2016-17 Application for Free and Reduced-price School Meals or Free Milk Complete one application per household. Please use a pen (not a pencil). Rev. 6/2016 Page 1

Application No:

STEP1 List ALL	Household Members who are infants, o	children,	, and stu	dents up to and including	grade 12	(if more spaces	are required for a	additior	nal names, a	attacł	n anothe	er sheet	of paper)
Definition of Household	Child's First Name	м	Child's	a Last Name		School	Gra	de	Student? Yes No		Foster	Head Start	Homeless or Runaway
Member: "Anyone who is living with you and shares income and expenses,										~			
even if not related." Children in Foster care										t apply			
and children who meet the definition of Homeless or Runaway are eligible for										all that			
free meals. Read How to Apply for Free and										Check			
Reduced-price School Meals for more information.													
	iousehold members (including you) c (HUSKY) benefits).	urrently	particip	oate in one or more of the	e following	g Assistance	Programs – Sl	NAP c	or TFA? (T	his (does N	OT inc	lude
	If YES, a household member does partici			· · · · · · · · · · · · · · · · · · ·				Case	e Number:				
If NO, > Go to STEP 3	complete STEP 3.) To quicken the approventies this application. See instructions.	vai proces	5S, IT IS SU	ongiy recommended that you	submit proc	of of SNAP of IF	A eligibility with		Write only o	one ca	se numbe	r in this sp	ace.
STEP 3 Report	Income for ALL Household Member	s (Skip tl	his step if	you answered "Yes" to Step	2)								
	A. Child Income Sometimes children in the household earn inco Members listed in STEP 1 here.	ome. Pleas	se include	the TOTAL income earned by a	ll Child Hous	ehold Chik	d income		How often? Veekly 2x Month	Monthly			
Are you unsure what income to include here? Flip the page and review the charts titled	B. All Adult Household Members (incl List all Household Members not listed in STEP 1 for each source in whole dollars (no cents) only.	(including	yourself)			'0' or leave any fie				that th	nere is no		to report.
"Sources of Income" for more information.	Name of Adult Household Members (First and Last)	Earnings	s from Work	Weekly Bi-Weekly 2x Month Monthly	Child Supp	ort/Alimony Weekly B	Si-Weekly 2x Month Month	ly	All Other Incor	ne	Weekly	Bi-Weekly	2x Month Monthly
The "Sources of Income for Children" chart will		s			\$				\$	+			
help you with the Child Income section.		s			s				\$	+			
The "Sources of Income for Adults" chart will help		s			s				\$	+			
you with the All Adult Household Members section.		\$			\$				\$	+		\bigcirc	$\overline{\bigcirc}$
	Total Household Members (Children and Adults – Step 1 & Step 3)			Social Security Number (SSN) of her or Other Adult Household Mer		x x x x		Che	eck if no SSN				0 0
STEP 4 Contac	t Information and Adult Signature												
	mation on this application is true and that all income is repo ren may lose meal benefits, and I may be prosecuted under				ith the receipt of	f Federal funds, and t	hat school officials ma	y verify (check) the infor	mation	. I am awa	ire that if I	purposely
Street Address (if available)	Apt#	City		State	Zip		Daytime Phone a	nd Ema	il (optional)				
Printed name of adult signing	the form	Signatu	re of adult				Today's date						

2016-17 Application for Free and Reduced-price School Meals or Free Milk

	SOURCES OF INCOME FOR CHILDREN	S	OURCES OF INCOME FOR ADULTS	
Sources of Child Income	Examples	Earnings from Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/ All Other Income
Earnings from work	A child has a regular or part-time job where they earn a salary or wages	Gross income for salary, wages, cash – bonuses	Unemployment benefitsWorker's compensation	Social Security (including railroad retirement and black lung benefits)
Social SecurityDisability	A child is blind or disabled and receives Social Security benefits	Net income from self-employment (farm or business)	 Supplemental Security Income (SSI) 	 Private pensions or disability Regular Income from trusts or
 Payments Survivor's Benefits 	A parent is disabled, retired, or deceased, and their child receives social security benefits	If you are in the U.S. Military:	 Cash assistance from state or local government Alimony payments 	estates Annuities Investment income
Income from persons outside the household	A friend or extended family member regularly gives a child spending money	 Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) 	 Child support payments Veteran's benefits Strike benefits 	Earned InterestRental incomeRegular cash payments from
Income from any other source	A child receives income from a private pension fund, annuity, or trust	 Allowances for off-base housing, food and clothing 		outside household

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one):	Hispanic or Latino	Not Hispanic	or Latino			
Race (check one or more)	American Indian or Ala	askan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	U White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number of the adult household member who signs the application or Just a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

fax: (202) 690-7442; or

email: program.intake@usda.gov.

