **Sample Press Release:** Document a copy of the press release pertaining to open site operations, as submitted to the media. Include the date sent and media names to which they were sent. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.
- **Sample Participant Notification:** Document a copy of the participant notification to parents/guardians of enrolled children in closed enrolled and camp sites. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.

Health Department Notification

- **Upload to checklist/supporting documents:** A copy of the letter to the local health department providing notification of intention to operate food service at the sites listed. Give specific dates and times of operation for each site. Refer to "Health Inspection Letter for the Summer Food Service Program".

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Civil Rights

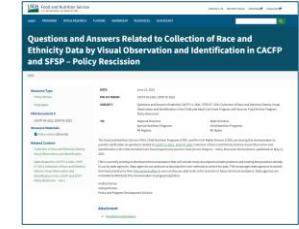
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USDA Resource

Collection of Race and Ethnicity Data by Visual Observation and Identification

- USDA Memo CACFP 11-2021 and SFSP 07-2021
- USDA Memo CACFP 09-2022, SFSP 05-2022: Q&As



<https://www.fns.usda.gov/cn/Race-and-Ethnicity-Data-Policy-Recission>

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Civil Rights Beneficiary Data Collection

Civil Rights

- **Civil Rights Requirements:** A summary of the civil rights requirements, with appropriate forms and instructions is available in the "Civil Rights for SFSP" section of the CSDE's Civil Rights for Child Nutrition Programs webpage. Review the CSDE's Civil Rights Requirements for the Summer Food Service Program and collect the required data using the CSDE's sample participant data collection form or other data sources. Summarize and maintain the data for each meal site.
- **Collection Note:** The sample participant data collection form is available in seven languages in the "SFSP Civil Rights Requirements" section of the CSDE's Civil Rights Requirements for Child Nutrition Programs webpage.
- **Civil rights beneficiary data:** Must be collected every year for each meal site. Civil rights beneficiary data must be re-collected for each session of camp sites. Files must be maintained in separate records as outlined in the CSDE's Civil Rights Requirements for the Summer Food Service Program.

2025 SFSP Application Components for SFSP Sponsors

Materials Updated Annually and Filed with Sponsor Records

Public Notification

- **Sample Press Release:** Document a copy of the press release pertaining to open site operations, as submitted to the media. Include the date sent and media names to which they were sent. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.
- **Sample Participant Notification:** Document a copy of the participant notification to parents/guardians of enrolled children in closed enrolled and camp sites. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.

Non-Discrimination

- **Sample Non-Discrimination:** A description of procedures for collecting information on race, ethnicity, and gender identity for each meal site. The sample form is available in the "Civil Rights for SFSP" section of the CSDE's Civil Rights Requirements for Child Nutrition Programs webpage.
- **Civil Rights:**

 - **Civil Rights Requirements:** A summary of the civil rights requirements, with appropriate forms and instructions is available in the "Civil Rights for SFSP" section of the CSDE's Civil Rights Requirements for Child Nutrition Programs webpage. Review the CSDE's Civil Rights Requirements for the Summer Food Service Program and collect the required data using the CSDE's sample participant data collection form or other data sources. Summarize and maintain the data for each meal site.
 - **Civil Rights Beneficiary Data:** Must be collected every year for each meal site. Civil rights beneficiary data must be re-collected for each session of camp sites. Files must be maintained in separate records as outlined in the CSDE's Civil Rights Requirements for the Summer Food Service Program.

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CSDE Resource

Civil Rights Beneficiary Data Collection Form for the Summer Food Service Program (SFSP)

- Albanian
- Arabic
- English
- Haitian Creole
- Portuguese
- Simplified Chinese
- Spanish

<https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs/civil-rights-for-sfsp>

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CSDE Resource

Summary Form for SFSP Civil Rights Beneficiary Data Collection

Section 1: Summary Form for SFSP Civil Rights Beneficiary Data Collection

Section 2: Summary Form for SFSP Civil Rights Beneficiary Data Collection

Section 3: Summary Form for SFSP Civil Rights Beneficiary Data Collection

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CSDE Resource

Authorized Signatures Change Form

- Access through CSDE's Instructions for Completing the Authorized Signatures Change Form

https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/authorized_signatures_change_form_instructions.pdf

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CSDE Resource

Enrollment Information Form for Camps and Closed Enrolled sites

- Enrollment Information Form for the SFSP

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply#Enrollment>

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CSDE Webpage

Optional 1-year renewal agreement for vended programs that contract with food service management company (FSMC)

<https://portal.ct.gov/sde/nutrition/food-service-management-company/contracts-in-sfsp>

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CSDE Resource

Appeal Procedures for the Summer Food Service Program (CSDE)



https://portal.ct.gov/-/media/sde/nutrition/sfsp/appeal_procedures_sfsp.pdf

CSDE Webpage

Laws and Regulations for Child Nutrition Programs

- USDA Legislation and Regulations
- USDA Final Rules for SFSP

<https://portal.ct.gov/sde/nutrition/laws-and-regulations-for-child-nutrition-programs>

