

Training Certification Letter for the Summer Food Service Program (SFSP)

Summer 2024

Agreement number: _____

Training Sessions for All SFSP Sponsor and Site Personnel

Federal regulations require the following statement of assurance from each sponsor to be eligible for the second operating and administrative advances.

The SFSP sponsor, _____, hereby assures the Connecticut State Department of Education that it has held training sessions for its own personnel, including site personnel, regarding SFSP duties and responsibilities.

- The training session for administrative personnel was held on _____.
- The training session for site personnel was held on _____.
Personnel representing all sites were in attendance at the site personnel session.

Signature: _____
Authorized representative (as indicated on ED-099 Agreement)

Title: _____ Date: _____

Include this form with your SFSP application. For questions or additional information, please contact the Connecticut State Department of Education's (CSDE) [Summer Meals staff](#).

Training Certification Letter for the SFSP



For information on the SFSP, visit the CSDE's [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/Training_Certification_Letter_SFSP.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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