



**Fresh Fruit and Vegetable Program (FFVP)**

**2017-2018 Annual Training**



Tuesday September 12, 2017

---

---

---

---

---

---

---

---

**Congratulations to FFVP Sponsors**

**17 School Districts • 90 Schools**

- ACES
- Bridgeport
- East Hartford
- Hartford
- Klingberg
- Manchester
- Meriden
- Middletown
- New Beginnings Family Academy
- New Britain
- New Haven
- New London
- Norwich
- St. Martin de Porres Academy
- Torrington
- Waterbury
- Windham



Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

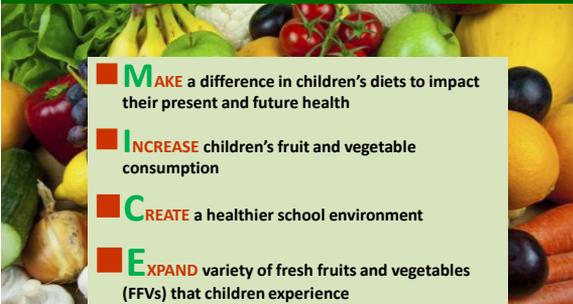
---

---

---

**FFVP Goals**

- **M**AKE a difference in children's diets to impact their present and future health
- **I**NCREASE children's fruit and vegetable consumption
- **C**REATE a healthier school environment
- **E**XPAND variety of fresh fruits and vegetables (FFVs) that children experience



Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Fruit Served

<p><b>APPLES</b></p> <ul style="list-style-type: none"> <li>McIntosh</li> <li>Gala</li> <li>Golden Delicious</li> <li>Grabs/Grins</li> <li>Granny Smith</li> <li>Red Delicious</li> <li>Cortland</li> <li>Mutsu (Crispin)</li> <li>Empire</li> <li>Cameo</li> <li>Macoun</li> <li>Belltown</li> <li>Rome</li> <li>Pink Lady</li> <li>Nova Spy</li> </ul>	<p><b>BANANAS</b></p> <ul style="list-style-type: none"> <li>Petit Yellow</li> </ul> <p><b>GRAPES</b></p> <ul style="list-style-type: none"> <li>Giggles</li> <li>Red</li> <li>Green</li> </ul> <p><b>PEACH</b></p> <ul style="list-style-type: none"> <li>Eastern</li> </ul> <p><b>PEARS</b></p> <ul style="list-style-type: none"> <li>Red</li> <li>Bosc</li> <li>Bartlett</li> <li>D'Anjou</li> <li>Asian</li> <li>Comice</li> <li>Seckel</li> </ul>	<p><b>PLUMS</b></p> <ul style="list-style-type: none"> <li>Red</li> <li>Black</li> <li>Angelino</li> <li>Larry Anne</li> </ul> <p><b>PINEAPPLE</b></p> <ul style="list-style-type: none"> <li>Pals</li> </ul> <p><b>ORANGES</b></p> <ul style="list-style-type: none"> <li>Smiles</li> <li>Navel</li> <li>Blood</li> <li>Temple</li> </ul>	<p><b>OTHERS</b></p> <ul style="list-style-type: none"> <li>Strawberries</li> <li>Honeydew</li> <li>Cantaloupe</li> <li>Mango</li> <li>Clementines</li> <li>Raspberries</li> <li>Blueberries</li> <li>Kiwi</li> <li>Watermelon</li> <li>Tangerine</li> <li>Papaya</li> <li>Star fruit</li> <li>Grapefruit</li> <li>Tangelo</li> <li>Ugli Fruit</li> <li>Blackberries</li> <li>Nectarine</li> <li>Apricots</li> </ul>
--	---	--	--

