

NOTE: This document shows the complete content (guidance and questions) of the online HFC Compliance Form. It assists districts with reviewing the content before completing the online form. Some questions in this document may not appear in the online form, which uses skip logic. Depending on your answers to certain questions, the survey automatically skips other questions that do not apply.

****Do NOT submit this preview document to the CSDE.****
The HFC Compliance Form must be submitted online only.

Default Question Block

Healthy Food Certification (HFC) Documentation Survey School Year 2016-17

***** Please Read Before Starting Survey *****

Information About the HFC Online Survey

Before you begin, please read the Connecticut State Department of Education's (CSDE) handout, [Guidance for Completing the Online Healthy Food Certification Compliance Form](#). This will help you gather all needed information so you can complete the online form quickly.

- To prevent duplicate submissions from the same district, the survey allows each computer to **submit only one** HFC Compliance Form. If you are responsible for more than one district, you will need to use a different computer to complete each district's HFC Compliance Form.
- Read the information and notes for each section **before** you read the questions. They provide guidance to help you answer each question.
- If you quit the survey before you are done, you can return at any time to continue where you left off. After you click "submit," you cannot edit the survey.

Information About the HFC Online Compliance Form

The HFC Compliance Form must be submitted by **November 30, 2016**. 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 by the **district's designated HFC contact person** 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.

In addition to this form, **selected districts** must also submit lists of the foods and beverages sold to students from all sources. These districts are listed on the CSDE's handout, [Districts Required to Submit Food and Beverage Lists](#). **If your district is not listed on this handout, do NOT submit food and beverage lists.**

Submitting Food and Beverage Lists

1. Complete the appropriate CSDE form for each source of food and beverage sales. For example, use Form 1 for purchased foods and beverages sold in the cafeteria. All CSDE documentation forms are on the CSDE's [Documentation](#) Web page.
2. Submit **one list for each source** of food and beverage sales, for example, one list for all cafeteria a la carte sales in the entire district and one list for all vending machine sales in the entire district.
3. Scan the appropriate CSDE form for each source of food and beverage sales and the accompanying highlighted list. For example, attach the list of purchased foods sold a la carte in the cafeteria to [Form 1, Purchased Foods and Beverages Sold in the Cafeteria](#).
4. Name the document files in this format: "<insert name of district> HFC FB List <insert source, e.g., cafeteria, vending, school store, etc.>." For example, **ABC District FB List Cafeteria, ABC District FB List Vending, and ABC District FB List School Store.**

5. In the e-mail subject line, indicate “<*insert name of district*> HFC FB Lists.” For example, **ABC District FB Lists**.
6. **E-mail all list files** to susan.fiore@ct.gov by **November 30, 2016**. **Do not mail the lists.**

If you have any questions, please contact Susan Fiore at susan.fiore@ct.gov.

DISTRICT INFORMATION

School District:

Sponsor Agreement Number:

NOTE: This is the **five-digit number** on your [online agreement for Child Nutrition Programs](#).

Name of Person Completing Form:

Title of Person Completing Form:

E-mail of Person Completing Form:

Are you the district's designated HFC contact person?

NOTE: The **HFC contact person** is the person designated by the district as the contact person for HFC on the [District Contact and Information Sheet](#). The district submits this form to the CSDE with the annual HFC Statement.

Yes

No

SECTION 1: BEVERAGE EXEMPTIONS

This section addresses **exemptions** by the board of education or school governing authority for beverages that do **NOT** meet the requirements of [Section 10-221q](#) of the Connecticut General Statute. Noncompliant beverages cannot be sold to students unless:

- the board of education or school governing authority has voted to allow exemptions; and
- the beverages are sold at the location of events held after the school day or on the weekend, but not from a school store or vending machine.

The exemption for beverages that do not comply with state statute is **NOT** part of the district's [HFC Statement](#) (Addendum to Agreement for Child Nutrition Programs, ED-099). It must be determined **separately** by a vote of the board of education or school governing authority.

Allowable Beverages

The five categories of beverages below are allowed for sale to students on school premises.

1. **Milk** low-fat (1%) unflavored and nonfat flavored or unflavored, with no more than 4 grams of sugar per fluid ounce and no artificial sweeteners.

2. **Nondairy milk** such as soy or rice milk (flavored or unflavored) that meet the U.S. Department of Agriculture (USDA) standards for nutritionally equivalent milk alternatives but contain no artificial sweeteners, no more than 4 grams of sugar per fluid 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. For more information, see [Requirements for Beverages Containing Water and Juice](#).
5. **Water** (plain or carbonated), which may be flavored but contains no added sugars, sweeteners (including nonnutritive sweeteners), artificial sweeteners, or caffeine.

