

Requirements for Food and Beverage Fundraisers in HFC Public Schools

This document summarizes the federal and state requirements for selling and giving foods and beverages to students from fundraisers in Connecticut public schools that:

- participate in the U.S. Department of Agriculture’s (USDA) National School Lunch Program (NSLP); and
- choose to implement the healthy food option of Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.).

For guidance on how the federal and state requirements apply to different sources of foods and beverages in HFC public schools, refer to the Connecticut State Department of Education’s (CSDE) resources, [Requirements for Competitive Foods in HFC Public Schools](#) and [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#). The CSDE’s [Guide to Competitive Foods in HFC Public Schools](#) provides detailed guidance on the requirements for competitive foods in HFC public schools. For information on HFC, visit the CSDE’s [HFC](#) webpage.



Fundraisers are any activities during which money or its equivalent (such as tickets, coupons, tokens, and similar items) is exchanged for the purchase of a product in support of the school or school-related activities. This includes any activities that suggest a student donation in exchange for foods and beverages, since funds may be raised as a result.

Examples of food and beverage fundraisers include sales of commercial products, such as potato chips and other snack foods, candy bars, cookies, muffins, frozen cookie dough, pies, water, and soft drinks; and sales of foods and beverages made from scratch, such as baked goods, popcorn, sandwiches, smoothies, coffee, and hot chocolate.



The CSDE strongly encourages schools to promote consistent health messages to students by selling healthy foods or conducting nonfood fundraisers. The CSDE’s resource, [Healthy Fundraising](#), provides suggestions for fundraising with nonfood items and activities.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Overview of Federal and State Requirements

All foods available for sale to students from fundraisers in HFC public schools must comply with the [Connecticut Nutrition Standards \(CNS\)](#). All beverages available for sale to students from fundraisers on school premises must comply with the state beverage statute ([C.G.S. Section 10-221q](#)). Beverages available for sale to students on school premises during the school day must comply with the USDA's Smart Snacks nutrition standards ([81 FR 50131](#)).

Only the Smart Snacks **beverage** standards apply to HFC public schools. The food standards do not apply because the state HFC statute (C.G.S Section 10-215f) requires compliance with the CNS, which is stricter and supersedes the Smart Snacks food standards. The references to Smart Snacks in this document refer to the beverage standards. For a comparison of the CNS and Smart Snacks, refer to the CSDE's resource, [Comparison of the Connecticut Nutrition Standards and the USDA's Smart Snacks Nutrition Standards](#).

In addition to the nutrition standards, fundraisers must also comply with the following federal and state requirements:

- Connecticut's statute requiring the sale of nutritious and low-fat foods ([C.G.S. Section 10-221p](#));
- Connecticut's competitive foods regulations ([Sections 10-215b-1 and 10-215b-23 of Regulations of Connecticut State Agencies](#)); and
- the local educational agency's (LEA) school wellness policy, as required by the USDA's school wellness policy legislation ([Section 4 of Public Law 108-265](#) and the [Healthy, Hunger-Free Kids Act of 2010](#)).

These federal and state requirements determine what and when foods and beverages may be sold or given to students from fundraisers in HFC public schools. They also regulate the accrual of income from sales of foods and beverages to students.

- "Sales" means the exchange of a determined amount of money or its equivalent (such as tickets, coupons, 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. Under Connecticut's statutes and regulations for competitive foods, sales include tickets and similar items that are given to students (such as food rewards), and can

Requirements for Food and Beverage Fundraisers in HFC Public Schools

be exchanged for foods and beverages. However, Smart Snacks does not apply when tickets and similar items are given to students.

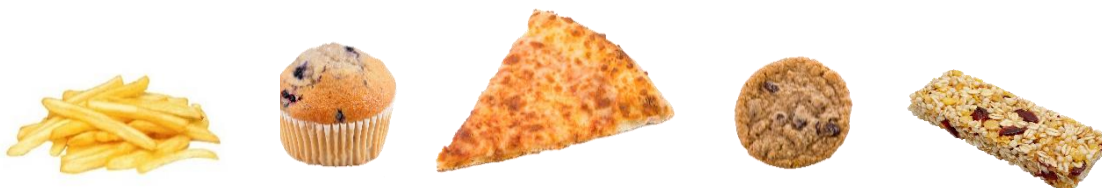
- “Giving” means that foods and beverages are provided free of any charge, contribution, or suggested donations; and without the exchange of tickets, coupons, tokens, and similar items to obtain foods and beverages.
- “School premises” include all areas of the property under the jurisdiction of the local 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.

When the Requirements Apply

When the federal and state requirements differ, the stricter requirements apply. Some of the federal requirements are stricter than the state requirements, and some of the state requirements are stricter than the federal requirements. Some requirements apply during the school day, while others apply at all times or while CNPs are operating.

- The “school day” is the period from the 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. A summer school program operated by the board of education or school governing authority is part of the regular school day.
- The CNPs include the [NSLP](#), [School Breakfast Program \(SBP\)](#), [Afterschool Snack Program \(ASP\)](#) of the NSLP, [Seamless Summer Option \(SSO\)](#) of the NSLP, [Special Milk Program \(SMP\)](#), [Fresh Fruit and Vegetable Program \(FFVP\)](#), [Child and Adult Care Food Program \(CACFP\)](#) [At-risk Afterschool Meals](#) operated in schools, and [Summer Food Service Program \(SFSP\)](#) operated in schools.

Table 1 summarizes when the federal and state requirements apply to fundraisers in HFC public schools, which foods and beverages they regulate, and whether they apply to selling or giving foods and beverages to students.



