

Records Retention Requirements for the Summer Food Service Food Program

This document addresses the records retention requirements for Connecticut sponsors of the U.S. Department of Agriculture's (USDA) [Summer Food Service Program \(SFSP\)](#). These requirements apply to all school food authorities, private non-profit organizations, municipalities, residential camps, and institutes of higher learning that participate in the SFSP.

USDA Requirements

All SFSP sponsors must comply with the records retention requirements below. These requirements apply to SFSP sponsors that self-operate their food service program and SFSP sponsors that vend their food service program through a [food service management company \(FSMC\)](#).

- Maintain all necessary records for a period of three years after submission of the final claim for reimbursement for the fiscal year.
- If audit findings have not been resolved, retain records beyond the three-year period, for as long as required to resolve the issues raised by the audit.

SFSP sponsors should check with their governing authority to determine if local records retention requirements are more stringent.

Required Records

The required records that must be maintained include all records related to the SFSP. The list below includes some examples but is not all inclusive.

- **Reimbursement claims:** Supporting documentation for the monthly claims for reimbursements, e.g., daily meal count sheets, monthly meal count compilation spreadsheets, and all other applicable claims documentation.
- **Menus:** Supporting documentation for menus, e.g., breakfast, lunch, supper, and snack menus, recipes, production records or an alternate system for documenting reimbursable meals, delivery receipts for satellite sites, Child Nutrition (CN) labels, product formulation statements, Nutrition Facts labels and ingredients, and all other applicable menu and crediting documentation. For additional guidance on the required menu documentation, refer to the Connecticut State Department of Education's (CSDE) resource, [Accepting Processed Product Documentation in the Summer Food Service Program](#), and visit the CSDE's [Crediting Documentation for the Child Nutrition Programs](#) webpage.

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- **Medical statements for meal modifications for disability reasons:** Medical statements for all children with a documented disability whose meal modifications do not meet the SFSP meal patterns (refer to the CSDE's [Request Form for Meal Modifications in the Summer Food Service Program](#)). For additional guidance, refer to the CSDE's [Guidance for Meal Modifications in the Summer Food Service Program](#) and [USDA Memo CACFP 14-2017 and SFSP 10-2017: Modifications to Accommodate Disabilities in CACFP and SFSP](#), and visit "[Meal Modifications for Special Diets](#)" in the "Menu Planning" section of the CSDE's SFSP webpage.
- **Income eligibility (applies only to residential camps and closed enrolled sites in non-area eligible locations):** All approved free and reduced-price applications, denied applications, direct certification data, eligibility status from school food authorities, and all other applicable application documentation. Applicable forms and guidance are available on the CSDE's [Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs](#) webpage and [Direct Certification for School Nutrition Programs](#) webpage.
- **Cost records:** Cost records including receipts, invoices, canceled checks, payroll documentation and timesheets, and electronic (ACH) deductions and transfers.
- **Contracts:** Supporting documentation for the Request for Proposals (RFP) process for FSMC selection. For forms and guidance, visit the "[Contracts in SFSP](#)" section of the CSDE's Food Service Management Company webpage.
- **Procurement:** Supporting documentation for procurement including all bids and purchases, and all other applicable procurement documentation.
- **Civil rights:** Supporting documentation for civil rights, including participant data collection forms and the SFSP sponsor's *Summary Form for SFSP Civil Rights Beneficiary Data Collection*. For forms and guidance, visit the "[Civil Rights for SFSP](#)" section of the CSDE's Civil Rights for Child Nutrition Programs webpage.
- **Staff training:** Supporting documentation for staff training, such as training agendas and staff sign-in sheets. The required training documentation form is the CSDE's [Training Documentation Form for the Summer Food Service Program \(SFSP\)](#).

For questions or additional guidance on these requirements, contact the [Summer Meals staff](#).

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Resources

[Accepting Processed Product Documentation in the Summer Food Service Program](#) (CSDE):

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

[Civil Rights for Child Nutrition Programs](#) (CSDE webpage):

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

[Crediting Documentation for the Child Nutrition Programs](#) (CSDE):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs>

[Crediting Foods in the Summer Food Service Program](#) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-the-summer-food-service-program>

[Crediting Summary Charts for the Summer Food Service Program Meal Patterns](#) (CSDE):

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

[Food Service Management Company](#) (CSDE webpage):

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

[Forms](#) (“Apply” section of CSDE’s SFSP webpage):

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

[Guidance for Meal Modifications in the Summer Food Service Program](#) (CSDE):

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

[Meal Modifications for Special Diets](#) (CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/meal-patterns#MealModifications>

[Meal Patterns](#) (CSDE’s SFSP webpage):

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

[Production Records](#) (“Menu Planning” section of CSDE’s SFSP webpage):

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

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[Program Guidance for the Summer Food Service Program](#) (CSDE webpage):

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

[Request Form for Meal Modifications in the Summer Food Service Program](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/mealpattern/meal_modification_request_sfsp.docx

[Standardized Recipes](#) (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs#StandardizedRecipes>

[USDA Memo CACFP 14-2017 and SFSP 10-2017: Modifications to Accommodate Disabilities in CACFP and SFSP:](#)

<https://www.fns.usda.gov/cn/modifications-accommodate-disabilities-cacfp-and-sfsp>

[USDA Memo SP 05-2025, CACFP 04-2025, SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements:](#)

<https://www.fns.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation>

[Using Child Nutrition \(CN\) Labels in the Summer Food Service Program](#) (CDSE):

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

[Using Product Formulation Statements in the Summer Food Service Program](#) (CSDE):

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

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For more information, visit the [SFSP](#) webpage or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, 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/records_retention_sfsp.pdf.



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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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