

Connecticut State Department of Education Update



October 14, 2022

Connecticut State Department of Education



CSDE Presenters



- Shannon Yearwood
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- Monica Pacheco
- Andy Paul
- Fionnuala Brown
- Greg King
- Teri Dandeneau
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Today's Topics



Session 1

- Federal and State Updates
- USDA Foods
- Food Service Management Company (FSMC) Monitoring
- Fresh Fruit and Vegetable Program (FFVP)

Session 2

- School Year 2022-23 Operations
- Financial Management
- Local School Wellness Policies
- Professional Standards
- System Operations
- General Areas

Federal and State Updates



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Happy National School Lunch Week!



USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

THANKS!

Thanks for helping me be stronger with school meals!

All of you!

September 2021 FNS-914A

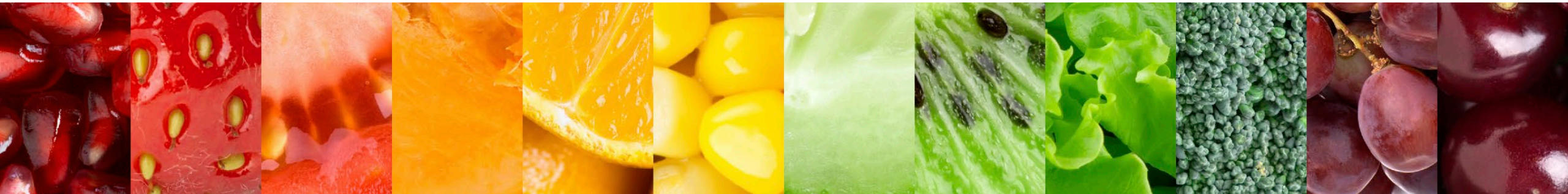




Connecticut State Department of Education Update



- Welcome to new team member: Greg King
- State Match, Healthy Food Certification, Severe Need School Breakfast Grant
- School Lunch Tray Table Talk 2022-23 launching October 20!
 - Every other Thursday for ≤ 1 hour
 - **October 20 time change:** 2:30 p.m. – 3:30 p.m. (one-time only)
 - **Regular time:** 2:00 p.m.- 3:00 p.m.





Let's Take a Moment...



- 114 Nationwide Waivers
 - > 146.5M school breakfast and lunch meals served since March 2020
- \$521.4M federal funds directly to local districts
- School Meals Assistance Revenue for Transition (SMART) Funds
 - \$30M in transition funds for school meals in school year (SY) 2022-23
- Emergency Operating Costs Reimbursement Program – Schools and CACFP
 - > \$12M
- Supply Chain Assistance Grant x 3
 - > \$22.6M
- Pandemic Electronic Benefits Transfer (P-EBT)
 - >280,000 children
 - >\$486M



Keep Kids Fed Act: SY 2022-23



- USDA may issue non-cost nationwide waivers through SY 2022-23
 - Without this authority, only non-cost state waivers
 - Student eligibility carry-over
 - Community Eligibility Provision (CEP) deadlines
- Increases SY 2022-23 reimbursement
 - 15 cents for school breakfast
 - 40 cents for school lunch





Lay of the Land: 27 Connecticut Waivers SY 2022-23



SY 2022-23 waiver flexibility may only be implemented by program operators when congregate meal service is limited by the pandemic

■ Requires CSDE authorization

- **Non-congregate:** SBP, NSLP, FFVP, Special Milk Program (SMP)
- **Meal Service Times:** SBP, NSLP
- **Parent/Guardian Pick-Up:** SBP, NSLP, FFVP, SMP
- **Offer Versus Serve:** SBP, NSLP
- **Food Service Management Company Contracts (FSMC)**
1-year extension beyond 4 additional years
- **Paid Lunch Equity (PLE):** SBP, NSLP

■ No meal pattern waivers





White House Conference Hunger, Nutrition, and Health



- First White House Conference on Hunger in ≥ 50 years
- Five pillars

1

Improve food access and affordability

End hunger by making it easier for everyone to access and afford food

2

Integrate nutrition and health

Prioritize the role of nutrition and security in overall health and ensure health care system addresses the nutrition needs of all people

3

Empower all consumers to make and have access to healthy choices

4

Support physical activity for all

5

Enhance nutrition and food security research



Child Nutrition Reauthorization (CNR)



- Child Nutrition and WIC Reauthorization Act authorizes all federal CNPs



- “Healthy Meals, Healthy Kids Act” (H.R. 8450)
 - Healthy, Hunger-Free Kids Act of 2010 expired September 30, 2015: annual appropriations process keeps programs funded
 - SBP
 - NSLP
 - SFSP
 - CACFP
 - At-Risk Afterschool Meals Program
 - WIC
 - FFVP
 - SMP



CNR: School Nutrition Highlights



- USDA waiver authority during federally declared emergencies
- Expands direct certification
 - **Free:** Households with income < 133% federal poverty level (FPL) or receive Supplemental Security Income (SSI), adoption assistance payments, or kinship guardianship assistance payments
 - **Reduced:** Households with income between 133% and 185% FPL





CNR: School Nutrition Highlights



- Free/reduced eligibility retroactive to start of SY
- Increases NSLP reimbursements by 10 cents for all categories
- Adds 6 cents in commodities for SBP
- Changes calculation date for value of commodities from July 1 to January 15
- Expands CEP
 - Multiplier from 1.6 to 2.5
 - Identified student percentage (ISP) from 40% to 25%
 - Statewide CEP option





Lay of the Land: Connecticut



- Unpaid Meal Charges Policies (C.G.S. Section 10-215, Amended 2021)
- CEP (C.G.S. Section 10-215k)
 - Nonparticipating, qualifies for maximum federal reimbursement, annual report by December 1
- Remote Learning Grades 9-12 (PA 21-46)





Lay of the Land: National School Lunch Act (NSLA) in Connecticut



- NSLA requirement to serve meals on each school day
 - Includes planned shortened, early dismissal days, extended SBP and NSLP for summer
 - Meals must be served onsite and during school day





Lay of the Land: NSLA in Connecticut



- Duty free lunch for teachers
≥ 30 minutes (C.G.S. Section 10-156a)
- Lunch periods for public school students
≥ 20 minutes (C.G.S. Section 10-221o)





School Meals Assistance Revenue for Transition (SMART) Funds



- PA No. 22-118 (House Bill 5506)
 - \$30M in American Rescue Plan Act (ARPA) funds
 - “Free School Meals for Children”
- Purpose: To assist households, through school food authorities' (SFAs) continued provision of school meals at no cost to students for as long as possible in SY 2022-23
- Critical for households to submit school meals applications





School Meals Assistance Revenue for Transition (SMART) Funds

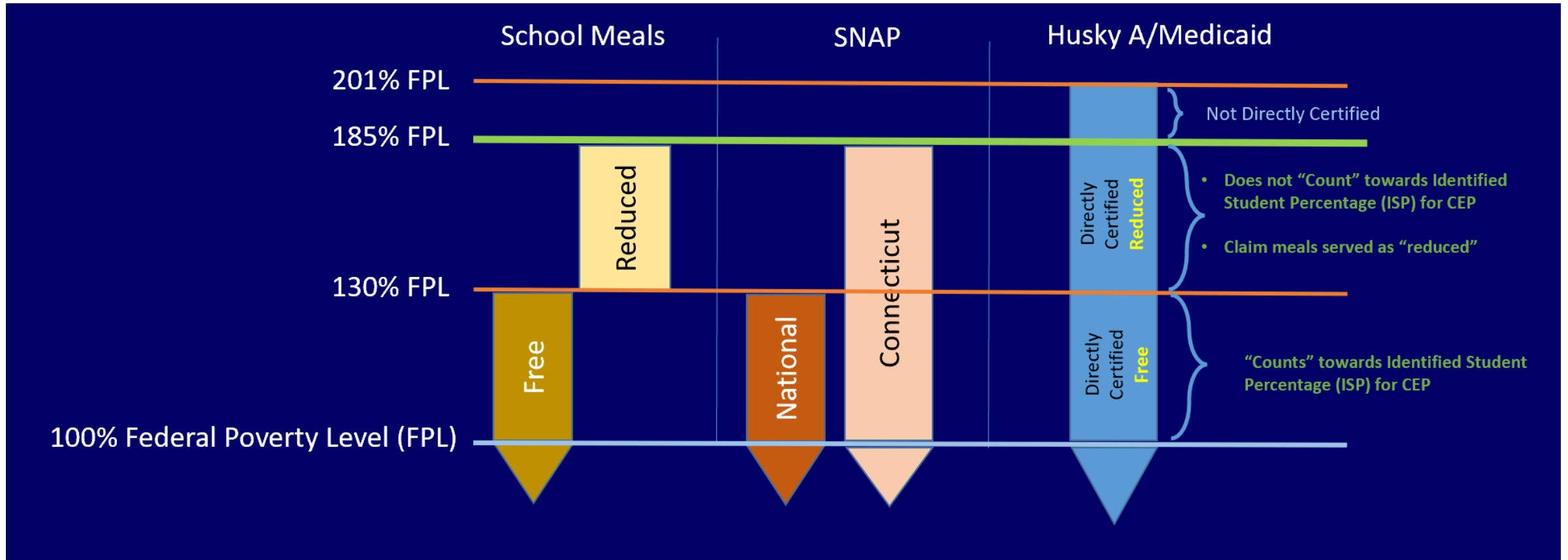


- CNP System
 - Disbursement of Funds (DOF) Module next two weeks
 - Claiming: 30 days versus 60 days
- More tools coming – forecasting
- Notice to Conclude
- Stretch SMART dollars
- SNAP to it!!





