

# Application Procedures for Healthy Food Certification

## Section 10-215f of the Connecticut General Statutes



**Connecticut State Department of Education (CSDE)  
Bureau of Health/Nutrition, Family Services and Adult Education**

- **This presentation provides general guidance regarding the application process for Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes**
- **For specific questions or additional guidance, please contact the Connecticut State Department of Education (see slide 39 for contact information)**

# Abbreviations

<b>CGS</b>	<b>Connecticut General Statutes</b>
<b>CNS</b>	<b>Connecticut Nutrition Standards</b>
<b>CSDE</b>	<b>Connecticut State Department of Education</b>
<b>HFC</b>	<b>Healthy Food Certification</b>
<b>NSLP</b>	<b>National School Lunch Program</b>

# HFC OVERVIEW



# HFC

- CGS Section 10-215f requires all public schools that participate in the NSLP to **CERTIFY ANNUALLY** to the CSDE whether they will or will not follow the CNS for all competitive foods sold to students
- Schools that certify “yes” receive additional state funding

# Connecticut Public Schools

All local and regional boards of education and the governing authorities for each state charter school, interdistrict magnet school and endowed academy



# Competitive Foods

Any foods and beverages sold to students at any time on school premises other than meals served through USDA school meal programs

- a la carte sales in the cafeteria
- vending machines
- school stores
- fundraisers
- any other sources selling foods and beverages to students



# HFC APPLICATION MATERIALS



# HFC Statement (ED-099 Addendum)

- All public school districts participating in the NSLP must submit the HFC Statement to the CSDE by **July 1** of each year
- Certification period is **July 1 through June 30** of each year

# New Process for School Year 2017-18

- Effective with school year 2017-18, the annual HFC Statement will be part of the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System)
- Districts will no longer submit hard copies of the annual HFC Statement to the CSDE



<https://ct.cnpus.com/prod/Splash.aspx>

# Operational Memo No. 5-17



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

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

**DATE:** February 3, 2017

**SUBJECT:** Operational Memorandum No. 5-17  
Requirement to Submit 2017-18 Healthy Food Certification (HFC) Statement

This memo summarizes the requirements for submitting the annual HFC Statement to the Connecticut State Department of Education (CSDE) and contains important information regarding changes to the HFC Statement submission process for school year 2017-18. It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

#### Annual HFC Statement

[Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2017-18, the HFC period is July 1, 2017, through June 30, 2018. All public school districts participating in the NSLP must submit the *Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)* by **July 1, 2017**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2017, or the district/school is ineligible for HFC participation during school year 2017-18.

#### New HFC Application Process for 2017-18

Effective with school year 2017-18, the annual HFC Statement will be part of the CSDE's Online Application and Claiming System for Child Nutrition Programs ([CNP System](#)). Districts will no longer submit hard copies of the annual HFC Statement to the CSDE.

The CSDE expects that the online HFC application module of the CNP System will be completed by early May 2017. In the meantime, districts **must follow the procedures below** to ensure timely submission of the 2017-18 HFC Statement by the deadline of July 1, 2017.

1. Schedule the HFC vote at a meeting of your board of education or governing authority that occurs **before June 30, 2017**. The two considerations for the vote by the board of

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# Online HFC Application Includes

- **HFC Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)**
- **District Contact and Information Sheet**

<https://ct.cnpus.com/prod/Splash.aspx>

# Instructions for Online HFC Statement

- Target date for online HFC application module of the CNP System is **early May 2017**
- Instructions will be provided to all school nutrition programs when the online HFC application module is available
- In the meantime, all public schools must schedule and conduct HFC vote

# STEPS FOR HFC APPLICATION PROCESS



# Steps for HFC Application Process

1. Schedule the HFC vote at a meeting of your board of education or governing authority that occurs **before June 30, 2017**
  - If vote has not occurred by July 1, district is **INELIGIBLE** to participate in HFC for the upcoming school year
  - CSDE strongly encourages districts to make the HFC Statement a **STANDING ANNUAL** board agenda item each year