These standards include both state and federal (Smart Snacks) requirements. For more information, see the CSDE's [Beverage Requirements](#) Web page.

For beverages that do **NOT** meet the requirements of Section 10-221q above, did your board of education or school governing authority authorize an exemption for beverages sold to students at the location of events that occur after the school day or on the weekend?

- Yes
- No

Does the authorized exemption apply to **all beverages** sold to students at **all events** on school premises?

- Yes
- No

Describe **allowable beverages** and **eligible events** allowed for sale to students by the board exemption:

SECTION 2: FOOD EXEMPTIONS

This section addresses exemptions by the board of education or school governing authority for foods that do NOT meet the [Connecticut Nutrition Standards](#) (CNS). Foods that do not comply with the CNS cannot be sold to students on school premises unless:

- the board of education or school governing authority has voted to allow exemptions; and
- the foods are sold at the location of events held after the school day or on the weekend, but not from a school store or vending machine.

The exemption for food sales is part of the district's [HFC Statement](#) (Addendum to Agreement for Child Nutrition Programs, ED-099).

For foods that do **NOT** comply with the CNS, did your board of education or school governing authority authorize an exemption for foods sold to students at the location of events that occur after the school day or on the weekend?

- Yes
- No

Does the authorized exemption apply to **all foods** sold to students at **all events** on school premises?

- Yes
- No

Describe **eligible events** and **foods allowed** for sale to students by the board exemption.

SECTION 3: CAFETERIA BEVERAGE SALES

This section applies to all **beverages sold in cafeterias**, including beverages sold to students as part of reimbursable meals and beverages sold to students a la carte (**separately** from reimbursable school meals). Examples include milk, water, juice and nondairy milk substitutes such as soy milk.

Do any cafeterias in your district sell any **beverages** such as milk, soy milk, juice, and water to students **separately** from reimbursable meals?

NOTE: A "no" answer mean the cafeteria **never** sells any beverages to students separately from reimbursable meals. For example, students cannot buy

milk or juice unless it is part of a meal. ***This is not common in Connecticut schools.***

- Yes
 No

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? This includes beverages sold to students as part of reimbursable meals **and** beverages sold to students a la carte (separately from reimbursable meals).

- Yes
 No

Describe the process used by the district to determine whether beverages meet the state beverage requirements.

SECTION 4: CAFETERIA FOOD SALES

The following definitions apply to the questions in this section.

A la carte foods are foods sold to students separately from reimbursable school meals. Examples include fruits, vegetables, fries, baked goods (e.g., muffins, pancakes, bagels, rolls), soups, entrees, and snack foods such as chips, ice

cream, and cookies. A la carte foods include both commercially prepared (purchased) foods and school-made foods.

Purchased foods are any commercially prepared foods bought from vendors. They include ready-to-eat foods, such as ice cream, chips, crackers, cookies, and muffins; and foods that you heat or bake, such as canned soup, chicken nuggets, and bake-off frozen cookie dough.

School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables, and salads; 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. Frozen commercially prepared foods such as cookies and rolls that are baked on site are **not** school-made foods, unless the school adds additional ingredients, e.g., adding sprinkles to a frozen sugar cookie or buttering a frozen bake-off roll.

Entrees for the CNS include three categories of main dish food items: 1) a combination food of meat/meat alternate and whole grain-rich (WGR) food, e.g., breakfast egg sandwich on a whole-wheat English muffin, turkey wrap on whole-wheat tortilla, pizza with WGR crust, hamburger on a whole-grain bun, and bean burrito in a whole-corn tortilla; 2) a combination food of vegetable/fruit and meat/meat alternate, e.g., chef's salad, fruit and cheese platter, yogurt and fruit parfaits, school-made yogurt and fruit smoothies, baked potato with chili, and chicken vegetable stir-fry; and 3) a meat/meat alternate alone (e.g., sausage patty, egg, and grilled chicken), excluding yogurt, low-fat or reduced fat cheese, nuts, seeds, nut/seed butters, and meat snacks, e.g., jerky and meat sticks. Yogurt served alone, cheese, nuts, seeds, nut/seed butters, and meat snacks must meet the nutrition standards for the "Snacks" category of the CNS.

