

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

**For Public School Sponsors of
the National School Lunch Program**

Section 10-215f of the Connecticut General Statutes



Connecticut State Department of Education
Bureau of Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

April 12, 2024

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

Connecticut State Department of Education

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



For information on HFC, visit the CSDE's [HFC](#) webpage or contact the [HFC Coordinator](#), Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

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About This Guide

This guide applies only to **public school sponsors** of the National School Lunch Program (NSLP). Private schools and residential child care institutions are not eligible for Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes.

All public school sponsors of the NSLP must complete the annual HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs) in the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). The application deadline for the 2024-25 HFC Statement is **July 1, 2024**.

For additional guidance, refer to the CSDE's video, [Completing the Application Process for Healthy Food Certification](#), and visit the "Apply" section of the CSDE's [Healthy Food Certification \(HFC\)](#) webpage. For questions about the HFC application process, please contact Susan Fiore at susan.fiore@ct.gov or 860- 807-2075.

1 — HFC Overview

Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) requires each board of education or governing authority for all public schools participating in the National School Lunch Program (NSLP) to certify annually to the CSDE whether they will follow the Connecticut Nutrition Standards (CNS) for all foods offered for sale to students separately from reimbursable meals (competitive foods) in the U.S. Department of Agriculture’s (USDA) school nutrition programs. The CNS applies to all competitive foods offered for sale to students on school premises at all times from all sources including cafeterias, school stores, vending machines, fundraisers, culinary programs, and any other sources of food sales to students. The CNS also applies to all foods offered in reimbursable snacks for the [Afterschool Snack Program \(ASP\)](#).

- **“Sales”** means the exchange of a determined amount of money or its equivalent (such as coupons, tickets, tokens, and similar items) for foods and beverages. Sales also include programs and activities that charge a fee that includes the cost of foods and beverages provided to students, and activities that suggest a student donation in exchange for foods and beverages.
- **“School premises”** include all areas of the property under the jurisdiction of the local or regional board of education, the regional vocational-technical school system (Connecticut Technical Education and Career System (CTECS)), or the governing authority district or school.

Public school sponsors must document their district’s annual certification using the online HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs). Sponsors complete the annual HFC Statement in the CSDE’s CNP System.

Districts that choose to comply with the CNS receive additional funding based on the total number of reimbursable lunches (paid, free, and reduced) served in the district in the prior school year. Visit the CSDE’s [HFC](#) webpage for information on the HFC requirements and a list of current HFC districts.

Food Exemptions

Foods that do not comply with the CNS cannot be sold to students on school premises unless the local board of education or school governing authority votes to allow exemptions and the following criteria are met: 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; and 3) 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. For example, if school ends at 3:00 p.m., the school day is from midnight to 3:30 p.m. Summer school programs operated by the board of education or school governing authority on school premises are part of the regular school day.
- An “**event**” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. Events involve a gathering of people in a social context, such as sports competitions, awards banquets, school concerts, and theatrical productions. For example, soccer games, school plays, and school debates are events, but soccer practices, play rehearsals, and debate team meetings are not.
- “**Location**” means where the event is being held. For example, cookies may be sold on the side of the soccer field during a soccer game but cannot be sold in the school cafeteria while a game is played on the soccer field.

The vote on whether to allow food exemptions is part of the district’s annual HFC Statement. For more information, refer to the CSDE’s resource, [Exemptions for Foods and Beverages in Public Schools](#).

HFC Statement

The annual HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs) is valid for one school year (July 1 through June 30). The HFC Statement addresses:

- whether the district will or will not follow the CNS for all foods offered for sale to students on school premises at all times and from all sources; and
- if the district certifies for the healthy food option, whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the three exemption criteria of the state HFC statute (refer to “[Food Exemptions](#)” above).

Each board of education or school governing authority for all Connecticut public school districts that participate in the NSLP must submit the annual HFC Statement to the CSDE by July 1, or the district is ineligible for participation during the upcoming school year. For more information, refer to the CSDE’s training module, [Completing the Application Process for](#)

[Healthy Food Certification Video](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

Before Beginning the HFC Module

Before beginning the HFC module in the CSDE’s online CNP System, the board of education or school governing authority must 1) have voted on HFC; and 2) have an electronic copy (Word or PDF) of the board-approved meeting minutes available for uploading.

- The minutes must indicate the date of the board meeting and whether the district “will” or “will not” implement the healthy food option.
- If the district implements the healthy food option, the minutes must also indicate whether the district “will” or “will not” allow food exemptions. For more information, refer to “[Food Exemptions](#)” in this section and the CSDE’s resource, [Exemptions for Foods and Beverages in Public Schools](#).

The HFC Statement must include the **final** board-approved meeting minutes. If the board-approved minutes are not finalized **by July 1**, the district must upload the draft minutes by July 1, then upload the final board-approved minutes as soon as they are available.

HFC districts must also have contact information available for the district’s HFC contact person, superintendent, food service director, business manager, staff person responsible for operating any school stores in the district, staff person responsible operating any culinary arts programs in the district, and contact person for each interschool agreement with other public schools.

Who Completes the HFC Statement

The district’s **claims preparer** and **authorized signer 1 or 2** have **different** responsibilities to prepare for completing and submitting the annual HFC Statement in the CNP System. Table 1 summarizes the steps that must be completed by each person.

Table 1. District staff responsibilities for completing the online HFC Statement			
Staff	Responsibility	Required Steps	
		HFC districts	Non-HFC districts
Claims Preparer	Enroll district in 2024-25 application process for school nutrition programs	Steps 1-8: refer to part A in section 2	Steps 1-8: refer to part A in section 3
Authorized Signer 1 or 2	Complete, certify, and submit the HFC Statement	Steps 9-18: refer to part B in section 2	Steps 9-14: refer to part B in section 3

Each public school sponsor of the NSLP has two designated representatives authorized to enter into an agreement with the CSDE to operate Child Nutrition Programs (ED-099 Agreement for Child Nutrition Programs) and sign the claims for reimbursement.