# Two Considerations for HFC Statement

## Consideration 1 – Healthy Food Option

Pursuant to Section 10-215f of the C.G.S., the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2017, through June 30, 2018. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

# Two Considerations for HFC Statement

## Consideration 2 – Exemption for Food Items

The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

# Steps for HFC Application Process

2. Conduct the HFC vote at the scheduled meeting of the board of education or governing authority
  - Maintain a **copy of meeting minutes** indicating results of HFC vote for the two considerations in step 1 (see slides 16-17)

# Steps for HFC Application Process

3. When the CSDE notifies schools that the HFC application module is available, **complete the online HFC application module and upload the meeting minutes** indicating the results of the HFC vote
  - The CSDE will notify all school nutrition programs by e-mail when the HFC application module of the CNP System is operational

# BEVERAGE EXEMPTIONS



# Beverage Exemptions

- Beverage exemptions are **NOT** part of the HFC Statement, and must be done as a separate board vote
  - The board of education or governing authority **MUST TAKE ACTION** to allow the sale to students of any beverages that do not meet the requirements of CGS Section 10-221q
  - Same three exemption criteria apply (see slide 22)

For information on the state beverage requirements, see the presentation *Beverage Requirements for Connecticut Public Schools* (see slide 34)

# Criteria for Food and Beverage Exemptions

In addition to board approval on the HFC statement, three criteria must be met for any food and beverage exemptions

1. The sale is in connection with an **EVENT** occurring **AFTER** the end of the regular school day or on the weekend
2. The sale is at the **LOCATION** of the event
3. The foods and beverages are **NOT SOLD** from a vending machine or school store



# RESOURCES



# Healthy Food Certification Web Page

HEALTHY FOOD CERTIFICATION (HFC)	
<p><a href="#">Section 10-215f</a> of the Connecticut General Statutes requires that each board of education or governing authority for <b>all public schools participating in the National School Lunch Program</b> must <b>certify annually</b> to the Connecticut State Department of Education (CSDE) whether the district will follow the Connecticut Nutrition Standards (CNS) for all foods sold to students separately from reimbursable school meals.</p> <p>The CNS applies to all sources of food sales on school premises at all times including, but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises. Districts that choose the healthy food option of HFC receive an additional 10 cents per lunch, based on the total number of reimbursable lunches (paid, free, and reduced) served in the prior school year.</p>	
	
Overview	Additional Information
<p><b>RESOURCES</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Complying with HFC Presentation</a> (PDF)</li> <li>• <a href="#">Ensuring District Compliance with HFC</a> (PDF)</li> <li>• <a href="#">Guide to Competitive Foods in Schools</a> (PDF)</li> <li>• <a href="#">HFC Overview</a> (PDF)</li> <li>• <a href="#">Q&amp;A on Connecticut Statutes for School Foods and Beverages</a> (PDF)</li> <li>• <a href="#">Responsibilities of District Contact Person for HFC</a> (PDF)</li> </ul> <p><b>LIST OF HFC DISTRICTS</b> School Year 2016-17</p> <ul style="list-style-type: none"> <li>• <a href="#">HFC Districts</a> (PDF)</li> <li>• <a href="#">HFC Map</a> (PDF)</li> <li>• <a href="#">HFC Data</a> (PDF)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Application Forms</b> <i>Required forms that all public school districts participating in the National School Lunch Program must submit to the CSDE by July 1 of each year.</i></li> <li>• <b>Connecticut Nutrition Standards</b> <i>State nutrition standards for all foods sold to students separately from reimbursable meals.</i></li> <li>• <b>Documentation Forms</b> <i>Required forms that HFC districts must submit to the CSDE by November 30 of each year.</i></li> <li>• <b>Evaluating Foods for Compliance</b> <i>Handouts and worksheets for determining whether foods comply with the Connecticut Nutrition Standards.</i></li> <li>• <b>HFC Requirements</b> <i>Handouts, PowerPoint presentations and other resources to assist school districts with implementing HFC and meeting the statutory requirements.</i></li> <li>• <b>List of Acceptable Foods and Beverages</b> <i>A brand-specific list of commercially prepared foods that meet the Connecticut Nutrition Standards and beverages that meet the requirements of state statute.</i></li> <li>• <b>List of Vendor Contact Information</b> <i>A list of manufacturers, brokers and distributors that sell foods and beverages on the CSDE's List of Acceptable Foods and Beverages.</i></li> </ul>

