

Guidance for Documenting Compliance with Healthy Food Certification

Section 10-215f of the Connecticut General Statutes

Districts participating in healthy food certification under Section 10-215f of the Connecticut General Statutes must document that all food items sold to students separately from reimbursable meals served in the National School Lunch Program and School Breakfast Program meet the Connecticut Nutrition Standards. This applies to all food items sold to students in all schools in the district from all sources including, but not limited to, cafeteria sales, vending machines, school stores and fundraisers.

Required Documentation

The Connecticut State Department of Education (CSDE) *Healthy Food Certification Compliance Form* addresses the food and beverages sold to students in all schools in the district from all sources including cafeteria sales, vending machines, school stores, kiosks, concession stands, other school-based enterprises, fundraisers and any other sources of food and beverage sales to students (e.g., culinary arts programs, family and consumer sciences classes). ***This form must be completed in its entirety by the district's designated contact person for healthy food certification 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. The completed and signed form and all required documentation must be returned by **November 30** to:

Susan Fiore, MS, RD, Nutrition Education Coordinator

Connecticut State Department of Education • Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road • Middletown, CT 06457 • Phone: (860) 807-2048 • E-mail: susan.fiore@ct.gov

Healthy Food Certification Documentation Forms

The CSDE has developed seven **sample Healthy Food Certification Documentation Forms** that districts may use to meet the documentation requirements that 1) all food items sold to students in the district meet the Connecticut Nutrition Standards; and 2) all beverages sold to students meet the requirements of section 10-221q of Connecticut General Statutes. While these forms are not required, they will assist school districts in providing the CSDE with all necessary documentation indicating that the district is implementing the beverage requirements and healthy food certification in compliance with all state statutes. Successful compliance ensures that districts can maintain their state funding for the healthy food certification.

The forms include:

- Form 1 – Purchased Food and Beverages Sold in Cafeteria
- Form 2 – School-Made Food Items Sold in Cafeteria
- Form 3 – Food and Beverages Sold in Vending Machines
- Form 4 – Food and Beverages Sold in School Stores, Kiosks or Other School-Based Enterprises
- Form 5 – Food and Beverage Fundraisers
- Form 6 – Purchased Food and Beverages Sold from Other Sources
- Form 7 – School-Made Food Items Sold from Other Sources

*Districts are strongly encouraged to simplify the documentation process by printing the appropriate sections of the CSDE **List of Acceptable Food and Beverages**, highlighting all the items sold in each area (e.g., cafeteria, vending machines, school stores, etc.), and attaching to the appropriate form.*

Districts may choose to use the sample CSDE forms or may modify them to meet local needs, as long as all of the required information is provided. All CSDE compliance documents and forms are available as both PDF documents and “tab and type” forms on the CSDE website (Nutrition Education page) under “Documenting Compliance with Healthy Food Certification” at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754#Standards>.

CSDE recognizes that districts may have already developed lists and/or forms that provide the necessary documentation regarding the district's compliance with allowable beverages and healthy food certification. Districts may use any locally developed lists and/or forms instead of the CSDE sample forms, as long as all of the **required information** is provided (as indicated on each CSDE sample form).



Guidance on Providing Documentation for Food and Beverage Sales

Cafeteria Sales of Purchased Food and Beverages: Districts must identify all food and beverage items sold separately from reimbursable meals in *all cafeterias* in the district. This information may be submitted using the CSDE *Form 1 – Purchased Food and Beverages Sold in Cafeteria* or an equivalent district-developed list or form that includes all of the required information (manufacturer, food or beverage item, variety/flavor and package size). **Do not use abbreviations.** Districts can also choose to submit a printout of the appropriate pages of the CSDE *List of Acceptable Food and Beverages* that indicates which items are sold in the district.

Cafeteria Sales of School-Made Food Items* (see box): Districts must identify all **school-made food items** sold separately from reimbursable meals in *all cafeterias* in the district. This information may be submitted using the CSDE *Form 2 – School-Made Food Items Sold in Cafeteria* or the district can provide an equivalent list or form which includes all of the required information (food item, recipe used, portion size and how the recipe was verified for compliance with the Connecticut Nutrition Standards). **Do not use abbreviations.**

Vending Machines: Districts must identify all food and beverage items sold in *all vending machines* in the district. This information may be submitted using the CSDE *Form 3 – Food and Beverages Sold in Vending Machines* or an equivalent district developed list or form that includes all of the required information (manufacturer, food or beverage item, variety/flavor and package size). **Do not use abbreviations.** Districts can also choose to submit a printout of the appropriate pages of the CSDE *List of Acceptable Food and Beverages* that indicates which items are sold in the district.

School Stores, Kiosks and Other School-Based Enterprises: Districts must identify all food and beverage items sold in *all school stores, kiosks or other school-based enterprises* in the district. This information may be submitted using the CSDE *Form 4 – Food and Beverages Sold in School Stores, Kiosks or Other School-Based Enterprises* or an equivalent district developed list or form that includes all of the required information (manufacturer, food or beverage item, variety/flavor and package size). **Do not use abbreviations.** Districts can also choose to submit a printout of the appropriate pages of the CSDE *List of Acceptable Food and Beverages* that indicates which items are sold in the district.

Fundraisers: Districts must describe the process used to ensure that *all food and beverage fundraisers in all schools* in the district meet the requirements of state statutes. This information may be submitted using the CSDE *Form 5 – Food and Beverage Fundraisers* or an equivalent district developed form that includes all of the required information. This form is only required for food and/or beverage fundraisers that have **not** been exempted by the board of education. If food and beverage fundraisers are only sold to students at exempted events occurring after the school day or on weekends, the district does not need to complete this form.

Food and Beverage Sales from Other Sources: Districts must identify *all food and beverages sold from any other sources not indicated above* (e.g., culinary programs, family and consumer sciences classes, etc.) to students separately from reimbursable school meals served in the National School Lunch Program and School Breakfast Program. For purchased items, districts can use the CSDE *Form 6 – Purchased Food and Beverages Sold from Other Sources* or an equivalent district developed list or form that includes all of the required information (manufacturer, food or beverage item, variety/flavor and package size). **Do not use abbreviations.** Districts can also choose to submit a printout of the appropriate pages of the CSDE *List of Acceptable Food and Beverages* that indicates which items are sold in the district. For items made from scratch* (see box), districts may use the CSDE *Form 7 – School-Made Food Items Sold from Other Sources* or an equivalent district developed list or form which includes all of the required information (food item, recipe used, portion size and how the recipe was verified for compliance with the Connecticut Nutrition Standards).

For additional information on documenting compliance with healthy food certification, contact the CSDE Child Nutrition Unit at (860) 807-2072 or (860) 807-2210.

*School-Made Food Items

The district is responsible for conducting a nutrient analysis of all school-made food items to ensure that they comply with the Connecticut Nutrition Standards. This includes all items which are 1) prepared from scratch using a recipe, e.g., entrees, soup, baked goods, vegetables, etc., or 2) require some additional processing after purchasing ingredients, e.g., popping popcorn kernels with oil, making cookies from a mix. This applies to the cafeteria as well as any other sources of school-made food items sold to students separately from reimbursable meals, e.g., fundraisers, culinary programs and family and consumer sciences classes.

Additional information on evaluating recipes is contained in *Guidance on Evaluating School Recipes for Compliance with the Connecticut Nutrition Standards* and CSDE's excel worksheets, *Evaluating Recipes for Trans Fat* and *Evaluating Recipes for Added Sugars*, available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754#Standards> (scroll down to "Evaluating Food Items for Compliance with Connecticut Nutrition Standards").