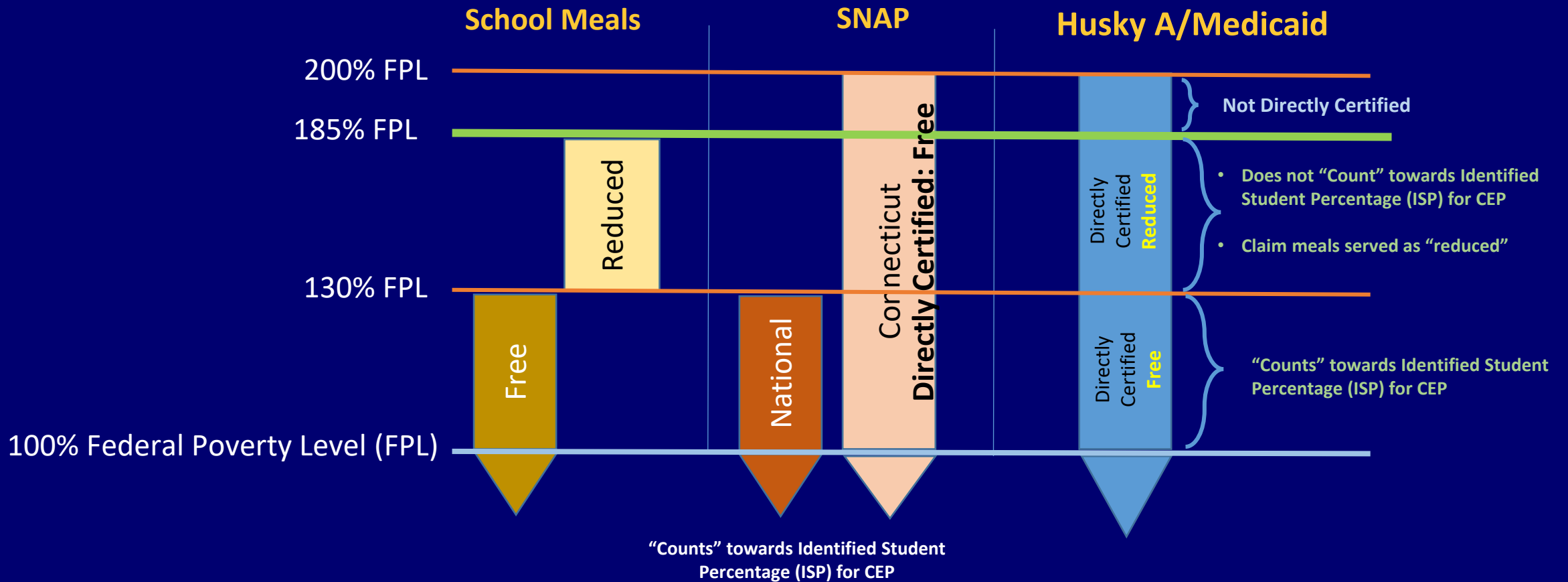
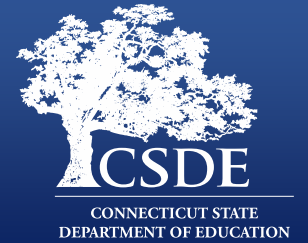
SMART SNAP Connections *Prior to October 1, 2022*





SMART SNAP Connections

As of October 1, 2022



USDA Foods



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Food Distribution Updates



- Entitlement
- Cheese
- USDA DoD Fresh Survey
- HPC Delivery Update
- State Warehousing Contract
- Upcoming Training
- Looking Forward





Entitlement



- Final adjustment completed annually by USDA in November
- Using actual prior year meal counts for first time in 3 years
- Any additional entitlement sent by USDA to CT at state level
- Now what do we do?





Cheese Transition



Direct Delivery (DD) Refrigerated Cheese Dates

- Mozzarella string cheese, 90 days
- Mozzarella block, shredded, 180 days
- Shredded cheddar, 120 days

Replace with Processors

- Mozzarella: Bongards, Land O' Lakes, Tasty Brand, ES Foods
- Cheddar: Bongards, Land O' Lakes
- Purchase Commercially





DoD Fresh Fruit and Vegetable Program



- Strategic thinking
- Survey
- Long-term partnership
- To date spending SY 23
 - \$1,326,807 spent (27%)



Hartford Provision Company



- Monthly allocations and deliveries
- Monitor WBSCM to see when product arrives at warehouse
- Taking product
- Summer storage will not be available



State Warehousing Contract



- RFP being drafted
- Current contract ends June 30, 2023
- Being bundled with larger state contract
- DAS is holding contract
- Per case delivery fee





Smooth Sailing



- Teams training for new WBSCM users
- Office hours during catalog opening
- SY 24
- Food show today



Food Service Management Company (FSMC) Monitoring



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FSMC Site Monitoring



- Different from SBP/NSLP Monitoring
- Use CSDE **FSMC Monitoring Form**
- Minimum of 2 times per year per site
- Keep on file for review during Procurement Review
- SFA is responsible, not FSMC





State FSMC Monitoring Reviews



- CSDE will notify LEAs in advance
- CSDE will conduct training for selected LEAs
- Potentially begin in early 2023



Fresh Fruit and Vegetable Program (FFVP)



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Fresh Fruit and Vegetable Program (FFVP)



Congratulations to the 23 FFVP districts



- ACES
- Bridgeport
- Bristol
- Children's Community School
- East Hartford
- East Haven
- Hamden
- Klingberg
- LEARN
- Meriden
- Middletown
- Naugatuck
- New Beginnings Family Academy
- New Britain
- New Haven
- New London
- Norwalk
- Norwich
- Stamford
- Stratford
- Waterbury
- Waterford Country School
- Windham



Today's Topics



Session 2

- School Year 2022-23 Operations
- Financial Management
- Local School Wellness Policies
- Professional Standards
- System Operations
- General Areas



School Year 2022-23 Operations



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School Meals Programs Comparison Table of Flexibilities for School Year 2021-22 and School Year 2022-23



- At-a-glance comparison chart
- Provides overview of
 - how specific program flexibilities have changed since SY 2021-22
 - what flexibilities are available for SY 2022-23 to support program operations





School Meals Programs School Year 2022-23



Certification

Household Income Applications

SSO operations during the school year will no longer be available except during an unanticipated school closure. Schools must return to standard NSLP and SBP operations. For schools not operating under a special provision (such as the Community Eligibility Provision (CEP) or provision 2), schools will be required to determine student eligibility through household applications and direct certification, and to return to counting and claiming meals by type (free, reduced price, or paid). Schools operating under a special provision will return to following the requirements of that provision.

Afterschool Snack Service (NSLP Snack)

Area eligible schools may serve and claim all snacks at the free rate. Schools are “area eligible” if at least 50 percent of students qualify for free or reduced-price meals. Other schools participating in NSLP afterschool snacks may serve and claim snacks by type (free, reduced price, or paid).



School Meals Programs School Year 2022-23



Meal Service	
Non-congregate	NSLP and SBP congregate meal service is required (children must be served and eat each meal at school).
Meal-Times	NSLP and SBP meals must follow meal service time requirements.
Parent/Guardian Pick-Up	Meals must be served directly to eligible children.
Offer Versus Serve	Local operators of senior high schools (as defined by the state education agency) must use Offer Versus Serve at lunch.