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

### Vegetables Served

<p><b>CARROTS</b></p> <ul style="list-style-type: none"> <li>Baby</li> <li>Sticks</li> </ul> <p><b>CELERY</b></p> <ul style="list-style-type: none"> <li>Sticks</li> </ul> <p><b>BROCCOLI</b></p> <ul style="list-style-type: none"> <li>Florets</li> </ul> <p><b>GREEN PEPPER</b></p> <ul style="list-style-type: none"> <li>Sticks/Strips</li> </ul> <p><b>RED PEPPER</b></p> <ul style="list-style-type: none"> <li>Strips</li> </ul> <p><b>YELLOW PEPPER</b></p> <ul style="list-style-type: none"> <li>Sticks</li> </ul> <p><b>TOMATO</b></p> <ul style="list-style-type: none"> <li>Grape</li> <li>Cherry</li> </ul>	<p><b>CUCUMBER</b></p> <ul style="list-style-type: none"> <li>Kirby</li> <li>English</li> </ul> <p><b>GREEN SQUASH</b></p> <ul style="list-style-type: none"> <li>Sticks</li> </ul> <p><b>YELLOW SQUASH</b></p> <ul style="list-style-type: none"> <li>Sticks</li> </ul> <p><b>LETTUCE</b></p> <ul style="list-style-type: none"> <li>Green Leaf</li> </ul> <p><b>MUSHROOM</b></p> <ul style="list-style-type: none"> <li>Baby Bella</li> </ul> <p><b>YELLOW SQUASH</b></p> <ul style="list-style-type: none"> <li>Sticks</li> </ul>	<p><b>LETTUCE</b></p> <ul style="list-style-type: none"> <li>Green Leaf</li> </ul> <p><b>MUSHROOM</b></p> <ul style="list-style-type: none"> <li>Baby Bella</li> </ul> <p><b>OTHERS</b></p> <ul style="list-style-type: none"> <li>Zucchini</li> <li>Avocado</li> <li>Garlic</li> <li>Radish</li> <li>Jicama</li> <li>Snap Pea</li> <li>Snow Pea</li> <li>Potato</li> <li>Onion</li> <li>Pumpkin</li> <li>Green Beans</li> <li>Yellow Beans</li> <li>Cauliflower</li> <li>Butternut Squash</li> </ul>
--	--	---

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

### Funding

- Connecticut's \$2,680,741 allocation includes
  - state administration
  - start-up funds (July-September)
  - remaining funds (October-June)
- Per school funding calculated based on **ENROLLMENT** figures

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

**Funding**

- Per student allocation of **\$50-75 PER YEAR**
- Actual for 2017-18 prorated based on number of serving days
  - 5 days: \$61.34
  - 4 days: \$58.34
  - 3 days: \$55.34
  - 2 days: \$52.34

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

**Funding**

- Cannot overspend start-up funds or use October-June funds during start-up
- Cannot use school food service account funds to extend program

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

**Funding**

- New funding for 2017-18
- Based on Federal Fiscal Year Oct 1 – Sept 30 (SP06-2017)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

**Funding**



**Spending all your funds?**

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

**Publicize**



- Press Releases
- Menus
- Newsletters
- Posters
- Calendars

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

**Who can Participate?**



**Free for ALL students**

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Children with Special Dietary Needs

- Schools must provide accommodations for children **WITH DISABILITIES** based on medical statements
- Schools may need to modify texture
  - Consider pureeing **FRESH** fruits and vegetables whenever possible instead of pureeing **canned or frozen** fruits and vegetables, or using **baby food**
- When needed, fresh vegetables may be cooked and pureed
- School's obligation to parents and physicians

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Serving FFVs

#### When and how often?

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Best Places Provide Children Easy Access to FFVs

- Inside classrooms
- In hallways
- Inside nurse's office or school office
- At kiosks
- In free vending machines
- As part of nutrition education activities

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Allowable Fruits and Vegetables



