

Responsibilities of District Contact Person for Healthy Food Certification

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

The district contact person is responsible for:

- understanding the requirements of state statutes, the [Connecticut Nutrition Standards](#) and HFC;
- disseminating information regarding the HFC requirements to all appropriate staff members in the school district, such as the school food service director, cafeteria managers, culinary arts teachers, athletic directors, family and consumer sciences teachers, parent groups, school organizations and individuals who coordinate fundraising activities, school stores, kiosks, school-based enterprises, vending machines and any other food and beverage sales to students in the district;
- being familiar with the CSDE's [List of Acceptable Foods and Beverages](#)* and sharing information with all appropriate school staff members regarding any changes and updates to the list;
- being aware of and sharing with appropriate staff members in the school district the CSDE's resources and materials related to HFC, available on the CSDE's [HFC Web page](#);
- responding to questions from district staff members and contacting the CSDE with questions and requests for technical assistance as necessary;
- organizing and providing training and technical assistance as needed for appropriate school district staff members;
- responding to requests from the CSDE for information and documentation related to HFC;
- coordinating district procedures for monitoring compliance with HFC;
- assisting district spokesperson with media-related inquiries regarding the district's HFC and the requirements of state statutes; and
- coordinating the district's annual HFC documentation materials for submission to the CSDE, including completion of the online *HFC Compliance Form*, and providing lists of food and beverages sold to students (see "Responsibilities for HFC Documentation" on the next page).

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

RESPONSIBILITIES FOR HFC DOCUMENTATION

All districts participating in HFC must submit the online HFC Compliance Form to the CSDE by November 30 of each year. In addition to the HFC Compliance Form, selected school districts must also submit lists of foods and beverages sold to students from all sources in the district.

The district contact person is responsible for collecting the required information to submit the annual HFC Compliance Form. This form should be completed in consultation with all individuals in the district who are involved with food sales to students, such as the:

- school food service director;
- cafeteria managers;
- operators of vending machines;
- operators of school stores, kiosks and other school-based enterprises;
- coordinators of school fundraising activities;
- parent groups;
- athletic directors;
- culinary arts teachers (if foods are sold to students);
- family and consumer sciences teachers (if foods are sold to students); and
- any other individuals who coordinate food sales to students.

The online HFC Compliance Form and list of districts required to submit foods and beverages are available on the [HFC Documentation Forms](#) Web page. For more information on HFC documentation, see the CSDE's handouts, *Guidance for Documenting Compliance with Healthy Food Certification* and *Completing the Online Healthy Food Certification Compliance Form*.



For more information on HFC, visit the CSDE's [Healthy Food Certification](#) Web page or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2075, susan.fiore@ct.gov.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.