

# Summer Food Service Program (SFSP) Policies and Procedures for Smaller Food Portions

## 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](#).



### Meal Requirements

The SFSP meal requirements are designed to provide nutritious and well-balanced meals for children. Sponsors must ensure that all meals served in the SFSP meet the minimum meal pattern requirements specified in [7 CFR 225.16\(d\)](#) of the SFSP regulations, as indicated in the CSDE's [SFSP Meal Patterns](#). Children may be served larger portions but not less than the minimum quantities specified.

### Smaller Portions for Children Under Age 6

Per section [7 CFR 225.16\(f\)\(2\)](#) of the SFSP regulations, the CSDE may authorize sponsors to serve smaller quantities of food to children under age 6, if the sponsor has the capability to ensure that portion size variations are consistent with the age levels of the children being served. Portion sizes for children under age 6 must follow the age-appropriate meal pattern requirements contained in the Child and Adult Care Food Program (CACFP) regulations ([7 CFR 226.20\(c\)](#)). For more information, visit the "[CACFP Meal Patterns for Children](#)" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

SFSP sponsors must receive **prior approval** from the CSDE to serve children under age 6 smaller portions than the required minimums in the SFSP meal pattern. To request approval, email the following information to the sponsor's assigned CSDE's [Summer Meals team member](#):

1. the site name and age of children to be served;
2. an explanation of why the sponsor wants to deviate from the SFSP meal pattern and serve smaller food quantities than required in [7 CFR 225.16\(d\)](#); and
3. the SFSP menu.

The CSDE will review this information and respond to the sponsor by email

# Summer Food Service Program (SFSP)

## Policies and Procedures for Smaller Food Portions

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).