Requirements for Food and Beverage Fundraisers in HFC Public Schools

Table 1. Summary of requirements for fundraisers in HFC public schools

Requirement	Applies to	When applies	Applies to	
			Selling	Giving
Connecticut Nutrition Standards (C.G.S. Section 10-215e)	All foods available for sale to students from fundraisers on school premises (refer to “ Allowable Foods ” in this document). ¹	At all times, except for sales that meet the food exemption criteria of the state HFC statute (refer to “ Food and Beverage Exemptions ” in this document). ²	Yes	No
State beverage statute (C.G.S. Section 10-221q)	All beverages available for sale to students from fundraisers on school premises (refer to “ Allowable Beverages ” in this document). ¹	At all times, except for sales that meet the exemption criteria of the state beverage statute (refer to “ Food and Beverage Exemptions ” in this document). ²	Yes	No
USDA’s Smart Snacks (81 FR 50131)	All beverages available for sale to students from fundraisers on school premises (refer to “ Allowable Beverages ” in this document). Note: While Smart Snacks addresses foods and beverages, only the beverage standards apply to HFC public schools. The food standards do not apply because the state HFC statute (C.G.S Section 10-215f) requires compliance with the stricter CNS.	During the school day.	Yes	No

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Table 1. Summary of requirements for fundraisers in HFC public schools

Requirement	Applies to	When applies	Applies to	
			Selling	Giving
State statute for nutritious and low-fat foods (C.G.S. Section 10-221p)	All sales of foods to students from fundraisers on school premises (refer to “ State Statute Requiring Nutritious and Low-fat Foods ” in this document). ¹	During the school day.	Yes	No
Section 10-215b-1 of the state competitive foods regulations	Selling and giving candy, coffee, tea, and soft drinks to students from fundraisers on school premises while any CNPs are operating (refer to “ Section 10-215b-1: Restrictions for candy, coffee, tea, and soft drinks ” in this document). ¹	From 30 minutes before up through 30 minutes after the operation of any CNPs, including during and after the school day.	Yes	Yes
Section 10-215b-23 of the state competitive foods regulations	Accrual of income from all sales of foods and beverages to students from fundraisers on school premises while any CNPs are operating (refer to “ Section 10-215b-23: Accrual of income ” in this document). ¹	From 30 minutes before up through 30 minutes after the operation of any CNPs, including during and after the school day.	Yes	No

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Table 1. Summary of requirements for fundraisers in HFC public schools, *continued*

Requirement	Applies to	When applies	Applies to	
			Selling	Giving
School Wellness Policy (Section 4 of Public Law 108-265 and the Healthy, Hunger-Free Kids Act (HHFKA) of 2010)	Selling and giving foods and beverages to students from fundraisers on school premises (refer to “ USDA School Wellness Policy Requirements ” in this document). ³	During the school day.	Yes	Yes

- ¹ The state statutes and competitive foods regulations apply to all foods and beverages, regardless of when students will consume them. This includes products in a precooked state (such as frozen pies and cookie dough) or in bulk quantities (multiple servings per package), such as boxes of candy bars or cookies, and bags of popcorn kernels or gourmet coffee beans.
- ² The state HFC and beverage statutes specifically prohibit food and beverage exemptions for vending machines and school stores. All foods available for sale to students from vending machines and school stores must **always** comply with the CNS. All beverages available for sale to students from vending machines and school stores must **always** comply with the state beverage statute.
- ³ The LEA’s school wellness policy must include locally determined standards and nutrition guidelines for all foods and beverages and beverages available for sale to students, and provided to students free of any charge, on school premises during the school day (refer to “[USDA School Wellness Policy](#)” in this document).

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Allowable Foods

All commercial food products and foods made from scratch available for sale to students from fundraisers on school premises must comply with the CNS, unless the sales meet the exemption criteria of the state HFC statute. This includes foods intended for consumption at home, such as foods distributed in a precooked state, e.g., frozen cookie dough and frozen pies; or in bulk quantities, e.g., boxes of candy bars and cookies (refer to “[Timing of distribution and consumption](#)” in this document). For information on the specific CNS requirements, refer to the CSDE’s resources, *Summary of Connecticut Nutrition Standards* and *Connecticut Nutrition Standards* (presentation), and visit the CSDE’s [CNS](#) webpage.

Noncompliant foods cannot be sold to students from fundraisers on school premises unless the sales meet the food exemption criteria of the state HFC statute (refer to “[Food and Beverage Exemptions](#)” in this document).

The CNS applies to the amount of the food **as served**, including any added accompaniments such as butter, margarine, cream cheese, jelly, mayonnaise, ketchup, mustard, relish, salad dressing, sauce, and gravy. When a food includes an accompaniment (such as a bagel with cream cheese or pancakes with butter and syrup), the nutrition information for the **food and accompaniments** must be added together to refer to the serving for CNS compliance.

Commercial products

The serving of a commercial product (including any added accompaniments) must meet each nutrition standard for the applicable CNS food category. The CSDE’s [List of Acceptable Foods and Beverages](#) webpage identifies commercial food products that comply with the CNS. For more information, refer to the CSDE’s resources, *How to Evaluate Purchased Foods for Compliance with the CNS* and *Submitting Food and Beverage Products for Approval*.

Foods made from scratch

The serving of a recipe (including any added accompaniments) must meet each nutrition standard for the applicable CNS food category. Recipes with nutrition information are required for two categories of foods: 1) foods prepared from scratch; and 2) foods with other ingredients added after purchasing, e.g., popping popcorn kernels in oil, assembling a sandwich, making muffins from a mix and adding butter and eggs, and adding sprinkles to commercial frozen sugar cookie dough.