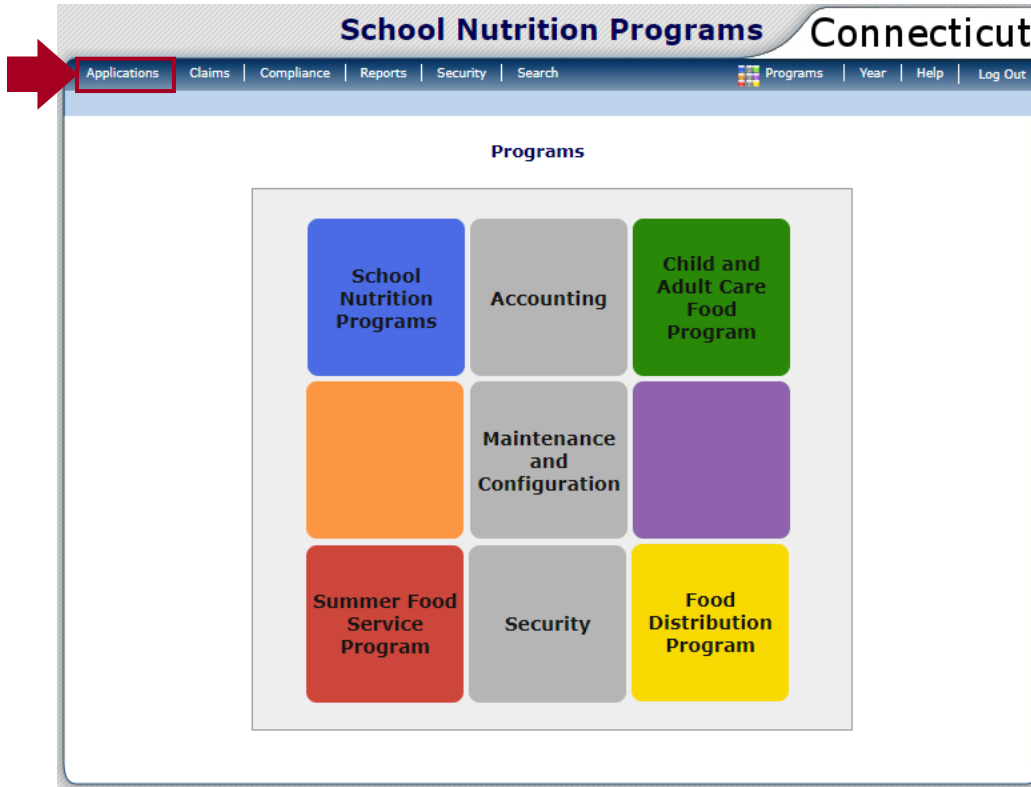
- **Authorized signer 1** is the designated representative who is authorized to sign the ED-099 Agreement for Child Nutrition Programs and submit claims for reimbursement. This person is the head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, president, or chairperson of the board).
- **Authorized signer 2** is the designated representative who is authorized to sign the claims for reimbursement in the absence or incapacity of the first designated individual. This person is the assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner.

Each public school sponsor of the NSLP has one person designated as the **claims preparer**, who prepares and enters claims for reimbursement. This person must enroll the district in the 2024-25 application process for school nutrition programs (steps 1-6) before authorized signer 1 or 2 can complete the remaining steps to certify and submit the HFC Statement. The online HFC Statement must be certified by **authorized signer 1 or 2**.

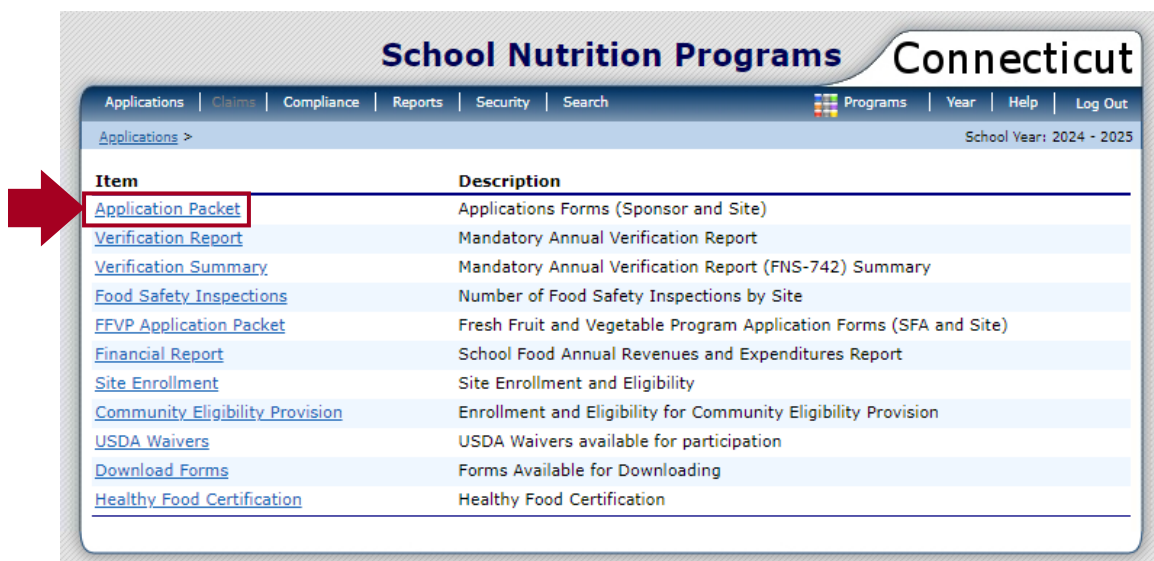
Steps for Checking the Sponsor's Designated Contacts

To identify the district's designated claims preparer and authorized signers 1 and 2, check the district's current year sponsor application in the CNP System using the steps below.

1. Click on **Applications** in the CNP System.



2. Click on **Application Packet** (the first selection under **Item**).



1 | Overview

- Under **School Year**, select **2023-24** under the green “NEW!” button. **Note:** You are selecting the **current school year (2023-2034)** to find the district’s contact information because the contact information for the 2024-25 school year has not been entered.

If the claims preparer has **already enrolled the district for school year 2024-25** ([part A in section 2](#)), the information from the previous school year (2023-2024) automatically populates into the next school year (2024-25).

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications >

Select School Year

Type of Agency: Educational Institution
Type of SNP Organization: Public

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
NEW! 2024 - 2025	07/01/2024 - 06/30/2025	Not Started
2023 - 2024	07/01/2023 - 06/30/2024	Application Packet on File
2022 - 2023	07/01/2022 - 06/30/2023	Application Packet on File

< Back

4. Click on **View** under **Action** on the left.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2023 - 2024

2023 - 2024 Application Packet

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Attention	Form Name	Latest Version	Status
View Modify	➔	Sponsor Application	Original	Pending Validation
Details	✓	FSMC Contract List		1 Contract
Details		Checklist Summary (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	0	0	0	0	0	0

< Back | Submit for Approval | Withdraw Packet

[Show Packet History](#)

- 5. The SNP application for school year 2023-24 will appear. Scroll down to view the name of the **Claim Preparer** and the names of **Authorized Representative #1** and **Authorized Representative #2**.

Claim Preparer			
	Salutation	First Name	Last Name
18. Name:			
19. Email Address:			
20. Phone:		Ext:	Fax:
21. Title:			

Authorized Representative #1			
	Salutation	First Name	Last Name
22. Name:			
23. Email Address:			
24. Phone:		Ext:	Fax:
25. Title:			

Authorized Representative #2			
	Salutation	First Name	Last Name
26. Name:			
27. Email Address:			
28. Phone:		Ext:	Fax:
29. Title:			

2 — Application Steps for HFC Districts

This section applies to **HFC districts**, i.e., districts that vote to follow the CNS. Part A includes the steps for claims preparers and part B includes the steps for authorized signers.

Role of Claims Preparer

The **claims preparer** must first **enroll** the district in the 2024-25 application process for school nutrition programs (refer to the steps in this section) before **authorized signer 1 or 2** can access the HFC module in the CNP System to complete, certify, and submit the HFC Statement (refer to the steps in part B of this section).

If the claims preparer has not enrolled the district, authorized signer 1 or 2 will not be able to enter any information into the HFC Statement.

Role of Authorized Signer

Only **authorized signer 1 or 2** can complete and certify the online HFC Statement. For more information, refer to “[Who Completes the HFC Statement](#)” in section 1.

Part A: Enroll District – Required Steps for Claims Preparer

Part A: Enroll District – Required Steps for Claims Preparer

The steps below must be completed by the claims preparer. These are the steps to **enroll** the district in the 2024-25 application process for school nutrition programs.