Connecticut State Department of Education • Revised September 2017

---

---

---

---

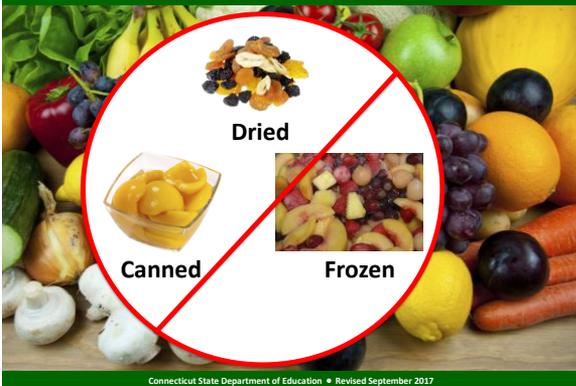
---

---

---

---

### Prohibited Fruits and Vegetables



Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Prohibited Foods

FRUITS AND VEGETABLES	OTHER FOODS/ITEMS
<ul style="list-style-type: none"> <li>■ Canned, frozen, vacuum-packed or dried fruits and vegetables (no processed or preserved)</li> <li>■ Fruit/vegetable pizza</li> <li>■ Fruit injected with flavorings</li> <li>■ Fruit or vegetable juice</li> <li>■ Carbonated fruit</li> <li>■ Jellied fruit</li> <li>■ Snack-type fruits, e.g., leathers, strips, drops</li> <li>■ Smoothies</li> </ul>	<ul style="list-style-type: none"> <li>■ Trail mix</li> <li>■ Nuts</li> <li>■ Cottage cheese</li> <li>■ Dip for fruits</li> <li>■ Most nonfood items except allowed under administrative and operation costs</li> </ul>

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Purchasing Fruits and Vegetables

- Must follow proper procurement procedures (2 CFR 200 Subpart D)
- Formal or informal procurements must occur (SP 25-2014)
  - Cannot purchase directly from DOD Vendor
- Can purchase from local farmers and growers

[www.fns.usda.gov/sites/default/files/SP25-2014os.pdf](http://www.fns.usda.gov/sites/default/files/SP25-2014os.pdf)  
 Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

### Purchasing Fruits and Vegetables

- FFV purchased with FFVP funds cannot be used to replaced FFV in SBP and NSLP
- Can choose to apply geographic preference when procuring unprocessed fresh, locally grown or locally raised agricultural products
- Pages 17-19 in FFVP Handbook



[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/ffvp/FFVP\\_Handbook.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/ffvp/FFVP_Handbook.pdf)  
 Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

### Buy American Requirements

- Must follow Buy American requirement when using FFVP funds (NSLP)
- Limited exceptions (SP 38-2017)
  - Product not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality
  - Competitive bids reveal cost of a U.S. product is significantly higher than the foreign product
- Pages 18-19 in FFVP Handbook



<https://fns-prod.azureedge.net/sites/default/files/cn/SP38-2017os.pdf>  
[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/ffvp/FFVP\\_Handbook.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/ffvp/FFVP_Handbook.pdf)  
 Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

### Buy American Requirements

- Include a **BUY AMERICAN CLAUSE** in all procurement documents, such as
  - product specifications
  - bid solicitations
  - requests for proposals
  - purchase orders
- **MONITOR** contractor performance

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Buy American Requirements

- Require suppliers to **CERTIFY ORIGIN** of the product
- Examine **PRODUCT PACKAGING** for identification of country of origin
- Ask supplier for specific information about **PERCENTAGE OF U.S. CONTENT** in the food product

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### A Few Jokes

- What do you get when you divide the circumference of jack-o-lantern by its diameter? *Pumpkin pi!*
- What is a penguin's favorite salad? *Iceberg Lettuce!*
- What do you get if you cross a sweet potato and a jazz musician? *A yam session!*
- What is a scarecrow's favorite fruit? *Straw-berries!*
- What's the difference between boogers and broccoli? *Kids don't eat broccoli!*
- What did one snowman say to the other? *It all smells like carrots to me!*
- Why did the tomato get embarrassed? *It saw the chickpea!*