Requirements for Food and Beverage Fundraisers in HFC Public Schools

Fundraiser operators must document each recipe's CNS compliance **before** selling these foods to students. Documentation requires two steps: 1) obtaining or developing a standardized recipe that indicates the required nutrition information per serving (the calories, fat, saturated fat, trans fat, sodium, and sugars); and 2) using the appropriate CNS worksheet to compare the recipe's nutrition information per serving (including any added accompaniments) with the required nutrition standards for the applicable CNS food category. Schools must maintain this information on file for the CSDE's annual HFC documentation review.

For more information on evaluating recipes for CNS compliance, refer to the CSDE's resources, *Guidance on Evaluating Recipes for Compliance with the CNS* and *How to Evaluate Foods Made from Scratch for Compliance with the CNS*, and visit the "How To" section of the CSDE's CNS webpage. The CNS worksheets are available in the "CNS Worksheets" section of the CSDE's CNS webpage.

Allowable Beverages

All beverages available for sale to students in Connecticut public schools must comply with the state beverage statute (C.G.S. Section 10-221q) and any stricter Smart Snacks requirements. The state beverage statute applies at **all times** to all beverages available for sale to students on school premises, including beverages sold as part of and separately from reimbursable meals. Smart Snacks applies to all beverages sold separately from reimbursable meals to students on school premises **during the school day**. The CSDE's [List of Acceptable Foods and Beverages webpage](#) identifies commercial beverage products that comply with the state beverage statute and the Smart Snacks beverage standards.

Culinary programs can sell only the following five categories of beverages to students: milk; 100 percent juice; nondairy milk substitutes; beverages containing only water and juice; and water. Each category must meet the specific nutrition requirements of the federal and state beverage standards. For information on these requirements, refer to the CSDE's resources, *Allowable Beverages in Connecticut Public Schools* and *Beverage Requirements for Connecticut Public Schools* (presentation), and visit the CSDE's [Beverage Requirements](#) webpage.

Beverages that do not comply with the state beverage statute (such as juice drinks, soda, coffee, tea, sports drinks, and sweetened water) cannot be sold to students on school premises unless the fundraiser occurs at the location of an event that meets the beverage exemption criteria of the state beverage statute. For more information, refer to "[Food and Beverage Exemptions](#)" in this document.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Food and Beverage Exemptions

Foods that do not comply with the CNS and beverages that do not comply with the state beverage statute cannot be sold to students from fundraisers on school premises unless the local board of education or school governing authority has voted to allow exemptions and the fundraiser meets the following exemption criteria of the state HFC and beverage statutes: 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 and beverages are not sold from a vending machine or school store.

- 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 and lemonade may be sold at the baseball field during a baseball game, but cannot be sold in the school cafeteria while a baseball game is played on the baseball field.

If the board of education or school governing authority has voted to allow exemptions, fundraisers may sell noncompliant foods and beverages to students at the location of an event that occurs after the school day or on the weekend.

- **Example:** The school day ends at 3:00 p.m. Noncompliant foods and beverages could be sold to students from a fundraiser located at an event on school premises that occurs anytime between 3:31 p.m. through 11:59 p.m. during the school week, or anytime on Saturday or Sunday. However, if the fundraiser occurs from 30 minutes before up through 30 minutes after the operation of any CNPs, the state competitive foods regulations require additional restrictions. Section 10-215b-1 prohibits the fundraiser from selling or giving candy, coffee, tea, and soft drinks to students during this time. Section 10-215b-23 requires that the fundraiser’s income during this time must accrue to the nonprofit food service account (refer to “[Section 10-215b-23: Accrual of income](#)” in this document). For example, if the ASP operates from 3:30 p.m. to 4:30 p.m., the fundraiser cannot sell candy, coffee, tea, and soft drinks to students from 6:30 a.m. to 8:30 a.m. and 11:00 a.m. to 1:30 p.m.; and the nonprofit food service account must receive the fundraiser’s income from all foods and beverages sold to students during this time.

Foods that do not comply with the CNS and beverages that do not comply with the state beverage statute can **never** be sold to students as a fundraiser from vending machines or school stores, even if

Requirements for Food and Beverage Fundraisers in HFC Public Schools

the vending machines or school stores are at the location of an event. The state HFC and beverage statutes specifically prohibit food and beverage exemptions for vending machines and school stores.

State Statute Requiring Nutritious and Low-fat Foods

C.G.S. Section 10-221p requires that whenever foods are available for sale to students separately from reimbursable meals during the school day, nutritious and low-fat foods must also be available for sale at the same time, either at the location of the food sales or elsewhere in the school. The statute defines “nutritious and low-fat foods” as low-fat dairy foods (such as low-fat cheese and low-fat or nonfat yogurt) and fresh or dried fruit. Low-fat milk is a beverage and cannot be used to meet the statutory requirement for low-fat foods.

Fundraisers on school premises that sell foods to students during the school day must also sell low-fat dairy foods and fresh or dried fruit, unless these foods are available for sale to students elsewhere on school premises at the same time. For fundraisers that consist of preordered foods, the nutritious low-fat foods specified in the statute must be available for sale when students **receive** the foods, not when students order the foods. For more information on C.G.S. Section 10-221p, refer to the CSDE’s resource, [*Questions and Answers on Connecticut Statutes for School Foods and Beverages*](#).

