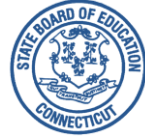




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Potential 2021 Summer Food Service Program Sponsors

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

**DATE:** April 29, 2021

**SUBJECT:** **Operational Memorandum No. 02-21 – SFSP**  
Interest Survey for 2021 Summer Meals Programs

In order to plan for implementation of the Summer Meals Programs in 2021, the Connecticut State Department of Education (CSDE) is requesting that all sponsors who participated in the Summer Food Service Program (SFSP) in summer 2019 or 2020, and any prospective new SFSP organizations, indicate their interest in becoming a SFSP sponsor during the summer of 2021. SFSP sponsors currently active during school year 2020-21 do **not** need to complete and return the attached Summer Meals Programs Annual Interest Survey Planning Data Form.

All SFSP sponsors and potential sponsors who are not currently active, must complete and return the attached Summer Meals Programs Annual Interest Survey Planning Data Form by **May 10, 2021**. Follow the instructions below.

1. Complete the “Sponsor name” and “Sponsor contact person” section of the attached Annual Interest Survey Planning Data form and sign, date, and return. Please note that this form must be completed and returned even if there are no changes from 2019 or 2020.
2. If your organization participated in the SFSP in 2019 or 2020, review the attached 2019 or 2020 site list and **document the necessary changes for summer 2021**.
  - Continuing sites: Indicate the planned dates of operation.
  - Discontinuing sites: Place a line through the site information.
  - New sites: Complete the “Proposed New Sites” section of the Summer Meals Programs Annual Interest Survey Planning Data Form and return it with the site listing.
3. Submit your response by e-mail to Caroline Cooke at [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov), by **May 10, 2021**.

Your response will signify your interest in sponsoring summer meals in 2021. Therefore, it is important that you submit your reply by the deadline. This is not the annual SFSP sponsor application packet. The CSDE will forward additional information regarding the annual application process to the contact person listed under “Sponsor contact person” on the Annual Interest Survey Planning Data form.

If you have any questions, please contact Caroline Cooke at [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov).

JDF:cc

Attachments: (2)

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 for the SFSP are posted on the CSDE’s [Operational Memoranda for the SFSP](#) webpage.

# Summer Meals Programs

## Annual Interest Survey Planning Data Form

This form indicates sponsor interest in 2021 Summer Meals. For more information, refer to the Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 02-21 – SFSP: Interest Survey for 2021 Summer Meals Programs](#).

**Instructions:** Complete the information below and e-mail to Caroline Cooke at [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov) by **May 10, 2021**.

**Sponsor name:** \_\_\_\_\_

**Sponsor contact person:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**Signature of contact person indicating review of attached list was completed:** \_\_\_\_\_

Proposed New Sites				
Site name and address	School site?	Eligibility Source	Tentative dates of operation	Estimated daily attendance
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			

# Summer Meals Programs Annual Interest Survey Planning Data Form

Proposed New Sites				
Site name and address	School site?	Eligibility Source	Tentative dates of operation	Estimated daily attendance
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			

**School Sponsors Only**

School district \_\_\_\_\_ has participated in the SSO previously and may be interested in transitioning to the SFSP in 2021.

Name of contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

# Summer Meals Programs Annual Interest Survey Planning Data Form

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).