

**Determining Eligibility in the School Nutrition Programs and Summer Food Service Program**

**Module 1: Introduction to Application Certification and Verification**

Connecticut State Department of Education  
Bureau of Child Nutrition Programs  
September 2023

1

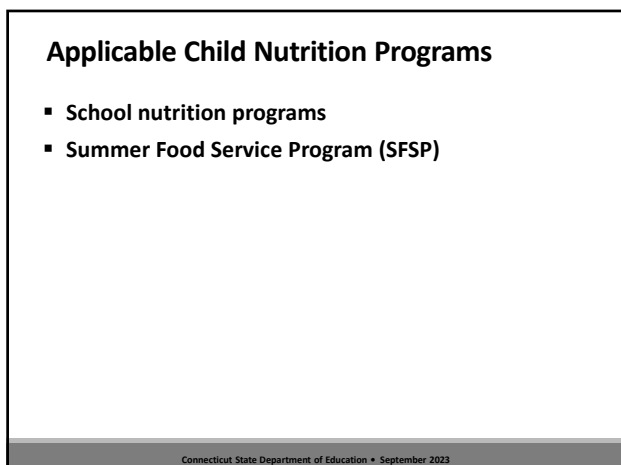


**Applies to Staff Responsible for**

- Approving household applications
- Conducting direct certification
- Ensuring accuracy of eligibility determinations through verification process

Connecticut State Department of Education • September 2023

2

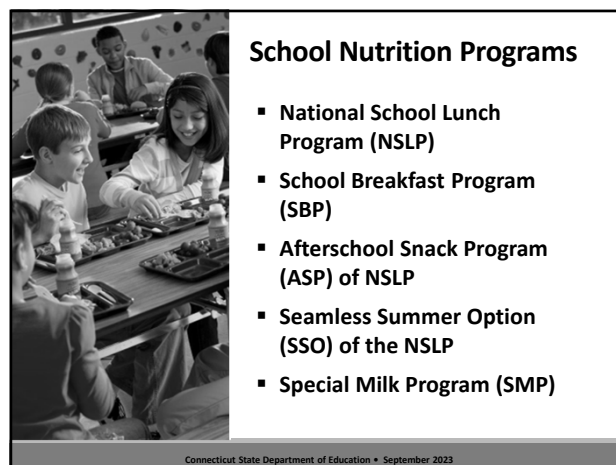


**Applicable Child Nutrition Programs**

- School nutrition programs
- Summer Food Service Program (SFSP)

Connecticut State Department of Education • September 2023

3

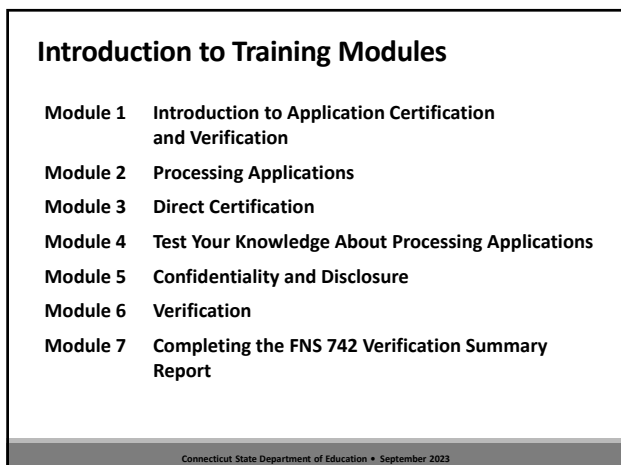


**School Nutrition Programs**

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASP) of NSLP
- Seamless Summer Option (SSO) of the NSLP
- Special Milk Program (SMP)