Do any of the cafeterias in your district sell any **a la carte foods** to students (separately from reimbursable meals)?

Answer "YES" if:

- the cafeteria **sells any a la carte foods** to students, such as snack foods (e.g., chips, ice cream, crackers, cookies), baked goods, vegetables, salads, breads, pasta, rice, and desserts; **and/or**
- the cafeteria sells any entree items a la carte on a **different** day than they are sold as part of reimbursable meals.

Answer "NO" if:

- the cafeteria does **not sell any foods a la carte**, such as snack foods (e.g., chips, ice cream, crackers, cookies), baked goods, vegetables, salads, breads, pasta, rice, and desserts; **and**
- the cafeteria only sells entrees a la carte to students on the **same** day that they are sold as part of reimbursable meals.

NOTE: A "no" answer means the cafeteria **only sells reimbursable meals and never sells any foods to students separately from reimbursable meals.** For example, students cannot buy an apple, carrot sticks, muffin, or sandwich unless it is part of a school meal. **This is not common in Connecticut schools.**

Yes

No

Is the CSDE's [List of Acceptable Foods and Beverages](#) used to determine if all **purchased** foods sold a la carte in the cafeteria to students (separately from school meals) comply with the CNS?

NOTE: *Purchased foods are any commercially prepared foods bought from vendors. They include ready-to-eat foods, such as ice cream, chips,*

crackers, cookies, and muffins; and foods that you heat or bake, such as canned soup, chicken nuggets, and bake-off frozen cookie dough.

Yes

No

Describe the process used by the district to determine that all purchased foods sold in the cafeteria comply with the CNS.

Do any cafeterias in your district sell any **school-made foods** a la carte to students (separately from reimbursable meals)?

NOTE: *School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables and salads; 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.*

Answer "YES" if:

- the cafeteria sells **any a la carte school-made foods** to students, such as cookies, baked goods, vegetables, salads, breads, pasta, rice and desserts; **and/or**
- the cafeteria sells **any entree items a la carte** on a **different** day than they are sold as part of reimbursable meals.

NOTE: Entrees for the CNS include only three categories of main dish food items: 1) a combination food of meat/meat alternate and whole grain-rich (WGR) food, e.g., breakfast egg sandwich on a whole-wheat English muffin, turkey wrap on whole-wheat tortilla, pizza with WGR crust, hamburger on a whole-grain bun and bean burrito with whole corn tortilla; 2) a combination food of vegetable/fruit and meat/meat alternate, e.g., chef's salad, fruit and cheese platter, yogurt and fruit parfaits, school-made yogurt and fruit smoothies, baked potato with chili, and chicken vegetable stir-fry; and 3) a meat/meat alternate alone (e.g., sausage patty, egg and grilled chicken), excluding yogurt, low-fat or reduced fat cheese, nuts, seeds, nut/seed butters and meat snacks, e.g., jerky and meat sticks. Yogurt served alone, cheese, nuts, seeds, nut/seed butters and meat snacks must meet the nutrition standards for the "Snacks" category of the CNS.

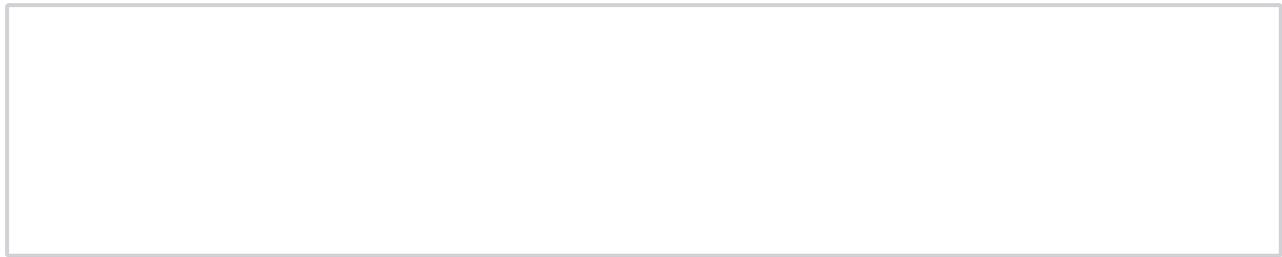
Answer "NO" if:

- the cafeteria does **not** sell any school-made foods a la carte, such as cookies, baked goods, vegetables, salads, breads, pasta, rice, and desserts; **and**
- the cafeteria only sells **school-made entrees a la carte** to students on the **same** day that they are sold as part of reimbursable meals.