State Competitive Foods Regulations

Sections 10-215b-1 and 10-215b-23 of the Regulations of Connecticut State Agencies require additional restrictions for candy, coffee, tea, and soft drinks; and regulate the accrual of income from all foods and beverages available for sale to students anywhere on school premises. In addition to fundraisers that sell or give foods and beverages to students, these restrictions apply to:

- sales of foods from fundraisers at events on school premises that meet the exemption criteria of the state HFC statute;
- sales of beverages from fundraisers at events on school premises that meet the exemption criteria of the state beverage statute;
- fundraisers on school premises where students can exchange tickets, coupons, tokens, and similar items for foods and beverages (including tickets and similar items that are sold or given to students);
- student orders for foods and beverages from fundraisers on school premises;
- distribution of fundraiser foods and beverages to students on school premises; and
- fundraisers on school premises that offer foods and beverages to students in exchange for a suggested donation.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Sections 10-215b-1 and 10-215b-23 apply regardless of when students will consume the foods and beverages.

Section 10-215b-1: Restrictions for candy, coffee, tea, and soft drinks

Section 10-215b-1 of the state competitive foods regulations prohibits selling and giving candy, coffee, tea, and soft drinks to students anywhere on school premises from 30 minutes before up through 30 minutes after the operation of any CNPs.

- “Candy” includes all types of regular and sugar-free varieties, such as chocolates, chocolate-covered nuts and fruits, hard candies, jelly candies (e.g., gumdrops and gummies), and breath mints.
- “Coffee” and “tea” include all types, e.g., regular, decaffeinated, herbal and iced.
- “Soft drinks” include all beverages (with or without carbonation) that contain water and/or juice and added sweeteners (including nutritive sweeteners and artificial or natural nonnutritive sweeteners), and may also contain other ingredients such as edible acids, natural or artificial flavors and colors, and added nutrients. Examples of soft drinks include soda (regular and diet), sports drinks (regular, low-calorie, and zero calorie), sweetened beverages (with or without carbonation) that are not 100 percent juice (such as lemonade and fruit punch drinks), and flavored water with added sweeteners.

Depending on when CNPs operate, the CNS, state beverage statute, and Smart Snacks beverage standards may supersede Section 10-215b-1; or Section 10-215b-1 may supersede the CNS, state beverage statute, and Smart Snacks beverage standards. These requirements are summarized below.

- **Selling candy, coffee, tea, and soft drinks:** The CNS and state beverage statute supersede Section 10-215b-1 because they apply at **all times**, not just while CNPs are operating. Fundraisers cannot sell candy, coffee, tea, and soft drinks to students on school premises unless: 1) the board of education or school governing authority has voted to allow food and beverage exemptions; 2) the sales meet the exemption criteria of the state HFC and beverage statutes (refer to “[Food and Beverage Exemptions](#)” in this document); and 3) the sales do not occur while any CNPs are operating.
- **Giving candy, coffee, tea, and soft drinks:** The CNS, Smart Snacks beverage standards, and state beverage statute do not apply when foods and beverages are given to students. However, Section 10-215b-1 prohibits giving candy, coffee, tea, and soft drinks to students anywhere on school premises from 30 minutes before up through 30 minutes after the operation of any CNPs, including during and after the school day. For example, if the SBP

Requirements for Food and Beverage Fundraisers in HFC Public Schools

operates from 7:00 a.m. to 8:00 a.m. and the NSLP operates from 11:30 a.m. to 1:00 p.m., fundraisers cannot give candy, coffee, tea, and soft drinks to students anywhere on school premises from 6:30 a.m. to 8:30 a.m. and 11:00 a.m. to 1:30 p.m. Examples include:

- fundraisers that give students tickets, coupons, tokens, or similar items that can be exchanged for candy, coffee, tea, and soft drinks;
- fundraisers that distribute fundraiser orders of candy, coffee, tea, and soft drinks to students; and
- fundraisers that give candy, coffee, tea, and soft drinks to students in exchange for a suggested donation.

The CSDE strongly encourages schools to promote consistent health messages to students by eliminating candy, coffee, tea, and soft drinks on school premises. For more information, refer to the CSDE's resources, [Healthy Fundraising](#), [Healthy Celebrations](#) and [Alternatives to Food Rewards](#).

Section 10-215b-23: Accrual of income

Section 10-215b-23 of the state competitive foods regulations requires that the gross income from all foods and beverages sold to students anywhere on school premises from 30 minutes before up through 30 minutes after the operation of any CNPs must accrue to the nonprofit food service account. The nonprofit food service account is the restricted revenue account used only for the operation or improvement of the nonprofit school food service.

All fundraiser sales of foods and beverages to students on school premises during this time must comply with this regulation, including:

- sales of foods that comply with the CNS;
- sales of beverages that comply with the state beverage statute and Smart Snacks and;
- sales of foods and beverages to students at events that meet the exemption criteria of the state HFC statute and state beverage statute;
- sales of tickets, coupons, tokens and similar items that students can exchange for foods and beverages at fundraisers;
- student orders for foods and beverages from fundraisers; and
- student donations in exchange for foods and beverages.



For example, if the SBP operates from 7:00 a.m. to 8:00 a.m., the FFVP operates from 9:30 a.m. to 10:00 a.m., the NSLP operates from 11:30 a.m. to 1:00 p.m., and the ASP operates from 3:30 p.m. to 4:30 p.m., the nonprofit food service account must receive the fundraiser's income from all foods

Requirements for Food and Beverage Fundraisers in HFC Public Schools

and beverages sold to students anywhere on school premises from 6:30 a.m. to 8:30 a.m., 9:00 to 10:30 a.m., 11:00 a.m. to 1:30 p.m., and 3:00 p.m. to 5:00 p.m. For more information, refer to the CSDE's resources, [Overview of Connecticut's Competitive Foods Regulations](#) and [Operational Memorandum No. 1-18: Accrual of Income from Sales of Competitive Foods in Schools](#).

