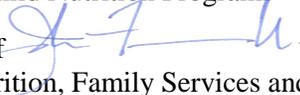




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of School Child Nutrition Programs

FROM: John Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 22, 2014

SUBJECT: **Operational Memorandum #56-14**
Civil Rights

This is a reminder that all school Child Nutrition Programs (CNP) are required to conduct annual Civil Rights training for ALL staff involved with administering the school CNPs. This includes determining officials, verifying officials and anyone involved with the application certification and verification process. A Civil Rights PowerPoint presentation may be downloaded from the Connecticut State Department of Education's (CSDE) [CNP](#) website.

Additionally, school CNPs are required to prominently display the U.S. Department of Agriculture's (USDA) nondiscrimination poster "[And Justice for All](#)" or a Food and Nutrition Service (FNS) approved substitute. These posters may be downloaded on 11" X 17" paper. Note: If the only location in which the children will receive meals is in the classroom, the "And Justice for All Poster" must be in each classroom. However, if the school or site provides meals (i.e., breakfast, snack or milk) in the classroom and lunch or other meals in the cafeteria, the school or site would only be required to display the poster in the cafeteria.

Lastly, local education agencies that receive complaints of discrimination pertaining to the school CNPs must report these complaints to both the CSDE and the USDA. To report a complaint to the CSDE, contact Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov. Procedures for reporting complaints of discrimination to the USDA are outlined in the FNS ([FNS](#)) [Instruction 113-1](#).

Questions pertaining to this memorandum may be directed to:

Consultants for School Nutrition Programs	
County	Consultant
<input type="checkbox"/> Fairfield County	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<input type="checkbox"/> Hartford County (towns/cities beginning with A-R)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<input type="checkbox"/> Hartford County (towns/cities beginning with S-W) <input type="checkbox"/> Windham County	Susan Alston susan.alston@ct.gov 860-807-2081
<input type="checkbox"/> Litchfield County	Allison Calhoun-White allison.calhoun-white@ct.gov 860-807-2008
<input type="checkbox"/> Middlesex County <input type="checkbox"/> Tolland County	Andy Paul andrew.paul@ct.gov 860-807-2048
<input type="checkbox"/> New Haven County	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
<input type="checkbox"/> New London County	Monica Pacheco monica.pacheco@ct.gov 860-807-2073

JF:tdd