1. The **claims preparer** accesses the CSDE's CNP System at <https://ct.cnpus.com/prod/Splash.aspx>.
2. The **claims preparer** logs in with their **User ID** and **Password**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

CT State Department of Education
Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant.
<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact Caroline Cooke for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Links

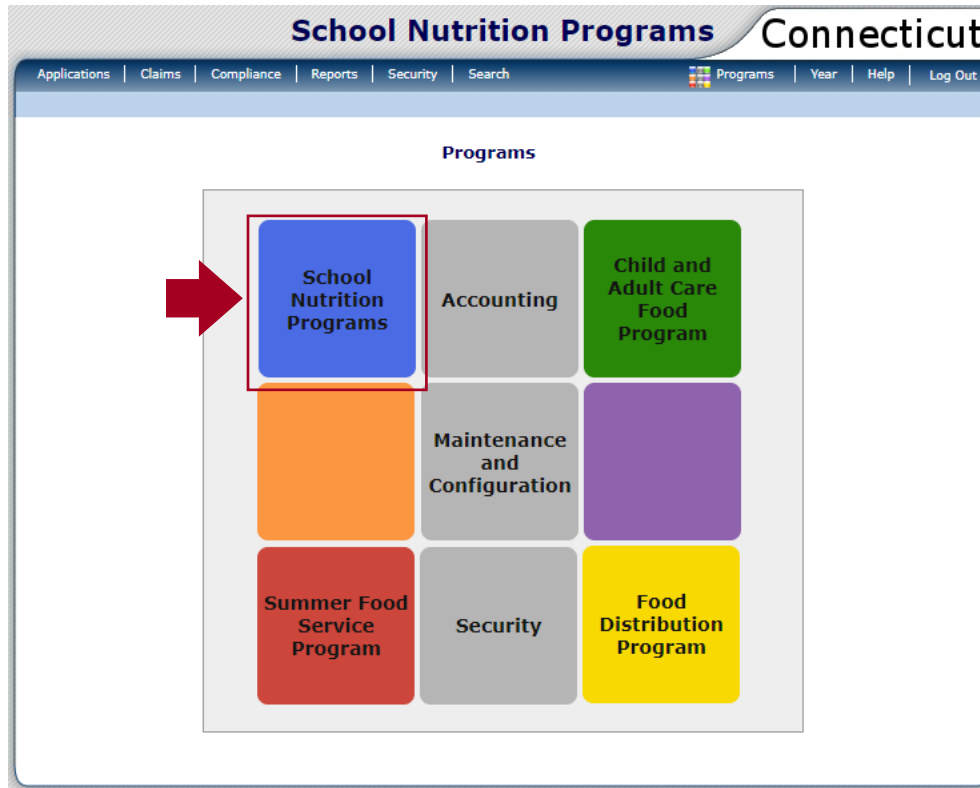
- State Department of Education
- CACFP Resources
- SNP Resources

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Part A: Enroll District – Required Steps for Claims Preparer

3. The **claims preparer** clicks on **School Nutrition Programs** at the top left of the screen.



4. The **claims preparer** clicks on **Applications** at the top left of the screen.

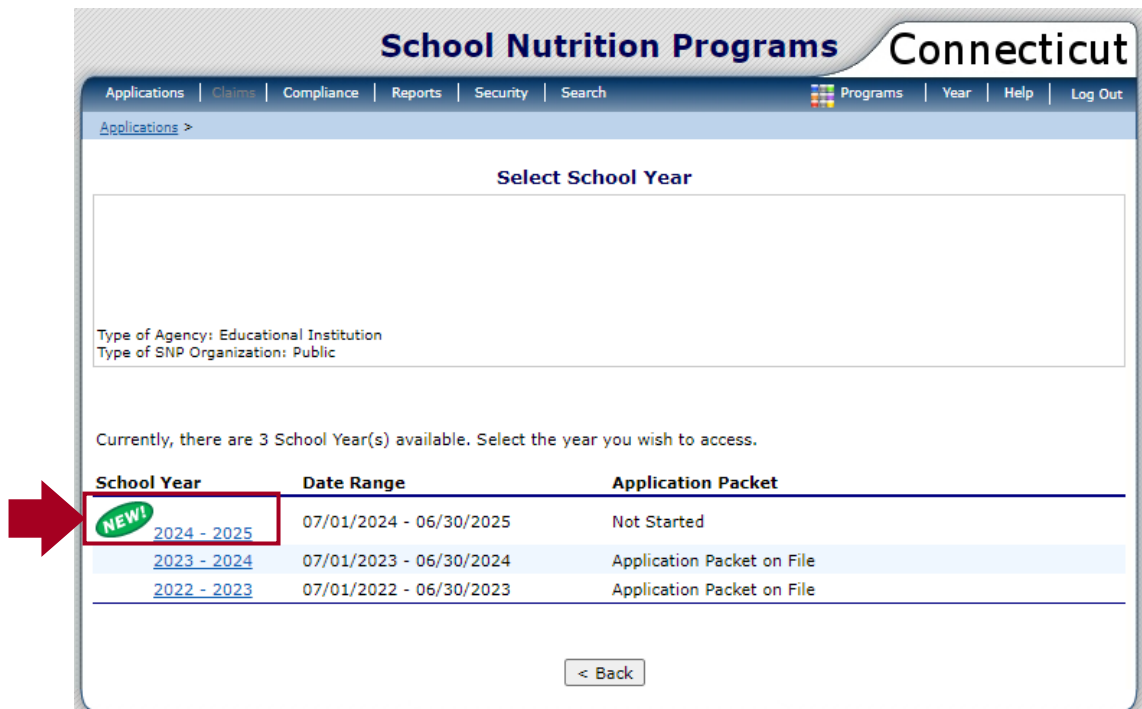


Part A: Enroll District – Required Steps for Claims Preparer

- The **claims preparer** clicks on **Application Packet** (the first selection under **Item**).



- Under **School Year**, the **claims preparer** clicks on **2024-2025** next to the green “NEW!” button.



Part A: Enroll District – Required Steps for Claims Preparer

- The **claims preparer** clicks **Enroll**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out


Applications > Application Packet > School Year: 2024 - 2025

2024 - 2025 Application Packet

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status:

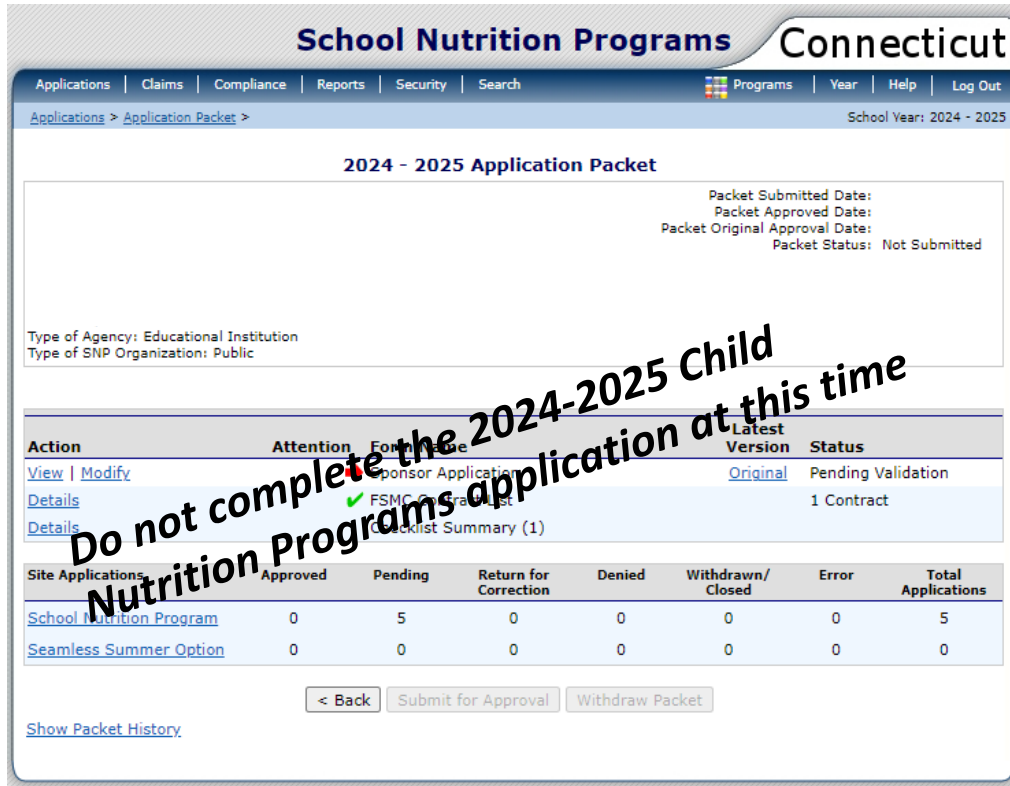
Type of Agency: Educational Institution
Type of SNP Organization: Public

The Sponsor has not started in the current year (2025).
Click 'Enroll' to enroll for this year based on your prior year's information.



Part A: Enroll District – Required Steps for Claims Preparer

8. The **SNP Sponsor Application for School Year: 2024 – 2025** will open. **Do not** complete any information in this section. **Stop and log out.** This completes the **claims preparer’s** role in the online HFC Statement process.



Note: The **claims preparer** does **not** complete the application process to participate in the USDA school nutrition programs. The CSDE will notify sponsors when it is time to start the online application process for school nutrition programs. **Authorized signer 1 or 2** must continue with the steps in part B.

After completing steps 1-8 above to **enroll** the district in the 2024-25 application process for school nutrition programs, the **claims preparer cannot complete any other information** for HFC in the CNP System. The district’s **authorized signer 1 or 2** must complete the steps in **part B** of this section to certify and submit the HFC Statement.

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

The steps below must be completed by authorized signer 1 or 2. These are the steps to complete and certify the annual HFC Statement.

9. **Authorized signer 1 or 2** clicks on **Healthy Food Certification** at the bottom left of the screen under **Item**.

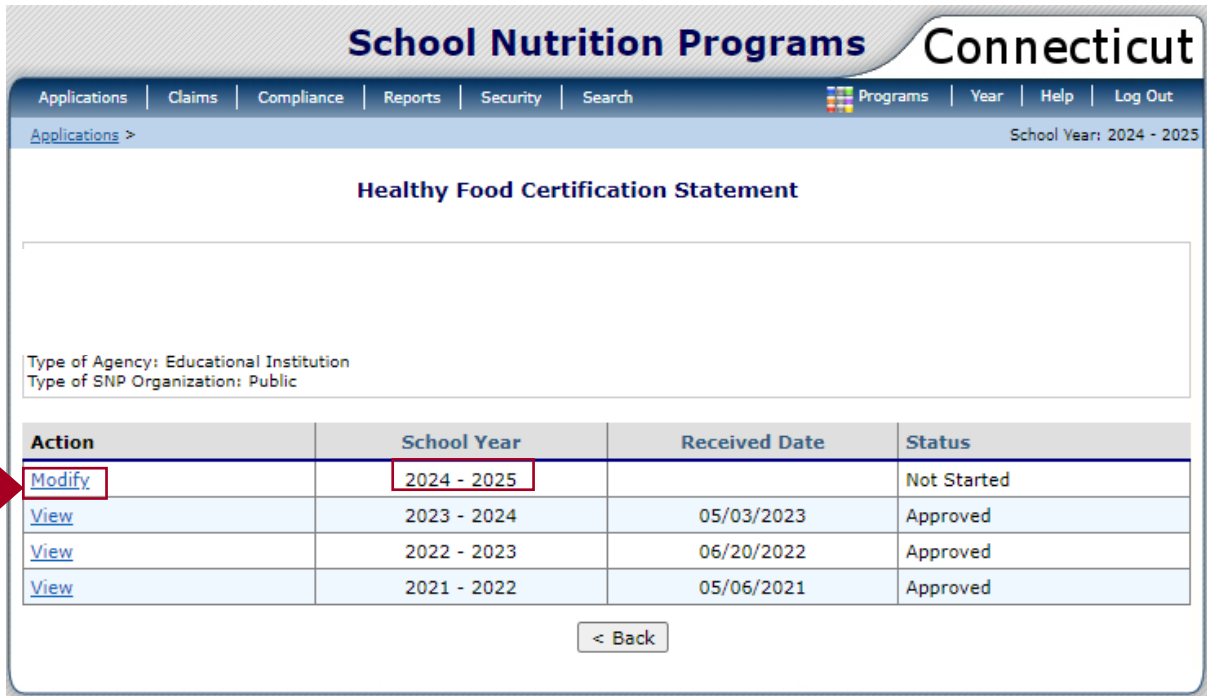


The screenshot shows the 'School Nutrition Programs Connecticut' website interface. At the top, there are navigation tabs for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. On the right, there are tabs for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation, there is a breadcrumb trail 'Applications >' and the text 'School Year: 2024 - 2025'. The main content area is a table with two columns: 'Item' and 'Description'. The table lists various items related to school nutrition programs. A red arrow points to the 'Healthy Food Certification' link in the 'Item' column, which is also highlighted with a red box.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
USDA Waivers	USDA Waivers available for participation
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

10. The **Healthy Food Certification Statement** screen appears. **Authorized signer 1 or 2** clicks on **Modify** for school year **2024-2025** under **Action** at the bottom left of the screen.



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2024 - 2025

Healthy Food Certification Statement

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2024 - 2025		Not Started
View	2023 - 2024	05/03/2023	Approved
View	2022 - 2023	06/20/2022	Approved
View	2021 - 2022	05/06/2021	Approved

< Back


Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

11. The **Healthy Food Certification Statement for School Year 2024-2025** appears starting with **Section 1 – Background**.

School Nutrition Programs
Connecticut

Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications >
VIEW | MODIFY | DELETE



**Healthy Food Certification Statement
For School Year: 2024 - 2025**

Type of Agency: Educational Institution
Type of SNP Organization: Public

Note: All Connecticut public school districts that participate in the National School Lunch Program (NSLP) must complete this form. Public schools include regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies. Private schools and residential child care institution (RCCIs) do not complete this form. Healthy Food Certification (HFC) applies only to public schools.

Child State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 - Background

Section 10-215e of the Connecticut General Statutes (C.G.S) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). C.G.S. Section 10-215f requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System, and the governing authority for each state charter school, interdistrict magnet school, and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. C.G.S. Section 10-215b further provides additional funding to NSLP participants who annually certify compliance with the CNS.

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

12. **Section 2 – Certification Statement:** **Authorized signer 1 or 2** clicks on the “Will” button and checks (☑) the box to certify and sign the HFC Statement.

Section 2 - Certification Statement

Must be completed by all Connecticut public school districts that participate in the NSLP.