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420)

# Connecticut Nutrition Standards Web Page

CNS DOCUMENTS	IMPLEMENTATION RESOURCES
<ul style="list-style-type: none"><li>• <a href="#">CNS Summary</a> for School Year 2016-17 (PDF)</li><li>• <a href="#">Complete CNS</a> for School Year 2016-17 (PDF) <i>(includes rationale and implementation guidance)</i></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">CNS Presentation</a> (PDF)</li><li>• <a href="#">Complying with HFC Presentation</a> (PDF)</li><li>• <a href="#">Evaluating Foods for Compliance with CNS</a> <i>Handouts and worksheets for determining whether foods meet the CNS.</i></li><li>• <a href="#">Guide to Competitive Foods in Schools</a> (PDF)</li><li>• <a href="#">Healthy Food Certification</a> <i>Information on the HFC application process and requirements for HFC implementation and documentation.</i></li><li>• <a href="#">List of Acceptable Foods and Beverages</a> <i>A brand-specific list of commercially prepared foods that meet the CNS and beverages that meet the requirements of state statute.</i></li></ul>

[www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=322422](http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=322422)

# List of Acceptable Food and Beverages

**LIST OF ACCEPTABLE FOODS AND BEVERAGES**

**Timesaver Tip:** To search the list for specific foods, beverages or manufacturers, open the appropriate list. On the toolbar, click on "edit" then "find" and enter the information you would like to find.

<a href="#">List 1</a>	<b>CHIPS</b> , popcorn, rice cakes and puffed snacks
<a href="#">List 2</a>	<b>CRACKERS</b> , pita chips, hard pretzels and snack mix
<a href="#">List 3</a>	<b>COOKIES AND BARS</b> (e.g., granola bars, cereal bars, animal crackers and graham crackers)
<a href="#">List 4</a>	<b>BAKERY PRODUCTS</b> (e.g., waffles, pancakes, soft pretzels, muffins, rolls and bagels)
<a href="#">List 5</a>	<b>BREAKFAST CEREALS</b> (cold ready-to-eat cereal and cooked hot cereal, e.g., oatmeal)
<a href="#">List 6</a>	<b>NUTS, SEEDS AND JERKY</b> (including nut/seed butters, soy nuts and trail mix)
<a href="#">List 7</a>	<b>YOGURT AND PUDDING</b>
<a href="#">List 8</a>	<b>CHEESE</b> (low-fat or reduced fat natural cheese)
<a href="#">List 9</a>	<b>SMOOTHIES</b> (made with low-fat yogurt and fruits/vegetables/100 percent juice)
<a href="#">List 10</a>	<b>FROZEN DESSERTS</b> (e.g., ice cream, ice cream novelties and frozen fruit/juice bars)
<a href="#">List 11</a>	<b>FRUITS AND VEGETABLES</b> (individually packaged fresh, frozen, canned and dried)
<a href="#">List 12</a>	<b>SOUPS</b> (ready-to-serve, condensed and frozen)
<a href="#">List 13</a>	<b>NON-ENTREE COMBINATION FOODS</b> (contain more than one food component)
<a href="#">List 14</a>	<b>ENTREES</b> (sold only a la carte)
<a href="#">List 15</a>	<b>COOKED GRAINS</b> (e.g., pasta, rice, quinoa and bulgur)
<a href="#">List 16</a>	Beverages – <b>MILK</b> (low-fat unflavored and fat-free unflavored or flavored)
<a href="#">List 17</a>	Beverages – <b>DAIRY ALTERNATIVES</b> , e.g., soy milk
<a href="#">List 18</a>	Beverages – <b>100% JUICE</b> (carbonated and noncarbonated)
<a href="#">List 19</a>	Beverages – <b>100% JUICE FROZEN SLUSH</b>
<a href="#">List 20</a>	Beverages – <b>WATER WITH JUICE</b> (carbonated and noncarbonated)
<a href="#">List 21</a>	Beverages – <b>WATER</b> (carbonated and noncarbonated)