Connecticut State Department of Education • September 2023

4

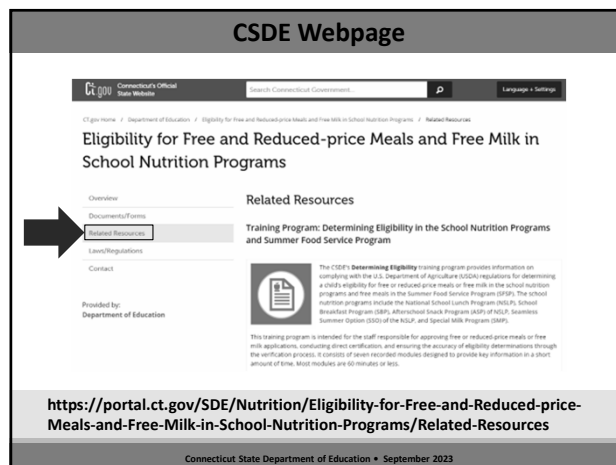


**Introduction to Training Modules**

- Module 1 Introduction to Application Certification and Verification
- Module 2 Processing Applications
- Module 3 Direct Certification
- Module 4 Test Your Knowledge About Processing Applications
- Module 5 Confidentiality and Disclosure
- Module 6 Verification
- Module 7 Completing the FNS 742 Verification Summary Report

Connecticut State Department of Education • September 2023

5



**CSDE Webpage**

Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs

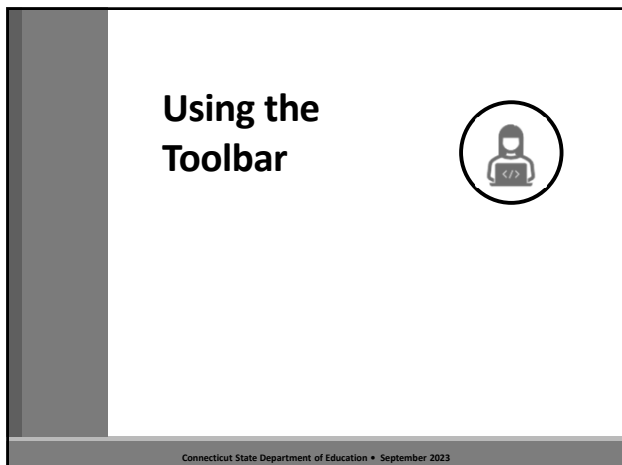
Overview Documents/Forms **Related Resources** Language Settings

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

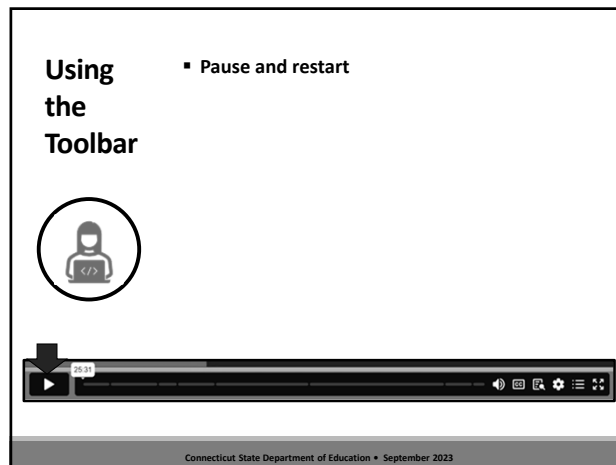
<https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs/Related-Resources>

