

School Year 2019-20

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 (purchased and school-made) 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 (as part of and separately from reimbursable meals) comply with the requirements of C.G.S. [Section 10-221q](#).

The required documentation 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. Examples include culinary arts programs, family and consumer sciences classes, afterschool programs, and recipient schools under interschool agreements. Successful compliance with the required documentation 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. Certain districts must also **submit by e-mail** lists of foods and beverages sold to students from all sources. This includes districts that are scheduled for a state administrative review of the NSLP in the current school year; districts that are implementing HFC for the first time this school year; and districts that had significant HFC compliance issues during the prior school year. Districts that meet these criteria for school year 2019-20 are listed on the CSDE's handout, [Districts Required to Submit Food and Beverage Lists for School Year 2019-20](#). **Note:** Districts that are **not** listed do **not** submit lists of foods and beverages.

The CSDE documentation forms are available in the “[Documents/Forms](#)” section of the CSDE's HFC webpage. **Note:** These forms apply only to the districts listed on the CSDE's handout, [Districts Required to Submit Food and Beverage Lists for School Year 2019-20](#).

- 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

Guidance for HFC Documentation

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.

Please be sure to download the current year's forms. **Do not use forms from previous years.**

What Foods and Beverages to List on the Forms

This section applies only to districts listed on the CSDE's handout, *Districts Required to Submit Lists of Foods and Beverages for School Year 2019-20*. The forms must include **all foods** sold to students separately from reimbursable meals and **all beverages** sold to students (as part of and separately from reimbursable meals) from **all sources** in all district schools.

Purchased foods and beverages

Purchased foods and beverages are listed on form 1 (cafeteria) and forms 3-6 (vending machines, school stores, fundraisers, and other sources). Purchased foods and beverages are any commercially prepared foods and beverages bought from vendors. They include ready-to-eat foods, such as ice cream, chips, crackers, cookies, and muffins; foods that the food service operation heats or bakes, such as canned soup, chicken nuggets, and bake-off frozen cookie dough; and beverages such as milk, juice, water, and soy milk.

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. Submit all foods from the same source on one list. For example, form 1 would include all foods sold in vending machines at the middle and high schools. **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 from the CSDE's [List of Acceptable Foods and Beverages](#) webpage;
- highlighting all items sold to students in each area (e.g., cafeteria, vending machines, and school stores); and
- attaching these pages 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 documentation requirements.

Guidance for HFC Documentation

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 requires additional submissions from the district, and 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 listed on the CSDE’s [List of Acceptable Foods and Beverages](#) webpage.
- **Do not use abbreviations** except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).

School-made foods

School-made foods are listed on form 2 (cafeteria) and form 7 (other sources). 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. **Note:** Frozen commercially prepared foods (such as frozen cookies and rolls that are baked on site) are **not** school-made foods. They are not included on forms 2 and 7, unless the school adds additional ingredients to the product before selling. Examples include adding sprinkles to a frozen sugar cookie or buttering a frozen bake-off roll.

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 recipes for school-made foods sold in cafeterias and from any other sources e.g., fundraisers, culinary programs, and family and consumer sciences classes; and
- completing the **appropriate CNS worksheet** to document that the recipe’s serving complies with the CNS.

For additional information, see the CSDE’s handout, [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#), and the CSDE’s CNS worksheets. These resources are available in the “[Documents/Forms](#)” section of the CSDE’s CNS webpage.

Guidance for HFC Documentation

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 for School Year 2019-20*.

- **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 from the CSDE's [List of Acceptable Foods and Beverages](#) webpage, highlighting all items sold in the district's cafeterias, and attaching this information to form 1.
- **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. Submit the **nutrient analysis** for each recipe with the **appropriate completed CNS worksheet** to indicate that the recipe's serving complies with the CNS. The CNS worksheets are available in the "[Documents/Forms](#)" section of the CSDE's CNS webpage.
Note: Do not include **entree items** unless they are **only** sold only a la carte, i.e., entrees that are not sold as part of a reimbursable meal. Entree items that are sold a la carte during the meal service on the same day that they are planned and served as part of reimbursable school meals are exempt from the CNS (see entree definition below).

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 that are accessible to students on school premises. Instead of completing the forms manually, the CSDE strongly recommends printing the appropriate pages from the CSDE's [List of Acceptable Foods and Beverages](#) webpage, highlighting all items sold in the district, and attaching this information to form 3.

Guidance for HFC Documentation

- **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 from the CSDE's [List of Acceptable Foods and Beverages](#) webpage, highlighting all items sold in the district, and attaching this information to form 4. For school-made foods, submit the **nutrient analysis** for each recipe with the **appropriate completed CNS worksheet** to indicate that the recipe's serving complies with the CNS. The CNS worksheets are available in the "[Documents/Forms](#)" section of the CSDE's CNS webpage.
- **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 the CSDE's handout, [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#). **Note:** Form 5 is not required unless food and beverage fundraisers 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 that occur after the school day or on weekends;
 - food fundraisers are sold during the school day, but the sales comply with the CNS, the [state competitive foods regulations](#), and [Section 10-221p](#) of the Connecticut General Statutes (C.G.S.); 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. Examples include 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*. Instead of completing the forms manually, the CSDE strongly recommends printing the appropriate pages from the CSDE's [List of Acceptable Foods and Beverages](#) webpage, highlighting all items sold in the district, and attaching this information to form 6.
 - For school-made foods, use *Form 7: School-made Foods Sold from Other Sources*. Submit the **nutrient analysis** for each recipe with the **appropriate completed CNS worksheet** to indicate that the recipe's serving complies with the CNS. The CNS

Guidance for HFC Documentation

worksheets are available in the “[Documents/Forms](#)” section of the CSDE’s CNS webpage.

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 Lists of Foods and Beverages for School Year 2019-20*.

1. Complete the online HFC Compliance Form by **November 30, 2019**. The survey is available https://sdept.co1.qualtrics.com/jfe/form/SV_cHNgbYpB9xQooCx.
 - **Lists required:** If the district is **not** listed on the CSDE’s handout, *Districts Required to Submit Lists of Foods and Beverages for School Year 2019-20*, the HFC documentation is complete. No further information is required.
 - **Lists not required:** If the district is listed on the CSDE’s handout, *Districts Required to Submit Lists of Foods and Beverages for School Year 2019-20*, complete steps 2-5 below.
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 in the “[Documents/Forms](#)” section of the CSDE’s HFC webpage. For instructions on completing and submitting the lists, see the CSDE’s handout, *Guidance for Healthy Food Certification Documentation*.
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 sold from **all sources** in the district. 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 in the “[Documents/Forms](#)” section of the CSDE’s CNS webpage. 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.”

Guidance for HFC Documentation

5. E-mail all files to susan.fiore@ct.gov by **November 30, 2019**. **Do not mail the lists.**

Resources

Completing the Online Healthy Food Certification Compliance Form:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/OnlineHFCForm.pdf>

Connecticut Competitive Foods Regulations:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CTCompFoodRegulation.pdf>

Documentation Requirements for Healthy Food Certification (PowerPoint Presentation):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/HFCPresentationDocumentation.pdf>

Ensuring District Compliance with Healthy Food Certification:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/EnsureHFC.pdf>

Evaluating Foods for CNS Compliance (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To>

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

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/EvalRecipe.pdf>

Healthy Food Certification Compliance Form for School Year 2019-20:

https://sdept.co1.qualtrics.com/jfe/form/SV_d6yTJcINNw4dqAZ

Healthy Food Certification Documentation Forms (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Documents>

Healthy Food Certification Documentation Survey for School Year 2019-20:

https://sdept.co1.qualtrics.com/jfe/form/SV_d6yTJcINNw4dqAZ

Questions and Answers on Connecticut Statutes for School Foods and Beverages:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CTStatutesQA.pdf>

Requirements for Food and Beverage Fundraisers in HFC Public Schools.

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FundraisersHFC.pdf>

Summary of Connecticut Nutrition Standards:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/SummaryCNS.pdf>

Guidance for HFC Documentation



For information on HFC, visit the Connecticut State Department of Education's [HFC](#) webpage 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, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841, 860-807-2075, susan.fiore@ct.gov.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/GuidanceHFCDoc.pdf>.

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