- [Summary of Recent List Updates](#) (PDF)  
*Changes since the previous online update of the list*
- [Vendor Contact Information](#) (PDF)  
*Manufacturers, brokers and distributors that sell foods and beverages on the list*
- [Submitting New Products for Approval](#) (PDF)  
*Information required to submit products to the CSDE for review*

# School Foods and Beverages Web Page

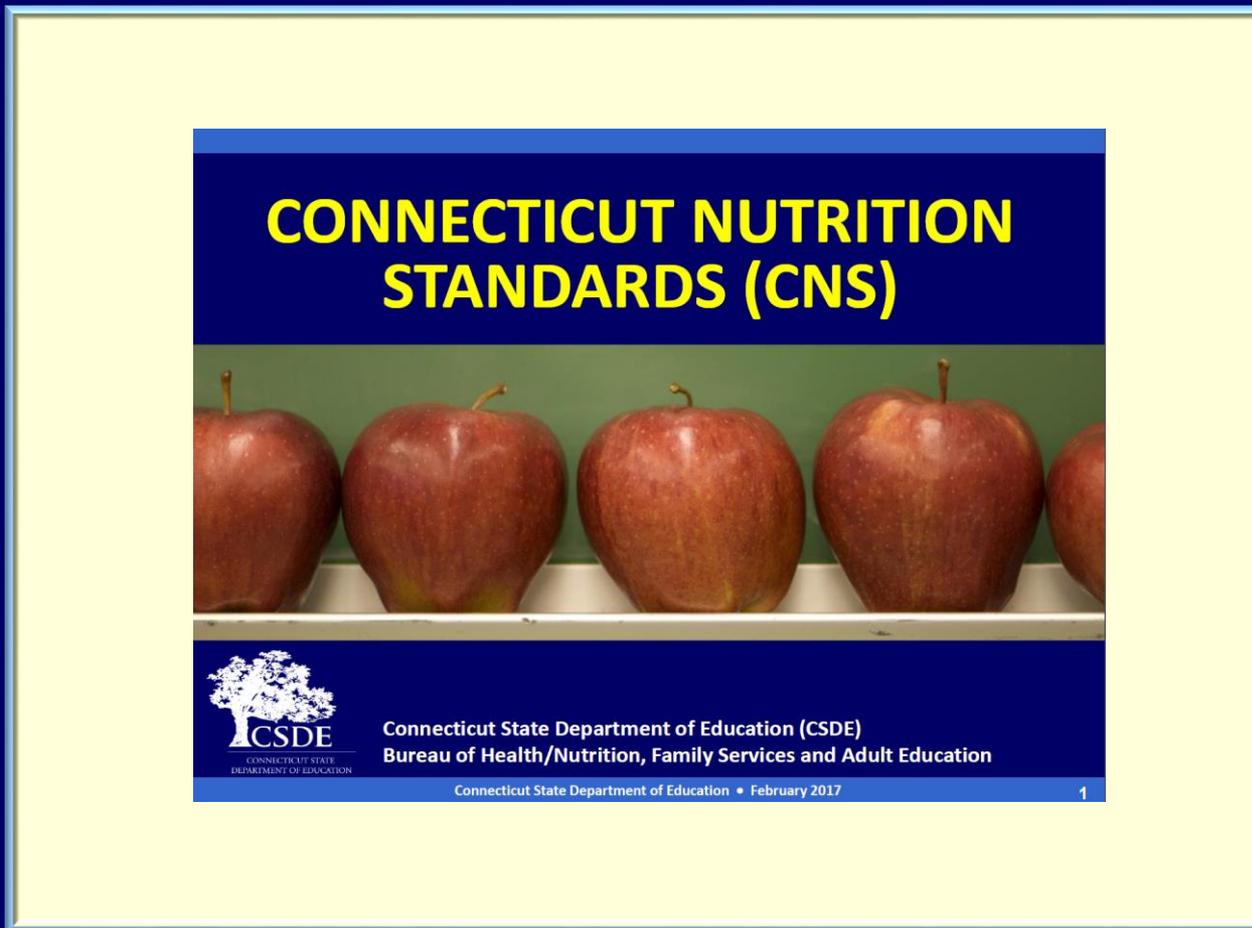
**STATE AND FEDERAL LAWS FOR SCHOOL FOODS AND BEVERAGES**

The resources below provide information on the state and federal requirements for food and beverage sales to students in Connecticut's public schools, private schools and residential child care institutions (RCCIs). For information on the U.S. Department of Agriculture (USDA) meal pattern requirements for school nutrition programs, visit the [School Nutrition Programs](#) Web page.

<p><b>Beverages</b></p> <ul style="list-style-type: none"><li>• <a href="#">Beverage Requirements</a> (CSDE Web Page)</li></ul> <p><b>Competitive Foods</b></p> <ul style="list-style-type: none"><li>• <a href="#">Competitive Foods</a> (CSDE Web Page)</li><li>• Connecticut Competitive Foods Regulations (Sections 10-215b-1 and 10-215b-23)<ul style="list-style-type: none"><li>◦ <a href="#">Regulations</a> (PDF)</li><li>◦ <a href="#">Handout</a> (PDF)</li></ul></li><li>• <a href="#">Guide to Competitive Foods in Schools</a> (PDF)</li></ul> <p><b>Connecticut General Statutes (C.G.S.)</b></p> <ul style="list-style-type: none"><li>• <a href="#">Section 10-215</a>: Lunches, breakfasts and other feeding programs for public school children and employees</li><li>• <a href="#">Section 10-215a</a>: Nonpublic school and nonprofit agency participation in feeding programs</li><li>• <a href="#">Section 10-215b</a>: Duties of State Board of Education regarding feeding programs</li><li>• <a href="#">Section 10-215e</a>: Nutrition standards for food that is not part of lunch or breakfast program</li><li>• <a href="#">Section 10-215f</a>: Certification that food meets nutrition standards</li><li>• <a href="#">Section 10-215j</a>: Information and notice re supplemental nutrition assistance program</li><li>• <a href="#">Section 10-221o</a>: Lunch periods, recess</li><li>• <a href="#">Section 10-221p</a>: Boards to