USDA School Wellness Policy Requirements

The LEA's school wellness policy may have additional local requirements for selling and giving foods and beverages to students. The Child Nutrition and WIC Reauthorization Act of 2004 ([Section 4 of Public Law 108-265](#)) required all schools and institutions participating in the NSLP and SBP to develop a school wellness policy by the first day of school year 2006-07. The [Healthy, Hunger-Free Kids Act of 2010](#) strengthened the SWP law by adding requirements for public participation, transparency, and implementation.

Among other requirements, the school wellness policy must include nutrition guidelines for all foods and beverages that are sold or given to students on school premises during the school day. At a minimum, the LEA's school wellness policy for foods and beverages must meet all applicable federal and state nutrition standards and requirements. For more information on school wellness policies, visit the CSDE's [School Wellness Policies](#) webpage.

Complying with Federal and State Requirements

This section provides guidance on how the federal and state requirements for competitive foods apply to different types of fundraisers in HFC public schools. These requirements include the Smart Snacks beverage standards and Connecticut's statutes and regulations for competitive foods. The state statutes include the state HFC statute (C.G.S. Section 10-215f), the CNS (C.G.S. Section 10-215e), the state beverage statute (C.G.S. Section 10-221q), and the state statute for nutritious low-fat foods (C.G.S. Section 10-221p). The state regulations for competitive foods include Sections 10-215b-1 and 10-215b-23 of Regulations of Connecticut State Agencies.

Sales to adults

The Smart Snacks beverage standards and Connecticut's statutes and regulations for competitive foods do not apply to foods and beverages sold to adults on school premises, such as school staff, parents, and other adults. Fundraisers may sell any foods and beverages to adults at any time, either on or off school premises. However, Connecticut's statutes and regulations for competitive foods apply when students sell fundraiser foods and beverages to adults off school premises; deliver the fundraiser orders and money to school; and pick up the foods and beverages at school for delivery to customers. An example is a fundraiser catalog that sells boxes of candy bars and bags of gourmet

Requirements for Food and Beverage Fundraisers in HFC Public Schools

coffee. Under the state competitive foods regulations, foods and beverages are being sold to students when students exchange money or its equivalent for foods and beverages on school premises, regardless of when students will receive or consume the foods and beverages. For more information, refer to “[Fundraiser catalogs and orders](#)” in this document.

Adult education programs

Smart Snacks does not apply to adult education programs on school premises. However, Connecticut’s statutes and regulations for competitive foods do not address an age limit for students or distinguish between regular and adult education programs. Therefore, the CNS, state beverage statute, and state competitive foods regulations apply to sales of foods and beverages to adults who are “students” in adult education programs under the board of education’s jurisdiction, if the food and beverage sales are under the control of the adult education program. The state statute for nutritious low-fat foods (C.G.S. Section 10-221p) does not apply unless the adult education program’s food sales occur during the school day. For more information, refer to the CSDE’s memo, [Requirements for Selling Foods and Beverages in Adult Education Programs](#).

Bake sales

Bake sales on school premises cannot sell noncompliant foods and beverages to students unless: 1) the board of education or school governing authority has voted to allow food and beverage exemptions; and 2) the bake sale is held after the school day or on the weekend at the location of an event that meets the exemption criteria of the state HFC and beverage statutes (refer to “[Food and Beverage Exemptions](#)” in this document).



If the bake sale occurs from 30 minutes before up through 30 minutes after the operation of any CNPs (including bake sales at events), the state competitive foods regulations require additional restrictions (refer to “[State Competitive Foods Regulations](#)” in this document). Section 10-215b-1 prohibits sales of candy, coffee, tea, and soft drinks to students on school premises during this time. Section 10-215b-23 requires that the bake sale’s income from all foods and beverages sold to students during this time must accrue to the nonprofit food service account.

Bake sales on school premises may sell compliant foods to students at any time, if the sales comply with C.G.S. Section 10-221p (refer to “[State Statute Requiring Nutritious and Low-fat Foods](#)” in this document) and the state competitive foods regulations (refer to “[State Competitive Foods Regulations](#)” in this document).

Requirements for Food and Beverage Fundraisers in HFC Public Schools

- **Example:** A bake sale on school premises during the school day sells muffins and cookies that comply with the CNS. These foods are listed on the CSDE’s [List of Acceptable Foods and Beverages](#) webpage. This bake sale must also sell low-fat dairy foods and fresh or dried fruit, unless these foods are sold elsewhere on school premises at the same time. If this bake sale occurs from 30 minutes before up through 30 minutes after the operation of any CNPs, Section 10-215b-23 of the state competitive foods regulations requires that the bake sale’s income during this time must accrue to the nonprofit food service account. For example, if the SBP operates from 7:00 a.m. to 8:00 a.m. and the NSLP operates from 11:30 a.m. to 1:00 p.m., the nonprofit food service account must receive the bake sale’s income from all foods and beverages sold to students from 6:30 a.m. to 8:30 a.m. and 11:00 a.m. to 1:30 p.m.

Connecticut’s statutes and regulations for competitive foods do not apply to bake sales that sell foods and beverages only to adults (such as teachers, staff, and parents) or to bake sales held off school premises. For more information, refer to “[Sales to adults](#)” and “[Fundraisers off school premises](#)” in this document.

Candy

Candy includes all types of regular and sugar-free varieties, such as chocolates, chocolate-covered nuts and fruits, hard candies, jelly candies (e.g., gumdrops and gummies), and breath mints. The CNS prohibits sales of candy to students on school premises unless: 1) the board of education or school governing authority has voted to allow food exemptions; 2) the candy sales are at the location of an event that meets the food exemption criteria of the state HFC statute; and 3) the event does not occur while any CNPs are operating. In addition, Section 10-215b-1 of the state competitive foods regulations prohibits selling and giving candy to students (including candy at events) from 30 minutes before up through 30 minutes after the operation of any CNPs, including during and after the school day (refer to “[Section 10-215b-1: Restrictions for candy, coffee, tea, and soft drinks](#)” in this document).