Connecticut State Department of Education • September 2023

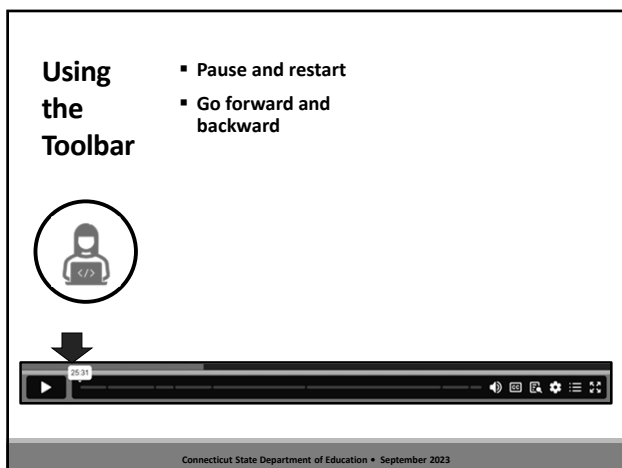
6



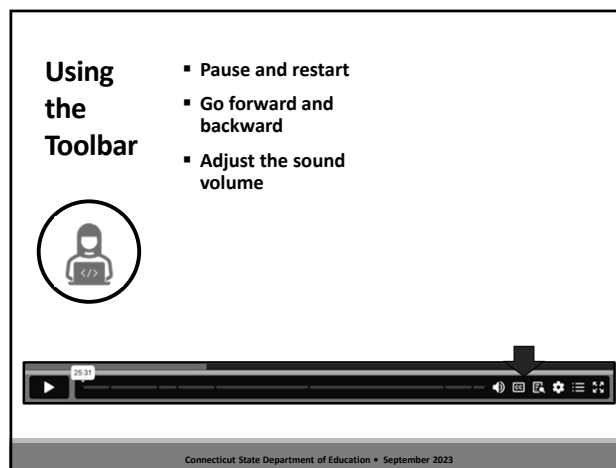
7



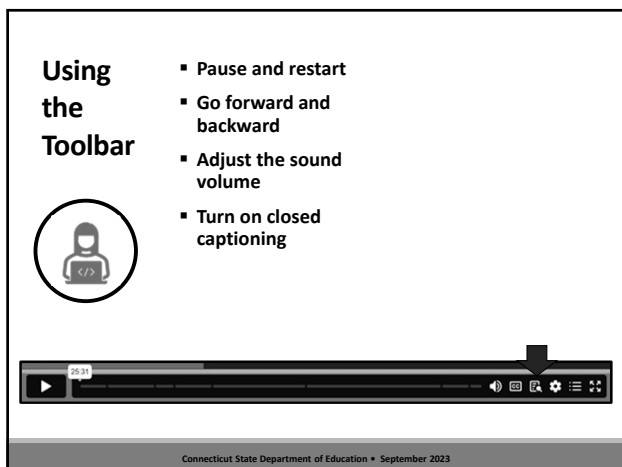
8



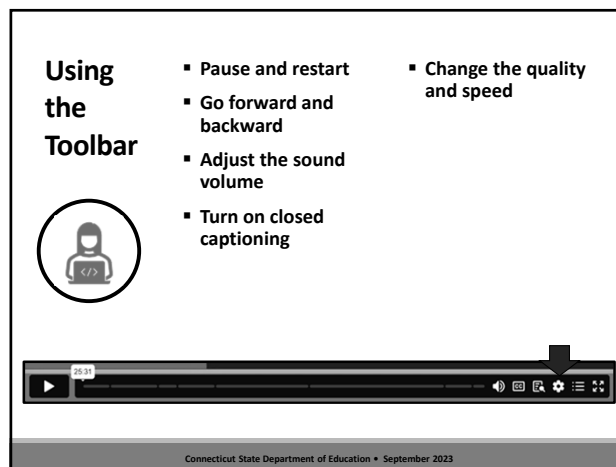
9



10





11



12

### Using the Toolbar

- Pause and restart
- Go forward and backward
- Adjust the sound volume
- Turn on closed captioning
- Change the quality and speed
- Navigate to a specific topic






Connecticut State Department of Education • September 2023

13

### Using the Toolbar

- Pause and restart
- Go forward and backward
- Adjust the sound volume
- Turn on closed captioning
- Change the quality and speed
- Navigate to a specific topic
- View full screen






Connecticut State Department of Education • September 2023

14

### Using the Toolbar

- Pause and restart
- Go forward and backward
- Adjust the sound volume
- Turn on closed captioning
- Change the quality and speed
- Navigate to a specific topic
- View full screen





Connecticut State Department of Education • September 2023

15

### Objectives

- Understand how to
  - process applications
  - complete direct certification
  - ensure confidentiality and proper disclosure of eligibility
  - conduct verification
  - complete and submit FNS 742 Verification Summary Report




Connecticut State Department of Education • September 2023

16

### Objectives

- Identify resources for guidance and training



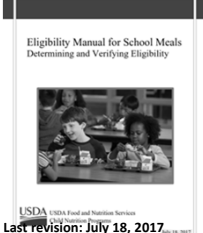
Resources and websites are listed in the yellow bar

Connecticut State Department of Education • September 2023

17

### USDA Resource

#### USDA's Eligibility Manual for School Meals



- CSDE training modules do not cover all areas in USDA's Eligibility Manual
- Sponsors must fully implement requirements outlined in USDA's guidance


USDA Food and Nutrition Services  
 Last revision: July 18, 2017

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA\\_eligibility\\_manual.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf)

Connecticut State Department of Education • September 2023


18

**Terms to Know**



Connecticut State Department of Education • September 2023

19



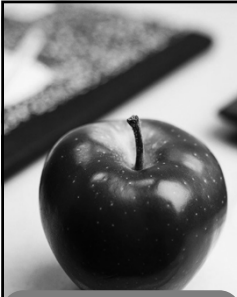
**Local Educational Agency (LEA)**

A public board of education or other public or private nonprofit authority within a state that maintains administrative control of public or private nonprofit elementary or secondary schools

