

Documentation Requirements for Healthy Food Certification (HFC)



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

- **This presentation provides general guidance regarding the documentation requirements for HFC under Section 10-215f of the Connecticut General Statutes**
- **For specific questions or additional guidance, please contact the Connecticut State Department of Education (CSDE)**
 - ▶ **See slide 80 for contact information**

OVERVIEW OF HFC AND CONNECTICUT NUTRITION STANDARDS



HFC Requirements

- Districts that participate in HFC receive additional state funding to follow the Connecticut Nutrition Standards (CNS) for all foods sold to students **separately** from reimbursable school meals, i.e., competitive foods
- The CSDE collects **annual documentation** to evaluate each district's compliance with the HFC requirements

www.cga.ct.gov/2011/pub/chap169.htm#Sec10-215f.htm

Summary of CNS

Connecticut Nutrition Standards

SCHOOL YEAR 2016-17 (EFFECTIVE JULY 1, 2016)

This document summarizes the Connecticut State Department of Education's (CSDE) *Connecticut Nutrition Standards for Foods in Schools*. The Connecticut Nutrition Standards (CNS) is based on current nutrition science and national health recommendations from the 2015-2020 *Dietary Guidelines for Americans*, and national health organizations such as the National Academy of Sciences Institute of Medicine.

The CNS focuses on moderating calories, limiting fat, saturated fat, sodium and sugars, eliminating trans fat, and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. The CNS exceeds the U.S. Department of Agriculture (USDA) Smart Snacks nutrition standards for competitive foods in the interim final rule, *National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School*.

The CNS addresses all foods sold to students on school premises separately from reimbursable school meals in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Public schools that choose the healthy food option of *Healthy Food Certification (HFC)* under *Section 10-215f* of the Connecticut General Statutes (C.G.S) must follow the CNS for all foods sold to students separately from reimbursable school meals, at all times and from all sources including, but not limited to, a la carte sales in the cafeteria, vending machines, school stores, fundraisers and any other sources of food sales to students. Foods that comply with the CNS are included on the CSDE's *List of Acceptable Foods and Beverages*, a brand-specific list of commercial food products that comply with the CNS and beverages that comply with the state beverages requirements of C.G.S. *Section 10-221q*.

In HFC schools, foods that do not comply with the CNS can only be sold if the local board of education or school governing authority votes to allow exemptions, and the following conditions are met:

- the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- the sale is at the location of the event; and
- the foods are not sold from a vending machine or school store.

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, e.g., soccer games, school plays and school debates are events but soccer practices, play rehearsals and debate team meetings are not.

The table on page 9 provides some key definitions for the CNS. For a complete glossary, see the *Connecticut Nutrition Standards for Foods in Schools*.

The CNS may be subject to change, pending the USDA's release of the final rule on the Smart Snacks nutrition standards for competitive foods.



Connecticut State Department of Education • February 2016 • Page 1 of 10

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/summarycns2016.pdf

DEFINITION

Competitive Foods

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



Sources of Competitive Foods

- A la carte sales in the cafeteria
- Vending machines
- School stores
- Fundraisers
- Any other venues selling foods and beverages to students (see slide 23)



DEFINITION

Sale

The exchange of foods or beverages for a determined amount of **money or its equivalent**, e.g., gift cards, tickets, coupons, tokens or similar items



WHERE do the CNS apply?

SCHOOL PREMISES

All areas of the property under the jurisdiction of the local or regional board of education, the regional vocational-technical school system or the governing authority district or school



WHEN do the CNS apply?

- **At all times** except for sales that are exempted by the district's annual HFC statement **and** meet the three exemption criteria
- Board of education or governing authority must **vote** to allow exemptions



Exemption Criteria

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

DEFINITION

Regular School Day

The period from midnight before to 30 minutes after the end of the official school day



DEFINITION

Event

An occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity



Event	Not An Event
soccer game	soccer practice
high school debate	debating team practice
school play	play rehearsals
school chess match	chess club

Examples of Events

- School dance
- Family bingo night
- PTA/PTO craft fair
- School concert
- Theatrical production
- Sports games, e.g., basketball, football, soccer
- School science or math fair
- Boy Scout Blue & Gold Dinner



For more information on the HFC requirements and the Connecticut Nutrition Standards, visit the CSDE's HFC Requirements Web page (see slide 74)

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322426

HFC DOCUMENTATION SCHOOL YEAR 2016-17



Completing the HFC Documentation Materials

- **ALL** districts must submit the online HFC Compliance Form
- **SELECTED** districts must also submit lists of foods and beverages sold from all sources



Who Submits Food and Beverage Lists

- Scheduled for **administrative review** of National School Lunch Program (NSLP) in current school year
- Did **not implement HFC** in prior school year
- Had significant **compliance issues** during prior school year's HFC review



Checklist for HFC Documentation

CHECKLIST FOR HEALTHY FOOD CERTIFICATION DOCUMENTATION

for Districts Required to Submit Food and Beverage Lists

This checklist assists districts with completing the Healthy Food Certification (HFC) documentation materials. All districts must complete the online *Healthy Food Certification Compliance Form*. Some districts must also submit lists of foods and beverages sold to students. For a list of these districts, see *Districts Required to Submit Food and Beverage Lists*. Complete each item below before submitting the documentation materials to the Connecticut State Department of Education (CSDE).

- Complete the online *Healthy Food Certification Compliance Form*.
- Download forms 1-7 HFC documentation materials from the CSDE's Healthy Food Certification Documentation Web page. Do not use any forms from previous years. These forms apply only to districts listed on *Districts Required to Submit Food and Beverage Lists*.
- For guidance on completing the HFC documentation forms, review the following resources on the CSDE's HFC Documentation Web page: *Guidance for Healthy Food Certification Documentation*, *Completing the Online Healthy Food Certification Compliance Form*, *Documentation Requirements for Healthy Food Certification* (PowerPoint Presentation) and *Ensuring District Compliance with Healthy Food Certification*. For additional assistance, contact the CSDE.
- Consult with all appropriate school staff members to complete the required information for each source of food and beverage sales in the district, such as cafeteria a la carte sales, school stores, vending machines, and fundraisers. Staff members may include the school food service director, cafeteria managers, culinary arts teachers, family and consumer sciences teachers, athletic directors, parent groups and any individuals who coordinate fundraising activities, school stores, kiosks, other school-based enterprises, vending machines, and any other food or beverage sales to students.
- Develop districtwide lists of all foods and beverages sold to students from each source (e.g., cafeteria, vending, school stores), using one of the methods below. Do not provide a separate list of items for each individual school.
 1. **PREFERRED METHOD:** Print the appropriate pages of the CSDE's *List of Acceptable Foods and Beverages*, highlight all items sold in the district and attach to the appropriate CSDE form. For example, attach the highlighted list of items sold in cafeterias to *Form 1 – Purchased Food and Beverages Sold in Cafeteria*. If the district sells any additional food items that are not on the CSDE's list, these items must be listed on the appropriate form.

OR
 2. Complete the appropriate CSDE form for each source of food and beverage sales in the district, following the criteria below.
 - Include complete information for each product, including manufacturer, name of food or beverage item, variety/ flavor and correct package size.
 - Include all flavors/ varieties of each item sold and list each flavor/ variety on a separate line. Do not list items as "assorted flavors" or "assorted variety."
 - Do not submit vendor lists of foods and beverages, including vending planograms. These lists generally do not contain all required information, and frequently use abbreviations that make it difficult to tell whether the items are the same as those on the CSDE's list.
 - Do not use abbreviations except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).

Connecticut State Department of Education • Revised October 2016

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/checkhfcdoc.pdf

Guidance for HFC Documentation

School Year 2016-17

GUIDANCE FOR HEALTHY FOOD CERTIFICATION (HFC) DOCUMENTATION

Districts participating in HFC under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) must provide annual documentation to the Connecticut State Department of Education (CSDE) to indicate that all foods sold to students separately from reimbursable meals served in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) comply with the Connecticut Nutrition Standards (CNS), and all beverages sold to students comply with the requirements of C.G.S. [Section 10-221q](#).

This applies to all 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. Successful compliance ensures that districts can maintain their HFC funding.

REQUIRED HFC DOCUMENTATION

All HFC districts must submit the [online HFC Compliance Form](#) to the CSDE by November 30 of each year. Additionally, certain districts must also submit by e-mail lists of foods and beverages sold to students from all sources, including districts that are scheduled for a state administrative review of the NSLP in the current school year, are implementing HFC for the first time this school year, or have significant compliance issues during the prior school year's HFC review. Districts that meet these criteria for school year 2016-17 are listed on the CSDE's handout, [Districts Required to Submit Food and Beverage Lists](#). Districts not listed do not submit food and beverage lists.

The CSDE documentation forms are available as PDF and "tab and type" documents on the CSDE's [HFC Documentation Web page](#).

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

The district's HFC designated contact person should complete these forms 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 or beverage sales to students.

PURCHASED FOODS AND BEVERAGES

Districts required to submit lists of foods and beverages must include all items sold in the entire district from each source, e.g., cafeterias, vending machines, school stores, and any other sources. Do not submit a separate list of items for each individual school.

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 to

Connecticut State Department of Education • October 2016 • Page 1 of 4

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/guidanceHFCdoc.pdf

SUBMITTING ONLINE HFC COMPLIANCE FORM



Online HFC Compliance Form

- Addresses foods and beverages sold to students from **all sources** in all schools and programs under the district's jurisdiction

**Must be submitted
by ALL DISTRICTS**



https://sdect.co1.qualtrics.com/jfe/form/SV_0jFVf588ZF5aD77

Examples of Sources of Food and Beverage Sales

- Cafeteria
- Vending machines
- School stores, kiosks, other school-based enterprises
- Fundraisers
- Family and consumer sciences classes
- Culinary arts programs
- Family resource centers
- Recipient schools under interschool agreements that elect to follow HFC
- Afterschool enrichment or other programs
- USDA Afterschool Snack Program
- Summer school programs operated by board of education, e.g., enrichment or exploratory programs
- Adult education programs operated by board of education
- Programs that charge a participation fee that includes the cost of foods or beverages
- Any other sources of food and beverage sales

Online HFC Compliance Form

- Completed by the district's designated **HFC contact person** in consultation with all appropriate school staff members
 - all individuals responsible for any food and beverage sales to students



www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/dcresp.pdf

Examples of School Staff Members

- School food service director
- Cafeteria managers
- Culinary arts teachers
- Family and consumer sciences teachers
- Athletic directors
- Parent groups, e.g., PTSA, PTO
- Contact person at recipient sites under interschool agreements that elect to follow HFC
- Coordinators of afterschool enrichment or other programs
- Coordinators of adult education programs and summer school programs operated by board of education, e.g., enrichment or exploratory programs
- Individuals who coordinate fundraising activities, school stores, kiosks, other school-based enterprises, vending machines, and any other food and beverage sales to students

Before Starting Online Form

- Review CSDE handouts
 - Completing the Online HFC Form
 - Preview of HFC Compliance Form
- Gather all required information



Completing the Online Form

School Year 2016-17

COMPLETING THE ONLINE HEALTHY FOOD CERTIFICATION (HFC) COMPLIANCE FORM

All HFC districts must complete the [online HFC Compliance Form](#) by November 30, 2016. This form should take about 20 minutes to complete, depending on the district's food and beverage sales and collection of required information before beginning. Before completing the online form, preview the guidance and questions in the Connecticut State Department of Education's (CSDE) handout, [Preview of HFC Compliance Form](#), and gather the information noted below in "Information Needed before You Begin."

The bar at the top of the Web page shows your progress as you answer each question. If you need to quit the form before you are done, you can return at any time to continue where you left off. When you have successfully submitted the form, you will see the following message: "Thank you for submitting your 2016-17 HFC Compliance Form. You will receive an e-mail from the Connecticut State Department of Education when your information is reviewed." When you see this message, submission is complete and you cannot return to the form.

INFORMATION NEEDED BEFORE YOU BEGIN

1. **Sponsor agreement number:** This is the five-digit number on your [online agreement](#) for Child Nutrition Programs.
2. **Name of district's designated HFC contact person:** This is the person designated by the district as the contact person for HFC on the CSDE's [District Contact and Information Sheet](#). The district submits this sheet annually to the CSDE with the district's HFC Statement.
3. **Beverage Exemptions:** Does your district allow beverage exemptions and do those exemptions apply to all beverages and all events or only some beverages and some events? This can be determined by reviewing the minutes from the board meeting where beverage exemptions were approved or district policy that addresses beverage exemptions. Beverage exemptions are not part of the district's [HFC Statement \(Addendum to Agreement for Child Nutrition Programs, ED-099\)](#). Some districts vote on whether to allow beverage exemptions at the time as the vote on HFC participation and food exemptions.

Beverage exemptions allow beverages that do not meet the state beverage requirements to be sold under certain conditions designated by [Section 10-221q](#) of the Connecticut General Statutes. Beverage exemptions are only allowed if the board of education votes to approve them 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.

4. **Food Exemptions:** Does your district allow food exemptions and do those exemptions apply to all foods and all events or only some foods and some events? This can be determined by reviewing "Section 3 – Exemption Statement" on page 2 of the district's [HFC Statement \(Addendum to Agreement for Child Nutrition Programs, ED-099\)](#) or the minutes from the board meeting where HFC was approved.

Food exemptions allow foods that do not meet the Connecticut Nutrition Standards (CNS) to be sold under certain conditions designated by [Section 10-215f](#) of the Connecticut General Statutes. Food exemptions are only allowed if the board of education votes to approve them and 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.

5. **Cafeteria Sales:** What foods (both commercially prepared and school-made) and beverages are sold to students separately from reimbursable meals (all a la carte sales)? Is the CSDE's [List of Acceptable Foods and Beverages](#) used to identify allowable foods and beverages? If school-made foods are sold a la carte, how do you determine if they meet the CNS? Have you completed a nutrient analysis for each recipe and the appropriate CNS worksheet to indicate one serving of the recipe complies with the CNS? Note: The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.

Connecticut State Department of Education • October 2016 • Page 1 of 2

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/onlineHFCform.pdf

Preview of HFC Compliance Form

Qualtrics Survey Software Page 1 of 34

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

http://col.qualtrics.com/ControlPanel/Ajax.php?action=GetSurveyPrintPreview 10/12/2016

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/previewhfcform.pdf

Sections of Online HFC Compliance Form

- 1 – Beverage Exemptions
- 2 – Food Exemptions
- 3 – Cafeteria Beverage Sales
- 4 – Cafeteria Food Sales
- 5 – Vending Machines
- 6 – School Stores
- 7 – School Fundraisers
- 8 – Foods and Beverages Sold from Other Sources



https://sdect.co1.qualtrics.com/jfe/form/SV_0jFVf588ZF5aD77

Online HFC Compliance Form

- Until you click “Done” to submit, you can return at any time to continue where you left off
- When you have successfully submitted the form, you will see the following message

“Thank you for submitting your 2016-17 HFC Compliance Form. You will receive an e-mail from the Connecticut State Department of Education when your information is reviewed.”



Online HFC Compliance Form

Access from HFC
Documentation
Web page



HFC DOCUMENTATION FORMS

The documentation forms below are for public schools that have chosen to implement Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes. HFC documentation must be submitted to the Connecticut State Department of Education (CSDE) by **November 30** of each year.



All districts must submit the online HFC Compliance Form. In addition, [selected school districts](#) must also submit lists of foods and beverages sold to students from all sources.

Forms for All Districts	Forms for Selected Districts
<p>All districts must submit the online HFC Compliance Form by November 30, 2016:</p> <ul style="list-style-type: none">Online Healthy Food Certification Compliance Form <p><i>Districts can preview the guidance and questions before completing the online form. Note: This preview document is only intended to assist districts with completing the online form. Do not submit the preview document to the CSDE. The HFC Compliance Form must be submitted online only.</i></p> <p>Resources for Completing HFC Documentation</p> <ul style="list-style-type: none">Checklist for HFC Documentation [PDF]Completing the Online HFC Compliance Form [PDF]Documentation Requirements for HFC (PowerPoint) [PDF]Guidance for HFC Documentation [PDF]Ensuring District Compliance with HFC [PDF]	<p>Selected districts on the list below must submit lists of foods and beverages sold to students. Do NOT submit these lists if your district name is not listed. These lists must be e-mailed to the CSDE. For more information, see page 4 of Guidance for HFC Documentation.</p> <ul style="list-style-type: none">Districts Required to Submit Lists of Foods and Beverages for School Year 2016-17 [PDF]Healthy Food Certification Documentation Forms <i>Required only for the districts listed in the document above that must submit lists of foods and beverages</i><ul style="list-style-type: none">Form 1 - Purchased Foods and Beverages Sold in Cafeteria [PDF] [DOC]Form 2 - School-Made Foods Sold in Cafeteria [PDF] [DOC]Form 3 - Foods and Beverages Sold in Vending Machines [PDF] [DOC]Form 4 - Foods and Beverages Sold in School Stores [PDF] [DOC]Form 5 - Food and Beverage Fundraisers [PDF] [DOC]Form 6 - Purchased Foods and Beverages Sold from Other Sources [PDF] [DOC]Form 7 - School-Made Foods Sold from Other Sources [PDF] [DOC] <p>The CSDE strongly encourages districts to simplify the documentation process by printing the appropriate sections of the CSDE's List of Acceptable Foods and Beverages, highlighting all items that are sold to students in each area (e.g., cafeteria, vending machines, school stores), attaching to the appropriate CSDE form, and e-mailing to the CSDE. For example, attach the highlighted list of items sold in cafeterias to <i>Form 1, Purchased Food and Beverages Sold in Cafeteria</i>. This saves time and also ensures that complete and accurate information is provided to the CSDE.</p>

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428

SUBMITTING LISTS OF FOODS AND BEVERAGES



Required Districts

HFC DOCUMENTATION FORMS

The documentation forms below are for public schools that have chosen to implement Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes. HFC documentation must be submitted to the Connecticut State Department of Education (CSDE) by **November 30** of each year.

All districts must submit the online HFC Compliance Form. In addition, [selected school districts](#) must also submit lists of foods and beverages sold to students from all sources.



Forms for All Districts	Forms for Selected Districts
<p>All districts must submit the online HFC Compliance Form by November 30, 2016:</p> <ul style="list-style-type: none">Online Healthy Food Certification Compliance Form <p>Districts can preview the guidance and questions before completing the online form. <i>Note: This preview document is only intended to assist districts with completing the online form. Do not submit the preview document to the CSDE. The HFC Compliance Form must be submitted online only.</i></p> <p>Resources for Completing HFC Documentation</p> <ul style="list-style-type: none">Checklist for HFC Documentation [PDF]Completing the Online HFC Compliance Form [PDF]Documentation Requirements for HFC (PowerPoint) [PDF]Guidance for HFC Documentation [PDF]Ensuring District Compliance with HFC [PDF]	<p>Selected districts on the list below must submit lists of foods and beverages sold to students. Do NOT submit these lists if your district name is not listed. These lists must be e-mailed to the CSDE. For more information, see page 4 of Guidance for HFC Documentation.</p> <ul style="list-style-type: none">Districts Required to Submit Lists of Foods and Beverages for School Year 2016-17 [PDF]Healthy Food Certification Documentation Forms <i>Required only for the districts listed in the document above that must submit lists of foods and beverages</i><ul style="list-style-type: none">Form 1 - Purchased Foods and Beverages Sold in Cafeteria [PDF] [DOC]Form 2 - School-Made Foods Sold in Cafeteria [PDF] [DOC]Form 3 - Foods and Beverages Sold in Vending Machines [PDF] [DOC]Form 4 - Foods and Beverages Sold in School Stores [PDF] [DOC]Form 5 - Food and Beverage Fundraisers [PDF] [DOC]Form 6 - Purchased Foods and Beverages Sold from Other Sources [PDF] [DOC]Form 7 - School-Made Foods Sold from Other Sources [PDF] [DOC] <p>The CSDE strongly encourages districts to simplify the documentation process by printing the appropriate sections of the CSDE's List of Acceptable Foods and Beverages, highlighting all items that are sold to students in each area (e.g., cafeteria, vending machines, school stores), attaching to the appropriate CSDE form, and e-mailing to the CSDE. For example, attach the highlighted list of items sold in cafeterias to <i>Form 1, Purchased Food and Beverages Sold in Cafeteria</i>. This saves time and also ensures that complete and accurate information is provided to the CSDE.</p>

Access from HFC Documentation Web page

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428

Required Districts

2016-17 Healthy Food Certification Documentation

DISTRICTS REQUIRED TO SUBMIT FOOD AND BEVERAGE LISTS

All districts participating in Healthy Food Certification (HFC) for school year 2015-16 under Section 10-215f of the Connecticut General Statutes must complete the online *HFC Compliance Form* by **November 30, 2016**. This online form is accessed from the Connecticut State Department of Education's (CSDE) *HFC Documentation Forms* Web page.

In addition to the *HFC Compliance Form*, the selected school districts on page 2 must submit **lists of foods and beverages** sold to students from all sources in the district, for the 2016-17 school year. **These lists must be e-mailed to the CSDE.** For instructions on submitting the lists, see page 4 of the CSDE's handout, *Guidance for HFC Documentation*.

The lists must include cafeteria sales, vending machines, school stores, kiosks, concession stands, other school-based enterprises, 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. Include lists of fundraisers **ONLY** if they are **not** sold at exempted events occurring after the school day or on weekends. For more information, see *Food and Beverage Requirements for Fundraisers*.

Submit one list of foods and beverages for each area of food sales for the entire district, e.g., one list for all cafeteria a la carte sales in the district and one list for all vending machine sales in the district. Do not submit a separate list of items for each individual school.

The CSDE strongly encourages districts to simplify the documentation process by printing the appropriate sections of the CSDE's *List of Acceptable Food and Beverages*, highlighting all items sold to students in each area (e.g., cafeteria, vending machines, and school stores), and attaching to the appropriate CSDE form. The CSDE documentation forms are available on the *HFC Documentation Forms* Web page. For more information on completing the documentation materials, see *Guidance for Documenting Compliance with Healthy Food Certification*.

Complete the online *Healthy Food Certification Compliance Form* and **e-mail** all required documentation by **November 30** to susan.fiore@ct.gov.



For information on HFC, visit the Connecticut State Department of Education's HFC 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.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/requireddistricts.pdf.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, 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 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: *Lery Gillette*, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Lery.Gillette@ct.gov.

Districts Required to Submit Food and Beverage Lists, continued

The districts listed below must submit food and beverage lists because they are scheduled for a state review of the National School Lunch Program (NSLP) in the current school year or are implementing HFC for the first time this year. Documentation must also be submitted for any recipient schools under interschool agreements that have agreed to participate in HFC.

If your district is not on the list below, do NOT submit any food and beverage lists. However, you MUST still submit the online HFC Compliance Form.

DISTRICTS REQUIRED TO SUBMIT FOOD AND BEVERAGE LISTS FOR SCHOOL YEAR 2016-17

This list is subject to change pending revisions to the CSDE Administrative Review Schedule.

Sponsor Number	School District or School	Sponsor Number	School District or School
24400	ACES (including interschool agreement below)	10200	North Stonington Public Schools
Interschool Agreement	ACES Thomas Edison Middle School (Meriden Public Schools)	10300	Norwalk Public Schools (including interschool agreement below)
28500	Achievement First Bridgeport Academy	Interschool Agreement	Side by Side Community School (Norwalk Public Schools)
27900	Amistad Academy	28300	Park City Prep Charter School (Bridgeport)
01100	Bloomfield Public Schools	11100	Plymouth Public Schools
29000	Brass City Charter School (Waterbury)	11200	Pomfret Public Schools
02600	Chester Public Schools	21200	Regional District 12 (Bridgewater, Roxbury, Washington) *
02800	Colchester Public Schools	21400	Regional District 14 (Bethlehem, Woodbury) *
03400	Danbury Public Schools	21500	Regional District 15 (Middlebury, Southbury)
03600	Deep River Public Schools	21700	Region District 17 (Haddam, Killingworth) *
03700	Derby Public Schools	21800	Regional District 18 (Lyme, Old Lyme)
25300	EASTCONN (including interschool agreement below)	12400	Seymour Public Schools
Interschool Agreement	Scotland Elementary School (EASTCONN)	12800	Simsbury Public Schools
28100	Elm City College Preparatory (New Haven)	13200	South Windsor Public Schools
05600	Granby Public Schools	28200	Stamford Academy Charter School (Stamford)
05800	Griswold Public Schools	13500	Stamford Public Schools
06300	Hampton Public Schools	26900	The Bridge Academy Charter School (Bridgeport)
06700	Hebron Public Schools	Interschool Agreement	The Learning Center at East Hampton High School (East Hampton Public Schools) *
28600	Highville Charter School (New Haven)	27800	Trailblazers Academy (Stamford)
26400	Integrated Day Charter School (Norwich) *	14800	Wallingford Public Schools *
06800	Kent Center School	15500	West Hartford Public Schools
07100	Lebanon Public Schools	15600	West Haven Public Schools
07200	Ledyard Public Schools	15400	Westbrook Public Schools
07400	Litchfield Public Schools	29300	Windham Charter School (Willimantic) *
28000	New Beginnings Family Academy Charter School (Bridgeport)	16300	Windham Public Schools
08900	New Britain Public Schools (including interschool agreement below)	16400	Windsor Public Schools (including interschool agreements below)
Interschool Agreement	CREC Medical Professions and Teachers Preparation Academy (New Britain Public Schools)	Interschool Agreement	CREC Academy of Aerospace & Engineering, Bloomfield (Windsor Public Schools)
09200	New Hartford Public Schools	Interschool Agreement	CREC Metropolitan Learning Center (MLC) School, Bloomfield (Windsor Public Schools)
09800	Norfolk Public Schools	Interschool Agreement	CREC Museum Academy, Bloomfield (Windsor Public Schools)
09900	North Branford Public Schools *		

* New HFC district for school year 2016-17

Required Districts

If your district/school is not listed, complete the **Online HFC Compliance Form** but do *not* submit lists of foods and beverages

HFC Documentation Forms

HFC DOCUMENTATION FORMS

The documentation forms below are for public schools that have chosen to implement Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes. HFC documentation must be submitted to the Connecticut State Department of Education (CSDE) by **November 30** of each year.

All districts must submit the online HFC Compliance Form. In addition, [selected school districts](#) must also submit lists of foods and beverages sold to students from all sources.



Forms for All Districts	Forms for Selected Districts
<p>All districts must submit the online HFC Compliance Form by November 30, 2016:</p> <ul style="list-style-type: none"> Online Healthy Food Certification Compliance Form <p>Districts can preview the guidance and questions before completing the online form. <i>Note: This preview document is only intended to assist districts with completing the online form. Do not submit the preview document to the CSDE. The HFC Compliance Form must be submitted online only.</i></p> <p>Resources for Completing HFC Documentation</p> <ul style="list-style-type: none"> Checklist for HFC Documentation [PDF] Completing the Online HFC Compliance Form [PDF] Documentation Requirements for HFC (PowerPoint) [PDF] Guidance for HFC Documentation [PDF] Ensuring District Compliance with HFC [PDF] 	<p>Selected districts on the list below must submit lists of foods and beverages sold to students. Do NOT submit these lists if your district name is not listed. These lists must be e-mailed to the CSDE. For more information, see page 4 of guidance for HFC Documentation.</p> <ul style="list-style-type: none"> Districts Required to Submit Lists of Foods and Beverages for School Year 2016-17 [PDF] Healthy Food Certification Documentation Forms <i>Required only for the districts listed in the document above that must submit lists of foods and beverages</i> <ul style="list-style-type: none"> Form 1 - Purchased Foods and Beverages Sold in Cafeteria [PDF] [DOC] Form 2 - School-Made Foods Sold in Cafeteria [PDF] [DOC] Form 3 - Foods and Beverages Sold in Vending Machines [PDF] [DOC] Form 4 - Foods and Beverages Sold in School Stores [PDF] [DOC] Form 5 - Food and Beverage Fundraisers [PDF] [DOC] Form 6 - Purchased Foods and Beverages Sold from Other Sources [PDF] [DOC] Form 7 - School-Made Foods Sold from Other Sources [PDF] [DOC] <p>The CSDE strongly encourages districts to simplify the documentation process by printing the appropriate sections of the CSDE's List of Acceptable Foods and Beverages, highlighting all items that are sold to students in each area (e.g., cafeteria, vending machines, school stores), attaching to the appropriate CSDE form, and e-mailing to the CSDE. For example, attach the highlighted list of items sold in cafeterias to <i>Form 1, Purchased Food and Beverages Sold in Cafeteria</i>. This saves time and also ensures that complete and accurate information is provided to the CSDE.</p>

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

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HFC Documentation Forms

- Download **current year's** forms
 - Do not use old forms
- Complete **all information** in each section



www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428

PURCHASED FOODS

Forms 1, 3-6



What to Include on Lists

Purchased Foods (Forms 1, 3-6)

INCLUDE

- All purchased foods sold a la carte to students such as baked goods, salads, vegetables, cooked grains, and soup *
- Entrees that are **only sold a la carte** (not as part of reimbursable meals) *

DO NOT INCLUDE

- Entree items sold as part of reimbursable meals that are **also sold a la carte the same day**



* As served, including any accompaniments

DEFINITION

Entrees

Three categories of **MAIN DISH** food items

1. A combination food of **meat/meat alternate and whole grain-rich (WGR) food**
2. A combination food of **vegetable/fruit and meat/meat alternate**
3. A **meat/meat alternate alone**, excluding yogurt, low-fat or reduced fat cheese, nuts, seeds, nut/seed butters, and meat snacks, e.g., jerky and meat sticks



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.

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

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SCHOOL-MADE FOODS

Forms 2 and 7



DEFINITION

School-made Foods

1. Foods **PREPARED FROM SCRATCH** using a recipe, e.g., entrees, soup, baked goods, cooked grains, vegetables

AND

2. Foods requiring some **ADDITIONAL PROCESSING** by adding other ingredients after purchasing



Examples of School-made Foods

- Assembling a sandwich
- Soup made from scratch
- Commercial tomato soup made with milk instead of water
- Popping popcorn kernels with oil
- Making cookies or muffins from a mix and adding butter and eggs
- Making salads with dressing
- Cooking vegetables with oil, margarine or butter
- Cooking pasta or rice with oil, margarine or butter

Accompaniments

- Evaluate foods for compliance based on **amount served** including any added **accompaniments**
- Can use **average portions** to determine nutrition information



Butter
Margarine
Oil
Cream cheese
Jelly
Jam
Mayonnaise
Ketchup
Mustard
Relish
Salad dressing
Dipping sauces
Gravy

Examples of Foods with Accompaniments

- Hamburger with ketchup
- Chicken nuggets with dipping sauce
- Stir-fry chicken with duck sauce
- Bagel with cream cheese
- Muffin or roll with margarine or butter
- Waffles or pancakes with syrup
- French fries with ketchup
- Salad with dressing
- Carrots with low-fat ranch dressing
- Rice with duck sauce
- Pasta with butter or margarine
- Pasta with tomato sauce
- Black bean soup with sour cream

What to Include on Lists

School-made Foods (Forms 2 and 7)

INCLUDE

- All school-made foods sold a la carte to students such as baked goods, salads, vegetables, cooked grains and soup *
- Entrees that are **only sold a la carte** (not as part of reimbursable meals) *

DO NOT INCLUDE

- Entree items sold as part of reimbursable meals that are **also sold a la carte** the **same** day
- Commercially prepared bake-off items such as cookies and rolls unless add ingredients such as
 - buttering a roll before baking
 - adding sprinkles to a cookie



* As served, including any accompaniments

Evaluating School-made Foods

District must conduct **nutrient analysis** of standardized recipes and ensure school-made items comply with CNS **before** they are sold to students



Evaluating School-made Foods

CSDE EXCEL WORKSHEETS

- 1 – Snacks
- 2 – Yogurt and Pudding
- 3 – Smoothies
- 4 – Fruits and Vegetables
- 5 – Soups
- 6 – Cooked Grains
- 7 – Entrees
- 8 – Non-entree Combination Foods

EVALUATING FOODS

Public schools that choose the healthy food option of HFC under [Section 10-215t](#) of the Connecticut General Statutes must follow the Connecticut Nutrition Standards (CNS) for all foods sold to students separately from reimbursable school meals. 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 non-exempt fundraising activities on school premises. For information on the requirements for fundraisers, review the CSDE's [Fundraiser handout](#).

The handouts and resources below provide information to assist schools with determining whether purchased and school-made foods comply with the CNS. Schools must determine compliance of all food items **before** selling them to students.



Purchased Foods	School-made Foods
<p>The Connecticut State Department of Education's (CSDE) worksheets 1-8 can be used to evaluate products for compliance with the CNS. While these worksheets are useful in identifying whether new products comply with the CNS, the CSDE strongly encourages districts to use the List of Acceptable Foods and Beverages to ensure that commercially available items comply with the CNS and state beverage requirements.</p> <p>Please submit the nutrition information for any new products not included on the List of Acceptable Foods and Beverages to the CSDE for review. The handout, Submitting Foods and Beverage Products for Approval, summarizes the information needed by the CSDE to review foods and beverages for compliance with the state requirements.</p>	<p>To ensure compliance with the CNS, schools must conduct a nutrient analysis of all recipes used to prepare food items sold to students separately from reimbursable meals (except for entree items that are sold as part of reimbursable meals and that are also sold a la carte the same day). School-made foods include:</p> <ol style="list-style-type: none">foods that are prepared from scratch using a recipe, e.g., entrees sold only a la carte, soup, baked goods, cooked grains and vegetables; orfoods that require some additional processing by adding other ingredients after purchasing, e.g., assembling a sandwich, popping popcorn kernels in oil or making cookies from a mix and adding butter and eggs.  <p>To determine whether a recipe complies with the CNS, calculate the recipe's nutrition information using worksheet 9 then enter this information into the appropriate worksheet for the food category (see CNS worksheets 1-8 below). If the recipe is missing nutrition information for trans fat or sugars, calculate this information using CNS worksheets 10 and 11.</p> <ul style="list-style-type: none">Guidance on Evaluating School Recipes [PDF]

CNS Worksheets

- Worksheet 1 Snacks [\[Excel\]](#)
- Worksheet 2 Yogurt and Pudding [\[Excel\]](#)
- Worksheet 3 Smoothies [\[Excel\]](#)
- Worksheet 4 Fruits and Vegetables [\[Excel\]](#)
- Worksheet 5 Soups [\[Excel\]](#)
- Worksheet 6 Cooked Grains [\[Excel\]](#)
- Worksheet 7 Entrees [\[Excel\]](#)
- Worksheet 8 Non-entree Combination Foods [\[Excel\]](#)
- Worksheet 9 Nutrient Analysis of Recipes [\[Excel\]](#)
- Worksheet 10 Evaluating Recipes for Sugars [\[Excel\]](#)

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Evaluating School-made Foods

- For recipes that do not list all nutrients, schools must obtain nutrition information from other sources **before** the recipe can be evaluated for compliance



Calculating Sugars (Worksheet 10)

CNS WORKSHEET 10 Page 2

Worksheet 10 — Evaluating Recipes for Sugars

INSTRUCTIONS: Enter information in the **BLUE BOXES** below, following the directions indicated. The yellow boxes will calculate automatically.

School District:

Recipe Name: Number of Servings:

1 Enter EACH SUGAR INGREDIENT and the WEIGHT IN POUNDS. Identify all sources of sugars used in the recipe, e.g., granulated sugar, brown sugar, confectionary sugar, molasses, honey and corn syrup. If ingredients are listed by measure (e.g., cup, quart), you must first convert measure to weight (pounds) using the appropriate conversion equivalent for each sugar source. Some examples are listed below. **NOTE:** Weighing the **ACTUAL PORTION** of an ingredient provides the most accurate information.

- granulated sugar – 1 pound equals 2 ¼ cups
- brown sugar, lightly packed – 1 pound equals 3 cups
- brown sugar, firmly packed – 1 pound equals 2 cups
- powdered sugar, unsifted – 1 pound equals 3 ¼ cups
- powdered sugar, sifted – 1 pound equals 3 ¾ cups
- molasses – 1 pound equals 1 1/3 cups
- honey – 1 pound equals 1 1/3 cups
- corn syrup – 1 pound equals 1 ½ cups
- maple syrup – 1 pound equals 1 ½ cups

	Weight (Pounds)	Weight (Grams)
Source 1:	<input type="text"/>	0.00
Source 2:	<input type="text"/>	0.00
Source 3:	<input type="text"/>	0.00
Source 4:	<input type="text"/>	0.00
Total Weight of Sugars:		0.00

2 Enter EACH NON-SUGAR INGREDIENT and the AMOUNT OF SUGARS in grams. For each ingredient in the recipe, determine the total sugars using the Nutrition Facts label or a nutrient database, such as the USDA National Nutrient Database. For example, based on the USDA National Nutrient Database, a recipe containing 4 cups of seedless raisins (343 grams of sugar), 2 cups of nonfat milk (25 grams of sugar) and 4 cups of enriched unbleached wheat flour (1 gram of sugar) contains a total of 369 grams of sugar.

	Amount Used in Recipe (e.g., cups, pounds)	Total Sugars (Grams)
Source 1:	<input type="text"/>	<input type="text"/>
Source 2:	<input type="text"/>	<input type="text"/>
Source 3:	<input type="text"/>	<input type="text"/>
Source 4:	<input type="text"/>	<input type="text"/>
Source 5:	<input type="text"/>	<input type="text"/>
Source 6:	<input type="text"/>	<input type="text"/>
Total Weight of Sugars:		0.00
Total Weight of All Sugars in the Recipe:		0.00 grams

3 Weight of One Serving (Grams)
Enter the weight of one serving of the recipe in ounces. If the weight is not listed for the serving size, weigh several portions of the prepared recipe as served (i.e., cooked, not raw) to determine the average weight of one serving.

One serving: ounces grams

4 Amount of Sugars per Serving

A – Grams of Sugars per Serving	<input style="background-color: yellow;" type="text" value="#DIV/0!"/> grams	STANDARD No more than 15 grams	MEETS STANDARD? <input style="background-color: yellow;" type="text" value="###"/> yes <input style="background-color: yellow;" type="text" value="###"/> no
B – Percentage of Sugars by Weight	<input style="background-color: yellow;" type="text" value="#DIV/0!"/>	No more than 35 percent	<input style="background-color: yellow;" type="text" value="###"/> yes <input style="background-color: yellow;" type="text" value="###"/> no

▶ One serving of the recipe cannot exceed 200 calories including any added accompaniments, except for entrees. Entrees sold only a la carte cannot exceed 350 calories including any added accompaniments.

▶ To meet the CNS, one serving of the recipe must meet the sugar standards in addition to all other standards indicated for the appropriate food category of the CNS.

Connecticut State Department of Education • Revised September 2015

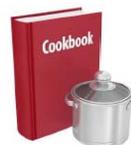
www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322430

Guidance on Evaluating School Recipes for Compliance with the Connecticut Nutrition Standards

Guidance on Evaluating School Recipes for Compliance

with the Connecticut Nutrition Standards (CNS)

To comply with Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes, schools must conduct a nutrient analysis of all recipes for foods sold to students separately from reimbursable meals in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). This includes all sources of food sales, such as a la carte sales in the cafeteria, culinary arts programs, family and consumer sciences classes, bake sales and parent-made items. Nutrient analysis is not required when foods made from scratch are given to students free of any charge or contribution, such as suggested donations.



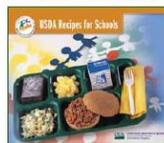
DETERMINING COMPLIANCE OF FOODS MADE FROM SCRATCH

Schools cannot determine whether foods made from scratch meet the CNS without a nutrient analysis of the standardized recipe. HFC districts must conduct a nutrient analysis of foods sold to students separately from reimbursable meals when:

- they are prepared from scratch using a recipe, e.g., entrees sold only a la carte such as pizza, chef's salad and chicken nuggets, soups, cooked grains such as rice and pasta with added oil or margarine, cooked vegetables with added oil or margarine, salad with dressing, fruit smoothies and baked goods such as muffins and cookies; or
- additional ingredients are added after purchasing, e.g., popping popcorn kernels in oil, assembling a sandwich, making muffins from a mix and adding butter and eggs or adding sprinkles to commercial frozen cookie dough.

To be allowed for sale to students, recipes for foods made from scratch must meet at least one CNS general standard and the serving size must comply with all CNS nutrient standards, e.g., calories, total fat, saturated fat, trans fat, sodium and sugars. Recipes cannot contain artificial or nonnutritive sweeteners, sugar alcohols, chemically altered fat substitutes, caffeine (excluding trace amounts of naturally occurring caffeine-related substances), nutrition supplements or significant fortification. For more information on the CNS, see the [CNS Web page](#).

NUTRITION INFORMATION FOR TRANS FAT AND SUGARS



The U.S. Department of Agriculture (USDA) recipes for schools and the USDA-approved software programs for nutrient analysis of school meals may be missing nutrition information for trans fat and sugars. Without this information, schools cannot determine whether the recipe complies with the CNS. If nutrient analysis software or recipes do not indicate the amount of trans fat and sugars per serving, HFC schools must calculate this information manually. The Connecticut State Department of Education's (CSDE) CNS worksheets provide additional information and guidance on determining the amount of trans fat and

sugars in recipes. See CNS worksheets 10 and 11 on the CSDE's [Evaluating Foods for Compliance Web page](#).

Districts must document that all recipes for a la carte foods comply with the CNS BEFORE selling these foods to students. To determine whether a recipe complies with the CNS, enter the complete nutrition information for ONE SERVING into the CNS worksheet for the appropriate food category (worksheets 1-8). These worksheets are available on the CSDE's [Evaluating Foods for Compliance Web page](#).

Connecticut State Department of Education • Revised February 2016 • Page 1 of 2

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/evalrecipe.pdf

How to Submit Lists

1. Complete the appropriate CSDE form for each source of food and beverage sales
2. Scan the CSDE form with required attachments
 - **Purchased Foods:** Highlighted list for that source
 - **School-made Foods:** Recipes and completed CSDE worksheets



How to Submit Lists

3. Name document file “<insert name of district> HFC FB List <insert source>”
 - ABC District FB List Cafeteria
4. E-mail subject line “<insert name of district> HFC FB Lists”
 - ABC District FB Lists
5. E-mail all files by **November 30** to susan.fiore@ct.gov



FUNDRAISERS

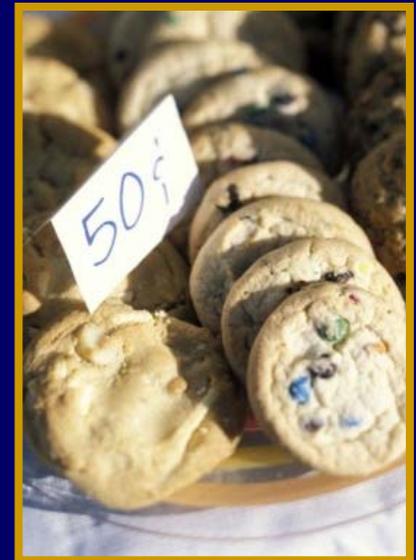
Form 5



DEFINITION

Fundraisers

Any activities conducted by any school-related or outside organization or group on school premises, during which **money or its equivalent is exchanged for the purchase of a product** in support of the school or school-related activities



- Includes activities that suggest a **student donation** in exchange for foods and beverages

Money Equivalents

- Tickets
- Coupons
- Tokens
- Gift cards
- Entertainment books
- Any other similar items



Food Fundraisers

NOT ALLOWED

Students **deliver money** to school for food or beverage items and **pick up food or beverage items** at school

Fundraiser is selling food to students on school premises

ALLOWED

Students **deliver money** to school for food or beverage items but **parents or other adults pick up food or beverage items** at school

Fundraiser is not selling food to students on school premises

Do NOT Submit Form 5 if

- Fundraisers have been **exempted** by the board of education or school governing authority and meet the three exemption criteria (see slide 11)
- **Food fundraisers** are sold during the school day but comply with the CNS, the state competitive foods regulations, and C.G.S. Section 10-221p



Do NOT Submit Form 5 if

- Beverage fundraisers are sold during the school day but comply with the state beverage statute (C.G.S. Section 10-221q), the state competitive foods regulations, and C.G.S. Section 10-221p
- Fundraisers are sold only to **adults**, not students



Submit Form 5 ONLY IF

- **Fundraisers that do not comply with CNS occur on school premises during the school day (see slide 12 for definition of school day)**
- **Fundraisers occur on school premises outside of the school day but are not exempt or do not meet the three exemption criteria (see slide 11)**
- **Fundraisers occur off school premises, but students bring orders and money to school and also pick up foods/beverages at school**

Sample Fundraising Approval Form

< Insert District Name > Request Form for Food and Beverage Fundraisers in HFC Public Schools

Complete this form for all school food and beverage fundraisers and submit to <Insert name and title of person who will coordinate fundraising for the school or district>, <Insert school name and address, if needed> by <Insert date>.

All food fundraisers must meet the Connecticut Nutrition Standards and all beverage fundraisers must meet the beverage requirements of Section 10-221q of the Connecticut General Statutes and the USDA Smart Snacks standards unless the board of education votes to allow exemptions and the foods and beverages are sold at the location of events that occur after the school day or on the weekend, provided they are not sold from a vending machine or school store. Information on acceptable fundraisers can be found in the Connecticut State Department of Education's (CSDE) handout, *Requirements for Food and Beverage Fundraisers*.

School Where Fundraiser Will Occur: _____
 Fundraising Organization: _____
 Fundraising Contact Person: _____
 Phone: _____ E-mail: _____
 Date(s) of Fundraiser: FROM _____ TO _____
month / day / year month / day / year

1. Will the fundraiser sell any food items? Yes No, *Skip to question 2*
 a. Do the food items meet the Connecticut Nutrition Standards?
 No
 Yes, how determined? (e.g., items are on the CSDE's *List of Acceptable Foods and Beverages**, conducted recipe analysis)

2. Will the fundraiser sell any beverages? Yes No, *Skip to question 3*
 a. Do the beverages meet the requirements of state statute?
 No
 Yes, how determined? (e.g., items are on the CSDE's *List of Acceptable Foods and Beverages**, conducted recipe analysis)

3. List all food or beverage items sold, e.g., candy, cookie dough, cakes, soda, etc. (*Attach additional pages if necessary*)

Manufacturer	Food or Beverage

4. Who will the fundraiser items be sold to? (*Check all that apply*)
 Students Parents and Other Adults School Staff Other (Specify): _____

5. Where will the fundraiser be conducted? (*Check all that apply*) On school premises Off school premises

6. When will the fundraiser be conducted? (*Check all that apply*) During school day; *Indicate times* _____
 After school day; *Indicate times* _____ Weekends; *Indicate times* _____

7. Will the fundraiser be conducted at the location of an event that has been exempted by the board of education?
 No
 Yes, describe event: _____

8. How will the fundraiser be conducted? Explain the sales process, money collection process and pick up procedures:

* The CSDE's *List of Acceptable Foods and Beverages* includes brand-specific foods that meet state and federal requirements for competitive foods.

For District Use Only. Fundraiser is (Check One):
 Approved: Fundraiser meets CNS and/or state beverage statute and will be conducted in compliance with HFC requirements.
 Not Approved: Reason _____

Signature <Insert Title of Authorized Individual> Date

Revised April 2015

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/fundformhfc.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/hfc/fundformhfc.doc

Requirements for Food and Beverage Fundraisers

Food and Beverage Requirements for Fundraisers

PUBLIC SCHOOLS CHOOSING HEALTHY FOOD CERTIFICATION

This document summarizes the requirements for food and beverage fundraisers in public schools that choose to implement Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes (C.G.S.). "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.



- The requirements for food fundraisers in public schools are governed by the Connecticut Nutrition Standards (CNS) of C.G.S. Section 10-215e, the state competitive foods regulations (Section 10-Guide to 215b-23 of the Regulations of Connecticut State Agencies) and the state requirement to sell healthy food choices (C.G.S. Section 10-221p).
- The requirements for beverage fundraisers in public schools are governed by the state beverage requirements of C.G.S. Section 10-221q and the U.S. Department of Agriculture (USDA) Smart Snacks nutrition standards for competitive foods, *National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School*.

These federal and state laws apply to all fundraising activities conducted on school premises by school-related organizations (such as student clubs, sports teams and music programs) and outside organizations not affiliated with the school, such as scouting programs and other youth-based community organizations.

FOOD FUNDRAISERS

All foods sold to students in HFC public schools must comply with the CNS, including fundraisers using commercial products such as potato chips, candy bars, frozen cookie dough and muffin mix, and fundraisers using foods made from scratch such as baked goods, popcorn, sandwiches and smoothies. Foods that do not comply with the CNS can only be sold to students if the local board of education or school governing authority votes to allow exemptions and the food sales meet the specific exemption criteria (see "Food and Beverage Exemptions"). For more information, see the Connecticut State Department of Education's (CSDE) handout, *Summary of Connecticut Nutrition Standards*, and the CNS Web page.

BEVERAGE FUNDRAISERS

All beverages sold to students as fundraisers must comply with Smart Snacks and the stricter provisions of the state beverage statute (C.G.S. Section 10-221q). The Smart Snacks standards apply only to beverages sold to students during the school day. The state beverage statute applies to beverages sold to students at all times, regardless of whether public schools participate in the USDA school nutrition programs. Beverages that do not comply with the state beverage statute can only be sold to students if the local board of education or school governing authority votes to allow exemptions and the beverage sales meet the specific exemption criteria (see "Food and Beverage Exemptions"). For more information, see the CSDE's handouts, *Allowable Beverages in Connecticut Public Schools* and *Summary of Smart Snacks Nutrition Standards*, and the Beverage Requirements Web page.

Connecticut State Department of Education • Revised February 2016 • Page 1 of 7

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/fundhfc.pdf

CSDE REVIEW PROCEDURES FOR HFC DOCUMENTATION



CSDE Review Procedures

1. Districts submit HFC documentation by **November 30** (early submission encouraged)
 - ▶ **All districts** complete online HFC Compliance Form
 - ▶ **Selected districts** (see slide 34) submit lists of foods and beverages to CSDE



CSDE Review Procedures

- 2. CSDE reviews HFC documentation materials and notifies districts by e-mail regarding any information that is missing or needs clarification**
- 3. Districts provide additional information to CSDE by designated deadline**



CSDE Review Procedures

- 4. CSDE completes HFC review process and e-mails final compliance status**
 - E-mail notification acknowledges district's compliance with state HFC statutes
 - Maintain on file for auditing purposes



RESOURCES



Checklist for HFC Documentation

CHECKLIST FOR HEALTHY FOOD CERTIFICATION DOCUMENTATION

for Districts Required to Submit Food and Beverage Lists

This checklist assists districts with completing the Healthy Food Certification (HFC) documentation materials. All districts must complete the online *Healthy Food Certification Compliance Form*. Some districts must also submit lists of foods and beverages sold to students. For a list of these districts, see *Districts Required to Submit Food and Beverage Lists*. Complete each item below before submitting the documentation materials to the Connecticut State Department of Education (CSDE).

- Complete the online *Healthy Food Certification Compliance Form*.
 - Download forms 1-7 HFC documentation materials from the CSDE's Healthy Food Certification Documentation Web page. Do not use any forms from previous years. These forms apply only to districts listed on *Districts Required to Submit Food and Beverage Lists*.
 - For guidance on completing the HFC documentation forms, review the following resources on the CSDE's HFC Documentation Web page: *Guidance for Healthy Food Certification Documentation*, *Completing the Online Healthy Food Certification Compliance Form*, *Documentation Requirements for Healthy Food Certification* (PowerPoint Presentation) and *Ensuring District Compliance with Healthy Food Certification*. For additional assistance, contact the CSDE.
 - Consult with all appropriate school staff members to complete the required information for each source of food and beverage sales in the district, such as cafeteria a la carte sales, school stores, vending machines, and fundraisers. Staff members may include the school food service director, cafeteria managers, culinary arts teachers, family and consumer sciences teachers, athletic directors, parent groups and any individuals who coordinate fundraising activities, school stores, kiosks, other school-based enterprises, vending machines, and any other food or beverage sales to students.
 - Develop districtwide lists of all foods and beverages sold to students from each source (e.g., cafeteria, vending, school stores), using one of the methods below. Do not provide a separate list of items for each individual school.
 1. **PREFERRED METHOD:** Print the appropriate pages of the CSDE's *List of Acceptable Foods and Beverages*, highlight all items sold in the district and attach to the appropriate CSDE form. For example, attach the highlighted list of items sold in cafeterias to *Form 1 – Purchased Food and Beverages Sold in Cafeteria*. If the district sells any additional food items that are not on the CSDE's list, these items must be listed on the appropriate form.
- OR
2. Complete the appropriate CSDE form for each source of food and beverage sales in the district, following the criteria below.
 - Include complete information for each product, including manufacturer, name of food or beverage item, variety/ flavor and correct package size.
 - Include all flavors/ varieties of each item sold and list each flavor/ variety on a separate line. Do not list items as "assorted flavors" or "assorted variety."
 - Do not submit vendor lists of foods and beverages, including vending planograms. These lists generally do not contain all required information, and frequently use abbreviations that make it difficult to tell whether the items are the same as those on the CSDE's list.
 - Do not use abbreviations except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).

Connecticut State Department of Education • Revised October 2016

Guidance for HFC Documentation

School Year 2016-17

GUIDANCE FOR HEALTHY FOOD CERTIFICATION (HFC) DOCUMENTATION

Districts participating in HFC under Section 10-215f of the Connecticut General Statutes (C.G.S.) must provide annual documentation to the Connecticut State Department of Education (CSDE) to indicate that all foods sold to students separately from reimbursable meals served in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) comply with the Connecticut Nutrition Standards (CNS), and all beverages sold to students comply with the requirements of C.G.S. Section 10-221q.

This applies to all 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. Successful compliance ensures that districts can maintain their HFC funding.

REQUIRED HFC DOCUMENTATION

All HFC districts must submit the [online HFC Compliance Form](#) to the CSDE by November 30 of each year. Additionally, certain districts must also submit by e-mail lists of foods and beverages sold to students from all sources, including districts that are scheduled for a state administrative review of the NSLP in the current school year, are implementing HFC for the first time this school year, or have significant compliance issues during the prior school year's HFC review. Districts that meet these criteria for school year 2016-17 are listed on the CSDE's handout, [Districts Required to Submit Food and Beverage Lists](#). Districts not listed do not submit food and beverage lists.

The CSDE documentation forms are available as PDF and "tab and type" documents on the CSDE's [HFC Documentation Web page](#).

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

The district's HFC designated contact person should complete these forms 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 or beverage sales to students.

PURCHASED FOODS AND BEVERAGES

Districts required to submit lists of foods and beverages must include all items sold in the entire district from each source, e.g., cafeterias, vending machines, school stores, and any other sources. Do not submit a separate list of items for each individual school.

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 to

Connecticut State Department of Education • October 2016 • Page 1 of 4

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/guidanceHFCdoc.pdf

HFC Documentation Forms

HFC DOCUMENTATION FORMS

The documentation forms below are for public schools that have chosen to implement Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes. HFC documentation must be submitted to the Connecticut State Department of Education (CSDE) by **November 30** of each year.

All districts must submit the online HFC Compliance Form. In addition, [selected school districts](#) must also submit lists of foods and beverages sold to students from all sources.



Forms for All Districts	Forms for Selected Districts
<p>All districts must submit the online HFC Compliance Form by November 30, 2016:</p> <ul style="list-style-type: none"> • Online Healthy Food Certification Compliance Form <p>Districts can preview the guidance and questions before completing the online form. <i>Note: This preview document is only intended to assist districts with completing the online form. Do not submit the preview document to the CSDE. The HFC Compliance Form must be submitted online only.</i></p> <p>Resources for Completing HFC Documentation</p> <ul style="list-style-type: none"> • Checklist for HFC Documentation [PDF] • Completing the Online HFC Compliance Form [PDF] • Documentation Requirements for HFC (PowerPoint) [PDF] • Guidance for HFC Documentation [PDF] • Ensuring District Compliance with HFC [PDF] 	<p>Selected districts on the list below must submit lists of foods and beverages sold to students. Do NOT submit these lists if your district name is not listed. These lists must be e-mailed to the CSDE. For more information, see page 4 of Guidance for HFC Documentation.</p> <ul style="list-style-type: none"> • Districts Required to Submit Lists of Foods and Beverages for School Year 2016-17 [PDF] • Healthy Food Certification Documentation Forms <i>Required only for the districts listed in the document above that must submit lists of foods and beverages</i> <ul style="list-style-type: none"> ○ Form 1 - Purchased Foods and Beverages Sold in Cafeteria [PDF] [DOC] ○ Form 2 - School-Made Foods Sold in Cafeteria [PDF] [DOC] ○ Form 3 - Foods and Beverages Sold in Vending Machines [PDF] [DOC] ○ Form 4 - Foods and Beverages Sold in School Stores [PDF] [DOC] ○ Form 5 - Food and Beverage Fundraisers [PDF] [DOC] ○ Form 6 - Purchased Foods and Beverages Sold from Other Sources [PDF] [DOC] ○ Form 7 - School-Made Foods Sold from Other Sources [PDF] [DOC] <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; font-size: small;"> <p>The CSDE strongly encourages districts to simplify the documentation process by printing the appropriate sections of the CSDE's List of Acceptable Foods and Beverages, highlighting all items that are sold to students in each area (e.g., cafeteria, vending machines, school stores), attaching to the appropriate CSDE form, and e-mailing to the CSDE. For example, attach the highlighted list of items sold in cafeterias to <i>Form 1, Purchased Food and Beverages Sold in Cafeteria</i>. This saves time and also ensures that complete and accurate information is provided to the CSDE.</p> </div>

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428

Ensuring District Compliance with HFC

ENSURING DISTRICT COMPLIANCE WITH HEALTHY FOOD CERTIFICATION

School districts that choose to implement the healthy food option of Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) must ensure that all foods sold to students separately from reimbursable meals comply with the Connecticut Nutrition Standards (CNS). This includes all purchased and school-made foods sold in the cafeteria, school stores, vending machines, fundraisers and any other sources of food sales to students. The four strategies below assist districts with HFC compliance.

1 Verify that all foods comply with the CNS before offering them for sale to students.

Purchased Items: Allowable items are included on the Connecticut State Department of Education's (CSDE) [List of Acceptable Foods and Beverages](#), a brand-specific list of foods that comply with the CNS and beverages that that comply with the state beverage statute (C.G.S. [Section 10-221g](#)). If a product is not listed, the district must determine compliance with the CNS before selling the product to students. The worksheets on the CSDE's [Evaluating Foods for Compliance](#) Web Page assist schools with determining product compliance. Districts can submit product information to the CSDE for review and acceptable products will be added to the online list. For more information, see [Submitting Food and Beverage Products for Approval](#).

The CSDE strongly recommends using the [List of Acceptable Foods and Beverages](#) to determine which commercial food and beverages may be sold, instead of evaluating items locally. This helps to ensure HFC compliance.

School-made Foods: Before school-made foods can be sold to students separately from reimbursable meals, the district is responsible for conducting a nutrient analysis of recipes to determine compliance with the CNS. School-made foods include all items that:

- are prepared from scratch using a recipe, such as entrees sold only a la carte, soups, baked goods, cooked grains and vegetables; or
- that require some additional processing by adding other ingredients after purchasing, such as popping popcorn kernels with oil or making cookies from a mix and adding butter and eggs.

The CSDE's [handout, *Guidance on Evaluating School Recipes for Compliance*](#), provides information on evaluating recipes.

2 Provide information and training to ensure that all groups selling foods understand the HFC requirements and have reviewed all foods for CNS compliance before offering them for sale to students.

Ongoing communication is critical to the district's successful implementation of HFC. People to inform include, but are not limited to:

- school principals and other administrators;
- school food service program staff, e.g., school food service director and cafeteria managers;
- culinary arts program staff (if foods are sold), e.g., coordinators and teachers;
- athletic directors;
- family and consumer sciences teachers (if foods are sold);
- advisors and coordinators for school stores, kiosks and school-based enterprises;
- parent groups, school organizations and individuals who coordinate fundraising activities;
- vending machine operators; and
- other individuals or organizations responsible for coordinating any other food sales to students in the district.

Connecticut State Department of Education • Revised February 2016 • Page 1 of 2

HFC Requirements

Healthy Food Certification (HFC) Requirements	
<p>Public schools that choose the healthy food option of HFC under Section 10-215f of the Connecticut General Statutes must follow the Connecticut Nutrition Standards (CNS) for all foods sold to students separately from reimbursable school meals. 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.</p> <p>The handouts and resources below provide information to assist schools with meeting the HFC requirements.</p>	
	
All Food Sales	Specific Food Sales
<ul style="list-style-type: none"> • Complying with HFC (PowerPoint) [PDF] • Connecticut Nutrition Standards <ul style="list-style-type: none"> ◦ CNS (PowerPoint) [PDF] • Ensuring District Compliance with HFC [PDF] • Evaluating Foods for Compliance <i>Worksheets to determine whether foods meet the Connecticut Nutrition Standards.</i> • Guide to Competitive Foods in Schools [PDF] <i>A comprehensive resource on complying with state and federal laws for competitive foods</i> • HFC Overview [PDF] • List of Acceptable Foods and Beverages <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> • List of Vendor Contact Information [PDF] <i>Manufacturers, brokers and distributors that sell foods and beverages on the CSDE List of Acceptable Foods and Beverages.</i> • Q&A on Connecticut Statutes for School Foods and Beverages [PDF] • Resources for Healthy Foods and Beverages in Schools [PDF] 	<p>Adult Education Programs</p> <ul style="list-style-type: none"> • Requirements for Selling Foods and Beverages in Adult Education Programs [PDF] <p>Fundraisers</p> <ul style="list-style-type: none"> • Food and Beverage Requirements for Fundraisers [PDF] • Fundraiser Requirements (PowerPoint) [PDF] • Healthy Fundraising [PDF] • Sample Fundraiser Approval Form [PDF] [DOC] <p>School Stores</p> <ul style="list-style-type: none"> • Food and Beverage Requirements for School Stores [PDF] <p>Vending Machines</p> <ul style="list-style-type: none"> • Food and Beverage Requirements for Vending Machines [PDF]

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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.

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

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432

Responsibilities of District Contact Person

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.

Guide to Competitive Foods in Schools

GUIDE TO COMPETITIVE FOODS IN SCHOOLS

Complying with State and Federal Laws
for Food and Beverage Sales



April 2015

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/cfg.pdf

Questions and Answers on Connecticut Statutes

Questions and Answers on Connecticut Statutes for School Foods and Beverages



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

Revised February 2016

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/cgsqa.pdf

Resources for Healthy Foods and Beverages in Schools

RESOURCES FOR HEALTHY FOODS AND BEVERAGES IN SCHOOLS

This handout summarizes the Connecticut State Department of Education's (CSDE) Web pages and resources to assist schools with implementing the state and federal requirements for competitive foods in schools. "Competitive foods" are all foods and beverages available for sale to students at school separately from reimbursable school meals. These requirements include:

- Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes (C.G.S.);
- the Connecticut Nutrition Standards (CNS) under C.G.S. Section 10-215e;
- the state competitive foods regulations (Sections 10-215b-1 and 10-215b-23 of the Regulations of Connecticut State Agencies);
- the state beverage requirements under C.G.S. Section 10-221p; and
- the U.S. Department of Agriculture (USDA) Smart Snacks nutrition standards for competitive foods (*National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School*).



BEVERAGE REQUIREMENTS WEB PAGE

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322418

Allowable Beverages in Connecticut Public Schools:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/allowbev.pdf

Allowable Milk Substitutes:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/milk_sub.pdf

Beverage Requirements for Connecticut Public Schools PowerPoint:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/beverages.pdf

Competitive Foods Web Page:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333772

Connecticut Competitive Foods Regulations:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/ctcfreg.pdf

Guide to Competitive Foods in Schools:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/cfg.pdf

Overview of Federal versus State Nutrition Standards for Competitive Foods in Schools (CSDE Operational Memorandum 11-14):

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/opmemos/14/om_11-14.pdf

Requirements for Beverages Containing Water and Juice:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/waterjuicebev.pdf

Requirements for Beverages in Connecticut Public Schools (PowerPoint Presentation):

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/beverages.pdf

Smart Snacks Nutrition Standards Web Page:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&pm=1&q=335400

Summary of Smart Snacks Nutrition Standards:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cf/smartsnacks.pdf



Connecticut State Department of Education • Revised February 2016 • Page 1 of 9

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/resourceshf.pdf

CSDE Contact Information

SCHOOL NUTRITION PROGRAMS

County	Consultant
<ul style="list-style-type: none"> • Fairfield County (Includes Region 9) • Litchfield County (Includes Regions 1, 6, 7, 12 and 14) • New London County (Lebanon, Ledyard, Lisbon, Montville, New London and North Stonington) 	<p>Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129</p>
<ul style="list-style-type: none"> • Hartford County (Includes Region 10) • New London County (Bozrah, Colchester, East Lyme, Franklin, Griswold and Groton) 	<p>Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079</p>
<ul style="list-style-type: none"> • Middlesex County (Includes Regions 4, 13 and 17) • New London County (Preston, Salem, Sprague, Stonington, Voluntown, Waterford and Waterford Country School) • Tolland County (Includes Regions 8 and 19) • Windham County (Includes Region 11) 	<p>Susan Alston susan.alston@ct.gov 860-807-2081</p>
<ul style="list-style-type: none"> • New Haven County (Includes Regions 5, 15 and 16) • New London County (Norwich, Norwich Free Academy, Integrated Day Charter School, LEARN, Region 18 and Sacred Heart School) 	<p>Jackie Schipke jackie.schipke@ct.gov 860-807-2123</p>

NUTRITION EDUCATION

Susan Fiore, Nutrition Education Coordinator, susan.fiore@ct.gov, 860-807-2075



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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