The CSDE strongly encourages schools to promote consistent health messages to students by eliminating candy on school premises. The LEA’s school wellness policy may have other local requirements for selling and giving candy to students on school premises. For more information, refer to “[USDA School Wellness Policy Requirements](#)” in this document.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Compliant foods and beverages

Compliant foods comply with the CNS (refer to “[Allowable Foods](#)” in this document). Compliant beverages comply with Smart Snacks and the state beverage statute (refer “[Allowable Beverages](#)” in this document). Fundraisers on school premises may sell compliant foods and beverages to students at any time, if the sales also comply with C.G.S. Section 10-221p (refer to “[State Statute Requiring Nutritious and Low-fat Foods](#)” in this document) and Section 10-215b-23 of the state competitive foods regulations (refer to “[Section 10-215b-23: Accrual of income](#)” in this document).

Fundraiser catalogs and orders

Connecticut’s statutes and regulations apply whenever students exchange money for foods and beverages on school premises, regardless of when students will receive or consume the foods and beverages. This includes orders for foods and beverages from fundraising catalogs, fliers, and similar promotions on school premises.

Students may bring fundraiser catalogs home and sell foods and beverages to anyone off school premises. However, if students deliver the fundraiser orders and money to school, and pick up the foods and beverages at school for delivery to customers, the fundraiser is selling foods and beverages to students on school premises. For example, students cannot deliver orders and money for frozen pies and bags of gourmet coffee to school, and pick up the pies and coffee at school, because pies do not comply with the CNS and coffee does not comply with the state beverage statute.

The CNS and state beverage statute prohibit fundraisers on school premises from selling (and students from ordering) noncompliant foods and beverages unless: 1) the board of education or school governing authority has voted to allow food and beverage exemptions; and 2) the fundraiser meets the exemption criteria of the state HFC and beverage statutes (refer to “[Food and Beverage Exemptions](#)” in this document). If the fundraiser occurs from 30 minutes before up through 30 minutes after the operation of any CNPs, the state competitive foods regulations require additional restrictions (refer to “[State Competitive Foods Regulations](#)” in this document). Section 10-215b-1 prohibits candy, coffee, tea, and soft drinks from being ordered by or distributed to students on school premises during this time, including orders at events. Section 10-215b-23 requires that the fundraiser’s income from all food and beverage orders sold to students during this time must accrue to the nonprofit food service account.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

- **Example:** The At-risk Afterschool Meals program serves supper on school premises from 4:30 p.m. to 6:00 p.m. A fundraiser takes orders for noncompliant foods and beverages on the side of the soccer field at a soccer game (exempted event) during the same time. Students cannot order candy, coffee, tea, or soft drinks from 4:00 p.m. to 6:30 p.m. The nonprofit food service account must receive the fundraiser's income from all foods and beverages ordered by (sold to) students during these times.

Allowable procedures for fundraiser catalogs and orders

When students take orders for noncompliant foods and beverages off school premises and bring the orders and money to school, the fundraiser must follow the procedures below to comply with Connecticut's statutes and regulations for competitive foods.

1. Students bring the fundraiser orders and money to school.
2. The distribution of the fundraiser foods and beverages complies with one of the following procedures: a) parents or other adults pick up the foods and beverages on school premises; b) students pick up the foods and beverages at an event on school premises that occurs after the school day or on the weekend, when CNPs are not operating; or c) the pick-up location for the foods and beverages is off school premises.
3. The district's pick-up policy for foods and beverages is clearly indicated on the school's fundraising flier and any written communication regarding the fundraiser.

Fundraisers that do not follow these procedures can never distribute noncompliant foods and beverages to students on school premises.

Fundraisers off school premises

Smart Snacks and Connecticut's statutes and regulations for competitive foods do not apply to fundraising activities that take place off school premises, such as bake sales held at a supermarket or candy bar sales held at a town community center. However, Connecticut's statutes and regulations apply when students sell foods and beverages off school premises, deliver fundraiser orders and money to school, and pick up the foods and beverages at school (refer to "[Fundraiser catalogs and orders](#)" in this document). Under Connecticut's statutes and regulations for competitive foods regulations, foods and beverages are being sold to students when students exchange money or its equivalent for foods and beverages on school premises, regardless of when students will receive or consume the foods and beverages.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Gift cards and entertainment books

Connecticut's statutes and regulations for competitive foods apply to gift cards and similar items sold to or ordered by students on school premises, regardless of where or when students can obtain the foods and beverages. This includes gift cards and similar items that can be exchanged for foods and beverages off school premises, such as gift cards for restaurants, convenience stores, fast food chains, and local dining establishments; but excludes supermarket gift cards.

When students sell gift cards or similar items off school premises and bring the money to school, the requirements are the same as procedures for fundraiser catalogs and orders (refer to "[Allowable procedures for fundraiser catalogs and orders](#)" in this document). The distribution of the gift cards must comply with one of the following: a) parents or other adults pick up the gift cards on school premises; b) students pick up the gift cards at an event on school premises that occurs after the school day or on the weekend, when CNPs are not operating; or c) the pick-up location for the gift cards is off school premises.

