

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

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students in each area (e.g., cafeteria, vending machines, and school stores), and attaching 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*. This method of documentation saves time, ensures accurate information for each product, and increases the likelihood of the district’s successful compliance with the HFC requirements.

If the district chooses to manually list items on the CSDE forms, the guidance below helps districts provide accurate information.

- Include complete information for each product, including manufacturer, food or beverage item, variety/ flavor, and correct package size. Missing information delays the CSDE documentation review process.
- 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. 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 approved list.
- Do not use abbreviations except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).

USING THE CSDE FORMS

The following guidance applies only to districts required to submit food and beverage lists, as indicated on the CSDE’s handout, [Districts Required to Submit Food and Beverage Lists](#).

- **Cafeteria Sales of Purchased Foods and Beverages:** Use *Form 1 – Purchased Foods and Beverages Sold in Cafeteria* to identify all foods and beverages sold to students separately from reimbursable meals in all cafeterias. Instead of completing the forms manually, the CSDE strongly recommends printing the appropriate pages of the CSDE’s [List of Acceptable Foods and Beverages](#) and highlighting all items sold in the district.
- **Cafeteria Sales of School-made Foods:** Use *Form 2 – School-made Foods Sold in Cafeteria* to identify all school-made foods sold separately from reimbursable meals in all cafeterias. Do not include entree items that are sold as part of reimbursable meals and are also sold a la carte on the same day (see entrée definition on next page). Submit the nutrient analysis for each recipe with the appropriate CNS worksheet to indicate one serving of the recipe complies with the CNS. The CNS worksheets are available on the CSDE’s [Evaluating Foods for Compliance with CNS](#) Web page.

School-made foods are foods that 1) are prepared from scratch using a recipe, e.g., entrees, soups, baked goods, cooked grains (e.g., pasta and rice), vegetables and salads; or 2) require some additional processing by adding other ingredients after purchasing, e.g., popping popcorn kernels with oil, making cookies from a mix and adding butter and eggs, and assembling a sandwich. All school-made foods sold to students separately from reimbursable meals must comply with the CNS. The district is responsible for conducting a nutrient analysis of all school-made foods sold in cafeterias and from any other sources e.g., fundraisers, culinary programs, and family and consumer sciences classes. For additional information, see the CSDE’s handout, [Guidance on Evaluating School Recipes for Compliance with the Connecticut Nutrition Standards](#), and the CSDE’s worksheet, [Evaluating Recipes for Sugars](#). These resources are available in the “School-made Foods” section of the CSDE’s [Evaluating Foods for Compliance](#) Web page.

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

- **Vending Machines:** Use *Form 3 – Foods and Beverages Sold in Vending Machines* to identify all foods and beverages sold in vending machines accessible to students. Instead of completing the forms manually, the CSDE strongly recommends printing the appropriate pages of the CSDE’s [List of Acceptable Foods and Beverages](#) and highlighting all items sold in the district.

- **School Stores, Kiosks and Other School-based Enterprises:** Use *Form 4 – Foods and Beverages Sold in School Stores, Kiosks or Other School-based Enterprises* to identify all foods and beverages sold in school stores, kiosks, or other school-based enterprises. Instead of completing the forms manually, the CSDE strongly recommends printing the appropriate pages of the CSDE’s [List of Acceptable Foods and Beverages](#) and highlighting all items sold in the district. For school-made foods, submit the nutrient analysis for each recipe with the appropriate CNS worksheet to indicate one serving of the recipe complies with the CNS. The CNS worksheets are available on the CSDE’s [Evaluating Foods for Compliance with CNS](#) Web page.

- **Fundraisers:** Use *Form 5 – Food and Beverage Fundraisers* to describe the process used to ensure that all food and beverage fundraisers in all schools meet the requirements of state statutes. For more information, see [Food and Beverage Requirements for Fundraisers](#). Form 5 is only required for food and beverage fundraisers that have **not** been exempted by the board of education. Do **not** complete this form if:
 - food and beverage fundraisers are only sold at exempted events occurring after the school day or on weekends;
 - 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](#); and
 - 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](#).

- **Food and Beverage Sales from Other Sources:** Identify all foods and beverages sold from any other sources not indicated above, e.g., culinary programs, family and consumer sciences classes, recipient schools under interschool agreements, summer school programs (e.g., enrichment or exploratory) operated by board of education, adult education programs operated by the board of education, family resource centers, a la carte foods sold in the Seamless Summer Option of the NSLP and Summer Food Service Programs operated by the board of education, and foods served in the USDA Afterschool Snack Program. For purchased items, use *Form 6 – Purchased Foods and Beverages Sold from Other Sources*. For school-made foods, use *Form 7 – School-made Foods Sold from Other Sources*. Submit the nutrient analysis for each recipe with the appropriate CNS worksheet to indicate one serving of the recipe complies with the CNS. The CNS worksheets are available on the CSDE’s [Evaluating Foods for Compliance with CNS](#) Web page.

SUBMITTING FOOD AND BEVERAGE LISTS

All HFC districts must submit the online HFC Compliance Form (step 1). Steps 2-5 below apply only to districts listed on the CSDE's handout, *Districts Required to Submit Food and Beverage Lists*.

1. Complete the [online HFC Compliance Form](#) by **November 30, 2016**.
2. Complete the appropriate CSDE form for each source of food and beverage sales. For example, use Form 1 for purchased foods and beverages sold in the cafeteria and Form 3 for vending machines. The CSDE documentation forms are available on the CSDE's [HFC Documentation](#) Web page.
3. Scan the appropriate CSDE form for each source of food and beverage sales with the accompanying required attachments.
 - **Purchased Foods:** Scan each form (1 and 3-6) with the accompanying highlighted lists of foods and beverages. Name the files in this format: "<insert name of district> HFC FB List <insert source of sales, e.g., cafeteria, vending, school store, etc.>." For example, "ABC District FB List Cafeteria" and "ABC District FB List Vending."
 - **School-made Foods:** Scan each form (2 and 7) with all recipes and completed CNS worksheets. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with the CNS](#) Web page. Name the files in this format: "<insert name of district> HFC FB List Cafeteria SM." For example, "ABC District FB List Cafeteria SM" and "ABC District FB List Other SM."
4. In the e-mail subject line, indicate "<insert name of district> HFC FB Lists." For example, "ABC District FB Lists."
5. E-mail all files to susan.fiore@ct.gov by **November 30, 2016**. ***Do not mail the lists.***



For more 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/guidanceHFCdoc.pdf

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