School Meals Programs School Year 2022-23



Meal Pattern

Meal Pattern Standards

Meals must meet meal pattern requirements as specified under program regulations.



School Meals Programs School Year 2022-23



Monitoring and Program Administration

Onsite Reviews

In line with program regulations, some aspects of the school meal program administrative review must occur onsite. In addition, the onsite portion of the administrative review must be completed the same school year the review began.

SFAs with more than one school must also conduct one onsite review of a school annually prior to February 1.

Review of SSO during the School Year

Program regulations require that one site from an SFA operating SSO must be reviewed the summer before or the summer after an administrative review is scheduled.

Local School Wellness Policy Triennial Assessments for NSLP and SBP

NSLP and SBP operators must complete a triennial assessment of their local school wellness policy in accordance with program requirements or the previously extended deadlines provided via nationwide waiver authorities.

Paid Lunch Equity (PLE)

SFAs are required to establish a price for paid lunches that must be greater or equal to the difference between the free and paid reimbursement rates

Financial Management



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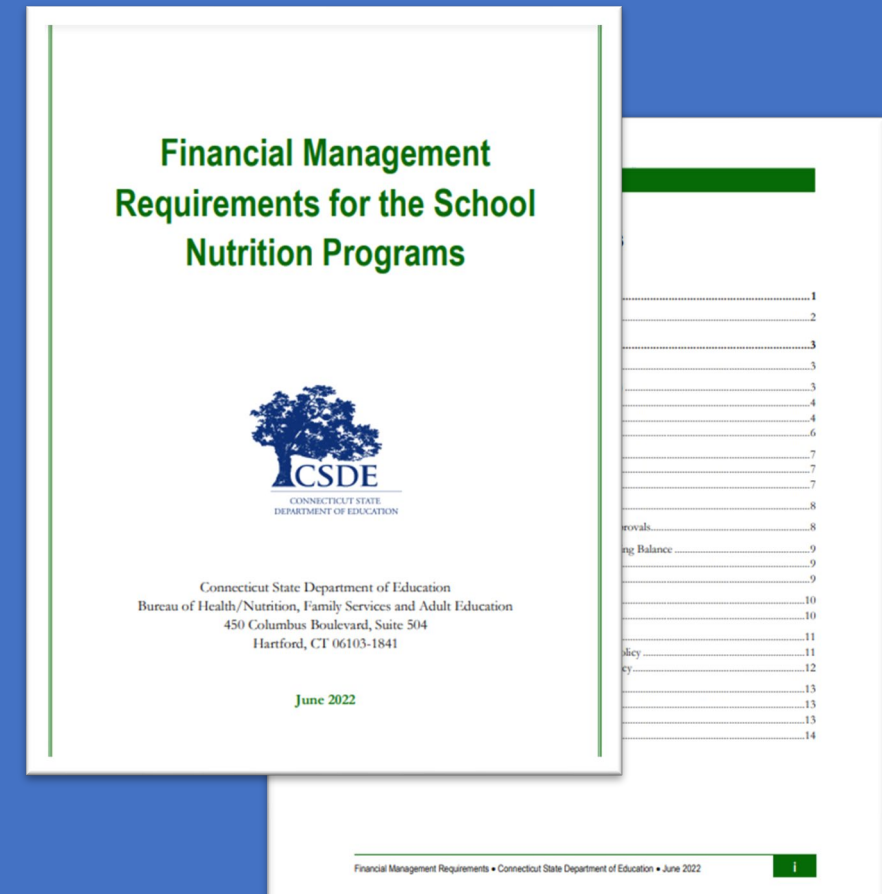
Connecticut Guidance on Financial Management



Guide: Financial Management Requirements for the School Nutrition Programs

CSDE's go-to resource to help SFAs

- understand requirements for maintaining nonprofit school food service account (NSFSA)
- determine allowable and unallowable expenses
- identify and allocate indirect costs





Financial Management Requirements



- Cannot use NSFSA funds for expenditures not directly related to operation of USDA school nutrition programs
- Any positive balance remaining in NSFSA at end of school year must be carried over to next school year as beginning balance in NSFSA
- All charges to NSFSA must be allowable
- Costs must be necessary, reasonable, allocable, and consistently treated as direct or indirect





When Prior Approval of Equipment is Required



Not required

- Equipment listed on CSDE's **Capital Expenditure Approved List for School Food Authority Equipment Purchases**

Required

- Equipment not on list with unit cost \geq \$5,000
- Used equipment with purchase price \geq \$5,000





Equipment



- Must use CSDE's **Capital Expenditure Request Form** to request approval

Connecticut State Department of Education (CSDE)
Capital Expenditure Request Form

Sponsor name: _____
Sponsor number: _____

Description of the anticipated capital expenditure (Refer to paragraph 15, "Equipment and other capital expenditures," of the applicable Office of Management and Budget (OMB) Circulars A-87 or A-122):

Acquisition cost of the anticipated capital expenditure ("Acquisition cost" means the cost of the asset including the cost to put it in place. For example, the net invoice price of the equipment, including the cost of any modifications, attachments, or auxiliary apparatus necessary to make it usable for the purchase for which it was acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the non-profit organization's regular accounting practices.)

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Net Cash Resources (NCR): Three-Month Operating Balance



- Must maintain SFA's nonprofit status
 - NSLP regulations require that NSFSA fund balance (net cash resources) **cannot exceed three months' average expenditures** as of June 30 of each year





Net Cash Resources (NCR): Three-Month Operating Balance



NCR = All monies, as determined in accordance with state agency's established accounting system, available to or accrued to a SFA's nonprofit school food service at any given time, less cash payable

- May include but not limited to
 - cash on hand
 - cash receivable
 - earnings on investments
 - cash on deposit
 - value of stocks, bonds, or other negotiable securities





Net Cash Resources (NCR): Three-Month Operating Balance



Annual Financial Report for School Nutrition Programs

- Documents compliance with NCR requirement
- Must submit in CNP System
- Due October 31, 2022
- Step-by-step guidance: **Instructions for Submitting the Financial Report for School Nutrition Programs**





Allowable Expenses for Plan to Reduce Excess Operating Balance



- Continue to offer meals at no cost to students enrolled in the school
- Reduce cost of paid meals
- Farm to School activities
- Additional staff
- Fresh fruits and vegetables
- Whole-grain menu items
- Additional staff training and professional development
- Allowable equipment purchases, e.g., point of sale (POS) systems, ovens, refrigerators, freezers, etc.
- Digital menus
- Alternative service model equipment such as Grab and Go breakfast carts



Unallowable Expenses for Plan to Reduce Excess Operating Balance



- Pay off unpaid meal charges
- Purchase land and/or buildings
- Construct buildings
- Expenses not directly related to foodservice operations
- Transferring funds out of NSFSA





Connecticut Requirements for Unpaid Meal Charge Policy in Public Schools



- Section 10-215b of the Connecticut General Statutes (C.G.S.) requires **3 elements** for board of education's (BOE) unpaid meal charge policy

C.G.S. Section 10-215 (amended 2021): Lunches, breakfasts and other feeding programs for public school children and employees. Collection of unpaid charges. Acceptance of gifts, donations or grants





Connecticut Requirements for Unpaid Meal Charge Policy in Public Schools



3 Required Elements for BOE Charge Policy

Prohibition on publicly identifying or shaming
a child for any unpaid charges, including but not limited to delaying or refusing to serve a meal to the child, designating a specific meal option for the child, or taking any disciplinary action against the child



Connecticut Requirements for Unpaid Meal Charge Policy in Public Schools



3 Required Elements for BOE Charge Policy

Prohibition on publicly identifying or shaming a child for any unpaid charges, including but not limited to delaying or refusing to serve a meal to the child, designating a specific meal option for the child, or taking any disciplinary action against the child

Declaration of the right for any child to purchase a meal that may exclude any a la carte items or be limited to one meal charges



Connecticut Requirements for Unpaid Meal Charge Policy in Public Schools



3 Required Elements for BOE Charge Policy

Prohibition on publicly identifying or shaming a child for any unpaid charges, including but not limited to delaying or refusing to serve a meal to the child, designating a specific meal option for the child, or taking any disciplinary action against the child

Declaration of the right for any child to purchase a meal that may exclude any a la carte items or be limited to one meal charges

Procedure for communicating with parents or guardians for the purpose of collecting unpaid charges