On behalf of the Board of Education or Governing Authority and pursuant to C.G.S. Section 10-215f, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the CSDE, (select appropriate button)

Will
 Will not

comply with the CNS during the period of July 1, 2024 through June 30, 2025. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and fundraising activities on school premises, whether or not school sponsored.

I certify that the above selection reflects the HFC decision of the Board of Education or Governing Authority, as indicated in the attached meeting minutes. *Note: By checking this box, the authorized representative is **signing** the HFC Statement.*

Note: Only **authorized signers 1 and 2** can certify and sign the HFC Statement. If the box is not checked, the error message below will appear.

Code	Error Description
500072	Section 2 - Certification Statement - Authorized signer 1 or 2 must certify Section 2. Note: You must have security access to certify the HFC Statement.


Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

13. **Section 3 – Exemption Statement:** **Authorized signer 1 or 2** clicks on the appropriate button for food exemptions (“Will exclude...” or “Will not exclude...”), based on the vote of the board of education or school governing authority.

Section 3 - Exemption Statement

To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

Pursuant to Section 10-215f of the Connecticut General Studies, I hereby acknowledge that the Board of Education or Governing Authority, (select appropriate button)

 Will exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.


Will not exclude from certification food items that do not meet the CNS.

- a. Select **“Will exclude...”** if the board of education or school governing authority voted **to permit** the sale to students of any food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- b. Select **“Will not exclude...”** if the board of education or school governing authority voted **not to permit** the sale to students of any food items that do not meet the CNS.

14. **Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099):** **Authorized signer 1 or 2** checks (☑) the box to indicate that the district is amending their ED-099 Agreement for Child Nutrition Programs to include certification of compliance with the CNS and application for funding related to the CNS. This addendum covers the period from **July 1, 2024, through June 30, 2025.**

Section 4 - Amendment to Agreement for Child Nutrition Programs (ED-099)

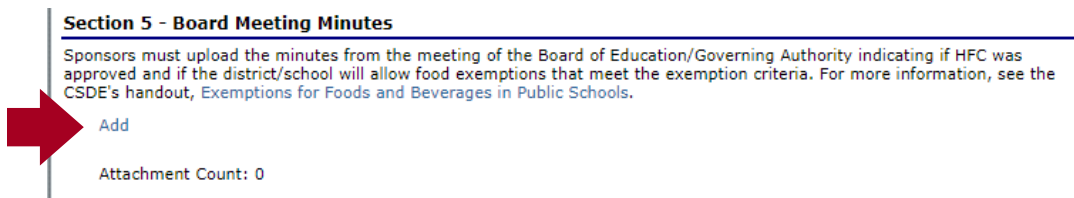
To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

 Pursuant to Section 10-215f of the Connecticut General Studies, the agreement for Child Nutrition Programs (ED-099) with the Board of Education or Governing Authority is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from July 1, 2024 through June 30, 2025.

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

15. **Section 5 – Board Meeting Minutes:** **Authorized signer 1 or 2** uploads a copy of the minutes from the meeting of the board of education/governing authority. The minutes must indicate:

- the date of the meeting;
- the specific language in [attachment 1 to CSDE Operational Memorandum No. 07-24](#) indicating that the district will follow the CNS for all foods offered for sale to students separately from reimbursable meals on school premises at all times from all sources; and
- the specific language in [attachment 1 to CSDE Operational Memorandum No. 07-24](#) indicating whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the three exemption criteria of the state HFC statute (refer to step 14). For more information, refer to “[Food Exemptions](#)” in section 1.



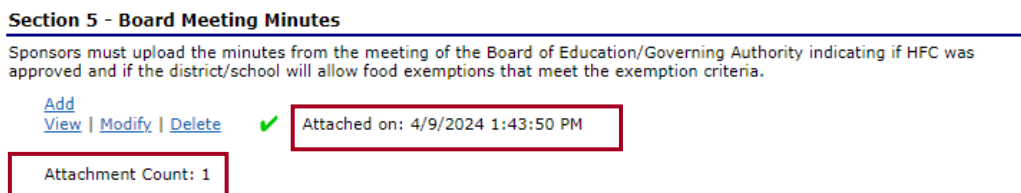
Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSDE's handout, Exemptions for Foods and Beverages in Public Schools.

[Add](#)

Attachment Count: 0

- a. If the board meeting minutes are **successfully uploaded**, the screen will display the date and time of the upload and the attachment account.



Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria.

[Add](#) | [View](#) | [Modify](#) | [Delete](#) ✓

Attached on: 4/9/2024 1:43:50 PM

Attachment Count: 1

- b. If the board meeting minutes are **not uploaded**, the error message below appears.

Code	Error Description
500030	Section 5 - Board Meeting Minutes - At least one document must be uploaded.

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

16. **Section 6 – HFC District Contact Information (Parts A-D): Authorized signer 1 or 2** enters the contact information for the district’s HFC contact person (part A), superintendent (part B), food service director (part C), and business manager (part D).


Section 6 - HFC District Contact Information

Note: This form must be completed by all public school districts that choose to implement Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes (C.G.S.). Contact information is used to generate mailing lists and e-mail groups to provide districts with important information regarding HFC implementation.

A. District Contact Person for Healthy Food Certification

Name: Salutation First Name Last Name

Title:

Email Address: 

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:


State: Zip:

The district contact person is the point person identified by the district for coordinating the implementation and monitoring of HFC under C.G.S. Section 10-215f. This person will field questions, organize trainings and contact the CSDE for assistance when necessary. The district may consider using the team leader for School Wellness Policy in this capacity.

B. District Superintendent

Name: Salutation First Name Last Name

Title:

Email Address: 

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:


City:

State: Zip:

C. District School Food Service Director

Name: Salutation First Name Last Name

Title:

Email Address: 

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:


City:

State: Zip:

D. District Business Manager

Name: Salutation First Name Last Name

Title:

Email Address: 

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

Deciding who should be the district’s HFC contact person: The HFC contact person is the point person designated by the district who is responsible for coordinating the day-to-day implementation and monitoring of HFC under C.G.S. Section 10-215f, completing all required HFC trainings, ensuring that all competitive foods available for sale to students comply with state requirements, and receiving CSDE communications regarding the HFC requirements, deadlines, and resources. Typically, the HFC contact person is the food service director, but can be anyone that the district designates to meet these requirements, such as a business manager or a food service director from a food service management company. The most important consideration for designating the HFC contact person is choosing someone who can successfully meet the required responsibilities. For detailed guidance, refer to the CSDE’s resource, *Responsibilities of District Contact Person for Healthy Food Certification*.

- 17. **Section 6 – HFC District Contact Information (parts E-G): Authorized signer 1 or 2** clicks on “Yes” or “No” to indicate whether the district has interschool agreements (part E), school stores (part F), and culinary arts programs (part G). If the answer is “Yes,” **authorized signer 1 or 2** enters the contact information for the person responsible for each applicable area.

Note: The contact information fields for each area displays only if **authorized signer 1 or 2** clicks on “Yes.” If **authorized signer 1 or 2** clicks on “No,” the contact information fields for that area will **not** display.