**Terms to Know: Administrative Authorities**

Connecticut State Department of Education • September 2023

20




**School Food Authority (SFA)**

The governing body that is responsible for the administration of one or more schools and has the legal authority to operate one or more of the USDA's school nutrition programs

**Terms to Know: Administrative Authorities**

Connecticut State Department of Education • September 2023

21




**Sponsor**

A public, private nonprofit, or for-profit organization that is approved by the CSDE to operate a USDA Child Nutrition Program

**Terms to Know: Administrative Authorities**

Connecticut State Department of Education • September 2023

22




**Determining Official (DO)**

Person designated by LEA to review and approve free and reduced meal or free milk applications

**Terms to Know: Staff**

Connecticut State Department of Education • September 2023

23



**Verifying Official (VO)**

Person designated by LEA to conduct the verification process for selected households

**Terms to Know: Staff**

Connecticut State Department of Education • September 2023

24



**Direct Certification Contact**

Person designated by LEA to have access to the CSDE's direct certification application webpage

**Terms to Know: Staff**

Connecticut State Department of Education • September 2023

25



**Hearing Officer**


Person designated by LEA to conduct a fair hearing if a parent or guardian requests it

**Terms to Know: Staff**

Connecticut State Department of Education • September 2023

26

**Knowledge Check**




1. Can the determining official and verifying official be the same person?

**Yes**

Connecticut State Department of Education • September 2023

27

**Knowledge Check**



2. Can the determining official and verifying official also be the hearing official?

**No**

Connecticut State Department of Education • September 2023

28

**Terms to Know: Days**

**Operating days**

Days on which reimbursable meals or free milk are provided




Connecticut State Department of Education • September 2023

29

**Terms to Know: Days**

**Calendar days**


Number of days represented on the calendar



Connecticut State Department of Education • September 2023

30

**Terms to Know:**  
Days




**Working days**

Days when school is open and teachers or school administration are on site, but the reimbursable meal or free milk service is not operating

Connecticut State Department of Education • September 2023

31



**Terms to Know:**  
Household Applications

**Income Eligibility Guidelines (IEG)**


USDA guidelines that determine eligibility of participants for free and reduced-price meals or free milk in school nutrition programs

Connecticut State Department of Education • September 2023

32

**CSDE Resource**

**Income Guidelines for Determining Eligibility for Free and Reduced-price Meals or Free Milk in the School Nutrition Program**



[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Income\\_Guidelines\\_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Income_Guidelines_SNP.pdf)

Connecticut State Department of Education • September 2023

33




**Terms to Know:**  
Household Applications

**Direct Certification (DC)**

The process of determining children eligible for free or reduced-price meals or free milk benefits who are not subject to verification

Connecticut State Department of Education • September 2023

34



**Terms to Know:**  
Household Applications


**Verification**

Confirmation of eligibility for free or reduced-price benefits in the NSLP or SBP

Connecticut State Department of Education • September 2023

35

**Forms for Application Certification**



Connecticut State Department of Education • September 2023

36

### Overview of Application Certification Forms

- Application for Free and Reduced-price School Meals or Free Milk
- Parent/Guardian Notification Letter of Direct Certification: Version 1
- Parent/Guardian Notification Letter of Direct Certification: Version 2
- Parent/Guardian Notification Letter of Direct Certification: Version 3
- Parent Letter: Frequently Asked Questions About Free and Reduced-price School Meals in the NSLP and SBP
- Public Media Release
- Parent/Guardian Notification Letter (approving/denying meals/milk)

Connecticut State Department of Education • September 2023

37

### Application for Free and Reduced-price School Meals or Free Milk

Form 1 Current Application for Free and Reduced-price School Meals or Free Milk

Complete this application per household. (Please use pen or pencil.)

STEP 1: CHILD INFORMATION

Child's First Name	Child's Last Name	Age	Grade	Sex	Race	Religion

STEP 2: HOUSEHOLD INFORMATION

STEP 3: INCOME INFORMATION

STEP 4: SIGNATURE AND CONTACT INFORMATION

Connecticut State Department of Education • September 2023

38

### Application for Free and Reduced-price School Meals or Free Milk

#### How to Apply for Free and Reduced-price School Meals

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in [Insert name of school district]. The application must be filled out completely to determine the eligibility of your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on the application. If at any time you are not sure what to do next, please contact [Insert school/school district contact with preferred phone and e-mail].

