



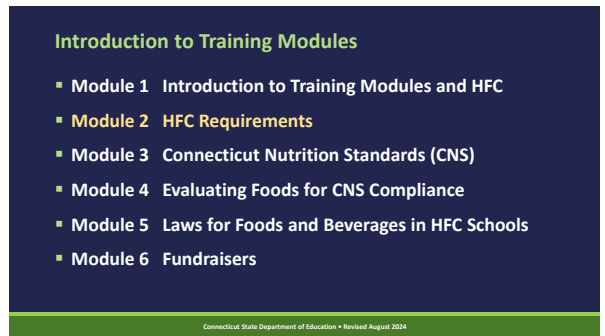
Complying with Healthy Food Certification (HFC)

Module 2: HFC Requirements

Connecticut State Department of Education  
Bureau of Child Nutrition Programs

Revised August 2024

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Introduction to Training Modules

- Module 1 Introduction to Training Modules and HFC
- Module 2 HFC Requirements
- Module 3 Connecticut Nutrition Standards (CNS)
- Module 4 Evaluating Foods for CNS Compliance
- Module 5 Laws for Foods and Beverages in HFC Schools
- Module 6 Fundraisers

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CSDE Resource

Healthy Food Certification (HFC)

Related Resources section

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

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Healthy Food Certification (HFC)

A state statute that requires each board of education or governing authority for all public schools participating in the NSLP to certify annually to the CSDE whether they will follow the CNS for all foods sold to students separately from reimbursable meals

Terms to Know

[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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Connecticut Nutrition Standards (CNS)

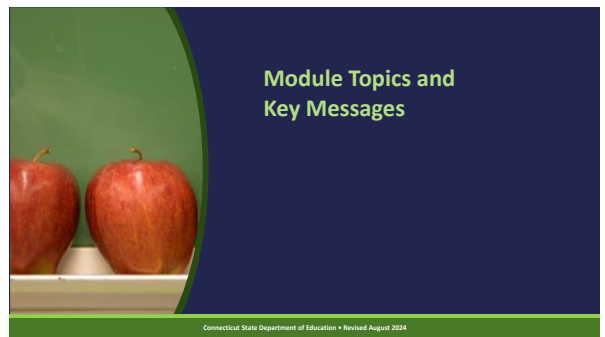
State nutrition standards developed by CSDE that apply to all foods sold to students separately from reimbursable meals in HFC schools

Terms to Know

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

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Module Topics and Key Messages

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**Module Topics**

- When CNS applies
- When CNS does not apply
- Food exemptions
- Common sources of food sales
- Knowledge Check: Test Your HFC IQ
- Resources




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**Key Messages About HFC**


- All competitive foods in all schools must comply with CNS
- CNS applies to amount served including accompaniments
- Cannot sell noncompliant foods unless board of education (BOE) votes to allow exemptions and sales meet exemption criteria



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**When CNS Applies**



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**CNS Applies to**

- All foods available for sale to students separately from reimbursable meals from all sources on school premises \*
- All foods served in USDA's Afterschool Snack Program (ASP) \*

**\* Commercial products and foods made from scratch**



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**School Premises**

All areas of the property **under the jurisdiction** of the local or regional board of education, the Connecticut Technical Education and Career System (CTECS), or the governing authority district or school

**Terms to Know**



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**Sale, Sales, Sell, Selling**

Exchange of a determined amount of **money or its equivalent** \* for foods and beverages

\* Coupons, tickets, tokens, and similar items

**Terms to Know**



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### Examples of Sales

1. Coupons and tickets redeemable for foods
2. Fee-based programs and activities that include the cost of food
3. Giving foods in exchange for suggested donation
4. Fundraiser orders and pick-up on school premises

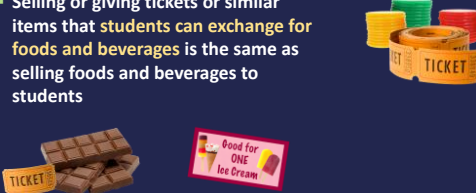


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### Coupons and Tickets

- Selling or giving tickets or similar items that **students can exchange for foods and beverages** is the same as selling foods and beverages to students




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### Fee-based Programs and Activities

- Charging a fee that includes the cost of foods and beverages provided to students



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### Examples of Fee-based Programs and Activities

- A school club's dues include cost of snacks



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### Examples of Fee-based Programs and Activities

- A parent-teacher organization collects money from parents to provide foods at classroom parties



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### Examples of Fee-based Programs and Activities

- The fee for a weekly afterschool enrichment program includes cost of snacks




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### Examples of Fee-based Programs and Activities

- The fee for participating in a sports team includes the cost of foods and beverages




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### Suggested Donations


- Fundraiser on school premises gives foods to students in exchange for a suggested donation



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### Fundraiser Orders and Pick-up on School Premises



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### When CNS Does Not Apply




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### CNS Does Not Apply

- Sales off school premises
- Sales to adults (teachers, school staff, and parents) on or off school premises
- Sales at events that meet exemption criteria of state HFC statute
- Giving foods to students



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### Give, Giving

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



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### Foods Being "Given" to Students if 5 Conditions Apply

1. No purchase of foods
2. No exchange of purchased tickets/similar items for foods
3. No exchange of free tickets or similar items for foods
4. Fee-based programs/activities do not include cost of foods provided to students
5. Fundraisers do not give foods to students in exchange for a suggested donation



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### Food Exemptions




[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 the end of the regular school day or on the weekend
2. The sale is at location of the event
3. The foods are not sold from a vending machine or school store



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### Event

An occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity



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### Is it an event?