E. Interschool Agreement	
Does your school district provide lunches through a CSDE-approved interschool agreement to another PUBLIC school outside of your school district, e.g., another public school district, charter school, interdistrict magnet school or endowed academy?	<input type="radio"/> Yes <input checked="" type="radio"/> No
F. School Store	
Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students?	<input type="radio"/> Yes <input checked="" type="radio"/> No
G. Culinary Arts Program	
Does your school district operate a culinary arts program that sells food or beverages to students?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

- Part E – Interschool Agreement:** **Authorized signer 1 or 2** clicks on “Yes” or “No” to indicate if the district has any approved interschool agreements with **public** schools. If the answer is “Yes,” **authorized signer 1 or 2** enters the contact information for each public school for which the district has an interschool agreement. For more information on interschool agreements, refer to CSDE [Operational Memorandum No. 06-24: Interschool Agreements for School Year 2024-25](#).

Note: This section applies only to interschool agreements with **public** schools. **Do not** include interschool agreements with private schools. Private schools are not eligible for HFC.

E. Interschool Agreement

Does your school district provide lunches through a CSDE-approved interschool agreement to another **PUBLIC** school outside of your school district, e.g., another public school district, charter school, interdistrict magnet school or endowed academy? Yes No

List only PUBLIC schools that have indicated on the interschool agreement that they will comply with HFC under C.G.S. Section 10-215f. Provide complete contact information for each school. Attach additional pages as necessary.

Do not include agreements with private schools.

Name of school:

Address Line 1:

Address Line 2:

City:

State: Zip:

Name:

Title:

Email Address:

Phone: Ext: Fax:

Does your school district have an approved Interschool Agreement** on file with the CSDE? Yes No

Name of school:

Address Line 1:

Address Line 2:

City:

State: Zip:

Name:

Title:

Email Address:

Phone: Ext: Fax:

Does your school district have an approved Interschool Agreement** on file with the CSDE? Yes No

[Add Another School](#)

**Lunches served at recipient schools are only included in the sponsoring district's total lunches for HFC funding if 1) the recipient school certifies on their interschool agreement that they will comply with HFC; and 2) the CSDE receives the 2024-2025 interschool agreement by July 1, 2024.

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

- **Part F – School Store:** **Authorized signer 1 or 2** clicks on “Yes” or “No” to indicate if the district has any school stores that sell food or beverages to students. If the answer is “Yes,” **authorized signer 1 or 2** enters the contact information for the person responsible for the school store.

Note: The HFC Statement has one entry for the school store contact. If the district has more than one school store, email the contact information for all additional school store contacts to susan.fiore@ct.gov.

F. School Store

Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students? Yes No

Please provide contact information for the person responsible for the school store, e.g., teacher advisor.

Name:

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

- **Part G: Culinary Arts Program:** **Authorized signer 1 or 2** clicks on “Yes” or “No” to indicate if the district has a culinary arts program that sells food or beverages to students. If the answer is “Yes,” **authorized signer 1 or 2** enters the contact information for the person responsible for the culinary program.

G. Culinary Arts Program

Does your school district operate a culinary arts program that sells food or beverages to students? Yes No

Provide the contact information for the person responsible for culinary program.

Name:

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

18. When all information is complete, **authorized signer 1 or 2** clicks **Save** at the bottom of the screen.



- a. **Submission without errors:** If the application is complete without any errors, the message below displays.



Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

- b. **Submission with errors:** If the application has any errors, an error message will display for each error. **Authorized signer 1 or 2** clicks **Edit** to return to the HFC Statement and correct the errors.



Note: The errors and codes will display under the red bar at the top of the HFC Statement.



3 — Application Steps for Non-HFC Districts

This section applies to **non-HFC districts**, i.e., districts that vote **not** to follow the CNS.

Role of Claims Preparer

The **claims preparer** must first **enroll** the district in the 2024-25 application process for school nutrition programs (refer to the steps in this section) before **authorized signer 1 or 2** can access the HFC module in the CNP System to complete, certify, and submit the HFC Statement (refer to the steps in part B of this section).

If the claims preparer has not enrolled the district, authorized signer 1 or 2 will not be able to enter any information into the HFC Statement.

Role of Authorized Signer

Only **authorized signer 1 or 2** can complete and certify the online HFC Statement. For more information, refer to “[Who Completes the HFC Statement](#)” in section 1.

Part A: Enroll District – Required Steps for Claims Preparer

Part A: Enroll District – Required Steps for Claims Preparer

The steps below must be completed by the claims preparer. These are the steps to **enroll** the district in the 2024-25 application process for school nutrition programs.

1. The **claims preparer** accesses the CSDE’s CNP System at <https://ct.cnpus.com/prod/Splash.aspx>.
2. The **claims preparer** logs in with their **User ID** and **Password**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

CT State Department of Education

Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant. <https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact [Caroline Cooke](#) for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Links

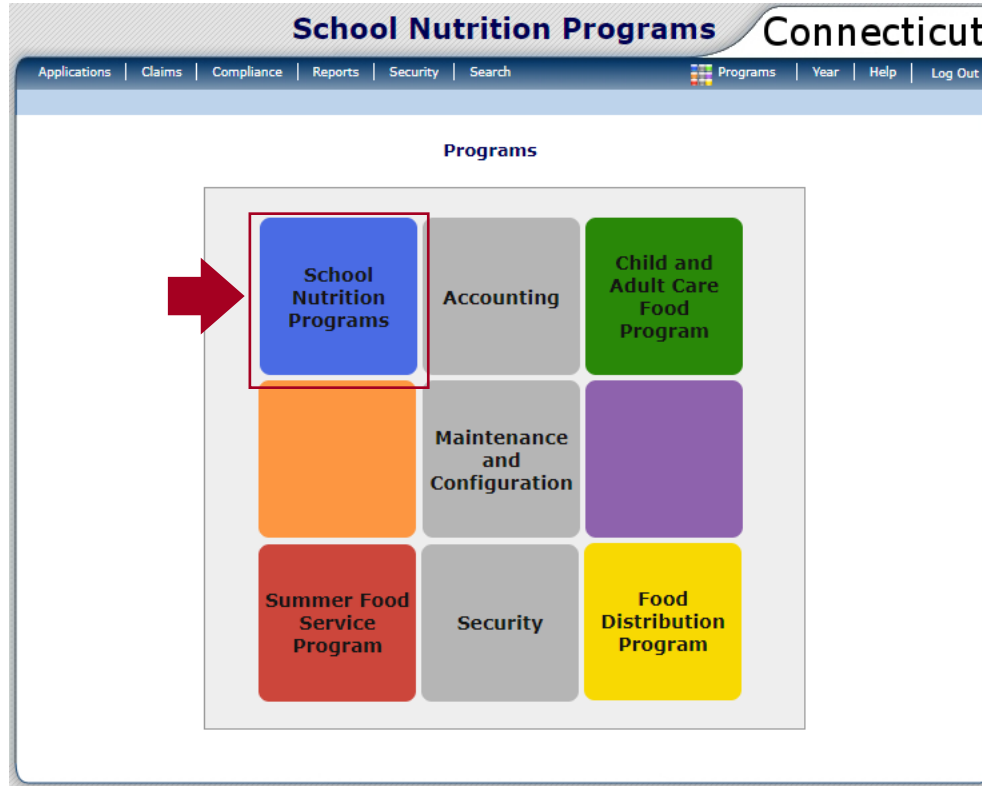
- State Department of Education
- CACFP Resources
- SNP Resources

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Part A: Enroll District – Required Steps for Claims Preparer