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

Step 1 List ALL children, including, but not limited to, all children living in your household. Do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, through a court or state/local agency, or qualify as homeless or runaway youth;
- Students attending kindergarten or pre-K (Insert name of school/school district).

AL List each child's name. Print each child's name on one line of the application for each child. When printing names, please print clearly. Check for correct spelling. If there are more children present than lines on the application, attach a second page or paper on a second application completing electronically with all required information for the additional children. This also applies to adults in Step 3. "AF" is short for "middle initial". Print the first letter of each child's middle name in the "AF" section.

BI In the child's address? List the name of the school district. The grade and mark "Yes" or "No" under the column titled "Student" to list all children listed above the district if you marked "Yes," with the grade level of the student in the "Grade" column.

CI Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4.

FO Foster children who are with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. "Foster Adopted" children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a adoptive parent, who cares for the child as a parent or guardian.

CI Are any children homeless, runaway or in a Head Start Program? If you believe any child listed in this section meets this description, mark the "Head Start or Homeless/Runaway" box next to the child's name and complete all steps of this application. However, Housing and Head Start status must be confirmed with the appropriate program staff. If the child is a current or former participant in the additional children. This also applies to adults in Step 3. "AF" is short for "middle initial". Print the first letter of each child's middle name in order to prevent the school district from potentially needing to contact you later.

Connecticut State Department of Education • September 2023

39

### Application for Free and Reduced-price School Meals or Free Milk

#### How to Apply for Free and Reduced-price School Meals

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in [Insert name of school district]. The application must be filled out completely to determine the eligibility of your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on the application. If at any time you are not sure what to do next, please contact [Insert school/school district contact with preferred phone and e-mail].

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

Step 1 List ALL children, including, but not limited to, all children living in your household. Do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, through a court or state/local agency, or qualify as homeless or runaway youth;
- Students attending kindergarten or pre-K (Insert name of school/school district).

AL List each child's name. Print each child's name on one line of the application for each child. When printing names, please print clearly. Check for correct spelling. If there are more children present than lines on the application, attach a second page or paper on a second application completing electronically with all required information for the additional children. This also applies to adults in Step 3. "AF" is short for "middle initial". Print the first letter of each child's middle name in order to prevent the school district from potentially needing to contact you later.

BI In the child's address? List the name of the school district. The grade and mark "Yes" or "No" under the column titled "Student" to list all children listed above the district if you marked "Yes," with the grade level of the student in the "Grade" column.

CI Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4.

FO Foster children who are with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. "Foster Adopted" children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a adoptive parent, who cares for the child as a parent or guardian.

CI Are any children homeless, runaway or in a Head Start Program? If you believe any child listed in this section meets this description, mark the "Head Start or Homeless/Runaway" box next to the child's name and complete all steps of this application. However, Housing and Head Start status must be confirmed with the appropriate program staff. If the child is a current or former participant in the additional children. This also applies to adults in Step 3. "AF" is short for "middle initial". Print the first letter of each child's middle name in order to prevent the school district from potentially needing to contact you later.

Connecticut State Department of Education • September 2023

40

### Application for Free and Reduced-price School Meals or Free Milk

#### How to Apply for Free and Reduced-price School Meals

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in [Insert name of school district]. The application must be filled out completely to determine the eligibility of your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on the application. If at any time you are not sure what to do next, please contact [Insert school/school district contact with preferred phone and e-mail].

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

Step 1 List ALL children, including, but not limited to, all children living in your household. Do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, through a court or state/local agency, or qualify as homeless or runaway youth;
- Students attending kindergarten or pre-K (Insert name of school/school district).

AL List each child's name. Print each child's name on one line of the application for each child. When printing names, please print clearly. Check for correct spelling. If there are more children present than lines on the application, attach a second page or paper on a second application completing electronically with all required information for the additional children. This also applies to adults in Step 3. "AF" is short for "middle initial". Print the first letter of each child's middle name in the "AF" section.

