

Summer Food Service Program (SFSP) Policies and Procedures for Claims Against SFSP Sponsors

Summer 2025

This policy is used by the Connecticut State Department of Education (CSDE) to comply with the U.S. Department of Agriculture (USDA) [SFSP regulations](#). If any part of this policy conflicts with the SFSP regulations or memoranda issued by the USDA, the federal regulations and memoranda shall take precedence.



The CSDE shall disallow any portion of a claim for reimbursement and recover any payment to a sponsor not properly payable under 7 CFR 225 of the SFSP regulations, except for overpayments that may be disregarded under [7 CFR 225.10\(c\)](#). The CSDE may consider claims for reimbursement not properly payable if a sponsor's records do not justify all costs and meals claimed.

Collection Procedure

The CSDE shall notify the sponsor of the reasons for any disallowance or demand for repayment. The collection procedure for unearned payments includes the steps indicated below.

1. The CSDE sends a written demand to the sponsor by certified mail, return receipt requested, for the return of improper payments.
2. If after 30 calendar days the sponsor fails to remit full payment or agree to a satisfactory repayment schedule, the CSDE sends a second written demand by certified mail, return receipt requested, for the return of improper payments.
3. If after 60 calendar days following the original written demand, the sponsor fails to remit full payment or agree to a satisfactory repayment schedule, the CSDE sends a third written demand by certified mail, return receipt requested, for the return of the improper payments.
4. If after 90 days following the original written demand, the sponsor fails to remit full payment or agree to a satisfactory repayment schedule, the CSDE shall refer the claim against the sponsor to the appropriate state or federal authorities for pursuit of legal remedies.

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For information on the SFSP, visit the CSDE's [SFSP webpage](#) or contact the [Summer Meals staff](#) at the CSDE's 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/sfsp/policies_sfsp_claims_against_sponsors.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, 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

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