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School Use Only - Do Not Write Below This Line

Determining Officials (DO) for the school/district MUST complete this section. (Only convert to annual income if there are different frequencies of income listed in Step 3.) Annual Income Conversion: Weekly X 52 Every 2 weeks X 26 Twice a Month X 24 Monthly X 12

Directly Certified Based on the State Direct Certification List	Date Certified on DC List:			
SNAP/TFA Household (<i>Reminder</i> : The DO must confirm a	handwritten SNAP/TFA number)	Foster Child	Head Start	Confirmed Homeless or Runaway
Income Household: Total household income:	per	Househ	nold Size:	
Application approved for: 🛛 Free Meals	Reduced-price Meals	(Application De	nied
Date Notice Sent:	Signature of DO:			Date:

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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 Fairfield, Connecticut.* The application must be filled out completely to certify 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 **Fairfield Public Schools, Food Services Department, Karen Sanborn, 203-255-8370, ksanborn@fairfieldschools.org.**

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

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They 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, or qualify as homeless or runaway youth;
- Students attending Fairfield Public Schools, regardless of age.

A) List each child's name. Print each	B) Is the child a student in the	C) Do you have any foster children? If any children listed	D) Are any children homeless,
child's name. Use one line of the	district? List the name of the school,	are foster children, mark the "Foster Child" box next to	runaway or in a Head Start Program?
application for each child. When	the grade and mark "Yes" or "No"	the child's name. If you are ONLY applying for foster	If you believe any child listed in this
printing names, please print clearly. If	under the column titled "Student" to	children, after finishing STEP 1, go to STEP 4.	section meets this description, mark
there are more children present than	tell us which children attend school in	Foster children who live with you may count as members	the "Head Start or
lines on the application, attach a	the district. If you marked "Yes,"	of your household and should be listed on your	Homeless/Runaway" box next to the
second piece of paper with all	write the grade level of the student in	application. If you are applying for both foster and non-	child's name and complete all steps of
required information for the	the "Grade" column.	foster children, go to step 3.	the application.
additional children			

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP or TFA?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Family Assistance (TFA)

A) If no one in your household	B) If anyone in your household participates in any of the above listed programs:
participates in any of the above listed	Write a case number for SNAP or TFA. You only need to provide one case number. If you participate in one of these programs and do
programs:	not know your case number, contact your DSS social worker.
• Leave STEP 2 blank and go to	Note: Do not use a HUSKY Medical Benefits number since this number is not a SNAP or TFA case number. It is also recommended (but not
STEP 3.	required) that you submit proof of this SNAP or TFA case number when you submit the application for processing. Proof does NOT
	include a copy of the CONNECT card.
	• Go to STEP 4