The CNS and state beverage statute prohibit fundraisers on school premises from selling students gift cards and similar items that can be redeemed for noncompliant foods and beverages unless: 1) the board of education or school governing authority has voted to allow food and beverage exemptions; and 2) the sales meet the exemption criteria of the state HFC and beverage statutes (refer to "[Food and Beverage Exemptions](#)" in this document). If the fundraiser occurs from 30 minutes before up through 30 minutes after the operation of any CNPs (including sales at events), the state competitive foods regulations require additional restrictions (refer to "[State Competitive Foods Regulations](#)" in this document). Section 10-215b-1 prohibits gift cards and similar items that can be exchanged for candy, coffee, tea, and soft drinks from being sold or given to students, ordered by students, or distributed to students on school premises during this time. Section 10-215b-23 requires that the fundraiser's income from all gift cards and similar items sold to students during this time must accrue to the nonprofit food service account.



Requirements for Food and Beverage Fundraisers in HFC Public Schools

Gum

The [Federal Food, Drug, and Cosmetic Act](#) defines gum as a food.

Regular and sugar-free gum do not comply with the CNS and cannot be sold to students on school premises unless: 1) the board of education or school governing authority has voted to allow food exemptions; and 2) the fundraiser meets the exemption criteria of the state HFC statute (refer to

“[Food and Beverage Exemptions](#)” in this document). If the fundraiser occurs from 30 minutes before up through 30 minutes after the operation of any CNPs, Section 10-215b-23 of the state competitive foods regulations requires that nonprofit food service account must receive the fundraiser’s income from all gum sales to students during this time (refer to “[Section 10-215b-23: Accrual of income](#)” in this document).



Noncompliant foods and beverages

Fundraisers on school premises cannot sell noncompliant foods and beverages to students unless: 1) the board of education or school governing authority has voted to allow food and beverage exemptions; and 2) the sales meet the exemption criteria of the state HFC and beverage statutes (refer to “[Food and Beverage Exemptions](#)” in this document). If the fundraiser occurs from 30 minutes before up through 30 minutes after the operation of any CNPs, the state competitive foods regulations require additional restrictions (refer to “[State Competitive Foods Regulations](#)” in this document). Section 10-215b-1 prohibits selling candy, coffee, tea, and soft drinks to students during this time. Section 10-215b-23 requires that the fundraiser’s income from all foods and beverages sold to students during this time must accrue to the nonprofit food service account.

Nonfood fundraisers

The Smart Snacks beverage standards and Connecticut’s statutes and regulations for competitive foods do not apply to fundraisers that sell nonfood items. Any requirements for sales of nonfood items to students are locally determined by the LEA. The CSDE strongly encourages schools to promote consistent health messages to students by conducting nonfood fundraisers. The CSDE’s resource, [Healthy Fundraising](#), provides suggestions for fundraising with nonfood items and activities.

Suggested donations for foods and beverages

Suggesting a student donation in exchange for foods and beverages is the same as selling foods and beverages to students. An example is a fundraiser that offers students a “free” cookie for donating to a charity, school organization, or similar entity.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Fundraisers on school premises cannot offer noncompliant foods and beverages to students in exchange for a suggested donation unless: 1) the board of education or school governing authority has voted to allow food and beverage exemptions; and 2) the fundraiser meets the exemption criteria of the state HFC and beverage statutes (refer to “[Food and Beverage Exemptions](#)” in this document). If the fundraiser occurs from 30 minutes before up through 30 minutes after the operation of any CNPs, the state competitive foods regulations require additional restrictions (refer to “[State Competitive Foods Regulations](#)” in this document). Section 10-215b-1 prohibits fundraisers from giving candy, coffee, tea, and soft drinks to students in exchange for a donation during this time. Section 10-215b-23 requires that the fundraiser’s income from all student donations for foods and beverages during this time must accrue to the nonprofit food service account.

- **Example:** The SBP operates from 7:00 a.m. to 8:00 a.m. and the NSLP operates from 11:30 a.m. to 1:00 p.m. A fundraiser on school premises during the school day offers students a cookie for donating money to a charity. The nonprofit food service account must receive the fundraiser’s income from all student donations offered in exchange for cookies from 6:30 a.m. to 8:30 a.m. and 11:00 a.m. to 1:30 p.m. **Note:** The cookie must comply with the CNS because food sales during the school day (including suggested donations for foods) are not eligible for food exemptions under the state HFC statute (refer to “[Food and Beverage Exemptions](#)” in this document).

Tickets, coupons, and tokens

Connecticut’s statutes and competitive foods regulations supersede Smart Snacks because they apply to all foods and beverages that students can obtain by exchanging tickets, coupons, tokens, and similar items. These requirements apply regardless of whether the tickets and similar items are purchased by students or given to students at no charge (such as coupons for food rewards); and regardless of when students will receive or consume the foods and beverages (refer to “[Timing of distribution and consumption](#)” in this document).

- **Example 1:** On Monday during the school day, a school club sells tickets to students on school premises. On Friday after the school day, students can exchange the tickets for cookies on school premises. The cookies must comply with the CNS (refer to “[Allowable Foods](#)” in this document). If the ticket sales occur from 30 minutes before up through 30 minutes after the operation of any CNPs, Section 10-215b-23 of the state competitive foods regulations requires that the income from all ticket sales during this time must accrue to the nonprofit food service account (refer to “[Section 10-215b-23: Accrual of income](#)” in this document).

Requirements for Food and Beverage Fundraisers in HFC Public Schools

- **Example 2:** Students purchase coupons on school premises that can be exchanged for foods and beverages in the school store after the school day. The foods must comply with the CNS (refer to “[Allowable Foods](#)” in this document). The beverages must comply with the state beverage statute (refer to “[Allowable Beverages](#)” in this document). The Smart Snacks nutrition standards do not apply because students obtain the beverages after the school day. If the coupon sales occur from 30 minutes before up through 30 minutes after the operation of any CNPs, Section 10-215b-23 of the state competitive foods regulations requires that the income from all ticket sales during this time must accrue to the nonprofit food service account (refer to “[Section 10-215b-23: Accrual of income](#)” in this document).
- **Example 3:** During the school day, a teacher rewards students with an ice cream coupon. Student can exchange the coupon for ice cream on school premises during or after the school day. The ice cream must comply with the CNS and be listed on the CSDE’s [List of Acceptable Foods and Beverages](#) webpage (refer to “[Allowable Foods](#)” in this document).