Yes

No

Describe the process used by the district to determine that all school-made foods sold to students separately from reimbursable meals comply with the CNS. Indicate what **recipes** are used, who conducts the **nutrient analysis** of recipes, and what nutrient analysis **software** is used. For each recipe, complete and submit the appropriate CSDE worksheet to document that one serving complies with the CNS. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.



Submitting List of Foods and Beverages for Cafeteria A La Carte Sales

Review the CSDE's handout, [Districts Required to Submit Food and Beverage Lists](#).

- If your district **is not listed** on this handout, do **NOT** submit any food and beverage lists.
- If your district **is listed** on this handout, you **must e-mail** the CSDE a list of all a la carte foods and beverages sold to students separately from reimbursable meals in all cafeterias in the district. This includes all **purchased** and **school-made** items.

For **purchased** foods and beverages, the simplest method for documentation is to print the appropriate pages of the CSDE's *List of Acceptable Foods and Beverages*, highlight all items sold in the district, and attach to [Form 1](#) – *Purchased Foods and Beverages Sold in Cafeteria*.

For **school-made** foods and beverages, list all foods on [Form 2](#) – *School-made Foods Sold in Cafeteria*. Attach the nutrient analysis for each recipe with the appropriate completed CNS worksheet that shows one serving of the recipe complies with all standards. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page. Forms 1 and 2 are available on the CSDE's [HFC Documentation Forms](#) Web page.

NOTE: On the lists, do **NOT** include purchased or school-made entrée items that are sold as part of reimbursable meals and also sold a la carte (separately from reimbursable meals) on the **same** day. Under the CNS, entrée items

include three categories of main dish food items: 1) a combination food of meat/meat alternate and grains (e.g., turkey sandwich, pizza, hamburger on a bun and cheese burrito); 2) a combination food of vegetable/fruit and meat/meat alternate (e.g., chef's salad, fruit and cheese platter, baked potato with chili, chicken vegetable stir-fry); and 3) a meat/meat alternate alone (e.g., sausage patty, egg or chicken nuggets), excluding yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters. Yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters are addressed by the nutrition standards for the Snacks and Desserts category of the CNS.

To submit your lists to the CSDE:

1. **Purchased Foods:** Scan form 1 and the accompanying highlighted lists of foods and beverages. Name the document in this format: “<insert name of district> HFC FB List Cafeteria.” For example, **ABC District FB List Cafeteria**.
2. **School-made Foods (if applicable):** Scan form 2, with all recipes and completed CNS worksheets into one file. Name the document in this format: “<insert name of district> HFC FB List Cafeteria SM.” For example, **ABC District FB List Cafeteria SM**.
3. In the e-mail subject line, indicate “<insert name of district> HFC FB Lists.” For example, **ABC District FB Lists**.
4. **E-mail all lists** to susan.fiore@ct.gov by **November 30, 2016**. **Do not mail the lists.**

SECTION 5: VENDING MACHINES

This section applies to all foods and beverages sold from vending machines anywhere on school premises that are **accessible to students**. It does not include vending machines that are only available to school staff, e.g., a vending machine in the teachers' lounge.

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

- Yes
 No

Complete the information below for all vending machines in the district that are accessible to students. *If there are no vending machines for a grade group, enter "0" in each appropriate box.*

	Number of Machines Selling Only Beverages	Number of Machines Selling Only Food	Number of Machines Selling Both Beverages and Food
Elementary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle	<input type="text"/>	<input type="text"/>	<input type="text"/>
High	<input type="text"/>	<input type="text"/>	<input type="text"/>

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?

- Yes
 No
 Not applicable: No beverages are sold in any district vending machines

Describe the process used by the district to determine that all **beverages** sold in vending machines meet the state beverage requirements.

Is the CSDE's [List of Acceptable Foods and Beverages](#) used to determine if all **foods** sold to students in vending machines comply with the CNS?

- Yes
- No
- Not applicable: No foods are sold in any district vending machines

Describe the process used by the district to determine that all **foods** sold in vending machines comply with the CNS.

Submitting List of Foods and Beverages for Vending Machines

Review the CSDE's handout, [Districts Required to Submit Food and Beverage Lists](#).

- If your district **is not listed** on this handout, do **NOT** submit any food and beverage lists.
- If your district **is listed** on this handout, you **must e-mail** the CSDE a list of all a la carte foods and beverages sold to students separately from vending machines in the district.