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Children" and "Sources of Income for Adult," printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - $\,\circ\,$ Gross income is the total income received before taxes.
 - Many people think of income as the amount they "take home" and not the total "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household. What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income. 3.B REPORT INCOME EARNED BY ADULTS Who should I list here? • When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own. • Do NOT include: People who live with you but are not supported by your household's income AND do not contribute income to your household. Infants, children and students already listed in STEP 1. B) List adult household members' names. C) Report earnings from work. Report all income from work in the D) Report income from public assistance/child Print the name of each household "Earnings from Work" field on the application. This is usually the money support/alimony. Report all income that applies in the member in the boxes marked "Names of received from working at jobs. If you are a self-employed business or farm "Public Assistance/Child Support/Alimony" field on the Adult Household Members (First and owner, you will report your net income. application. Do not report the cash value of any public Last)." Do not list any household members assistance benefits NOT listed on the chart. If income is What if I am self-employed? Report income from that work as a net vou listed in STEP 1. If a child listed in received from child support or alimony, only report courtamount. This is calculated by subtracting the total operating expenses of STEP 1 has income, follow the ordered payments. Informal but regular payments should your business from its gross receipts or revenue. instructions in STEP 3, part A. be reported as "other" income in the next part. E) Report income from F) Report total household size. Enter the total number of household G) Provide the last four digits of your Social Security pensions/retirement/all other income. members in the field "Total Household Members (Children and Adults)." Number. An adult household member must enter the last Report all income that applies in the This number MUST be equal to the number of household members listed four digits of their Social Security Number in the space "Pensions/Retirement/All Other Income" in STEP 1 and STEP 3. If there are any members of your household that you provided. You are eligible to apply for benefits even if you have not listed on the application, go back and add them. It is very field on the application. do not have a Social Security Number. If no adult important to list all household members, as the size of your household household members have a Social Security Number, leave affects your eligibility for free and reduced price meals. this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	B) Print and sign your name. Print the name of the adult signing the application and that person signs in the box "Signature of adult."	C) Write today's date. In the space provided, write today's date in the box.	D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.
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SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you provided on your *Free and Reduced-price School Meals/Milk Application* may be shared with other programs for which your children may qualify. We must have your permission to share this information with other programs. Please sign below for any additional benefits you are interested in receiving. By signing for the benefits, you are certifying that you are the parent/guardian of the children for whom the application is being made.

Note: Submitting this form will not change whether your children get free or reduced-price meals or free milk.

NO, I do NOT want information from my <i>Free</i> <i>and Reduced-price School</i>	YES, I DO want school officials to share information from my <i>Free and</i> <i>Reduced-price School Meals/Milk Application</i> with the programs checked below. <i>Check all that apply.</i>
<i>Meals/Milk Application</i> shared with any of these	[Fairfield Public Schools Summer School Principals (for fee waivers)].
programs.	[Fairfield Public Schools Principals (for prom tickets, caps/gowns)].
	[Fairfield Public Schools Principals (for musical instruments)].
	[Fairfield Public Schools Principals (for field trips)].
	[Town of Fairfield, Recreation Department (for camp discounts)].
	If you checked VFS for any boyes above, complete the information below and

If you checked YES for any boxes above, complete the information below and sign the form. Your information will be shared only with the people and applicable programs you checked.

PLEASE PRINT

Child's Name:		School:				
Child's Name:		School:				
Parent/Guardian Name:						
Address:	City:			State:	Zip:	
Signature of Parent/Guardian:			Date:			

For more information, please call **Karen Sanborn** at **203-255-8370**. Return this form to **Fairfield Public Schools, Food Services attention Karen Sanborn, 501 Kings Highway East, Suite 210, Fairfield, CT 06825** by October 17, 2016

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:

- 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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Does Your Child Have Health Insurance?

Connecticut offers low-cost or free coverage!

Dear Parent / Guardian,

Is your child protected by health insurance? If not, your school and the State of Connecticut want to help. Connecticut's HUSKY Health program, for example, pays for doctor visits (including physical exams), prescriptions, emergency care, vision and dental care, mental health care, special healthcare needs and more. It's for children under age 19 in families of all incomes. Approximately 300,000 Connecticut children now have their health care covered by the HUSKY Health program.

There are two parts to the HUSKY Health program for children:

- I. **HUSKY A** (or Medicaid) For children in families with limited income. Parents, relative caregivers and pregnant women may also be eligible.
- II. HUSKY B (or Children's Health Insurance Program) For children in families with higher incomes.

To apply online, please visit AccessHealthCT.com. To apply by phone, please call 855-805-4325 (TTY: 855-789-2428). For general information about HUSKY Health, please visit HuskyHealth.com. You can apply for HUSKY A or HUSKY B any time of the year.

Your child needs YOU to stay healthy, too!

When you apply for HUSKY Health for your child, see what Access Health CT has to offer you.

Most Connecticut residents have to wait until the next Open Enrollment period (**November 1, 2016 - January 31, 2017**) to get health care coverage through Access Health CT. You may be able to get coverage earlier if you have a **Qualifying Life Event** OR if you qualify for Medicaid (HUSKY A or D) or CHIP (HUSKY B).

