

Summer Food Service Program Policies and Procedures

CLAIMS AGAINST SPONSORS

This policy is used by the Connecticut State Department of Education (CSDE) to comply with the U.S. Department of Agriculture (USDA) regulations for the Summer Food Service Program (SFSP) 7 CFR 225.12. 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. The SFSP regulations are available on the USDA's [SFSP Regulations](#) Web page.

The CSDE shall disallow any portion of a claim for reimbursement and recover any payment to a sponsor not properly payable under 7 CFR 225, except for overpayments that may be disregarded under 7 CFR 225.10(c). The CSDE may consider claims for reimbursement not properly payable if a sponsor's records do not justify all costs and meals claimed.

COLLECTION PROCEDURE

The CSDE shall notify the sponsor of the reasons for any disallowance or demand for repayment. The collection procedure for unearned payments includes the steps indicated below.

1. The CSDE sends a written demand to the sponsor by certified mail, return receipt requested, for the return of improper payments.
2. If after 30 calendar days the sponsor fails to remit full payment or agree to a satisfactory repayment schedule, the CSDE sends a second written demand by certified mail, return receipt requested, for the return of improper payments.
3. If after 60 calendar days following the original written demand, the sponsor fails to remit full payment or agree to a satisfactory repayment schedule, the CSDE sends a third written demand by certified mail, return receipt requested, for the return of the improper payments.
4. If after 90 days following the original written demand, the sponsor fails to remit full payment or agree to a satisfactory repayment schedule, the CSDE shall refer the claim against the sponsor to the appropriate state or federal authorities for pursuit of legal remedies.

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CLAIMS AGAINST SPONSORS, continued

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, audiotape, 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: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.*

This institution is an equal opportunity provider.



For more information on SFSP policies, visit the CSDE's [SFSP Policies and Procedures](#) Web page or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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