The simplest method for this documentation is to print the appropriate pages of the CSDE's [List of Acceptable Foods and Beverages](#), highlight all items sold in the district, and attach to [Form 3 – Foods and Beverages Sold in Vending Machines](#). This form is available on the CSDE's [HFC Documentation](#) Web page.

To submit your lists to the CSDE:

1. Scan form 3 and the accompanying highlighted lists of food and beverages. Name the document file in this format: “<insert name of district> HFC FB List Vending.” For example, **ABC District FB List Vending**.
2. In the e-mail subject line, indicate “<insert name of district> HFC FB Lists,” e.g., **ABC District FB Lists**.
3. Attach all lists, e.g., cafeteria, vending, school store, fundraisers, and any other sources of food and beverage sales.
4. **E-mail all lists** to susan.fiore@ct.gov by **November 30, 2016**. **Do not mail the lists.**

SECTION 6: SCHOOL STORES, KIOSKS AND SCHOOL-BASED ENTERPRISES

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

The following definitions apply to the questions in this section.

Purchased foods are any commercially prepared foods bought from vendors. They include ready-to-eat foods, such as ice cream, chips, crackers, cookies, and muffins; and foods that you heat or bake, such as canned soup, chicken nuggets, and bake-off frozen cookie dough.

School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables and salads; 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.

Do any of the schools in your district operate school stores, kiosks, or any other school-based enterprises that sell purchased or school-made foods or beverages to students?

- Yes
- No

Complete the information below for all school stores, kiosks, or any other school-based enterprises in the district that are accessible to students. If there are no school stores, kiosks, or any other school-based enterprises for that grade group, enter "0" in each appropriate box.

	Number of School Stores Selling Only Beverages	Number of School Stores Selling Only Food	Number of School Stores Selling Both Beverages and Food
Elementary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle	<input type="text"/>	<input type="text"/>	<input type="text"/>
High	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the CSDE's [List of Acceptable Foods and Beverages](#) used to determine if all purchased foods sold to students in school stores, kiosks, or school-based enterprises comply with the CNS?

NOTE: Purchased foods are any commercially prepared foods bought from vendors. They include ready-to-eat foods, such as ice cream, chips,

crackers, cookies, and muffins; and foods that you heat or bake, such as canned soup, chicken nuggets, and bake-off frozen cookie dough.

- Yes
- No
- Not applicable: No purchased foods are sold in any district school stores, kiosks, or school-based enterprises

Describe the process used by the district to determine that all purchased foods sold in school stores, kiosks, or school-based enterprises comply with the CNS.

School-made foods in School Stores

Do any school stores in your district sell any school-made foods to students?

NOTE: School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables and salads; 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.

- Yes
- No

Describe the process used by the district to determine that all school-made foods sold in school stores comply with the CNS. Indicate what **recipes** are used, who conducts the **nutrient analysis** of recipes, and what nutrient analysis **software** is used. For each recipe, complete and submit the appropriate CSDE worksheet to document that one serving complies with the CNS. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.

Submitting List of Foods and Beverages for School Stores, Kiosks, or School-Based Enterprises

Review the CSDE's handout, [Districts Required to Submit Food and Beverage Lists](#).

- If your district **is not listed** on the CSDE's handout, do **NOT** submit any food and beverage lists.
- If your district **is listed**, you **must e-mail** the CSDE a list of all a la carte foods and beverages sold to students from school stores, kiosks, or school-based enterprises in the district.

For **purchased** foods and beverages, the simplest documentation method for this documentation is to print the appropriate pages of the CSDE's [List of Acceptable Foods and Beverages](#), highlight all items sold in the district, and attach to **Form 4 – Foods and Beverages Sold in School Stores**. This form is available on the CSDE's [HFC Documentation](#) Web page.

For **school-made** foods, attach the nutrient analysis for each recipe with the appropriate completed CNS worksheet that shows one serving of the recipe complies with all

standards. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.

To submit your lists to the CSDE:

1. **Purchased Foods:** Scan form 4 and the highlighted lists of foods and beverages. Name the document files in this format: “<insert name of district> HFC FB List Store.” For example, **ABC District FB List Store**.
2. **School-made Foods (if applicable):** Scan all recipes and completed CNS worksheets into one file. Name the document in this format: “<insert name of district> HFC FB List Store SM.” For example, **ABC District FB List Store SM**.
3. In the e-mail subject line, indicate “<insert name of district> HFC FB Lists.” For example, **ABC District FB Lists**.
4. **E-mail all lists** to susan.fiore@ct.gov by **November 30, 2016**. **Do not mail the lists.**

SECTION 7: SCHOOL FUNDRAISERS

This section applies to all food and beverage fundraisers that are **NOT** part of food/beverage sales in the school cafeteria, vending machines, school stores, or any other sources such as afterschool programs and culinary arts programs.