What is a Qualifying Life Event?

Qualifying Events include*:

- Just married an Access Health CT customer
- Having or adopting a child
- Permanently moving to Connecticut from another state
- Losing other affordable, minimum Essential Health Benefits
- Having a change in income or household status

*For more information visit Learn.AccessHealthCT.com/Special





This partnership to inform parents about health insurance options is in accordance with Section 119 of Public Act 07-02, June Special Session. Special thanks to the Connecticut Department of Education, Connecticut Department of Social Services, Access Health CT, Regional Education Service Centers, and all caring school personnel throughout the state as we join with parents to bring health coverage to Connecticut children. [2016]

Addendum C

INFORMATION ON THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Dear Parent/Guardian:

If your children qualify for free school meals or milk, you might also qualify for **SNAP** (formerly called Food Stamps). SNAP helps people buy food for themselves and their families. SNAP benefits are issued each month on plastic debit cards. You can use SNAP benefits to buy food at major supermarkets, neighborhood grocery stores and some farmers' markets authorized to accept SNAP.

HOW TO QUALIFY

If and how much SNAP you qualify for depends on:

- your household's income; •
- allowable deductions to your household's income • (examples include monthly shelter expenses, medical bills, court ordered child support);
- your household size; and •
- at least 5 years U.S. residency for Legal Permanent • Resident non-citizens.

If you have access to the Internet, you can go online to see if

you are eligible for SNAP. Go to www.connect.ct.gov and click "Am I Eligible?" Owning your own home or owning a car will not prevent you from being eligible for SNAP.

TO APPLY OR GET MORE INFORMATION

- To find your local Connecticut Department of Social Services (DSS) office, call United Way's free referral number 2-1-1 (free call statewide).
- You can apply online at www.connect.ct.gov (click "Apply for Benefits"). You can get the paper SNAP application in English at www.ct.gov/dss/lib/dss/pdfs/applications/w-1e.pdf or in Spanish at www.ct.gov/dss/lib/dss/pdfs/applications/w-les.pdf.
- The Community Health Center Association of Connecticut works with the following community health centers, which will help you enroll in SNAP.



Community Health Center Association of Connecticut

HARTFORD COUNTY AND TOLLAND COUNTY	WINDHAM COUNTY AND NEW LONDON COUNTY	MIDDLESEX COUNTY	NEW HAVEN COUNTY	LITCHFIELD COUNTY	FAIRFIELD COUNTY
Community Health Services Hartford 860-249-9625 Charter Oak Health Center Hartford 860-550-7500 Intercommunity, Inc. East Hartford 860-569-5900 First Choice Health Centers East Harford, Manchester, Vernon 860-528-1359, ext. 241 Wheeler Clinic Bristol 860-920-4175	Generations Family Health Center Willimantic, Norwich, Putnam 860-450-7471, ext. 6300 United Community & Family Services Norwich, New London, Plainfield, Jewett City 860-822-4353	Community Health Center Association of Connecticut Middlesex County 860-667-7820, ext. 318	Cornell Scott Hill Health Center New Haven 203-503-3000 StayWell Health Center Waterbury 203-756-8021, ext. 3814 Fair Haven Community Health Center New Haven 203-777-7411, ext. 5082	Community Health & Wellness Center of Greater Torrington 860-387-0448	Norwalk Community Health Center Norwalk 203-899-1770, ext. 1203 Optimus Health Care Bridgeport, Stamford, Stratford 203-696-3260, ex. 3326 CIFC Greater Danbury Community Health Center 203-743-0100, ext. 254 Southwest Community Health Center Bridgeport 203-332-3542

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	-				
Household Size	Gross Monthly Income	Gross Annual Income			
1	\$1,815	\$21,600			
2	\$2,456	\$29,100			
3	\$3,098	\$36,624			
4	\$3,739	\$44,136			
5	\$4,380	\$51,636			
6	\$5,022	\$59,160			
7	\$5,663	\$66,672			
8	\$6,304	\$74,172			
For each additional member	+642	+146			
Larger households = higher incomes					

INFORMATION ON THE SNAP, continued



This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/AddC.pdf.

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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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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 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, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov