

Responsibilities of District Contact Person for Healthy Food Certification

The district contact person is the point person identified by the school district for coordinating the implementation and monitoring of the district's Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes. This person will receive all communications from the Connecticut State Department of Education (CSDE) regarding HFC. The district contact person will be part of the CSDE's HFC e-mail distribution list and will receive regular updates regarding allowable food and beverage items, implementation resources, documentation requirements, training, and other information regarding HFC implementation.

The district contact person is responsible for:

- understanding the requirements of state statutes, the [Connecticut Nutrition Standards](#) and HFC;
- disseminating information regarding the HFC requirements to all appropriate staff members in the school district, such as the school food service director, cafeteria managers, culinary arts teachers, athletic directors, family and consumer sciences teachers, parent groups, school organizations, and individuals who coordinate fundraising activities, school stores, kiosks, school-based enterprises, vending machines, and any other food and beverage sales to students in the district;
- being familiar with the CSDE's [List of Acceptable Foods and Beverages](#) webpage (brand-specific lists of food products that meet the Connecticut Nutrition Standards and beverages that meet the requirements of [Section 10-221q](#) of the Connecticut General Statutes) and sharing information with all appropriate school staff members regarding any changes and updates to the list;
- being aware of and sharing with appropriate staff members in the school district the CSDE's HFC resources, available on the CSDE's [HFC](#) webpage;
- responding to questions from district staff members and contacting the CSDE with questions and requests for technical assistance as necessary;
- organizing and providing training and technical assistance as needed for appropriate school district staff members;
- responding to requests from the CSDE for information and documentation related to HFC;
- coordinating district procedures for monitoring compliance with HFC;
- assisting district spokesperson with media-related inquiries regarding the district's HFC and the requirements of state statutes; and

Responsibilities of District Contact Person for HFC

- coordinating the district’s annual HFC documentation materials for submission to the CSDE, including completion of the online HFC Compliance Form, and providing lists of food and beverages sold to students (see “Responsibilities for HFC Documentation” below).

Responsibilities for HFC Documentation

All districts participating in HFC must submit the online HFC Compliance Form to the CSDE by November 30 of each year. In addition to the HFC Compliance Form, selected school districts must also submit lists of foods and beverages sold to students from all sources in the district. For more information, refer to the CSDE’s resource, *Districts Required to Submit Lists of Foods and Beverages*.

The district contact person is responsible for collecting the required information to submit the annual HFC Compliance Form. This form should be completed in consultation with all individuals in the district who are involved with food sales to students, such as the:

- school food service director;
- cafeteria managers;
- operators of vending machines;
- operators of school stores, kiosks, and other school-based enterprises;
- coordinators of school fundraising activities;
- parent groups;
- athletic directors;
- culinary arts teachers (if foods are sold to students);
- family and consumer sciences teachers (if foods are sold to students); and
- any other individuals who coordinate food sales to students.

The online HFC Compliance Form and list of districts required to submit foods and beverages are available in the “[Documents/Forms](#)” section of the [Healthy Food Certification](#) webpage. For more information on HFC documentation, refer to the CSDE’s resources, *Guidance for Healthy Food Certification Documentation* and *Completing the Online Healthy Food Certification Compliance Form*; and the CSDE’s presentation, *Documentation Requirements for Healthy Food Certification*.

Responsibilities of District Contact Person for HFC

Resources

Beverage Requirements (CSDE webpage):

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

Complying with Healthy Food Certification (Presentation) (CSDE):

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

Connecticut Nutrition Standards (CSDE webpage):

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

Evaluating Foods for CNS Compliance (CSDE 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

Guidance for Healthy Food Certification Documentation (CSDE):

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

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 Documentation (CSDE webpage):

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

Healthy Food Certification Fundraiser Requirements (CSDE presentation):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationFundraisers.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

Responsibilities of District Contact Person for HFC

List of Acceptable Foods and Beverages (CSDE webpage):

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

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

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

Requirements for Food and Beverage Fundraisers in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser_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 (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/AdultEdHFC.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 Healthy Food Certification (CSDE):

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

Submitting Food and Beverage Products for Approval (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FBlist/Submitting_Food_Beverage_Products.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

Summary of Connecticut Nutrition Standards (CSDE):

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

Responsibilities of District Contact Person for HFC



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/HFC_District_Contact_Responsibilities.pdf.

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.