3. The **claims preparer** clicks on **School Nutrition Programs** at the top left of the screen.



4. The **claims preparer** clicks on **Applications** at the top left of the screen.



3 | Non-HFC Districts

Part A: Enroll District – Required Steps for Claims Preparer

5. The **claims preparer** clicks on **Application Packet** (the first selection under **Item**).

The screenshot shows the 'School Nutrition Programs Connecticut' website. The navigation menu includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Applications' dropdown is open, showing a list of items. A red arrow points to the 'Application Packet' link, which is highlighted in a red box. The table below shows the following items:

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
USDA Waivers	USDA Waivers available for participation
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

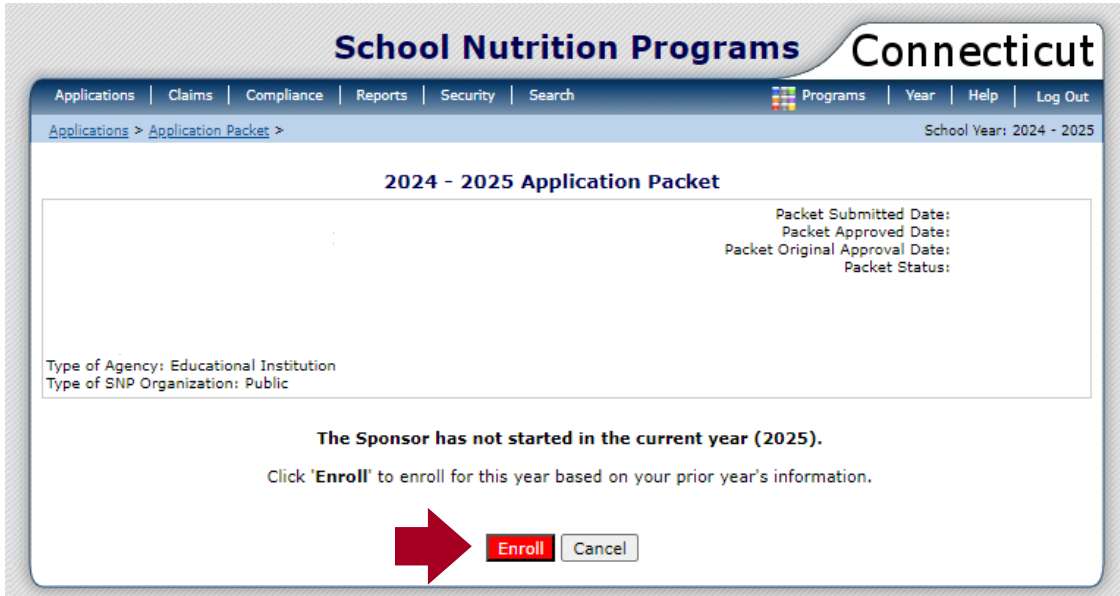
6. Under **School Year**, the **claims preparer** clicks on **2024-25** next to the green “NEW!” button.

The screenshot shows the 'School Nutrition Programs Connecticut' website. The navigation menu includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Year' dropdown is open, showing a list of school years. A red arrow points to the '2024 - 2025' link, which is highlighted in a red box. The table below shows the following school years:

School Year	Date Range	Application Packet
NEW! 2024 - 2025	07/01/2024 - 06/30/2025	Not Started
2023 - 2024	07/01/2023 - 06/30/2024	Application Packet on File
2022 - 2023	07/01/2022 - 06/30/2023	Application Packet on File

Part A: Enroll District – Required Steps for Claims Preparer

- The **claims preparer** clicks **Enroll**.



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out


Applications > Application Packet > School Year: 2024 - 2025

2024 - 2025 Application Packet

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status:

Type of Agency: Educational Institution
Type of SNP Organization: Public

The Sponsor has not started in the current year (2025).
Click 'Enroll' to enroll for this year based on your prior year's information.



3 | Non-HFC Districts

Part A: Enroll District – Required Steps for Claims Preparer

8. The **SNP Sponsor Application for School Year: 2024 – 2025** will open. **Do not** complete any information in this section. **Stop and log out.** This completes the **claims preparer's** role in the online HFC Statement process.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2024 - 2025

2024 - 2025 Application Packet

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Attention	Form Name	Latest Version	Status
View Modify		Sponsor Application	Original	Pending Validation
Details		FSMC Contract List		1 Contract
Details		Checklist Summary (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	0	0	0	0	0	0

< Back | Submit for Approval | Withdraw Packet

[Show Packet History](#)

Note: The **claims preparer** does **not** complete the application process to participate in the USDA school nutrition programs. The CSDE will notify sponsors when it is time to start the online application process for school nutrition programs. **Authorized signer 1 or 2** must continue with the steps in part B.

After completing steps 1-8 above to **enroll** the district in the 2024-25 application process for school nutrition programs, the **claims preparer cannot complete any other information** for HFC in the CNP System. The district's **authorized signer 1 or 2** must complete the steps in **part B** of this section to certify and submit the HFC Statement.

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

The steps below must be completed by authorized signer 1 or 2. These are the steps to complete and certify the annual HFC Statement.

9. **Authorized signer 1 or 2** clicks on **Healthy Food Certification** at the bottom left of the screen under **Item**.



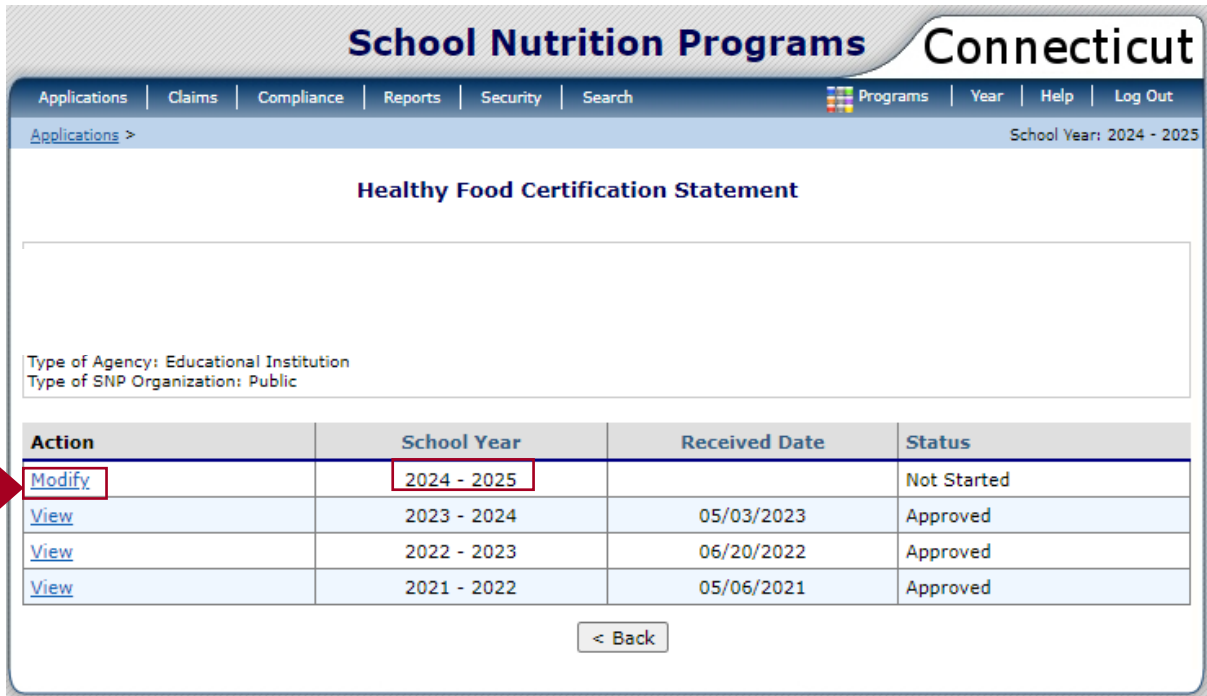
The screenshot shows the 'School Nutrition Programs Connecticut' website interface. At the top, there are navigation tabs for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. On the right, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation, the page title is 'Applications >' and the school year is '2024 - 2025'. The main content is a table with two columns: 'Item' and 'Description'. The 'Item' column contains links to various reports and forms, and the 'Description' column provides details for each. A red arrow points to the 'Healthy Food Certification' link in the 'Item' column.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
USDA Waivers	USDA Waivers available for participation
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