Using food as a reward has many negative consequences that go far beyond the short-term benefits of good behavior or performance. The CSDE strongly encourages schools to promote consistent health messages to students by eliminating food rewards. For more information, refer to the CSDE’s resource, [Alternatives to Food Rewards](#).



Requirements for Food and Beverage Fundraisers in HFC Public Schools

Timing of distribution and consumption

Fundraisers sometimes sell foods and beverages at a different time from when they will be distributed or consumed. For example, students order and pay for the foods and beverages, then receive the products several weeks later.



Foods and beverages intended for consumption at home

Connecticut’s statutes and regulations for competitive foods apply regardless of when students will consume the foods and beverages. This includes products distributed on school premises in a precooked state (such as frozen cookie dough, frozen pies, frozen pizza, and frozen smoothies); and products distributed on school premises in bulk quantities, i.e., multiple servings per package (such as boxes or bags of candy bars, Girl Scout cookies, popcorn, tea bags, hot chocolate packets, and gourmet coffee).

For example, students cannot order boxes of candy bars and bags of gourmet coffee from a fundraiser on school premises because candy does not comply with the CNS and coffee does not comply with the state beverage statute. Noncompliant foods and beverages cannot be distributed to students on school premises unless: 1) the board of education or school governing authority has voted to allow food and beverage exemptions; and 2) the foods and beverages are distributed to students after the school day or on the weekend, at the location of an event that meets the exemption criteria of the state HFC and beverage statutes (refer to [“Food and Beverage Exemptions”](#) in this document).

Fundraiser orders and distribution during CNPs

If the fundraiser orders and distribution occur from 30 minutes before up through 30 minutes after the operation of any CNPs, the state competitive foods regulations require additional restrictions (refer to [“State Competitive Foods Regulations”](#) in this document). Section 10-215b-1 prohibits fundraiser orders and distribution of candy, coffee, tea, and soft drinks to students anywhere on school premises from 30 minutes before up through 30 minutes after the operation of any CNPs, including during and after the school day. Section 10-215b-23 requires that the fundraiser’s income from all foods and beverages sold to students during this time (including fundraiser orders and ticket sales) must accrue to the nonprofit food service account. For more information, refer to [“Tickets, coupons, and tokens”](#) and [“Fundraiser catalogs and orders”](#) in this document.

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Allowable_Beverages_Public_Schools.pdf

Beverage Requirements (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Beverage-Requirements>

Beverage Requirements for Connecticut Public Schools (CSDE presentation):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Beverage_Requirements_Connecticut_Public_Schools_Presentation.pdf

Complying with Healthy Food Certification (CSDE presentation):

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

Connecticut General Statutes for School Foods and Beverages (CSDE's Laws and Regulations for Child Nutrition Programs webpage):

<https://portal.ct.gov/SDE/Nutrition/Laws-and-Regulations-for-Child-Nutrition-Programs#ConnecticutGeneralStatutes>

Connecticut Nutrition Standards (CSDE presentation):

https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/-/media/SDE/Nutrition/HFC/CNS/Connecticut_Nutrition_Standards_Presentation.pdf

Connecticut Nutrition Standards (CSDE webpage):

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

Connecticut Regulations for Competitive Foods (CSDE's Laws and Regulations for Child Nutrition Programs webpage):

<https://portal.ct.gov/SDE/Nutrition/Laws-and-Regulations-for-Child-Nutrition-Programs#ConnecticutRegulations>

CSDE Operational Memorandum No. 1-18: Accrual of Income from Sales of Competitive Foods in Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2018/OM01-18.pdf>

Evaluate Foods for CNS Compliance (“How To” section of CSDE's Connecticut Nutrition Standards 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

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Fundraisers (Related Resources section of CSDE's HFC webpage):

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

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

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

Guide to Competitive Foods in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Competitive_Foods_Guide_HFC.pdf

Healthy Food Certification (CSDE webpage):

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

Healthy Food Certification Fundraiser Requirements (CSDE presentation):

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

Healthy Fundraising (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/HealthyFundraising.pdf>

How to Evaluate Foods Made from Scratch for Compliance with the CNS (CSDE):

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

How to Evaluate Purchased Foods for Compliance with the CNS (CSDE):

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

List of Acceptable Foods and Beverages (CSDE webpage):

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

Overview of Connecticut's Competitive Foods Regulations (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Overview_CT_Competitive_Foods_Regulations.pdf

Overview of Federal and State Laws for Competitive Foods in Connecticut Public Schools, Private Schools, and Residential Child Care Institutions (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Overview_Federal_State_Laws_Competitive_Foods.pdf

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

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

Requirements for Food and Beverage Fundraisers in HFC Public Schools

Requirements for Beverages Containing Water and Juice (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Requirements_Water_Juice_Beverages.pdf

Requirements for Competitive Foods in HFC Public Schools (CSDE):

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

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools (CSDE):

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

Sample Fundraiser Form for HFC (CSDE):

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

Smart Snacks Nutrition Standards (CSDE webpage):

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

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

Summary of Connecticut Nutrition Standards (CSDE):

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

Requirements for Food and Beverage Fundraisers in HFC Public Schools



For more information, visit the CSDE's [Healthy Food Certification](#) and [Connecticut Nutrition Standards](#) webpages or contact the [HFC Coordinator](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser_Requirements_HFC.pdf.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.