



Completing the Application Process  
for Healthy Food Certification (HFC)

Section 10-215f of the Connecticut  
General Statutes



CONNECTICUT  
Education

Connecticut State Department of Education  
Bureau of Child Nutrition Programs

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Module Topics

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




Resources and websites are listed in the yellow bar

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Overview of HFC

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




[https://www.cga.ct.gov/current/pub/chap\\_169.htm#sec\\_10-215f](https://www.cga.ct.gov/current/pub/chap_169.htm#sec_10-215f)

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State HFC State Requires

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




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CNS Applies To

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



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CSDE Webpage

Healthy Food Certification (HFC)



<https://portal.ct.gov/sde/nutrition/healthy-food-certification/hfc-training-program>

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### HFC Application Requirements

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### Annual HFC Completed through HFC Statement

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




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### HFC Dates

- Certification period  
July 1 2026, through  
June 30, 2027
- Submission deadline  
July 1, 2026





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### Completed Online

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






<https://portal.ct.gov/sde/nutrition/cnp-system>

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### Online Submission Includes

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




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### HFC Statement Available in CNP System by Mid-May

- CSDE emails school food authorities when available
- Cannot complete prior to CSDE's email



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### Steps for HFC Application Process

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Importance of Advance Planning

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




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Step 1: Review CSDE’s HFC Operational Memorandum

- Specific application requirements
- Important steps to ensure timely submission and CSDE approval



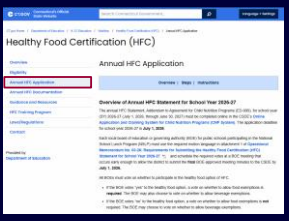
<https://portal.ct.gov/-/media/sde/nutrition/nsip/memos/om03-26.pdf>

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CSDE Webpage

Annual HFC Application section of HFC webpage




<https://portal.ct.gov/sde/nutrition/healthy-food-certification/annual-hfc-application>

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Step 2: Schedule required HFC votes at BOE meeting

- Plan ahead
- Use required motion language




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Plan Ahead

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



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Use Required Motion Language


■ CSDE Operational Memorandum  
No. 03-26

1. Healthy food option

2. Food exemptions

3. Beverage exemptions

BOE-approved minutes must  
include required language



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Vote 1: HFC Participation

■ Required for all NSLP  
Public Schools



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If BOE votes “yes” to HFC


■ Vote 2: food exemptions

■ Vote 3: optional beverage  
exemptions \*

OR

■ Vote 2: combined food and  
beverage exemptions

Beverage exemptions are not  
part of annual HFC Statement



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Food Exemptions

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



[https://www.cga.ct.gov/current/pub/chap\\_169.htm#sec\\_10-215f](https://www.cga.ct.gov/current/pub/chap_169.htm#sec_10-215f)

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Three Exemption Criteria

1. The sale is in connection with an  
event occurring after end of  
regular school day or on the  
weekend

2. The sale is at location of the  
event

3. The foods are not sold from  
vending machine or school store



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If BOE votes “no” to HFC

■ Vote for food exemptions  
not required

■ Vote 2: optional beverage  
exemptions \*

Beverage exemptions are not  
part of annual HFC Statement




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CSDE Resource

Exemptions for Foods and Beverages in Public Schools



[https://portal.ct.gov/-/media/sde/nutrition/hfc/exemptions\\_food\\_beverages\\_public\\_schools.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/exemptions_food_beverages_public_schools.pdf)

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CSDE Webpage

Complying with Healthy Food Certification Training Program

- Module 2: HFC Requirement
- Module 6: Fundraisers




<https://portal.ct.gov/sde/nutrition/healthy-food-certification/hfc-training-program>

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Step 3: Conduct required HFC votes at BOE meeting

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




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Step 4: Complete HFC Statement and upload BOE minutes

- Begins in May 2026
- Wait for CSDE email and instructions



<https://portal.ct.gov/sde/nutrition/cnp-system>

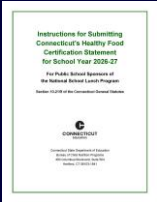
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CSDE Resource

Instructions for Submitting Connecticut's Healthy Food Certification Statement for School Year 2026-27

- Coming in April 2026




[https://portal.ct.gov/-/media/sde/nutrition/hfc/app/instructions\\_submitting\\_connecticut\\_healthy\\_food\\_certification\\_statement.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/app/instructions_submitting_connecticut_healthy_food_certification_statement.pdf)

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If BOE Minutes are Not Final by July 1

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




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HFC Statement Overview

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



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HFC Statement Overview, continued

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



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HFC Contact Person

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HFC Contact Person =

The point person responsible for coordinating the day-to-day implementation and monitoring of HFC under Section 10-215f of the Connecticut General Statutes

Terms to Know

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HFC Contact Person Responsibilities

- Completes required HFC trainings
- Ensures all competitive foods comply with requirements



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Who is HFC Contact Person

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

Successfully meet responsibilities

[https://portal.ct.gov/-/media/sde/nutrition/hfc/hfc\\_district\\_contact\\_responsibilities.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/hfc_district_contact_responsibilities.pdf)




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CSDE Resource

Responsibilities of District Contact Person for Healthy Food Certification



[https://portal.ct.gov/-/media/sde/nutrition/hfc/hfc\\_district\\_contact\\_responsibilities.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/hfc_district_contact_responsibilities.pdf)  
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Resources



[https://portal.ct.gov/-/media/sde/nutrition/hfc/hfc\\_district\\_contact\\_responsibilities.pdf](#)  
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CSDE Webpage

Healthy Food Certification Webpage

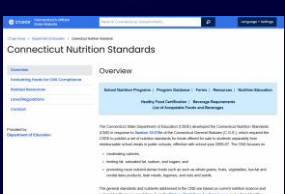


<https://portal.ct.gov/sde/nutrition/healthy-food-certification>  
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Connecticut Nutrition Standards



<https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards>  
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Questions?

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

<https://portal.ct.gov/sde/nutrition/healthy-food-certification/contact>  
<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf>  
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Thank you for  
participating!



[https://portal.ct.gov/sde/nutrition/healthy-food-certification/contact](#)  
<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf>  
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