

Completing the Application Process for Healthy Food Certification

Section 10-215f of the Connecticut General Statutes

Connecticut State Department of Education
Bureau of Child Nutrition Programs

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Module Topics

- Application Requirements
- Steps for Completing HFC Statement
- Requirements for Food and Beverage Exemptions
- Resources

Resources and websites are listed in the yellow bar

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Overview of HFC

- Section 10-215f of Connecticut General Statutes (C.G.S.)
 - Began in school year 2006-07
- Applies to all public schools participating in National School Lunch Program (NSLP)

https://www.cga.ct.gov/current/pub/chap_169.htm#sec_10-215f

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Overview of HFC

- Each board of education or governing authority (BOE) must certify annually to CSDE whether they will or will not follow Connecticut Nutrition Standards (CNS)

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CNS Applies To

- All foods available for sale to students separately from reimbursable meals
- All foods served in USDA's Afterschool Snack Program (ASP)

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CSDE Resource

Healthy Food Certification (HFC) Webpage

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Healthy Food Certification (HFC)

Related Resources

- CSDE Training Program: Complying with Healthy Food Certification | HFC Resources
- CSDE Training Program: Complying with Healthy Food Certification

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

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HFC Application Requirements

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HFC Statement: Addendum to Agreement for Child Nutrition Programs (ED-099)



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HFC Dates

Certification period	Submission deadline
July 1 2024, through June 30, 2025	July 1, 2024




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Completed Online

- CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System)



<https://portal.ct.gov/SDE/Nutrition/CNP-System>


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Completed Online

Submission includes 2 parts

1. HFC Statement
 - Completed and certified by authorized signer
2. Final BOE-approved minutes that reflect required HFC votes




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Completed Online

- HFC Statement available by mid-May
- CSDE emails school food authorities when available

Cannot complete HFC Statement prior to CSDE's email



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Steps for HFC Application Process

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Importance of Advance Planning


- Allow sufficient time to obtain final BOE-approved minutes by July 1



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Step 1 Review CSDE's HFC Operational Memorandum



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CSDE Webpage Healthy Food Certification (HFC)



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Step 2 Schedule required HFC votes at BOE meeting



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Plan ahead

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Use required motion language

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Step 2 Schedule required HFC votes at BOE meeting

- Allow sufficient time for July 1 deadline
- Account for when BOE will approve *final* minutes

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Plan ahead

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Step 2 Schedule required HFC votes at BOE meeting

2
Use required motion language

- CSDE Operational Memorandum No. 07-24
 - Healthy food option
 - Food exemptions
 - Beverage exemptions

BOE-approved minutes must include required language

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Summary of BOE Votes

Required vote on HFC Participation (C.G.S. Section 10-215f)
Required for all NSLP public schools

If BOE votes "yes" to HFC

Required vote for food exemptions OR Alternative vote for combined food and beverage exemptions

Optional vote for beverage exemptions *


* Beverage exemptions are not part of annual HFC Statement

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Food Exemptions

- If BOE votes to allow, sales of noncompliant foods must meet three exemption criteria of HFC statute




https://www.cga.ct.gov/current/pub/chap_169.htm#sec_10-215f

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Three Exemption Criteria

- 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 *location* of the event
- The foods are not sold from a vending machine or school store



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Summary of BOE Votes

Required vote on HFC Participation (C.G.S. Section 10-215f)
Required for all NSLP public schools

If BOE votes "yes" to HFC

Required vote for food exemptions OR Alternative vote for combined food and beverage exemptions

Optional vote for beverage exemptions *

If BOE votes "no" to HFC

Optional vote for beverage exemptions *


* Beverage exemptions are not part of annual HFC Statement

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CSDE Resource

Exemptions for Foods and Beverages in Public Schools



https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Exemptions_Food_Beverages_Public_Schools.pdf

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CSDE Training Program

Complying with Healthy Food Certification



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

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Step 3
Conduct
required HFC
votes at BOE
meeting




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Step 3
Conduct
required HFC
votes at BOE
meeting

After BOE votes


1. Prepare BOE minutes
 - Specific motion language
 - Results of HFC votes
2. Approved by BOE as final



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Step 4
Complete HFC
Statement
and upload
BOE minutes



<https://portal.ct.gov/SDE/Nutrition/CNP-System>


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Step 4
Complete HFC
Statement
and upload
BOE minutes

Begins in May 2024

- Wait for CSDE email and instructions




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CSDE Resource

Instructions for
Submitting
Connecticut's Healthy
Food Certification
Statement for School
Year 2024-25




https://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/Instructions_Submitting_Connecticut_Healthy_Food_Certification_Statement.pdf

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Step 4
Complete HFC Statement and upload BOE minutes




HFC Statement Overview

- Section 1: Background
- Section 2: Certification Statement
- Section 3: Exemption Statement
- Section 4: Amendment to Agreement for Child Nutrition Programs (ED-099)
- Section 5: Board Meeting Minutes

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Step 4
Complete HFC Statement and upload BOE minutes




HFC Statement Overview

- Section 6: Contact Information
 - HFC contact person
 - Superintendent
 - Food service director
 - Business manager
 - Interschool agreements
 - School stores
 - Culinary arts programs

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Step 4
Complete HFC Statement and upload BOE minutes



HFC Contact Person

- Coordinates day-to-day implementation and monitoring of HFC
- Completes required HFC trainings
- Ensures all competitive foods available for sale to students comply with requirements

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Step 4
Complete HFC Statement and upload BOE minutes



HFC Contact Person

- Typically, food service director
- Can be anyone that district designates
 - Business manager
 - Food service director from food service management company

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFC_District_Contact_Responsibilities.pdf

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Step 4
Complete HFC Statement and upload BOE minutes



HFC Contact Person

- Typically, food service director
- Can be anyone that district designates
 - Business manager
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Successfully meet responsibilities

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFC_District_Contact_Responsibilities.pdf

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Step 4
Complete HFC Statement and upload BOE minutes



If BOE Minutes are Not Final by July 1

- Upload draft minutes by July 1
- Upload final minutes as soon as available

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Resources

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CSDE Resource

Healthy Food Certification Webpage



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

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CSDE Webpage

Connecticut Nutrition Standards Webpage



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

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Questions?

Contact the CSDE's HFC coordinator or school nutrition programs staff

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Contact>
<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

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Thank you for participating!

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