

Summer Food Service Program Policies and Procedures

DISALLOWING MEALS

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 225.11(e). 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.

CRITERIA FOR DISALLOWANCE

All meals served in the SFSP must comply with the SFSP regulations ([7 CFR 225](#)) and the [SFSP meal pattern](#). Meals served in any of the following scenarios do not comply with the SFSP regulations, and will be disallowed by the CSDE.

1. If the CSDE determines that a sponsor has failed to plan, prepare or order meals with the objective of providing only one meal per child at each meal service at a site, the CSDE shall disallow the number of children's meals prepared or ordered in excess of the number of children.
2. If the CSDE observes meal service violations when conducting a site review, the CSDE shall disallow all meals observed to be in violation. Examples of meal violations include meals that do not comply with the SFSP meal pattern, adult meals and meals carried off-site.
3. The CSDE shall disallow children's meals that are in excess of a site's approved level established under 7 CFR 225.6(d)(2).

PROCEDURE FOR DISALLOWANCE

The disallowance procedure for meals that do not comply with SFSP regulations includes the steps indicated below.

1. The CSDE will log the information into the SFSP Disallowance Log.
2. The CSDE will notify the sponsor of the date, Summer Meals site, number of meals impacted, and justification for meal disallowance.
3. The CSDE will require that the sponsor notes "meals disallowed" on the daily site meal count sheet and sponsor meal count consolidation, and retains these records on file.
4. The CSDE will review the daily site meal count sheet and sponsor meal count consolidation during administrative review to ensure that the sponsor did not claim meals for reimbursement by SFSP funds.

CSDE SFSP Policies and Procedures

DISALLOWING MEALS, continued

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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.*

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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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