[www.sde.ct.gov/sde/lib/sde/PDF/deps/nutrition/ffvp/tv\\_jokes.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/deps/nutrition/ffvp/tv_jokes.pdf)  
Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Reimbursable Costs



**Two Categories**

- Operating
- Administrative

Connecticut State Department of Education • Revised September 2017

---

---

---

---

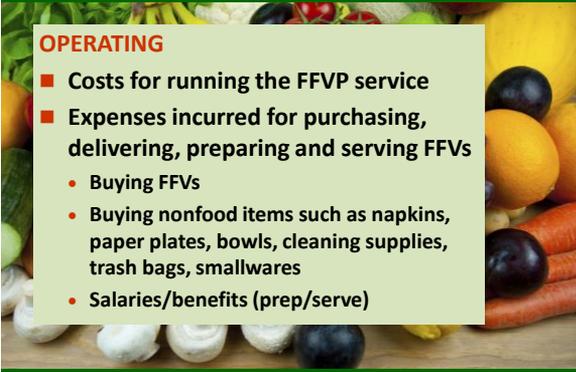
---

---

---

---

### Reimbursable Costs



**OPERATING**

- Costs for running the FFVP service
- Expenses incurred for purchasing, delivering, preparing and serving FFVs
  - Buying FFVs
  - Buying nonfood items such as napkins, paper plates, bowls, cleaning supplies, trash bags, smallwares
  - Salaries/benefits (prep/serve)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Reimbursable Costs



**ADMINISTRATIVE**

- Less than 10% of each school's allocation, not grant as a whole
- Must justify on monthly report

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## Equipment Costs

- Must be prorated if used for multiple programs
- Large equipment requires written justification and prior CSDE approval (FFVP Handbook page 22)
- If in doubt, contact CSDE

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## Monthly Claim

- Complete and submit **ACCURATE** monthly claim report
- Due the 15<sup>th</sup> of each month

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## CNP Online System

**Connecticut**

Returning Users: Log On

State ID: [Paul]  
 Username: [XXXXXXXXXX]  
 Password: [XXXXXXXXXX]  
 Forgot Your Password?

Links

- State Department of Education
- CASIP Resources
- SMP Resources

Welcome to the  
 Connecticut State Department of Education (CSDE)  
 Child Nutrition Programs (CNP) System!  
 The Online Claiming System is  
**UNLOCKED.**

For assistance with the CNP System, contact the **CNP System Help Desk** at [ColynHelp\\_SDE@ct.gov](mailto:ColynHelp_SDE@ct.gov) or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 AM to 4:00 PM.  
**NOTE: The 90 day deadline for July 2013 claims is September 29, 2013 (groundmarked).**

This Institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Copyright © 2013 Collier Consulting Group

<https://ct.cnpus.com/prod/Splash.aspx>  
Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Budget Due



- **SEPTEMBER 22**
  - Budget due to CSDE for remaining funds
  - Budget worksheets have been sent out

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Required Paperwork



- **Maintain full and accurate records on file for**
  - a period of **THREE YEARS** after the end of the fiscal year to which they pertain
  - OR**
  - longer if there are any audit findings

Connecticut State Department of Education • Revised September 2017

---

---

---

---

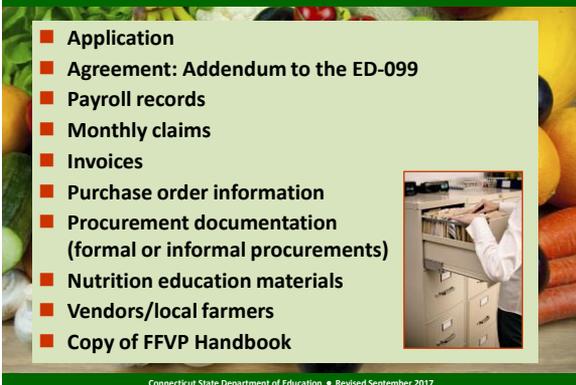
---

---

---

---

### Maintain on File



- Application
- Agreement: Addendum to the ED-099
- Payroll records
- Monthly claims
- Invoices
- Purchase order information
- Procurement documentation (formal or informal procurements)
- Nutrition education materials
- Vendors/local farmers
- Copy of FFVP Handbook



Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## During NSLP Administrative Review



- View program
- Review paperwork
- Verify a claim
- Review with food service director

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## Produce Safety



- Storing
- Preparation
- Serving

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## Produce Safety Resources

**INSTITUTE OF child nutrition**  
RESOURCES FOR THE FUTURE

Home | About Us | Contact Us | Search | Advanced Search | Login or Register

ABOUT | ENR | ONLINE | ONLINE SUPPORT | SERVICES SUPPORT | CHILD & ADULT CARE | CENTER FOR | FACE TO FACE | RESEARCH

ENR | RESOURCES | COURSES | ARCHIVES | PROGRAMS | FOOD PROGRAM | TRAINERS | TRAINING

**Produce Safety Resources**

**Produce Safety**

A series of resources on produce safety that describe best practices for receiving, storing, handling, and purchasing fresh and fresh-cut produce through videos, fact sheets, and PowerPoint presentations. ET106-11

- [Produce Safety Videos](#)
- [The Produce Lab Videos - Culinary Techniques](#)
- [The Produce Lab Videos - Good Agricultural Practices \(GAPs\)](#)
- [The Produce Lab Videos - Quality and Condition](#)
- [Produce Safety Fact Sheets](#)
- [Produce Safety Presentations and Talking Points](#)
- [Produce Safety University - Additional Resources](#)

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322546](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322546)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## Fight Bac Food Safety Resources

**FIGHT BAC**  
Partnership for Food Safety Education  
Supporting consumers to prevent food poisoning

**SEPARATE**  
Don't cross-contaminate!

[www.fightbac.org/](http://www.fightbac.org/)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

## CSDE FFVP Web Page

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Fresh Fruit and Vegetable Program (FFVP)

School Nutrition Programs | Program Guidance | Forms | Resources | Nutrition Education

**FFVP Goals**

- CREATE:** healthier school environments by providing healthier meal choices
- EXPAND:** variety of fruits and vegetables that children consume
- INCREASE:** children's fruit and vegetable consumption
- MAKE:** a difference in children's diets to impact present and future health

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322546](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322546)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

## Nutrition Education and Resources

**Relate the FFVP to**

- ChooseMyPlate  
*Half your plate is fruits and vegetables*
- School lunch meal pattern
- More fruits and vegetables matter!

the **School Day** just got **Healthier**  
United States Department of Agriculture

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---



### Nutrition Education

- Activities should fit your students and school community
- Plan assemblies and health fairs
- Taste tests with graphing results
- In-school market

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Nutrition Education

- Consult with FFVP partners to obtain low-cost or no cost promotional items
  - informational fliers
  - pamphlets
  - posters
  - banners
  - buttons

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### Nutrition Education

- Promote the FFVP on monthly menus or newsletters that go out to parents
  - Include students by having them create and publish the newsletter
- Create posters, banners, fliers as part of art/nutrition lessons

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---





## Partnerships are Important

- State Fruit and Vegetable Coordinators
- Produce for Better Health Foundation
- Local grocers
- Local farmers
- Connecticut Academy of Nutrition and Dietetics
- UCONN and St. Joseph College
- Food distributors

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

## School Gardens

- Must follow USDA's guidance on school gardens (CSDE OM 15-09)

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/opmemos/09/om\\_15-09.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/opmemos/09/om_15-09.pdf)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

## CSDE Farm to School Web Page

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322568](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322568)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