Fundraisers are any activities during which money or its equivalent (such as tickets, coupons, tokens, and similar items) is exchanged for the purchase of a product in support of the school or school-related activities. This includes any activities that suggest a student donation for foods and beverages, since funds may be raised as a result.

Foods that do not comply with the CNS can only be sold to students on school premises if the local board of education or school governing authority votes to allow exemptions, and the foods and beverages are sold at the location of an event that occurs after the school day or on the weekend. Noncompliant foods and beverages can never be sold from vending machines or school stores.

- The **school day** is the period from midnight before to 30 minutes after the end of the official school day.
- 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.
- **Location** means where the event is being held. For example, cookies and lemonade can be sold at the baseball field during a baseball game, but cannot be sold in the school cafeteria while a baseball game is played on the baseball field.

For more information on what constitutes allowable fundraisers, see the CSDE's handouts, [Food and Beverage Requirements for Fundraisers](#) and [Questions and Answers on Connecticut Statutes for School Foods and Beverages](#).

Do any schools in the district conduct any fundraisers that sell foods or beverages?

- Yes
 No

Do any schools in the district conduct any food/beverage fundraisers where product information is sent home with students, orders and money are brought to school by students, and students bring food/beverage items home to distribute?

- Yes
 No

Are you sure you meant to answer "Yes" to this question?

If students deliver fundraiser orders and money to school and pick up the foods/beverages at school, the fundraiser is selling foods/beverages to students on school premises, and **does not comply** with the HFC requirements. Parents or other adults must pick up the foods/beverages;

- unless the pick-up location is off school premises; **or**
- the board of education allows exemptions and the pick-up is during an event that occurs after the school day or on the weekend. The district's pick-up policy must be clearly indicated on the school's fundraising flier and any written communication regarding the fundraiser.

If you answered "Yes" in error, use the back button to correct your answer.

If "Yes" is correct, the district must immediately stop this practice and develop procedures to ensure that parents or other adults pick up the fundraisers. For more information, see the CSDE's handout, [Food and Beverage Requirements for Fundraisers](#).

Are all of the district's food/beverage fundraisers **held ONLY at exempted events** occurring after the school day or on the weekend?

- Yes
- No

Indicate when other fundraisers of foods and beverages occur.

Are any beverages sold to students as fundraisers **during the school day or outside of exempted events**?

- Yes
- No

Is the CSDE's [List of Acceptable Foods and Beverages](#) used to determine if all **beverages** sold to students as fundraisers **during the school day or outside of exempted events** meet the state beverage requirements?

- Yes
- No

Describe the process used by the district to determine that all beverages sold as fundraisers **during the school day or outside of exempted events** meet the state beverage requirements.

Are any **purchased foods** sold to students as fundraisers **during the school day or outside of exempted events**?

- Yes
- No

Is the CSDE's [List of Acceptable Foods and Beverages](#) used to determine if all purchased foods sold to students as fundraisers **during the school day or outside of exempted events** comply with the CNS?

- Yes
- No

Describe the process used by the district to determine that all purchased foods sold as fundraisers **during the school day or outside of exempted events** comply with the CNS.

Are any school-made foods sold to students as fundraisers **during the school day or outside of exempted events**?

NOTE: School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables and salads; 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

- Yes
- No

Describe the process used by the district to determine that all school-made foods sold as fundraisers during the school day or outside of exempted events comply with the CNS.

Indicate what **recipes** are used, who conducts the **nutrient analysis** of recipes, and what nutrient analysis **software** is used. For each recipe, complete and submit the appropriate CSDE worksheet to document that one serving complies with the CNS. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.

Submitting List of Food and Beverage Fundraisers

Review the CSDE's handout, *Districts Required to Submit Food and Beverage Lists*. If your district is not listed on the CSDE's handout, do **NOT** submit any food and beverage lists. If your district is listed, you **must e-mail** the CSDE a list of all food and beverage fundraisers in the district that sell to students. This includes all purchased and school-made items.

For **purchased** foods and beverages, the simplest method for this documentation is to print the appropriate pages of the CSDE's *List of Acceptable Foods and Beverages*, highlight all items sold in the district, and attach to Form 5 – *Foods and Beverage Fundraisers*. This form is available on the CSDE's HFC Documentation Web page.

