

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

## Summer 2026

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



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.

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.

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

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, 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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](mailto:louis.todisco@ct.gov).