

Responsibilities of District Contact Person for Healthy Food Certification

The district contact person is the point person identified by the school district for coordinating the implementation and monitoring of the district's healthy food certification (HFC) under Section 10-215f of the Connecticut General Statutes. This person will receive all communications from the Connecticut State Department of Education (CSDE) regarding HFC. The district contact person will be part of the CSDE's HFC e-mail distribution list and will receive regular updates regarding allowable food and beverage items, implementation resources, documentation requirements, training and other information regarding HFC.

The district contact person is responsible for:

- understanding the requirements of state statutes, the Connecticut Nutrition Standards and HFC;
- disseminating information regarding the requirements of HFC to all appropriate staff members in the school district, such as the school food service director, cafeteria managers, culinary arts teachers, athletic directors, family and consumer sciences teachers, parent groups, school organizations and individuals who coordinate fundraising activities, school stores, kiosks, school-based enterprises, vending machines and any other food and beverage sales to students in the district;
- being familiar with the CSDE's *List of Acceptable Foods and Beverages** (<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432>) and sharing information with all appropriate school staff members regarding any changes and updates to the list;
- being aware of and sharing with appropriate staff members in the school district the CSDE's resources and materials related to HFC, available on the CSDE's School Foods and Beverages Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322416>;
- responding to questions from district staff members and contacting the CSDE with questions and requests for technical assistance as necessary;
- organizing and providing training and technical assistance as needed for appropriate school district staff members;
- responding to requests from the CSDE for information and documentation related to HFC;
- coordinating district procedures for monitoring compliance with HFC;
- assisting district spokesperson with media-related inquiries regarding the district's HFC and the requirements of state statutes; and
- coordinating the district's annual HFC documentation materials for submission to the CSDE, including completing the *Healthy Food Certification Compliance Form* and providing lists of food and beverages sold to students (see "Responsibilities for HFC Documentation" on the next page).

* The CSDE's *List of Acceptable Foods and Beverages* is a brand-specific list of food products that meet the Connecticut Nutrition Standards and beverages that meet the requirements of section 10-221q of the Connecticut General Statutes.

Responsibilities for HFC Documentation

1. Complete the *Healthy Food Certification Compliance Form* in consultation with all appropriate school staff members such as the school food service director, cafeteria managers, culinary arts teachers, family and consumer sciences teachers, athletic directors, parent groups and individuals who coordinate fundraising activities, school stores, kiosks, other school-based enterprises, vending machines and any other food sales to students.
2. Disseminate the appropriate documentation forms to the person responsible for each source of food and beverage sales in the school district, including cafeteria sales, vending machines, school stores, kiosks, concession stands, school-based enterprises, fundraisers, culinary arts programs, family and consumer sciences classes and any other sources of food and beverage sales to students. For more information, see “Documentation Forms” at right.
3. Collect and compile all required information and supporting forms and lists.
4. Return the completed *Healthy Food Certification Compliance Form* and supporting documentation to the CSDE by **November 30** of each year.

Documentation Forms

The CSDE has seven HFC documentation forms that districts may use to meet the requirement for providing lists of foods and beverages sold to students. All CSDE compliance documents are available as both PDF documents and “tab and type” forms on the CSDE’s Healthy Food Certification Documentation Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428>). For more information, see *Guidance for Documenting Compliance with Healthy Food Certification* at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/GuidanceDocCompliance.pdf>.

For additional information on healthy food certification visit the CSDE’s School Foods and Beverages Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322416> or contact:



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