Communication Policy Must Include Information About



- Local food pantries
- Applications for free or reduced-priced meals
- Applications for the Supplemental Nutrition Assistance Program (SNAP) administered by the department of social services
- Link to town's website listing any community services available to residents

If child's unpaid charges \geq cost of 30 meals, BOE must refer parent/guardian to BOE's local homeless education liaison



Connecticut Requirements for Unpaid Meal Charge Policy in Public Schools



- **BOE may accept gifts, donations, or grants** from any public or private sources for the purpose of paying off any unpaid meal charges



CSDE Memorandum No. 11-22: Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2022/OM11-22.pdf>

Local School Wellness Policies



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Local School Wellness Policies Triennial Assessment



- All local educational agencies (LEAs) participating in the NSLP or SBP must assess their local school wellness policy at least triennially





Local School Wellness Policies Triennial Assessment



- Must measure
 - how wellness policy is implemented
 - extent to which schools are following the wellness policy
 - how wellness policy compares to a model policy
 - progress towards attaining wellness policy goals





Local School Wellness Policies Triennial Assessment



- First assessment was due June 30, 2020
 - Waivers extended deadline to June 30, 2022





Local School Wellness Policies Triennial Assessment Resources



- Hosted 12 webinars February 2021 through May 2022
 - 4 covered entire process
 - 1 covered process for RCCIs
 - 7 covered the four individual steps
 - 203 individuals from 134 sponsors attended (several attended multiple webinars)





Local School Wellness Policies Triennial Assessment Resources



- CSDE webpage with information on local school wellness policy triennial assessments
 - 4 worksheets
 - 8 instructional videos

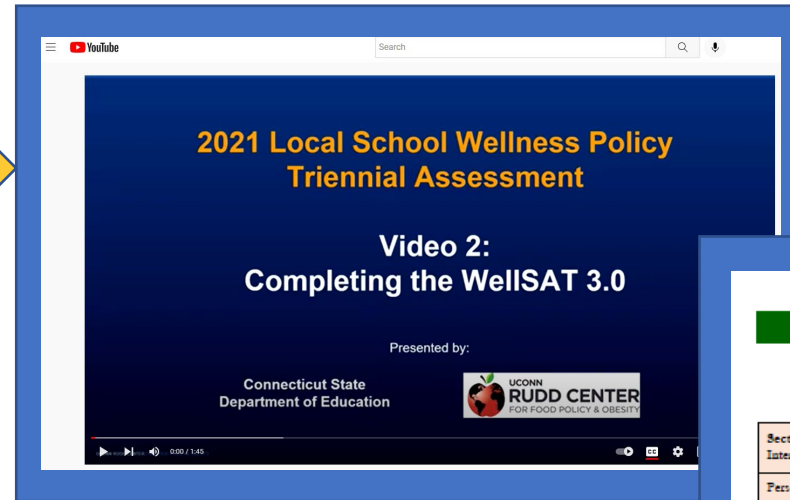




Local School Wellness Policies Triennial Assessment Resources



How to Complete the LSWP Triennial Assessment		
<ul style="list-style-type: none"> Guidance for School Wellness Policy Triennial Assessment Video 1: Introduction to the School Wellness Policy Triennial Assessment Copying, requesting access to, or moving a WellSAT policy assessment 		
Steps	Worksheets	Videos
Step 1: Complete the Wellness School Assessment Tool (WellSAT) 3.0 <ul style="list-style-type: none"> Compare LSWP to a model policy Assess compliance of LSWP with federal requirements 	<ul style="list-style-type: none"> Worksheet 1: Scorecard for WellSAT 3.0 WellSAT: A quantitative assessment tool to help LEAs score and improve their LSWP 	<ul style="list-style-type: none"> Video 2: Introduction to using the WellSAT 3.0 for the triennial assessment How to Use WellSAT 3.0 How to Find Your Local Wellness Policy
Step 2: Complete the WellSAT-I (Interview) <ul style="list-style-type: none"> Assess compliance of district practices with federal requirements Assess compliance with written LSWP 	<ul style="list-style-type: none"> Worksheet 2: Scorecard for the WellSAT-I WellSAT-I: An interview that measures how fully a district is implementing wellness practices in its schools 	<ul style="list-style-type: none"> Video 3: Completing the WellSAT-I Video 3.1: Entering Your WellSAT-I Scores Online



Local School Wellness Policy Triennial Assessment		
Worksheet 2: Scorecard for the WellSAT-I		
		Score
Section 1: Nutrition Education (NE) Interviewees: head of curriculum or health/nutrition teacher, food service director		
Personnel to be interviewed:		
Date of interview:		
NE1	Does the school district have specific goals for nutrition education designed to promote student wellness? Does this include a standards-based nutrition education curriculum?	
NE2	How would you describe the nutrition education you provide? Are didactic methods used to increase student knowledge? Are skills-based, behavior focused, and interactive/participatory methods used to develop student skills?	
NE3	Do all elementary school students receive sequential and comprehensive nutrition education?	
NE4	Do all middle school students receive sequential and comprehensive nutrition education?	
NE5	Do all high school students receive sequential and comprehensive nutrition education?	
NE6	Is nutrition education integrated into other subjects beyond health education?	
NE7	Is nutrition education linked with the school food environment?	
NE8	Does nutrition education address agriculture and the food system?	



Local School Wellness Policies Triennial Assessment Resources



- Additional one-on-one assistance via email, phone, and WebEx meetings with CSDE and UConn Rudd Center staff

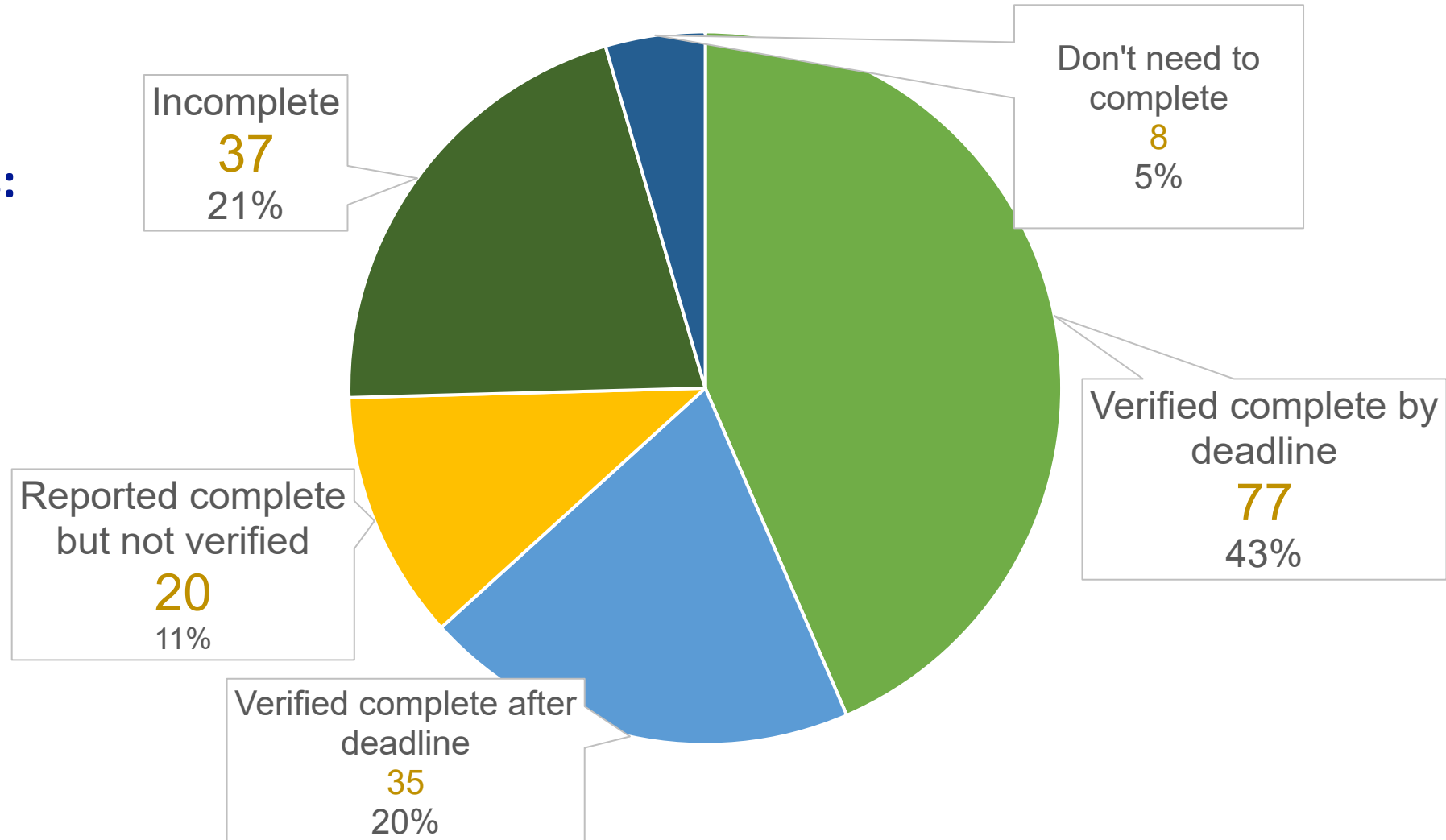




Connecticut School Meal Sponsors (N = 177) Triennial Assessment Completion



**Deadline for CT
triennial wellness
policy assessments:
June 30, 2022**



Professional Standards



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Professional Hiring Standards



Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the education requirements below. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Minimum Education Standards	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 1 year of relevant food service experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas, ¹ and at least 1 year of relevant food service experience; OR High school diploma (or GED) and 3 years of relevant food service experience. ^{2,3}	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 2 years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas, ¹ and at least 2 years of relevant school nutrition programs experience.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 5 years experience in management of school nutrition programs.
Minimum Prior Training Standards	At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee's starting date.		





Professional Hiring Standards



Training Standards for School Nutrition Program Professionals (All LEA Sizes)

Job Category	Annual Training Requirements ¹
All Directors	At least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.
All Managers	At least 10 hours of annual continuing education/training.
All Other Staff (Work at least 20 hours or more per week)	At least 6 hours of annual continuing education/training.
Part-Time Staff (Work <20 hours per week)	At least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.





USDA Training Topics



- **Nutrition:** Menu planning, nutrition education, general nutrition
- **Operations:** Food production, serving food, cashier and point-of-service, purchasing, food safety
- **Administration:** Free and reduced-price meal benefits, program management, financial management, HR and staff training
- **Communications and Marketing**

Training should focus on day-to-day management and operation of school nutrition program



CSDE Training Resources



■ CSDE's Training for Child Nutrition Programs webpage

- NSLP
- SBP
- ASP
- FFVP
- CACFP
- SFSP
- HFC

The screenshot shows the CSDE website page for "Training for Child Nutrition Programs". The page includes a search bar, a breadcrumb trail (CT.gov Home / Department of Education / Training for Child Nutrition Programs), and a main heading "Training for Child Nutrition Programs". On the left, there is a navigation menu with "Overview" selected, "Related Resources", and "Contact". The main content area features an "Overview" section with a link to "School Nutrition Programs | CACFP | SFSP". The text describes the training resources for USDA school nutrition programs, including CACFP, SFSP, ASP, FFVP, NSLP, SBP, SSO, and SMP. At the bottom, there is a light blue button with the text "NSLP and SBP | FFVP | CACFP | SFSP".



CSDE Training Resources



- Two new training module series

Reduced-price Meals and Free Milk in School Nutrition Programs

<https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs/Related-Resources>

Complying with Healthy Food Certification

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Related-Resources>

<https://portal.ct.gov/SDE/Nutrition/Training-for-Child-Nutrition-Programs>



Additional Training Resources



- **USDA Professional Standards**
<https://professionalstandards.fns.usda.gov/>
- **USDA FNS Team Nutrition**
<https://www.fns.usda.gov/team-nutrition>
- **Institute of Child Nutrition**
<https://theicn.org/>
- **SNACT**
<https://snact.org/>
- **USDA Memo 38-2016: Questions & Answers (Q&As) on the Final Rule “Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010”**
[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/CSDE Discretion ProfStd SP382016.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/CSDE_Discretion_ProfStd_SP382016.pdf)



Recordkeeping



- Record trainings as they occur
- Record should contain
 - Employee name
 - Title of training
 - Date of training
 - Key learning objective
 - Training source
 - Hours of training
- Keep records for at least 3 years plus current school year
- Use CSDE Professional Standards Tracking Log



Tracking for Professional Standards for School Year 2022-23 (July 1, 2022, through June 30, 2023)																
Employee first and last name	District position	Total regular hours of work per week	Date of hire	Date of termination (if applicable)	Employee work location	USDA training position title (e.g., director, manager, staff working more than 20 hours per week, part-time staff working less than 20 hours per week)	USDA required hours of training (Directors = 12 hours or more; Managers = 10 hours or more; Staff = 6 hours or 4 hours, depending on number of work hours)	Title of training (Keep copies of all agenda and supporting documentation)	Date of training	Applicable USDA learning objectives: Include the code for the key area (e.g., nutrition, operations, administration, communications, and marketing)	Learning objective for the key area	Training source (e.g., USDA, CSDE, LEA, SNACT, etc.)	Hours of training	If applicable, total number of training hours carried over from the previous school year	Were USDA training requirements met for the school year? If "no," provide comments	Comments



Recordkeeping

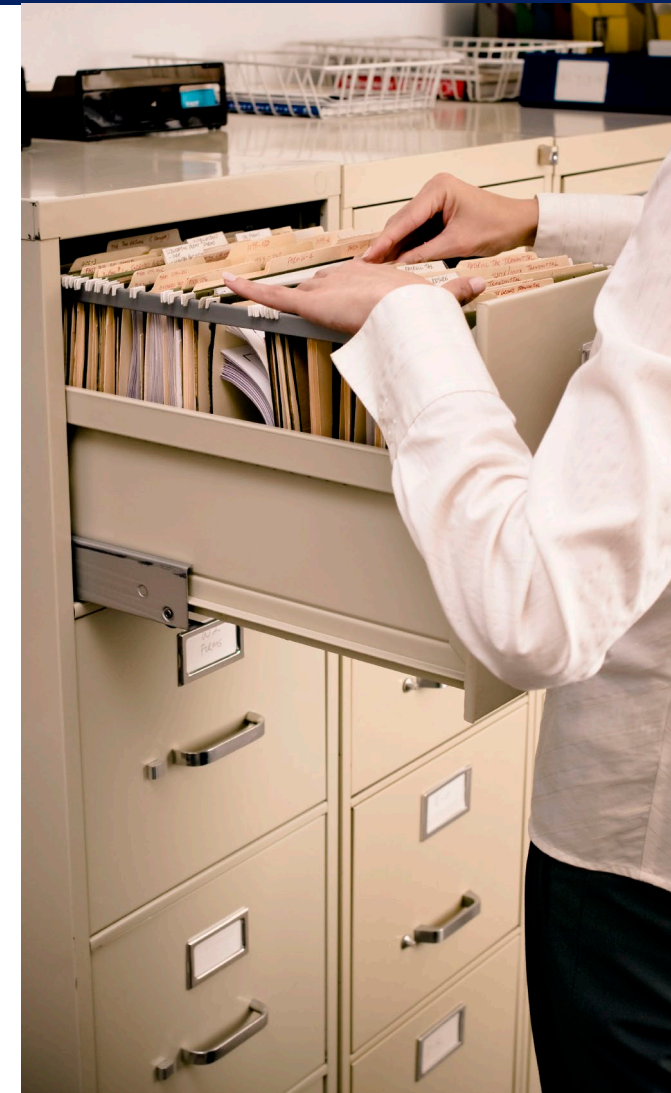
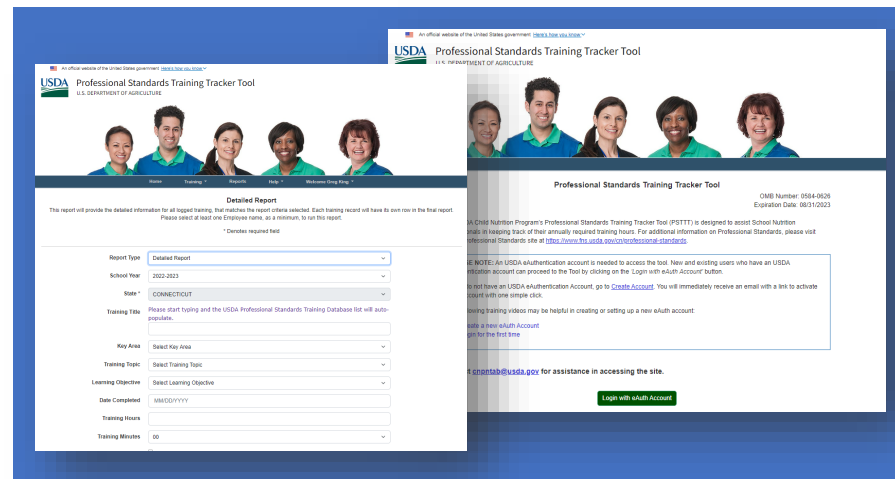


USDA Webinar: Track Training Like a Star

<https://www.fns.usda.gov/tn/webinar-track-training-star-professional-standards-training-tracker-tool>

USDA Professional Standards Training Tracker Tool

<https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool>



System Operations



October 14, 2022

Connecticut State Department of Education



Child Nutrition Programs (CNP) Permanent Agreement (ED-099)



- Formal agreement between sponsoring organization and CSDE to operate one or more of USDA CNPs
- Designates representatives authorized to enter into an agreement with CSDE and certify claims for reimbursement
- Permanent and amended as changes occur





Authorized Signers of the CNPs Permanent Agreement



Authorized Signature 1

- Designated representative authorized to **sign Agreement for CNPs** and **certify claims** for reimbursement
- Head of governing body, e.g., chief officer elected or appointed to **assume legal responsibility** for organization

- Superintendent of schools
- Mayor
- Selectman
- Corporate president
- Chairperson of the board
- Pastor
- Commissioner



Authorized Signers of the CNPs Permanent Agreement



Authorized Signature 2

- Authorized only to **sign claims for reimbursement** in the absence or incapacity of first designated individual

- Assistant superintendent
- Business official
- Principal
- Headmaster
- City or town manager
- Executive director
- Deputy commissioner



Authorized Signature Change Form



- Must complete whenever an authorized signer changes
- BOE must take action to make changes to authorized signers
- Scan and email completed signed form to CNPermanentAgreement@ct.gov

The screenshot shows the 'Authorized Signatures Change Form' from the Connecticut State Department of Education. At the top left is the CSDE logo and address: 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. To the right is a table for 'For state use only' with columns for 'Effective date' and 'Agreement numbers' for School programs, Child care centers, Adult day care centers, Day care homes, and Summer food service. Below the table is a green header 'Authorized Signatures Change Form'. The main text reads: 'Read the Instructions for Completing the Authorized Signatures Change Form before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.' The form contains three signature sections. Each section starts with a statement: 'This is to certify that on [insert date (month, day, year)], as shown in the minutes of [insert name of corporation, board of education, or governing body] the following action was taken to revise the authorized signers of the ED-099 Agreement for Child Nutrition Programs.' Section 1: 'Signature 1: The person designated below is authorized to sign this agreement and to sign claims for reimbursement.' Section 2: 'Signature 2: In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.' Section 3: 'Signature 3: The signature below certifies the above action.' Each section has fields for Signature, Printed name, Title (with examples), Date, E-mail, and Phone number. At the bottom, it states: 'This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. This institution is an equal opportunity provider.' and 'Connecticut State Department of Education • Revised June 2022'.



Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)



- Provides administrators, state users, and sponsors access to applications, claims, and related nutrition program functions for USDA CNPs
- Includes security measures to support internal controls through separation of duties
 - prevents one person from having control over all aspects of a particular transaction
 - minimizes opportunity for errors and unintended reporting





CNP System



- Segregates duties by separating claim preparation and claim submission processes
 - **Claims preparer:** the person who enters reimbursement claim data into the system
 - **Authorized signers:** the two individuals who are authorized to submit claims for reimbursement





CNP System



- CSDE provides each claims preparer and both authorized signers a **unique user ID and password**
 - Specifies that person's access rights to CNP System





Changes to Claims Preparer or Authorized Signers



- Report to SFA's CNP team member
- Update sponsor application in CNP System
- Changes to either authorized signer
 - Must submit **Authorized Signature Change Form** before CSDE can provide access to CNP system

Connecticut State Department of Education
School Health, Nutrition and Family Services
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

For state use only
Effective date: _____
Agreement numbers:
School programs: _____
Child care centers: _____
Adult day care centers: _____
Day care homes: _____
Summer Food service: _____

Authorized Signatures Change Form

Read the [Instructions for Completing the Authorized Signatures Change Form](#) before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

This is to certify that on Insert date (month, day, year), as shown in the minutes of insert name of corporation, board of education, or governing body the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

- Signature 1:** The person designated below is authorized to sign this agreement and to sign claims for reimbursement.
Signature: _____ Printed name: _____
Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner): _____ Date: _____
E-mail: _____ Phone number: _____
- Signature 2:** In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.
Signature: _____ Printed name: _____
Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner): _____ Date: _____
E-mail: _____ Phone number: _____
- Signature 3:** The signature below certifies the above action.
Signature: _____ Title (secretary of corporation, town clerk, secretary of the board): _____

This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. This institution is an equal opportunity provider.

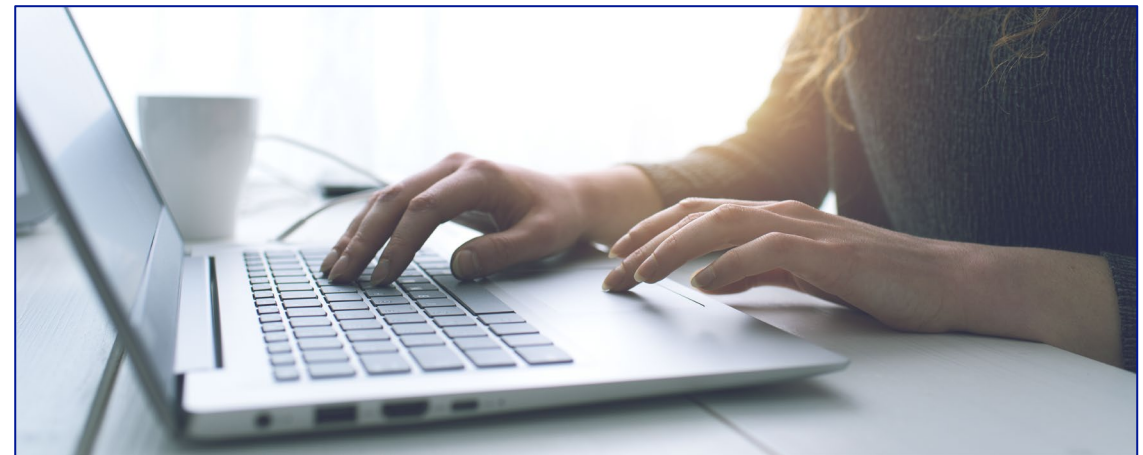
Connecticut State Department of Education • Revised June 2022



Security of User IDs and Passwords



- Never share user IDs and passwords with anyone other than individuals to whom they have been assigned
- All users are responsible for safeguarding the security of their access codes and will be held accountable for any unauthorized use
- Claims for reimbursement are valid only when certified by authorized signers on file with CSDE

