

Connecticut State Department of Education (CSDE)

Healthy Food Certification Compliance Form

For districts implementing Healthy Food Certification under Section 10-215f of the Connecticut General Statutes

School District: _____ Town: _____ Agreement Number: _____

Designated Contact Person: _____

Title: _____

Phone (Day): (____) _____ - _____ E-mail: _____

Signature: _____ Date: _____

All districts participating in healthy food certification (HFC) must submit this form to the CSDE by November 30 of each year.

- This form addresses foods and beverages sold to students in all district schools 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, afterschool programs and recipient schools under interschool agreements.
- *This form must be completed in its entirety by the district's designated contact person for HFC 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.
- Section 1 (page 2) contains questions on food and beverage exemptions. The remaining sections correspond to each possible source of food and beverage sales in the district, including Section 2 – Cafeteria Sales (page 3); Section 3 – Vending Machines (Page 4); Section 4 – School Stores (Page 5); Section 5 – School Fundraisers (Page 6); and Section 6 – Food and Beverages Sold from Other Sources (page 7). *If the district does not sell any food and beverages from a specified source, you do not need to complete that section. For example, if there are no vending machines in the district, check "No" to question 1 in Section 3 – Vending Machines (page 4) and skip to Section 4 – School Stores (page 5).*

In addition to this form, selected districts must also submit lists of foods and beverages sold to students from all sources. These are districts that meet any of the following criteria:

- scheduled for a state review of the National School Lunch Program (NSLP) in the current school year;
- did not implement HFC in the prior school year; or
- had significant compliance issues during the prior school year's HFC review.

A list of districts that meet the above criteria is available at *Districts Required to Submit Food and Beverage Lists* at http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/nutritioned/required_districts.pdf. For these districts, the lists of foods and beverages must include all items sold in the entire district. It is not necessary to submit a separate list of items for each individual school. The CSDE documentation forms are available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428>. *Districts may use locally-developed lists or forms instead of the CSDE forms only if all required information is provided.* The CSDE strongly recommends that districts simplify the documentation process by printing the appropriate pages of the CSDE's *List of Acceptable Foods and Beverages*, highlighting all items sold in the district and attaching to the appropriate CSDE form.

Information on completing the documentation forms is contained in *Guidance for Documenting Compliance with Healthy Food Certification*, available at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/GuidanceDocCompliance.pdf>. For questions, contact Susan Fiore at susan.fiore@ct.gov or 860-807-2075.

Return the completed and signed *Healthy Food Certification Compliance Form* and all required documentation by **November 30** to: Susan Fiore, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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SECTION I – BEVERAGE AND FOOD EXEMPTIONS

This section addresses board exemptions for beverages that do not meet the beverage requirements of Section 10-221q of the Connecticut General Statutes and board exemptions for foods that do not meet the Connecticut Nutrition Standards.

1. **Beverages:** For beverages not meeting the requirements of Section 10-221q of Connecticut General Statutes*, did your board **authorize an exemption for beverage sales** at the location of any events that occur after the school day or on the weekend?

Note: The exemption for beverage sales is NOT part of the district's Healthy Food Certification Statement Addendum to Agreement for Child Nutrition Programs (ED-099). It must be determined separately by a board vote or by district policy.

No ► Go to **question 2** below.

Yes, complete **question 1a** below.

a. Does the board authorized exemption apply to **all beverages sold at all eligible events**?

Yes

No – Describe eligible events and beverages allowed for sale by the board exemption (attach additional pages if necessary):

2. **Foods:** For foods not meeting the Connecticut Nutrition Standards, did your board **authorize an exemption for food sales** at the location of any events that occur after the school day or on the weekend? *Note: The exemption for food sales is part of the district's Healthy Food Certification Statement Addendum to Agreement for Child Nutrition Programs (ED-099).*

No ► Go to **Section 2 – Cafeteria Sales** (page 3).

Yes, complete **question 2a** below.

a. Does the board authorized exemption apply to **all foods sold at all eligible events**?

Yes

No – Describe eligible events and food items allowed for sale by the board exemption (attach additional pages if necessary):

* State statute allows only five categories of beverages for sale to students on school premises: 1) **milk (flavored or plain)** with no more than 4 grams of sugar per ounce and no artificial sweeteners; 2) **nondairy milks such as soy or rice milk** with no artificial sweeteners, no more than 4 grams of sugar per ounce, no more than 35 percent of calories from fat and no more than 10 percent of calories from saturated fat; 3) **100 percent juice (fruit, vegetable juice or combination)** containing no added sugars, sweeteners or artificial sweeteners; 4) **beverages that contain only water and fruit or vegetable juice**, have no added sugars, sweeteners or artificial sweeteners and meet the requirements specified in *Requirements for Beverages Containing Water and Juice* at http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Water_Juice_Beverages.pdf; and 5) **water**, which may be flavored but contains no added sugars, sweeteners, artificial sweeteners or caffeine.

