



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Potential 2019 Summer Meals Sponsors

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

DATE: March 29, 2019

SUBJECT: **Operational Memorandum No. 02-19 – SFSP**
Interest Survey for 2019 Summer Meals Programs

In order to plan for implementation of the Summer Meals Programs in 2019, the Connecticut State Department of Education (CSDE) is requesting that all sponsors who participated in the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) of the National School Lunch Program (NSLP) in 2018, and any prospective organizations, indicate their interest in becoming a SFSP sponsor.

The following 2018 data show the number of meals served and the number of children who participated in all types of summer meals programs including the SFSP, the SSO, and academic summer school.

Average daily participation:	37,039
Total number meals served:	1,677,703
Total number sites served:	641

The CSDE anticipates growth in access to and participation in 2019 Summer Meals Programs. As you plan your summer meals program for 2019, consider how you can expand to feed additional at-risk children. Examples include beginning summer meals sooner after the school year ends, continuing later into the summer, opening more sites, and increasing outreach efforts to children. Remember, ***hunger does not take a summer vacation!***

School sponsors are eligible to participate in either the SFSP or the SSO of the NSLP. Under the SSO, school districts are offered streamlined administrative procedures through reduced paperwork. In recent years, the United States Department of Agriculture (USDA) has provided SFSP guidance allowing similar streamlined administrative procedures for school sponsors participating in the SFSP. The CSDE encourages school sponsors to consider participation under the SFSP. The higher per meal reimbursement rates under the SFSP allows sponsors additional financial resources to support staffing and high quality meals during the summer months. If you are considering transitioning your summer meals program from the SSO to the SFSP, please contact the CSDE Summer Meals Coordinator for technical assistance.

The CSDE requests that **all** 2019 summer meals sponsors complete and return the attached Summer Meals Programs Annual Interest Survey Planning Data Form by **April 19, 2019**, following the instructions below.

1. Review the attached 2018 site list and document the necessary changes for 2019.
 - For sites that will continue operating in 2019, indicate planned dates of operation.
 - If sites will not operate in 2019, indicate by placing a line through the site information.
 - If new sites will be added in 2019, complete the “Proposed New Sites” section of the Summer Meals Programs Annual Interest Survey Planning Data Form and return with the site listing.
2. All sponsors must complete the Sponsor Name and Sponsor Contact section of the attached Annual Interest Survey Planning Data form and sign, date, and return. Please note that this form must be completed and returned even if there are no changes from 2018.
3. Submit your response by e-mail to Caroline Cooke at caroline.cooke@ct.gov.

Your response will signify your interest in sponsoring summer meals in 2019, either under the SFSP or SSO regulations. It is therefore important that you submit your reply by the deadline of **April 19, 2019**. Additional information will be forwarded to the contact person listed in the Planning Data section.

If you have any questions, please contact Caroline Cooke, Summer Meals Coordinator, at 860-807-2144 or caroline.cooke@ct.gov.

JDF:csc

Attachments: (2)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda for the SFSP are posted on the CSDE’s [Operational Memoranda for the SFSP](#) webpage.

Summer Meals Programs Annual Interest Survey Planning Data Form

This form indicates sponsor interest in 2019 Summer Meals, which include the [Summer Food Service Program \(SFSP\)](#) and the [Seamless Summer Option \(SSO\)](#) of the National School Lunch Program (NSLP). For more information, refer to the Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 02-19 – SFSP: Interest Survey for 2019 Summer Meals Programs](#).

Instructions: Complete all information below and e-mail to Caroline Cooke at caroline.cooke@ct.gov by **March 25, 2019**.

Sponsor name: _____

Sponsor contact person: _____

Phone number: _____ **E-mail address** _____

Signature of contact person indicating review of attached list was completed: _____

Proposed New Sites				
Site name and address	School site? <input type="checkbox"/> yes <input type="checkbox"/> no	Census block group	Tentative dates of operation	Estimated daily attendance
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			

Summer Meals Programs Annual Interest Survey Planning Data Form

Proposed New Sites				
Site name and address	School site?	Census block group	Tentative dates of operation	Estimated daily attendance
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			
	<input type="checkbox"/> yes <input type="checkbox"/> no			

School Sponsors Only

School district ___ ___ has participated in the SSO previously and may be interested in transitioning to the SFSP in 2019.

Name of contact person: _____

Phone number: _____ E-mail address: _____

Summer Meals Programs Annual Interest Survey Planning Data Form

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.

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 age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, 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: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.