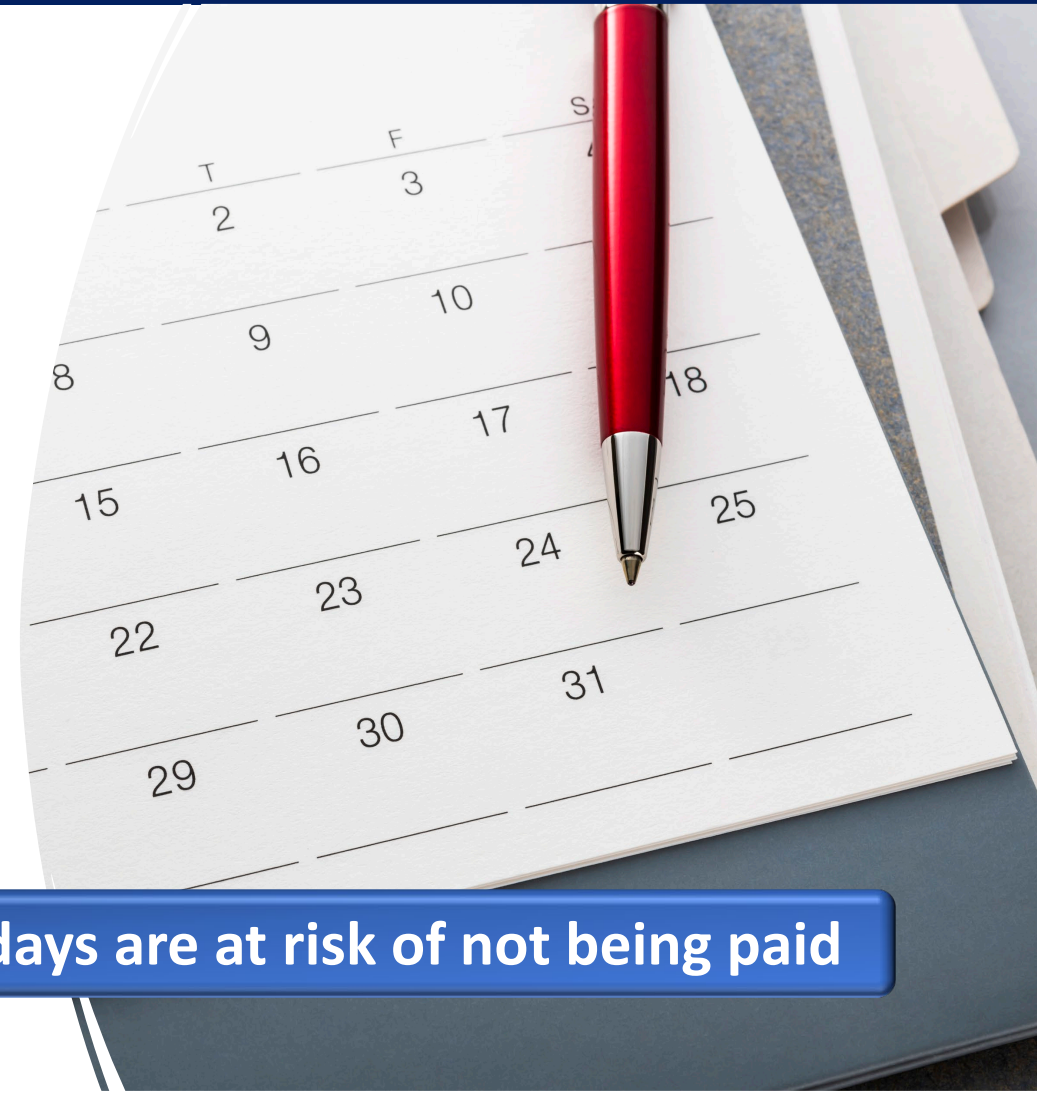




Schedule for Submission of Online Reimbursement Claim Data



- NSLP and SBP regulations define time limits for submitting reimbursement claims to state agencies
 - **CSDE claim form due date:**
15th of the month that follows the month covered by the claim
 - **Final claims, including revisions:**
No later than 60 days following the last day of the month covered by the claim



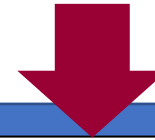
Claims not filed or corrected within the 60 days are at risk of not being paid



Schedule for Submission of Online Reimbursement Claim Data



- Sponsors must ensure that monthly reimbursement claims are entered and certified for payment in CNP System by the deadline to ensure timely payment



Schedule for Submitting Claims for Reimbursement October 1, 2021 – September 30, 2022*			
Column 1	Column 2	Column 3	Column 4
Reimbursement Claim Month	Due Date <i>The CSDE must receive the claim by this date to ensure prompt payment</i>	Reimbursement Claim Payment <i>Reimbursement claim check is paid on this date if the CSDE receives the claim by the date in column 2</i>	Final Deadline <i>Final date that the claim can be submitted to the CSDE to receive payment*</i>
October 2021	November 15, 2021	December 30, 2021	December 30, 2021
November 2021	December 15, 2021	January 31, 2022	January 29, 2022
December 2021	January 15, 2022	March 1, 2022	March 1, 2022
January 2022	February 15, 2022	April 1, 2022	April 1, 2022




Late Claims



- Claims entered after **final deadline (column 4)**
- Paid only if sponsor is eligible and approved for a **one-time exception**

Schedule for Submitting Claims for Reimbursement
October 1, 2021 – September 30, 2022*



Column 1	Column 2	Column 3	Column 4
Reimbursement Claim Month	Due Date <i>The CSDE must receive the claim by this date to ensure prompt payment</i>	Reimbursement Claim Payment <i>Reimbursement claim check is paid on this date if the CSDE receives the claim by the date in column 2</i>	Final Deadline <i>Final date that the claim can be submitted to the CSDE to receive payment*</i>
October 2021	November 15, 2021	December 30, 2021	December 30, 2021
November 2021	December 15, 2021	January 31, 2022	January 29, 2022
December 2021	January 15, 2022	March 1, 2022	March 1, 2022
January 2022	February 15, 2022	April 1, 2022	April 1, 2022



One-time Exception for Late Claims



CSDE may approve a one-time exception **every 36 months**

- Must be monthly original or revised claim submitted after the 60-day deadline that results in increased reimbursement
- Must be due to reasons within sponsor's control

- Must be from **federal fiscal year** to which claim applies (October 1 through September 30)
- To be considered for payment, one of the two approved authorized signers must submit **one-time exception request** with corrective action plan



Determining Severe Need Eligibility for Breakfast



- Eligible for severe need (SN) breakfast reimbursement rates if 40% or more of NSLP lunches served to students at school during the second preceding school year were at free or reduced-price rate
- SN eligibility for breakfast in each site application in CNP System



Participation Information

9. Lunches claimed for School Year (2020 - 2021) - Federal Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Federal Severe Need Breakfast Reimb. Rate
7,129	1,117	7,773	16,019	51.47%	Yes



Determining Severe Need Eligibility for Lunch



- Eligible for two-cent differential if 60% or more of NSLP lunches served in second preceding school year were at free or reduced-price rate
- SN eligibility for lunch in the sponsor application in CNP System



Severe Need Lunch - Reimbursement Rate Determination

Lunches claimed for School Year (2020 - 2021)

Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
107,411	21,455	266,597	48.33 %	No



Determining Severe Need Eligibility for Breakfast and Lunch for SY 2022-23



- Depends on program operated

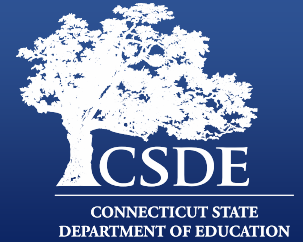
SFAs participating in **Summer Food Service Program (SFSP)/Seamless Summer Option (SSO) of NSLP** during SYs 2020-21/2021-22 under nationwide waivers

SFAs that **operated NSLP** during SY 2020-21 and 2021-22

SFAs that **did not operate NSLP** during SY 2020-21



Determining Severe Need Eligibility for Breakfast and Lunch for SY 2022-23



SFAs participating in Summer Food Service Program (SFSP)/Seamless Summer Option (SSO) of NSLP during SYs 2020-21/2021-22 under nationwide waivers

- Served all students free meals due to impacts of COVID-19
- Do not have complete data needed to determine eligibility for severe need breakfast rates and the two-cent differential for lunch

Operational Memorandum No. 15-22: Determining Eligibility for Severe Need Reimbursement for the School Breakfast Program and the Two-cent Differential Reimbursement for the National School Lunch Program in School Year 2022-23



Determining Severe Need Eligibility for Breakfast and Lunch for SY 2022-23



SFAs that operated NSLP during SY 2020-21 and 2021-22

- Have second prior year (SY 2020-21) data available to determine eligibility for severe need
- Percentage of lunches served free or at reduced-price during SY 2020-21 will be used to determine eligibility for severe need breakfast and lunch

Operational Memorandum No. 15-22: Determining Eligibility for Severe Need Reimbursement for the School Breakfast Program and the Two-cent Differential Reimbursement for the National School Lunch Program in School Year 2022-23



Determining Severe Need Eligibility for Breakfast and Lunch for SY 2022-23



SFAs that did not operate NSLP during SY 2020-21

- Do not have second prior year (SY 2020-21) data to determine eligibility for severe need
- Percentage of lunches served free or at the reduced price during SY 2019-20 through the month the school operated the NSLP (March 2020) will be used to determine eligibility for severe need breakfast and lunch

Operational Memorandum No. 15-22: Determining Eligibility for Severe Need Reimbursement for the School Breakfast Program and the Two-cent Differential Reimbursement for the National School Lunch Program in School Year 2022-23



Severe Need Reimbursement



National School Lunch Program (NSLP)		
Meal category	Regular rates	Severe need rates *
Paid	\$.77	\$.79
Reduced	\$3.93	\$3.95
Free	\$4.33	\$4.35

School Breakfast Program		
Meal category	Regular rates	Severe need rates *
Paid	\$.50	\$.50
Reduced	\$1.96	\$2.37
Free	\$2.26	\$2.67