For **school-made** foods and beverages, list all foods on **Form 5 – Food and Beverage Fundraisers**. Attach the nutrient analysis for each recipe with the completed CNS worksheet that shows one serving of the recipe complies with all standards. The CNS worksheets are available on the CSDE's Evaluating Foods for Compliance with CNS Web page.

Do **NOT** submit a list of food and beverage fundraisers if:

- your district's food and beverage fundraisers are **only sold at exempted events** occurring after the school day or on weekends;
- your district's food fundraisers are **sold during the school day** but comply with the CNS, the [state competitive foods regulations](#), and [Section 10-221p](#) of the Connecticut General Statutes;
- your district's beverage fundraisers are **sold during the school day** but comply with the state beverage statute ([Section 10-221q](#)), the [state competitive foods regulations](#), and [Section 10-221p](#) of the Connecticut General Statutes; and
- your district is **NOT** listed on the CSDE's handout.

To submit your lists to the CSDE:

Scan form 5 and the accompanying lists of foods and beverages. Name the document in this format: “<*insert name of district*> HFC FB List Fundraisers.” For example, **ABC District FB List Fundraisers**. In the e-mail subject line, indicate “<*insert name of district*> HFC FB Lists.” For example, **ABC District FB List Fundraisers**. **E-mail all lists** to susan.fiore@ct.gov by **November 30, 2016**. **Do not mail the lists**.

SECTION 8: FOOD AND BEVERAGES SOLD FROM OTHER SOURCES

This section applies to all foods and beverages sold to students from any other sources not indicated in the previous sections for cafeteria, vending machines, school stores, and fundraisers. Examples of other sources include the USDA Afterschool Snack Program *, afterschool programs, culinary arts programs, family and consumer sciences classes, recipient schools under interschool agreements, adult education programs operated by the board of education, and summer school programs operated by the board of education. This includes any programs that charge a fee for student participation and the fee includes the cost of foods or beverages provided to students, e.g., sports programs and afterschool programs.

* In addition to complying with the USDA meal pattern, all beverages served as part of the Afterschool Snack Program must meet the state beverage requirements (Section 10-221q of the Connecticut General Statutes) and all foods must comply with the CNS.

Purchased foods are any commercially prepared foods bought from vendors. They include ready-to-eat foods, such as ice cream, chips, crackers, cookies, and muffins; and foods that you heat or bake, such as canned soup, chicken nuggets, and bake-off frozen cookie dough.

School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables, and salads; 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.

Do any other school organizations or programs sell any **purchased beverages** to students, such as water, milk, juice, or any other beverages?

- Yes
 No

Click "yes" or "no" to indicate which programs sell **purchased beverages** to students.

	YES	NO
Adult education programs operated by the board of education	<input type="radio"/>	<input type="radio"/>
Afterschool enrichment or other programs that charge a fee for participation and the fee includes the cost of beverages provided to students	<input type="radio"/>	<input type="radio"/>
Culinary arts programs	<input type="radio"/>	<input type="radio"/>
Family and consumer sciences classes	<input type="radio"/>	<input type="radio"/>

	YES	NO
Family resource centers	<input type="radio"/>	<input type="radio"/>
Recipient schools under interschool agreements	<input type="radio"/>	<input type="radio"/>
Summer school programs (e.g., enrichment or exploratory) operated by board of education	<input type="radio"/>	<input type="radio"/>
Seamless Summer Option (NSLP) and Summer Food Service Programs operated by the board of education (applies only if a la carte beverages are sold)	<input type="radio"/>	<input type="radio"/>
Sports programs that charge a fee for participation and the fee includes the cost of beverages provided to students	<input type="radio"/>	<input type="radio"/>
USDA Afterschool Snack program (all beverages in the Afterschool Snack Program must meet the state beverage requirements)	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

Is the CSDE's [List of Acceptable Foods and Beverages](#) used to determine if all purchased beverages sold to students from other sources meet the state beverage requirements?

- Yes
- No

Describe the process used by the district to determine that all purchased beverages sold from other sources comply with the state beverage requirements.

Do any other school organizations or programs sell any **purchased foods** to students?

- Yes
- No

Click "yes" or "no" to indicate which programs sell **purchased foods** to students.