BI In the child's address? List the name of the school district. The grade and mark "Yes" or "No" under the column titled "Student" to list all children listed above the district if you marked "Yes," with the grade level of the student in the "Grade" column.

CI Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4.

FO Foster children who are with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. "Foster Adopted" children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a adoptive parent, who cares for the child as a parent or guardian.

CI Are any children homeless, runaway or in a Head Start Program? If you believe any child listed in this section meets this description, mark the "Head Start or Homeless/Runaway" box next to the child's name and complete all steps of this application. However, Housing and Head Start status must be confirmed with the appropriate program staff. If the child is a current or former participant in the additional children. This also applies to adults in Step 3. "AF" is short for "middle initial". Print the first letter of each child's middle name in order to prevent the school district from potentially needing to contact you later.

Connecticut State Department of Education • September 2023

41

### FAQ Parent Letter: Frequently Asked Questions About Free and Reduced-price School Meals in the NSLP and SBP




- Explains Child Nutrition Programs
- Provides pricing information
- Answers common questions

Connecticut State Department of Education • September 2023

42

### FAQ Parent Letter




NSLP/SBP	SMP
<ul style="list-style-type: none"> <li>Includes reduced-price IEG</li> <li>Cannot include free IEG</li> </ul>	<ul style="list-style-type: none"> <li>Includes free IEG</li> </ul>

<https://portal.ct.gov/SDE/Nutrition/Special-Milk-Program/Documents>

Connecticut State Department of Education • September 2023

43

### Public Media Release



**Special Milk-Program Review for Connecticut School Nutrition Programs**

The Special Milk-Program Review is a process to determine if a school nutrition program is eligible for the Special Milk-Program Review. The review process is outlined in the Special Milk-Program Review Manual, which is available on the SDE website.


Year	Program	Eligible	Not Eligible	Total
2021	NSLP	100	0	100
2022	NSLP	100	0	100
2023	NSLP	100	0	100

- Must be sent out at beginning of school year
- Includes current Income Eligibility Guidelines

Connecticut State Department of Education • September 2023

44

### Public Media Release

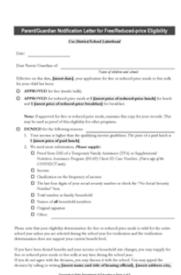


- Must send to
  - news media outlets
  - local unemployment office
  - major employers contemplating layoffs
- Not required to pay to publish in local newspaper
- School year 2023-24: Language for additional state funds

Connecticut State Department of Education • September 2023

45

### Parent/Guardian Notification Letter for Free/Reduced-price Eligibility



- Approving/denying benefits for meals or milk

Connecticut State Department of Education • September 2023

46


### Parent/Guardian Notification Letter for Free/Reduced-price Eligibility

- Version 1: Eligibility Established through Direct Certification Based on Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or Medicaid benefits
- Version 2: Eligibility Established through Direct Certification Based on Foster Child, Homeless, Runaway, or Head Start Program Status
- Version 3: Reduced-price Eligibility Established through Direct Certification Based on Medicaid benefits

Connecticut State Department of Education • September 2023

47

### Parent/Guardian Notification Letter for Direct Certification: Version 1



Eligibility Established through Direct Certification Based on Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or Medicaid benefits

Connecticut State Department of Education • September 2023

48



## Parent/Guardian Notification Letter for Direct Certification: Version 2

Parent/Guardian Notification Letter Version 2  
 Eligibility Established Through Direct Certification Based on Federal Child Nutrition, Emergency or Head Start Program Status  
 (For School Nutrition Eligibility)

**Parent Area:**

Dear Parent/Guardian:

We are pleased to inform you that your child has been notified that they are eligible for free or reduced-price meals and milk. This notification is based on information provided to us by the State Department of Education (SDE) regarding the status of your child's household. This notification is based on information provided to us by the State Department of Education (SDE) regarding the status of your child's household. This notification is based on information provided to us by the State Department of Education (SDE) regarding the status of your child's household.

Notice this copy for your records. It may be used as proof of eligibility for other programs.

Name of child	Name of school

For the type of direct certification, only the child identified as being directly certified is eligible for free meals.

**Parent Area (Guardian or parent telephone number) - (Parent or mail address):**

- If you are other children in your household who are not listed above and you would like them included on your child's application.
- If you do not want your children to have free meals or
- If you have any additional questions.

