

## The School Lunch Tray: July 14, 2021

Dear School Sponsors of Child Nutrition Programs:

The School Lunch Tray contains the Connecticut State Department of Education's (CSDE) weekly email notifications for the U.S. Department of Agriculture's (USDA) school nutrition programs. This week's topics are listed below.

- Update on HPC Contract Extension and Amendment
- Resource Roundup: Using Taglines in the Child Nutrition Programs

Please review and share with appropriate staff members. Thank you.



---

### Update on HPC Contract Extension and Amendment

The contract for state distribution and storage of USDA Foods with Hartford Provision Company (HPC) was extended until June 30, 2022. The contract was also amended to include a 12 case minimum per order. The per case delivery fee of \$4.50 will remain the same. You may choose to order less than 12 cases per order. However, you will still be responsible for paying the minimum per-case distribution fee of \$54.00 (\$4.50 multiplied by 12 cases).

---

### Resource Roundup: Requirement for Using Taglines in the Child Nutrition Programs

A tagline is a phrase that helps provide English learners with meaningful access to the Child Nutrition Programs (CNPs). The U.S. Department of Agriculture (USDA) **requires** districts that participate in the federally funded CNPs to take reasonable steps to ensure meaningful access to their programs. The CSDE developed the document, [Taglines and Providing Meaningful Access to Child Nutrition Programs](#), document to assist sponsors with this process.

## The School Lunch Tray: July 14, 2021

The purpose of taglines is to inform the English learner parent/guardian (in their spoken language) of who to contact within the district or institution if they need language assistance services and the CSDE provides the tagline in the six most frequently spoken languages in Connecticut (Spanish, Arabic, Mandarin Chinese, Portuguese, Polish and Haitian Creole.)

As a reminder, a plan must be in place to meet the needs of parents/guardians who contact the district to request language assistance services and districts should include all taglines with their [Frequently Asked Questions \(FAQs\)](#) letter, which is issued to all households at the beginning of the year. LEAS may use the CSDE's document, [Sample Taglines Form for child Nutrition Programs](#), is for this purpose.

---



For more information, visit the Connecticut State Department of Education's (CSDE) [School Lunch Tray Table Talk](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/Training/TableTalk/SLT\\_07\\_07\\_2021.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/Training/TableTalk/SLT_07_07_2021.pdf).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (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 affirmative action/equal opportunity 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 age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, 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: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).