	YES	NO
Adult education programs operated by the board of education	<input type="radio"/>	<input type="radio"/>
Afterschool enrichment or other programs that charge a fee for participation and the fee includes the cost of beverages provided to students	<input type="radio"/>	<input type="radio"/>
Culinary arts programs	<input type="radio"/>	<input type="radio"/>
Family and consumer sciences classes	<input type="radio"/>	<input type="radio"/>
Family resource centers	<input type="radio"/>	<input type="radio"/>
Recipient schools under interschool agreements	<input type="radio"/>	<input type="radio"/>
Summer school programs (e.g., enrichment or exploratory) operated by board of education	<input type="radio"/>	<input type="radio"/>
Seamless Summer Option (NSLP) and Summer Food Service Programs operated by the board of education (applies only if a la carte beverages are sold)	<input type="radio"/>	<input type="radio"/>
Sports programs that charge a fee for participation and the fee includes the cost of beverages provided to students	<input type="radio"/>	<input type="radio"/>
USDA Afterschool Snack program (all beverages in the Afterschool Snack Program must meet the state beverage requirements)	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

Is the CSDE's [List of Acceptable Foods and Beverages](#) used to determine if all purchased foods sold to students from other sources meet the CNS?

- Yes
- No

Describe the process used by the district to determine that all **purchased foods** sold from other sources comply with the CNS.

Do any other school organizations or programs sell any school-made foods to students?

NOTE: School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables and salads; 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.

- Yes
- No

Click "yes" or "no" to indicate which programs sell **school-made foods** to students.

	YES	NO
Adult education programs operated by the board of education	<input type="radio"/>	<input type="radio"/>
Afterschool enrichment or other programs that charge a fee for participation and the fee	<input type="radio"/>	<input type="radio"/>

	YES	NO
includes the cost of beverages provided to students		
Culinary arts programs	<input type="radio"/>	<input type="radio"/>
Family and consumer sciences classes	<input type="radio"/>	<input type="radio"/>
Family resource centers	<input type="radio"/>	<input type="radio"/>
Recipient schools under interschool agreements	<input type="radio"/>	<input type="radio"/>
Summer school programs (e.g., enrichment or exploratory) operated by board of education	<input type="radio"/>	<input type="radio"/>
Seamless Summer Option (NSLP) and Summer Food Service Programs operated by the board of education (applies only if a la carte beverages are sold)	<input type="radio"/>	<input type="radio"/>
Sports programs that charge a fee for participation and the fee includes the cost of beverages provided to students	<input type="radio"/>	<input type="radio"/>
USDA Afterschool Snack program (all beverages in the Afterschool Snack Program must meet the state beverage requirements)	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

Describe the process used by the district to determine that all **school-made foods** sold from other sources comply with the CNS. Indicate what **recipes** are used, who conducts the **nutrient analysis** of recipes, and what nutrient analysis **software** is used. For each recipe, complete and submit the appropriate CSDE worksheet to document that one serving complies with the CNS. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.

Submitting List of Foods and Beverages Sold from Other Sources

Review the CSDE's handout, [Districts Required to Submit Food and Beverage Lists](#).

- If your district is not listed on the CSDE's handout, do **NOT** submit any food and beverage lists.
- If your district is listed, you **must e-mail** the CSDE a list of all a la carte foods and beverages sold to students from other sources in the district.

For **purchased** foods and beverages, the simplest method for this documentation is to print the appropriate pages of the CSDE's [List of Acceptable Foods and Beverages](#), highlight all items sold in the district and attach to [Form 6](#) – *Purchased Foods and Beverages Sold from Other Sources*.

For **school-made** foods and beverages, list all foods on [Form 7](#) – School-made Foods Sold from Other Sources. Attach the nutrient analysis for each recipe with the appropriate completed CNS worksheet that shows one serving of the recipe complies with all standards. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page. Forms 6 and 7 are available on the CSDE's [HFC Documentation](#) Web page.

To submit your lists to the CSDE:

1. **Purchased Foods:** Scan form 6 and the highlighted lists of foods and beverages. Name the document in this format: “<insert name of district> HFC FB List Other.” For example, **ABC District FB List Other**.
2. **School-made Foods (if applicable):** Scan form 7 with all recipes and completed CNS worksheets into one file. Name the document in this format: “<insert name of district> HFC FB List Other SM.” For example, **ABC District FB List Other SM**.
3. In the e-mail subject line, indicate “<insert name of district> HFC FB Lists.”
4. **E-mail all lists** to susan.fiore@ct.gov by **November 30, 2016**. **Do not mail the lists.**

Powered by Qualtrics