3 | Non-HFC Districts

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

10. The **Healthy Food Certification Statement** screen appears. **Authorized signer 1 or 2** clicks on **Modify** for school year **2024-2025** under **Action** at the bottom left of the screen.



The screenshot displays the 'School Nutrition Programs Connecticut' interface. The main heading is 'Healthy Food Certification Statement'. Below this, there is a section for agency information: 'Type of Agency: Educational Institution' and 'Type of SNP Organization: Public'. A table lists the certification statements with columns for Action, School Year, Received Date, and Status. A red arrow points to the 'Modify' button in the first row, which corresponds to the 2024-2025 school year. Below the table is a '< Back' button.

Action	School Year	Received Date	Status
Modify	2024 - 2025		Not Started
View	2023 - 2024	05/03/2023	Approved
View	2022 - 2023	06/20/2022	Approved
View	2021 - 2022	05/06/2021	Approved

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2


11. The **Healthy Food Certification Statement for School Year 2024-2025** appears starting with **Section 1 – Background**.

School Nutrition Programs

Connecticut

Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications >
VIEW | MODIFY | DELETE



**Healthy Food Certification Statement
For School Year: 2024 - 2025**

Type of Agency: Educational Institution
Type of SNP Organization: Public

Note: All Connecticut public school districts that participate in the National School Lunch Program (NSLP) must complete this form. Public schools include regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies. Private schools and residential child care institution (RCCIs) do not complete this form. Healthy Food Certification (HFC) applies only to public schools.

Child State Department of Education
 Addendum to Agreement for Child Nutrition Programs (ED-099)
 Healthy Food Certification Statement

Section 1 - Background

Section 10-215e of the Connecticut General Statutes (C.G.S) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). C.G.S. Section 10-215f requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System, and the governing authority for each state charter school, interdistrict magnet school, and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. C.G.S. Section 10-215b further provides additional funding to NSLP participants who annually certify compliance with the CNS.

3 | Non-HFC Districts

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

12. **Section 2 – Certification Statement:** **Authorized signer 1 or 2** clicks on the “Will not” button and checks (☑) the box to certify and sign the HFC Statement.

Section 2 - Certification Statement

Must be completed by all Connecticut public school districts that participate in the NSLP.

On behalf of the Board of Education or Governing Authority and pursuant to C.G.S. Section 10-215f, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the CSDE, (select appropriate button)

Will

Will not

comply with the CNS during the period of July 1, 2024 through June 30, 2025. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and fundraising activities on school premises, whether or not school sponsored.

I certify that the above selection reflects the HFC decision of the Board of Education or Governing Authority, as indicated in the attached meeting minutes. *Note: By checking this box, the authorized representative is **signing** the HFC Statement.*

Note: Only **authorized signers 1 and 2** can certify and sign the HFC Statement. If the box is not checked, the error message below will appear.

Code	Error Description
500072	Section 2 - Certification Statement - Authorized signer 1 or 2 must certify Section 2. Note: You must have security access to certify the HFC Statement.

Sections 3-4 and 6 of the HFC Statement do not display when **authorized signer 1 or 2** selects “will not” in section 2.

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

13. **Section 5 – Board Meeting Minutes:** **Authorized signer 1 or 2** uploads a copy of the minutes from the meeting of the board of education/governing authority. The minutes must indicate:

- the date of the meeting; and
- that the district **will not** follow the CNS for all foods offered for sale to students separately from reimbursable meals on school premises at all times from all sources.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSD's handout, [Exemptions for Foods and Beverages in Public Schools](#).

[Add](#)

Attachment Count: 0

a. If the board meeting minutes are **successfully uploaded**, the screen will display the date and time of the upload and the attachment account.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria.

[Add](#)
[View](#) | [Modify](#) | [Delete](#) ✓ Attached on: 4/9/2024 1:43:50 PM

Attachment Count: 1

b. If the board meeting minutes are **not uploaded**, the error message below appears.

Code	Error Description
500030	Section 5 - Board Meeting Minutes - At least one document must be uploaded.

3 | Non-HFC Districts

Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

14. When all information is complete, **authorized signer 1 or 2** clicks **Save** at the bottom of the screen.



- a. **Submission without errors:** If the application is complete without any errors, the message below displays.



Part B: HFC Statement – Required Steps for Authorized Signer 1 or 2

- b. **Submission with errors:** If the application has any errors, an error message will display for each error. **Authorized signer 1 or 2** clicks **Edit** to return to the HFC Statement and correct the errors.



Note: The errors and codes will display under the red bar at the top of the HFC Statement.



4 — HFC Resources

Connecticut Nutrition Standards (CSDE webpage):

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

CSDE Operational Memorandum No. 07-24: Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2024-25:

<https://portal.ct.gov/-/media/sde/nutrition/nslp/memos/om2024/om07-24.pdf>

Ensuring District Compliance with Healthy Food Certification (CSDE):

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

Evaluating Foods for CNS Compliance (“How To” section of the CSDE’s CNS webpage):

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

Exemptions for Foods and Beverages in Public Schools (CSDE):

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

Healthy Food Certification (CSDE webpage):

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

Healthy Food Certification Application (CSDE webpage):

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

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

(“Apply” section of CSDE’s HFC webpage):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification/apply>

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Completing the Application Process for Healthy Food Certification (CSDE training module):

https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Apply#HFC_Application_Training_Module

Complying with Healthy Food Certification (CSDE training modules):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification/related-resources#ComplyingHFC>

Questions and Answers on Connecticut Statutes for School Foods and Beverages (CSDE):

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

4 | Resources

Requirements for Cafeteria A La Carte Foods and Beverages in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/cafeteria_requirements_hfc.pdf

Requirements for Competitive Foods in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Requirements_Competitive_Foods_HFC.pdf

Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Culinary_Programs_Requirements_HFC.pdf

Requirements for Foods and Beverages in School Stores in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/HFC/School_Store_Requirements_HFC.pdf

Requirements for Foods and Beverages in Vending Machines in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Vending_Machine_Requirements_HFC.pdf

Requirements for Selling Foods and Beverages in Adult Education Programs:
<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/AdultEdHFC.pdf>

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools:
https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Resources_Federal_State_Requirements_Competitive_Foods.pdf

Responsibilities of District Contact Person for Healthy Food Certification (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFC_District_Contact_Responsibilities.pdf

Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Summary_Chart_Requirements_Competitive_Foods_HFC.pdf



CONNECTICUT STATE
DEPARTMENT OF EDUCATION