**Operational Memorandum
No. 16-22 Federal Meal
Reimbursement Rates for
School Year (SY): July 1,
2022 – June 30, 2023**

General Areas



October 14, 2022

Connecticut State Department of Education



Onsite Monitoring



- Required to do formal monitoring annually depending on CNP
 - Separate from monitoring requirements for FSMC





On-site Monitoring for Afterschool Snack Program (ASP)



- 2 times per year
- First review within 4 weeks of operation
- Second review any time prior to end of ASP
- Must document monitoring
- Refer to **ASP On-site Monitoring Form**





On-site Monitoring for NSLP and SBP in Districts with Multiple Schools



- No later than February 1
- Review meal counting and claiming system of
 - all NSLP sites
 - 50% of SBP sites
- Must document monitoring

- Refer to

NSLP On-site Review Checklist

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Onsite_Review_Checklist_NSLP.pdf

SBP On-site Review Checklist

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Onsite_Review_Checklist_SBP.pdf



CSDE CNP Calendar



Calendar of Requirements and Activities for School Nutrition Programs • School Year 2022-23			
When	Information	Due date	Submit/file/comments
September – January	NSLP and SBP On-site Monitoring Required only if the SFA has more than one school/site. https://portal.ct.gov/SDE/Nutrition/Meal-Counting-and-Claiming-for-School-Nutrition-Programs	February 1, 2023 Local on-site monitoring must be completed and documented for each school at least once prior to February 1 of each year.	File at SFA: Documentation of review, findings, and corrective action. *
October	CT Grown for CT Kids Week National Farm to School Month: http://www.farmtoschool.org/our-work/farm-to-school-month For more information, visit the CSDE's Farm to School webpage.	October 3-7, 2022	Not applicable
October	Selection of Applications for Verification https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf	October 1, 2022	File at SFA: Documentation of selection process based on new applications on file as of October 1, 2022.
October	National School Lunch Week: "Peace, Love & School Lunch" https://schoolnutrition.org/meetings/events/nslw/2022/	October 10-14, 2022	Not applicable

* All required program materials must be retained by the SFA for three (3) prior school years plus the current year of operation for audit compliance.





Processing Applications



- Continue to process free and reduced-price applications

CSDE Training Program: Determining Eligibility in the School Nutrition Programs and Summer Food Service Program

<https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs/Related-Resources>

- Verification should have been started
- Must conduct verification if processing applications
- Must complete by November 15

CSDE Webinar: Building Success: What You Need to Know about Verification

<https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs/Related-Resources>



Administrative Review (AR)



We don't know
But when we know
We will let you know





Administrative Review (AR)



- CSDE will notify LEAs in advance
- CSDE will conduct training for selected LEAs
 - Covers all areas of AR
- Not anticipated to start until early 2023





Administrative Review (AR)



■ Be prepared



SFAs must still

- process applications
- conduct verification
- follow the meal pattern
- maintain production records, menus, standardized recipes
- use point of service counts even in classroom
- conduct edit checks using an updated attendance factor
- maintain accurate claims

**Critical
Areas**



Submitting Reports and Required Information



Strategies for meeting requirements and deadlines

- Ensure accuracy of **CNP online applications** (allows LEAs to claim meals)





Submitting Reports and Required Information



Strategies for meeting requirements and deadlines

- Bookmark and use CSDE's **Program Guidance for School Nutrition Programs** webpage

CT.gov Home / Department of Education / Program Guidance for School Nutrition Programs

Program Guidance for School Nutrition Programs

CT.gov

Search Connecticut Government...

Language + Settings

CT.gov Home / Department of Education / Program Guidance for School Nutrition Programs

Program Guidance for School Nutrition Programs

Laws/Regulations

Contact

Overview

School Nutrition Programs | Manuals | Forms | Resources | Nutrition Education

The links below provide information on federal and state requirements and guidance for the U.S. Department of Agriculture's (USDA) school nutrition programs, including the School Breakfast Program (SBP), National School Lunch Program (NSLP), Seamless Summer Option (SSO) of the NSLP, Afterschool Snack Program (ASP) of the NSLP, Fresh Fruit and Vegetable Program (FFVP), and Special Milk Program (SMP).

Provided by:
Department of Education

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

- Accommodating Special Diets (refer to Special Diets in School Nutrition Programs)
- Acronyms and Abbreviations for School Nutrition Programs (CSDE)
- Action Guide for School Nutrition and Physical Activity Policies (CSDE)
- Administrative Review for School Nutrition Programs (CSDE)
- Adult Meals (refer to Nonprogram Foods)
- Afterschool Snack Program (ASP) (CSDE)
- Allergies (refer to Food Allergies)
- Applications for Child Nutrition Programs (refer to CNP System)
- Area Eligibility for Child Nutrition Programs (CSDE)
- At-risk Afterschool Meals (CSDE)
- Authorized Signature Change Form and Instructions (CSDE)

<https://portal.ct.gov/SDE/Nutrition/Program-Guidance-School-Nutrition-Programs>



Submitting Reports and Required Information



Strategies for meeting requirements and deadlines

- Review CSDE's manuals, templates, forms, resources, training

Forms for School Nutrition Programs webpage

<https://portal.ct.gov/SDE/Nutrition/Forms-for-School-Nutrition-Programs>

Manuals and Guides for Child Nutrition Programs webpage

<https://portal.ct.gov/SDE/Nutrition/Manuals-and-Guides-for-Child-Nutrition-Programs>



Submitting Reports and Required Information



Strategies for meeting requirements and deadlines

- Read **The School Lunch Tray**
- Access past issues on CSDE's **School Lunch Tray and Table Talk** webpage

The screenshot shows the official website for the School Lunch Tray and Table Talk program. The page is titled "School Lunch Tray and Table Talk" and is part of the "Department of Education" section. It includes a navigation menu with "Overview", "Laws/Regulations", and "Contact". The "Overview" section provides information about the weekly "Table Talk webinar" and the "School Lunch Tray (SLT)" e-newsletter. It lists the programs covered: National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO), and Fresh Fruit and Vegetable Program (FFVP). The page also mentions that sponsors can sign up to receive the weekly SLT e-newsletter by contacting their school nutrition consultant. At the bottom, there are links for "Summary of SLT Topics for 2022" and "Summary of SLT Topics for 2021".



Submitting Reports and Required Information



Strategies for meeting requirements and deadlines

- Review and forward **CSDE operational memoranda** to applicable staff
- Access past memos on CSDE's **Operational Memoranda for School Nutrition Programs** webpage

The screenshot shows the CSDE website interface. At the top, there is a search bar and a 'Language + Settings' button. Below the header, the page title is 'Operational Memoranda for School Nutrition Programs'. A sidebar on the left contains a list of memos from 2023 down to 'Earlier Years', each with a right-pointing arrow. Below this list is a search box labeled 'Search Operational Memoranda for School Nutrition Programs by Keyword'. The main content area displays the title 'Operational Memoranda for School Nutrition Programs' and 'Page 1 of 38'. It lists several memos, including 'All USDA School Memos' and 'Operational Memorandum No. 01-13' through '01-18', each with a brief description and a right-pointing arrow.

<https://portal.ct.gov/SDE/Lists/Operational-Memoranda-for-School-Nutrition-Programs>



Submitting Reports and Required Information



Strategies for meeting requirements and deadlines

- Complete **supply chain survey** to keep CSDE and USDA updated on issues

The screenshot shows a survey form from the Connecticut State Department of Education (CSDE). At the top left is the CSDE logo. The text reads: "Welcome to the Connecticut State Department of Education's (CSDE) survey form for reporting any supply chain issues impacting your operations." Below this are several input fields: "Your name:", "Sponsor name:", "Sponsor agreement number:", and "Email:". Each field has a text box and a horizontal line below it. The next section is titled "Select all supply chain issues that are impacting your operations:" and contains seven checkboxes, each followed by a text box for description: "Increase in the cost of food. Please describe:", "Increase in the cost of supplies. Please describe:", "Increase in the cost of labor. Please describe:", "Food item shortages. Please describe:", "Supply shortages. Please describe:", "Labor shortages. Please describe:", and "Other. Please describe:". At the bottom is a checkbox for "My operations have not been impacted."

Thank you



October 14, 2022

Connecticut State Department of Education



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USDA Nondiscrimination Statement



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, audiotape, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.



CSDE Nondiscrimination Statement



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 age, ancestry, color, 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.