---

---

### Farm to School Resources (CSDE Web site)

- Five Steps to Food Safe School Gardening
- Connecticut Ag in the Classroom
- Fresh from the Farm: The Massachusetts Farm to School Cookbook
- Features of the Month
- Gardening with Children
- Going Local: Paths to Success for Farm to School Programs
- Interesting Facts about Connecticut's Agriculture
- Marketing Michigan Products to Schools: A Step-By-Step Guide
- National Farm to School Program Information
- USDA Farm to School and School Gardens

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322568](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322568)  
 Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

### Connecticut Farm to School

**CSDE**  
 Monica Pacheco  
 860-807-2086

**Connecticut Department  
 of Agriculture**  
 Rick Macsuga  
 860-713-2544  
 165 Capitol Avenue  
 Hartford, CT 06106  
 Hartford Area 860-713-2500  
 Toll-Free 1-800-861-9939



[www.ct.gov/doag/site/default.asp](http://www.ct.gov/doag/site/default.asp)

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

### Documentation

We want to know all the great things you are doing! Remember to take pictures of students

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

### Final Takeaways



- **Submit monthly reports as early as possible**
- **Follow your application plan**
- **Plan and monitor to spend ALL FFVP funds**
- **Increase vegetable servings**
- **Increase nutrition education component**

Connecticut State Department of Education • Revised September 2017

---

---

---

---

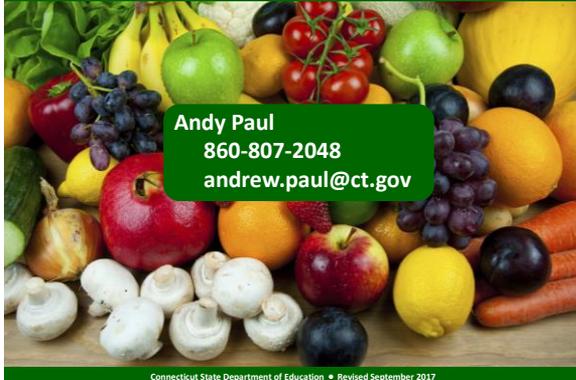
---

---

---

---

### FFVP Contact Information



**Andy Paul**  
**860-807-2048**  
**andrew.paul@ct.gov**

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

### CSDE Contact Information



Connecticut State Department of Education	
SCHOOL NUTRITION PROGRAMS STAFF	
COUNTY	CONSULTANT
Fairfield and Litchfield Counties	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> • 860-807-2129
Hartford County	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> • 860-807-2079
Middlesex, Windham and Tolland Counties	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> • 860-807-2081
New Haven County	Jackie Schipke <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a> • 860-807-2123
New London County	Kelly Mero <a href="mailto:kelly.mero@ct.gov">kelly.mero@ct.gov</a> • 860-807-2073
OTHER NUTRITION PROGRAMS STAFF	
Nutrition Education Coordinator Healthy Food Certification	Susan Fiore <a href="mailto:susan.fiore@ct.gov">susan.fiore@ct.gov</a> • 860-807-2075
USDA Foods	Allison Calhoun-White <a href="mailto:allison.calhoun-white@ct.gov">allison.calhoun-white@ct.gov</a> • 860-807-2008
Procurement, USDA Foods, and Farm to School	Monica Pacheco <a href="mailto:monica.pacheco@ct.gov">monica.pacheco@ct.gov</a> • 860-807-2086
Procurement, Food Service Management Company Contracts, Fresh Fruit and Vegetable Program	Andy Paul <a href="mailto:andrew.paul@ct.gov">andrew.paul@ct.gov</a> • 860-807-2048
Summer Meals	Caroline Cooke <a href="mailto:caroline.cooke@ct.gov">caroline.cooke@ct.gov</a> • 860-807-2144

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

## USDA Nondiscrimination Statement

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](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;
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---

## Connecticut Nondiscrimination Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

Connecticut State Department of Education • Revised September 2017

---

---

---

---

---

---

---

---

---

---