make available for purchase nutritious and low-fat foods</li><li>• <a href="#">Section 10-221q</a>: Sale of beverages</li><li>• <a href="#">Q&amp;A on Connecticut Statutes for School Foods and Beverages</a> (PDF)</li></ul> <p><b>Healthy Food Certification</b></p> <ul style="list-style-type: none"><li>• <a href="#">Healthy Food Certification</a> (CSDE Web Page)</li><li>• <a href="#">Connecticut Nutrition Standards</a> (CSDE Web Page)</li><li>• <a href="#">Healthy Food Certification Overview</a> (PDF)</li></ul> <p><b>Smart Snacks</b></p> <ul style="list-style-type: none"><li>• <a href="#">Smart Snacks Nutrition Standards</a> (CSDE Web Page)</li><li>• <a href="#">Summary of USDA Smart Snacks Nutrition Standards</a> (PDF)</li></ul>	<p><b>Lunch Period</b></p> <ul style="list-style-type: none"><li>• <a href="#">Circular Letter C-9 (November 13, 2007) Lunch Period</a> (PDF)</li></ul> <p><b>Overview</b></p> <ul style="list-style-type: none"><li>• <a href="#">Requirements for Public Schools Not Choosing HFC</a> (PDF)</li><li>• <a href="#">Requirements for Private Schools and RCCIs</a> (PDF)</li></ul> <p><b>Resources</b></p> <ul style="list-style-type: none"><li>• <a href="#">List of Acceptable Foods and Beverages</a> (CSDE Web Page)</li><li>• <a href="#">Resources for Healthy Foods and Beverages in Schools</a>(PDF)</li></ul> <p><b>School Stores</b></p> <ul style="list-style-type: none"><li>• <a href="#">HFC Public Schools</a> (PDF)</li><li>• <a href="#">Non-HFC Public Schools</a> (PDF)</li><li>• <a href="#">Private Schools and RCCIs</a> (PDF)</li></ul> <p><b>Fundraisers</b></p> <ul style="list-style-type: none"><li>• <a href="#">Healthy Fundraising</a> (PDF)</li><li>• <a href="#">HFC Public Schools</a> (PDF)</li><li>• <a href="#">Non-HFC Public Schools</a> (PDF)</li><li>• <a href="#">Private Schools and RCCIs</a> (PDF)</li><li>• <a href="#">Sample Form for Approving Food and Beverage Fundraisers (HFC)</a> (PDF) [<a href="#">DOC</a>]</li></ul> <p><b>Vending Machines</b></p> <ul style="list-style-type: none"><li>• <a href="#">HFC Public Schools</a> (PDF)</li><li>• <a href="#">Non-HFC Public Schools</a> (PDF)</li><li>• <a href="#">Private Schools and RCCIs</a> (PDF)</li></ul>
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# CNS PowerPoint Presentation