Finally, in accordance with the Richard B. Russell National School Lunch Act, we will use your information to determine if you are eligible to be a reduced-price meal and free milk in the USDA Child Nutrition Programs, based on the federal regulations, 7 CFR 245, Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools.

Connecticut State Department of Education • Page 1 of 1

Connecticut State Department of Education • September 2023

49

## Parent/Guardian Notification Letter for Direct Certification: Version 3

Parent/Guardian Notification Letter Version 3  
 Reduced-price Eligibility Established Through Direct Certification Based on Medicaid Eligibility  
 (For School Nutrition Eligibility)

**Parent Area:**

Dear Parent/Guardian:

We are pleased to inform you that your child has been notified that they are eligible for reduced-price meals and milk. This notification is based on information provided to us by the State Department of Education (SDE) regarding the status of your child's household. This notification is based on information provided to us by the State Department of Education (SDE) regarding the status of your child's household. This notification is based on information provided to us by the State Department of Education (SDE) regarding the status of your child's household.

Notice this copy for your records. It may be used as proof of eligibility for other programs.

Name of child	Name of school

If you are other children in your household who are not listed above, they also qualify for reduced-price meals.

Connecticut State Department of Education • Page 1 of 1

Connecticut State Department of Education • September 2023

50

## CSDE Webpage

**Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs**

Overview | Documents/Forms | Related Resources | Laws/Regulations | Contact

Provided by: Department of Education

**Guidance for School Food Authorities**

Application Forms | Civil Rights | Processing Applications and Notifying Households Eligibility | Disclosure | Limited English Proficiency (LEP)

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

Connecticut State Department of Education • September 2023

51

## USDA Webpage

**Translated Applications**

Overview | Documents/Forms | Related Resources | Laws/Regulations | Contact

Provided by: Food and Nutrition Service

**Translations**

<https://www.fns.usda.gov/cn/translated-applications>

Connecticut State Department of Education • September 2023

52

## Forms Must Comply with USDA Regulations

- Use CSDE templates
- Compare software program forms with CSDE templates

Connecticut State Department of Education • September 2023

53

## Resources for Managing Requirements and Deadlines

Connecticut State Department of Education • September 2023

54

### CSDE Resource

## Calendar of Requirements and Activities for School Nutrition Programs

The calendar lists the dates for the calendar year for the U.S. Department of Agriculture (USDA) school nutrition programs with priority for the calendar year. The school nutrition programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFS), and Summer Lunch Program (SLP). The calendar also lists the dates for the NSLP, SBP, SFS, and LSP, and the dates for the NSLP, SBP, SFS, and LSP. The calendar also lists the dates for the NSLP, SBP, SFS, and LSP. The calendar also lists the dates for the NSLP, SBP, SFS, and LSP.

Activity	Due Date	Notes
Apply for NSLP (includes SBP, SFS, LSP)	Feb 1	Application must be submitted to the State Office for the Department of Education by this date.
Submit NSLP (includes SBP, SFS, LSP) to USDA	Feb 1	USDA will review applications and notify schools of their status.
Submit NSLP (includes SBP, SFS, LSP) to USDA	Feb 1	USDA will review applications and notify schools of their status.
Submit NSLP (includes SBP, SFS, LSP) to USDA	Feb 1	USDA will review applications and notify schools of their status.

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SNP\\_calendar.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SNP_calendar.pdf)

Connecticut State Department of Education • September 2023

55

### CSDE Webpage

## School Lunch Tray and Table Talk

<https://portal.ct.gov/SDE/Nutrition/School-Lunch-Tray-and-Table-Talk>

Connecticut State Department of Education • September 2023

56

## Questions?

### School Nutrition Programs Staff

County	Consultant
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown 860-807-2129 fionnuala.brown@ct.gov
New Haven County (includes Regions 5, 15, and 16)	Greg King 860-713-6804 greg.king@ct.gov
Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17)	Teri Dandeneau 860-807-2079 teri.dandeneau@ct.gov
New Haven County (includes Regions 5, 15, and 16) New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11)	Susan Alston 860-807-2081 susan.alston@ct.gov

<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

Connecticut State Department of Education • September 2023

57

## Thank you for participating in module 1!

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

Connecticut State Department of Education • September 2023

58

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%20Complaint-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:

- mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Connecticut State Department of Education • September 2023

59

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 race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, 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: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).

Connecticut State Department of Education • September 2023

60