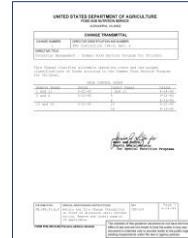
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USDA Resource

Food and Nutrition Service (FNS) Instruction 796-4, Rev. 4: Financial Management – Summer Food Service Program for Children



<https://fns-prod.azureedge.us/sites/default/files/resource-files/sfsp-instruction796-4.pdf>

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Management Plan

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Performance Standards: Viability, Capability, and Accountability (VCA)

- PS 1 – Financial Viability and Management
- PS 2 – Administrative Capability
- PS 3 – Internal Controls for Program Accountability



<https://fns-prod.azureedge.us/sfsp/streamlining-summer>

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Management Plan

Management Plan

- Complete: One management plan per sponsor that addresses the three SFSP performance standards: 1 – Financial Viability and Management, 2 – Administrative Capability, and 3 – Internal Controls for Program Accountability. Refer to the CSDE's Management Plan for the Summer Food Service Program.
- Upload to checklist/supporting documents: Management Plan

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School Food Authority SFSP Sponsors in Good Standing

- Per USDA policy, may be permitted to submit a simplified management plan at state agency's discretion



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Good Standing (7 CFR 225.2)

- The status of a program operator that meets its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time

Terms to Know

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Failure to be in “Good Standing”

1. Sponsor deemed seriously deficient in its operation of 2023 SFSP
2. Failure to return to CSDE any advance payments which exceeded amount earned for serving meals in previous year
3. Failure to demonstrate that site review findings were fully corrected to CSDE's satisfaction
4. Sponsor had systemic findings on its most recent CSDE site reviews



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Failure to be in “Good Standing”

4. Sponsor had systemic findings on its most recent CSDE site reviews
5. Sponsor had systemic findings at most recent CSDE administrative review
6. Sponsor does not meet one or more of VCA performance standards required in 7 CFR 225.6(d)
7. Sponsor deemed not in “good standing” in another Child Nutrition Program



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Management Plan Must Demonstrate Financial Viability

- Describe community's need for summer meals and sponsor's strategy for recruitment of sites
- Describe sponsor's financial resources and financial history and submit supporting documentation
- Comply with meal service, recordkeeping, and all other operational requirements
- Ensure all costs in sponsor's budget are reasonable, allocable, and necessary



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Required Documentation for Financial Viability

- Must maintain records of income to sponsor or program, such as
 - grant award notices
 - single audit reports
 - designated funds from board
- These records must demonstrate sponsor is financially solvent



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Financial Viability includes Sponsor's Ability to

- Maintain sufficient contingency funds
- Document and practice appropriate fiscal activities
- Communicate policies and procedures to staff with fiscal management responsibilities



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Administrative Capability

- Sponsor must be administratively capable, as described at 7 CFR 225.6(d)(2)
- Sponsor must submit a complete administrative budget for state agency review and approval, per 7 CFR 225.6(c)(2)(vii)



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Administrative Budget = Financial Plan for Operating SFSP for Program Year

- Must reflect sponsor's anticipated needs and financial resources
- Must include sufficient detail of administrative earnings and expenses and non-program funds that may be used for program administration



Sponsors must ensure all reported costs are reasonable, allocable, and necessary

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Demonstrate and Document Administrative Capability

- Hire qualified staff
- Employ sufficient staff to ensure successful operation of the program
- Develop and implement written policies and procedures that assign program responsibilities and duties and ensure compliance with civil rights requirements
- Train staff and hold accountable to fulfill program responsibilities



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Internal Controls for Program Accountability 7 CFR 225.6(d)(3)

- Sponsor's demonstration of internal controls to ensure integrity and program compliance
- Include written policies and procedures, edit checks, recordkeeping procedures, and safeguards for program funds



Sponsors must have appropriate oversight of their business and SFSP

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Demonstrate and Document Internal Controls for Program Accountability

- Develop, implement, and maintain a financial system compliant with SFSP requirements, including checkpoints and safeguards to prevent errors and fraud
- Conduct monitoring activities and maintain records to show compliance with SFSP requirements and organizational policies



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Management Plan Schedule

- Must submitted annually
- Full management plan must be submitted at least every 3 years for all sponsors
- 7 CFR 225.6(e)(2) describes management plan requirements for
 - new sponsors
 - sponsors that have experienced significant operational problems in prior year



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Resources



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CSDE Webpage

Summer Food Service Program (SFSP)

- “Apply” section: Application

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply>

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Thanks for participating!

- More guidance and resources



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>

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Questions? Contact CSDE’s Summer Meals Staff



https://portal.ct.gov/~media/sde/nutrition/cnstaff/county_assign_summer_meals.pdf

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CSDE Nondiscrimination Statement

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 the Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

- fax: (833) 256-1665 or (202) 690-7442; or
- email: program.intake@usda.gov

This institution is an equal opportunity provider.

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USDA Nondiscrimination Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

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