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SECTION 2 – CAFETERIA SALES

This section applies to all beverages sold in the cafeteria at any time and to all foods sold to students in the cafeteria separately from reimbursable meals.

1. Do any of the cafeterias in your district sell **any beverages a la carte to students**?

No ► *Skip to **question 2** below.*

Yes, *complete **question 1a** below:*

a. **Beverages:** Is the CSDE's *List of Acceptable Foods and Beverages*** used to determine if **all beverages sold to students in the cafeteria** meet the beverage requirements of state statute*?

Yes

No, *describe the process used to determine whether beverages meet the requirements of state statute (attach additional pages if necessary):*

2. Do any of the cafeterias in your district sell **any foods a la carte to students**?

No ► *Skip to **question 3** below.*

Yes, *complete **question 2a through b** below:*

a. **Foods:** Is the CSDE's *List of Acceptable Foods and Beverages*** used to determine if **all purchased foods sold to students separately from reimbursable meals** meet the Connecticut Nutrition Standards?

Yes

No – *Describe the process used to determine whether purchased food items meet the Connecticut Nutrition Standards (attach additional pages if necessary):*

b. **School-Made Foods:** Are any school-made foods sold to students in the cafeteria separately from reimbursable meals? *School-made foods include items that are 1) prepared from scratch using a recipe, e.g., entrees, soup, baked goods, cooked grains, vegetables; or 2) require some additional processing by adding other ingredients after purchasing, e.g., popping popcorn kernels with oil, making cookies from a mix and adding butter and eggs, and assembling a sandwich.*

No ► *Go to **question 3** below.*

Yes – *Describe the process used to ensure that all school-made foods sold separately from reimbursable meals meet the Connecticut Nutrition Standards, e.g., what recipes are used, who conducts the nutrient analysis of recipes and what nutrient analysis software is used. (attach additional pages if necessary):*

3. **Attach a list of all foods and beverages sold in the cafeteria to students separately from reimbursable meals.** *Do not include entree items that are sold as part of reimbursable meals and also sold a la carte on the same day.* See *Form 1 – Purchased Foods and Beverages Sold in Cafeteria* and *Form 2 – School-Made Foods Sold in Cafeteria* at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428>. **This applies only if the district is listed on *Districts Required to Submit Food and Beverage Lists* at http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/nutritioned/required_districts.pdf.**

* See page 2 for the allowable beverage categories under Section 10-221q of the Connecticut General Statutes.

** 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 state statute, available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432>.

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SECTION 3 – VENDING MACHINES

This section applies to all foods and beverages sold from vending machines that are accessible to students. Do not list vending machines that are accessible only to school staff, e.g., a soda machine in a staff room.

1. Do any of the schools in your district operate **vending machines that sell foods or beverages to students?**

- No ► *Skip the remaining questions on this page and go to **Section 4 – School Stores** (page 5).*
- Yes, *complete **questions 1a through d** below:*

a. Complete the information below for all vending machines in the district that are accessible to students (*attach additional pages if necessary*):

| School Name | Grade Level (Elementary, Middle/Junior or High) | Items Sold to Students (<i>Check One</i>) | Number of Machines |
|-------------|---|---|-----------------------|
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both | |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both | |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both | |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both | |

b. **Beverages:** Is the CSDE’s *List of Acceptable Foods and Beverages*** used to determine if **all beverages sold to students in vending machines** meet the beverage requirements of state statute*?

- Not Applicable – No beverages are sold in vending machines.
- Yes
- No – *Describe the process used to determine whether beverages sold in vending machines meet the requirements of state statute (attach additional pages if necessary):*

c. **Foods:** Is the CSDE’s *List of Acceptable Foods and Beverages*** used to determine if **all foods sold to students in vending machines** meet the Connecticut Nutrition Standards?

- Not Applicable – No foods are sold in vending machines.
- Yes
- No – *Describe the process used to determine whether foods sold in vending machine meet the Connecticut Nutrition Standards (attach additional pages if necessary):*

d. **Attach a list of all foods and beverages sold in all vending machines in the district that are accessible to students.** See *Form 3 – Foods and Beverages Sold in Vending Machines* at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428>. **This applies only if the district is listed on *Districts Required to Submit Food and Beverage Lists* at http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/nutritioned/required_districts.pdf.**

* See page 2 for the allowable beverage categories under Section 10-221q of the Connecticut General Statutes.