[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/cns.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/cns.pdf)

# HFC PowerPoint Presentation



# Fundraiser PowerPoint Presentation

## Healthy Food Certification (HFC) **FUNDRAISER REQUIREMENTS**



Connecticut State Department of Education (CSDE)  
Bureau of Health/Nutrition, Family Services and Adult Education

Connecticut State Department of Education • Revised November 2015

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[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfc\\_fund.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfc_fund.pdf)

# CSDE PowerPoint Presentation



[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/documentation.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/documentation.pdf)

# CSDE PowerPoint Presentation

## Beverage Requirements for Connecticut Public Schools



Connecticut State Department of Education (CSDE)  
Bureau of Health/Nutrition, Family Services and Adult Education

Connecticut State Department of Education • February 2016

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# CSDE School Nutrition Programs Staff

County	Consultant
<ul style="list-style-type: none"> <li>Fairfield County (Includes Region 9)</li> <li>Litchfield County (Includes Regions 1, 6, 7, 12 and 14)</li> </ul>	<p>Fionnuala Brown            fionnuala.brown@ct.gov            860-807-2129</p>
<ul style="list-style-type: none"> <li>Hartford County (Includes Region 10)</li> </ul>	<p>Teri Dandeneau            teri.dandeneau@ct.gov            860-807-2079</p>
<ul style="list-style-type: none"> <li>Middlesex County (Includes Regions 4, 13 and 17)</li> <li>Tolland County (Includes Regions 8 and 19)</li> <li>Windham County (Includes Region 11)</li> </ul>	<p>Susan Alston            susan.alston@ct.gov            860-807-2081</p>
<ul style="list-style-type: none"> <li>New Haven County (Includes Regions 5, 15 and 16)</li> </ul>	<p>Jackie Schipke            jackie.schipke@ct.gov            860-807-2123</p>
<ul style="list-style-type: none"> <li>New London County</li> </ul>	<p>Kelly Mero            kelly.mero@ct.gov            860-807-2073</p>
Nutrition Education Coordinator	
Susan Fiore	<p>susan.fiore@ct.gov            860-807-2075</p>



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