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SECTION 4 – SCHOOL STORES, KIOSKS AND SCHOOL-BASED ENTERPRISES

This section applies to all foods and beverages sold to students in school stores, kiosks or any other school-based enterprises that sell foods/beverages to students.

1. Do any of the schools in your district operate **school stores, kiosks or similar school-based enterprises** that sell foods or beverages to students?

No ► *Skip the remaining questions on this page and go to **Section 5 – School Fundraisers** (page 6).*

Yes, *complete **questions 1a through d** below:*

a. Complete the information below for all **school stores, kiosks or similar school-based enterprises** in the district (*attach additional pages if necessary*):

| School Name | Grade Level (Elementary, Middle/Junior or High) | Items Sold to Students (<i>Check One</i>) |
|-------------|---|---|
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both |
| | | <input type="checkbox"/> Beverages <input type="checkbox"/> Foods <input type="checkbox"/> Both |

b. **Beverages:** Is the CSDE’s *List of Acceptable Foods and Beverages*** used to determine if **all beverages sold to students in school stores, kiosks or similar school-based enterprises** meet the beverage requirements of state statute*?

Not Applicable – No beverages are sold in school stores or any other school-based enterprises.

Yes

No – *Describe the process used to determine whether beverages sold to students in school stores, kiosks or similar school-based enterprises meet the requirements of state statute (attach additional pages if necessary):*

c. **Foods:** Is the CSDE’s *List of Acceptable Foods and Beverages*** used to determine if **all foods sold to students in school stores, kiosks or similar school-based enterprises** meet the Connecticut Nutrition Standards?

Not Applicable – No foods are sold in school stores or any other school-based enterprises.

Yes

No – *Describe the process used to determine whether foods sold in school stores, kiosks or other school-based enterprises meet the Connecticut Nutrition Standards (attach additional pages if necessary):*

d. **Attach a list of all foods and beverages sold to students from all school stores, kiosks or similar school-based enterprises in the district.** See *Form – 4 Foods and Beverages Sold in School Stores, Kiosks and Other School-Based Enterprises* at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428>. **This applies only if the district is listed on *Districts Required to Submit Food and Beverage Lists* at http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/nutritioned/required_districts.pdf.**

* See page 2 for the allowable beverage categories under Section 10-221q of the Connecticut General Statutes.

** 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 state statute, available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432>.

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SECTION 5 – SCHOOL FUNDRAISERS

This section applies to all foods and beverages sold to students to raise money that are NOT part of food/ beverage sales in the school cafeteria, culinary arts programs, vending machines, school stores, kiosks and other school-based enterprises. For information on what constitutes allowable fundraisers, see “Questions and Answers on Connecticut Statutes for School Food and Beverages” and “Fundraising with Foods and Beverages” at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322426>.

1. Do any schools in the district operate fundraisers that sell foods or beverages* to students?

No ► Go to **Section 6 – Foods and Beverages Sold from Other Sources** (page 7).

Yes, complete **questions 1a and b** below:

a. Does the district conduct any food or beverage fundraisers where product information is sent home, orders and money are brought to school by students, and students bring food items home?

No

Yes

b. Are all of the district’s food and beverage fundraisers that are sold to students **sold only at exempted events occurring after the school day or on weekends?**

Yes ► Go to **Section 6 – Foods and Beverages Sold from Other Sources** (page 7). You do **not** need to attach a list of food and beverage fundraisers.

No – Complete **question 1c and d** below.

c. **Beverages:** Is the CSDE’s *List of Acceptable Foods and Beverages*** used to determine if **beverage fundraiser items** meet the beverage requirements of state statute*?

Not Applicable – No beverages are sold as fundraisers.

Yes

No – Describe the process used to determine whether beverage fundraiser items meet the beverage requirements of state statute (attach additional pages if necessary):

d. **Foods:** Is the CSDE’s *List of Acceptable Foods and Beverages*** used to determine if **food fundraiser items** meet the Connecticut Nutrition Standards?

Not Applicable – No foods are sold as fundraisers.

Yes

No – Describe the process used to determine whether food fundraiser items meet the Connecticut Nutrition Standards (attach additional pages if necessary):

2. **Attach a list of all food and beverage fundraisers conducted in the district.** See *Form 5 – Food and Beverage Fundraisers* at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428>. **This applies only if the district is listed on *Districts Required to Submit Food and Beverage Lists* at http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/nutritioned/required_districts.pdf.** Note: If food and beverage fundraisers sold to students are only sold at exempted events occurring after the school day or on weekends, you do not need to attach a list of food and beverage fundraisers.

* See page 2 for the allowable beverage categories under Section 10-221q of the Connecticut General Statutes.

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SECTION 6 – FOODS AND BEVERAGES SOLD FROM OTHER SOURCES

This section applies to all foods and beverages sold to students separately from reimbursable school meals served in the National School Lunch Program and School Breakfast Program from any other sources not previously indicated on pages 3-6, e.g., culinary arts programs, family and consumer sciences classes and recipient schools under interschool agreements.

1. **Beverages:** In addition to cafeteria sales, vending machines, school stores and fundraisers, do any school organizations or programs (e.g., culinary programs, family and consumer sciences classes, afterschool enrichment programs) sell **beverages*** to students? *This includes any programs that do not directly sell beverages but include them as part of the cost of the program, e.g., sports programs that charge a fee for student participation and the fee includes the cost of beverages provided to the students.*

No ► Go to **question 2** below.

Yes, complete questions **1a and b** below:

- a. Indicate all programs where beverages are sold:

culinary arts programs

family and consumer sciences classes

afterschool enrichment or other programs that charge a fee for participation that includes the cost of beverages

recipient schools under interschool agreements

summer school programs (e.g., enrichment or exploratory) operated by board of education

adult education programs operated by the board of education

other (specify): _____

family resource centers

Seamless Summer Food Programs and Summer Food Service Programs operated by the board of education, if a la carte beverages are sold

USDA Afterschool Snack Program

sports programs that charge a fee for participation that includes the cost of beverages

- b. Is the CSDE's *List of Acceptable Foods and Beverages*** used to determine if **beverages sold to students** by other school organizations/programs meet the beverage requirements of state statute*?

Yes

No, describe process used to determine whether beverages sold by other school organizations/programs meet the requirements of state statute (attach additional pages if necessary):

2. **Foods:** In addition to cafeteria sales, vending machines, school stores and fundraisers, do any school organizations or programs (e.g., culinary programs, family and consumer sciences classes, afterschool enrichment programs, etc.) sell **foods** to students? *This includes any programs that do not directly sell foods but include them as part of the cost of the program, e.g., after-school programs that charge a fee for student participation and the fee includes the cost of snacks provided to the students.*

No ► Skip to **question 3** below.

Yes, complete **questions 2a through c** below:

- a. Indicate all programs where foods are sold:

culinary arts programs

family and consumer sciences classes

afterschool enrichment or other programs that charge a fee for participation that includes the cost of foods

recipient schools under interschool agreements

summer school programs (e.g., enrichment or exploratory) operated by board of education

adult education programs operated by the board of education

other (specify): _____

family resource centers

Seamless Summer Food Programs and Summer Food Service Programs operated by the board of education, if a la carte foods are sold

USDA Afterschool Snack Program

sports programs that charge a fee for participation that includes the cost of foods

* See page 2 for the allowable beverage categories under Section 10-221q of the Connecticut General Statutes.

** 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 state statute, available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432>.

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SECTION 6 – FOODS AND BEVERAGES SOLD FROM OTHER SOURCES, continued

b. Is the CSDE's *List of Acceptable Foods and Beverages*** used to determine if **all purchased foods** meet the Connecticut Nutrition Standards?

Yes

No, describe process used by other school organizations/programs to determine whether purchased food items meet the Connecticut Nutrition Standards (attach additional pages if necessary):

c. Do school organizations or programs sell any foods to students that are **made from scratch**? *Foods made from scratch include items that are 1) prepared from scratch using a recipe, e.g., entrees, soup, baked goods, cooked grains, vegetables; or 2) require some additional processing by adding other ingredients after purchasing, e.g., popping popcorn kernels with oil, making cookies from a mix and adding butter and eggs, and assembling a sandwich.*

No

Yes, describe the process used to ensure that **foods made from scratch** meet the Connecticut Nutrition Standards, e.g., what recipes are used, who conducts the nutrient analysis, what nutrient analysis software is used, etc. (attach additional pages if necessary):

3. **Attach a list of all foods and beverages sold by school organizations or programs in the district.** See *Form 6 – Purchased Foods and Beverages Sold from Other Sources* and *Form 7 – School-Made Food Items Sold from Other Sources* at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428>. **This applies only if the district is listed on *Districts Required to Submit Food and Beverage Lists* at http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/nutritioned/required_districts.pdf.**

* See page 2 for the allowable beverage categories under Section 10-221q of the Connecticut General Statutes.

** 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 state statute, available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432>.