<h4>Events</h4> <ul style="list-style-type: none"> <li>▪ Soccer game</li> <li>▪ High school debate competition</li> <li>▪ School play</li> <li>▪ School chess match</li> </ul>	<h4>Not events</h4> <ul style="list-style-type: none"> <li>▪ Soccer practices</li> <li>▪ Debate team practices</li> <li>▪ Play rehearsals</li> <li>▪ Chess club meetings</li> </ul>
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### Examples of Events

- Awards banquets
- Boy Scout Blue & Gold dinner
- Craft fairs
- Debate team competitions
- Election day (if school is not in session)
- Family bingo nights
- Math team competitions
- Mock trial competitions
- School carnivals
- School concerts
- School recitals
- School dances
- School fairs, e.g., health, science, and math
- Silent auctions
- Sports banquets
- Sports games, tournaments, and matches, e.g., football, basketball, soccer, tennis, field hockey, volleyball, wrestling, and cross country
- Talent shows
- Theatrical productions

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**School Day**

The period from midnight before to 30 minutes after the end of the official school day

- Includes summer school programs
- Applies to half days


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**Example of School Day**

- School ends at 3:00 PM
- School day = midnight through 3:30 PM
- After school day = 3:31 PM through 11:59 PM



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**Location**

The same place where the event is being held

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**Many Sources of Food Sales are Not Events  
 Never eligible for exemptions**


- Cafeteria a la carte sales
- School stores
- Vending machines
- Afterschool programs and activities
- Classes and educational programs
- Clubs, organizations, and similar groups
- Programs and meetings
- Summer school programs operated by BOE

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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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**Common Sources of Food Sales**

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### Sources of Food Sales in Schools

- A la carte sales
- Vending machines
- School stores, kiosks, and other school-based enterprises
- Fundraisers
- Concession stands
- Sports competitions
- Vendors on school premises
- Celebrations at school
- Afterschool programs and activities
- Classes and educational programs
- Interschool agreements
- Summer school programs operated by BOE
- Adult education programs under BOE

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### Reminder

- This modules reviews only food sources (CNS)
- CNS does not apply to beverages



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### A La Carte Food Sales





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### A La Carte Food Sales

- Must always comply with CNS
- Never eligible for food exemptions




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### CSDE Resource

#### Requirements for Cafeteria A La Carte Foods and Beverages in HFC Public Schools



[https://portal.ct.gov/-/media/sde/nutrition/hfc/cafeteria\\_requirements\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/cafeteria_requirements_hfc.pdf)

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### Vending Machines

- Must always comply with CNS
- Never eligible for food exemptions
- CNS does not apply if vending machines are not accessible to students



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**CSDE Resource**

**Requirements for Foods and Beverages in Vending Machines in HFC Public Schools**

[https://portal.ct.gov/-/media/sde/nutrition/hfc/vending\\_machine\\_requirements\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/vending_machine_requirements_hfc.pdf)

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**School Stores, Kiosks, and Other School-based Enterprises**

- Must always comply with CNS
- Never eligible for food exemptions

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**CSDE Resource**

**Requirements for Foods and Beverages in School Stores in HFC Public Schools**

[https://portal.ct.gov/-/media/sde/nutrition/hfc/school\\_store\\_requirements\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/school_store_requirements_hfc.pdf)

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**Fundraisers**

- Must always comply with CNS
  - Selling tickets that can be exchanged for foods
  - Orders and distribution of foods on school premises
  - Giving foods in exchange for suggested donation

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**Fundraiser Exemptions**

- May sell noncompliant foods if BOE voted to allow food exemptions
  - AND fundraiser meets exemption criteria
  - OR fundraiser meets definition of event

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**CSDE Resource**

**Requirements for Food and Beverage Fundraisers in HFC Public Schools**

[https://portal.ct.gov/-/media/sde/nutrition/hfc/fundraiser\\_requirements\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/fundraiser_requirements_hfc.pdf)

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**Concession Stands**

<p><b>During school day</b></p> <ul style="list-style-type: none"> <li>▪ Must always comply with CNS</li> </ul>	<p><b>After school day or on weekend</b></p> <ul style="list-style-type: none"> <li>▪ Eligible for exemptions if located at an event</li> </ul>
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**Sports Competitions: Games, Matches, Tournaments**

<p><b>During school day</b></p> <ul style="list-style-type: none"> <li>▪ Must always comply with CNS</li> </ul>	<p><b>After school day or on weekend</b></p> <ul style="list-style-type: none"> <li>▪ Eligible for exemptions (meet definition of event)</li> </ul>
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**Vendors on School Premises**

- Food service management companies (FSMCs)
- Food trucks
- Caterers
- Online and mobile food delivery companies
- Other outside entities




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**Vendors on School Premises**

- Must always comply with CNS
- Never eligible for food exemptions
- Could sell noncompliant foods at events



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**Celebrations at School**

- Classroom parties
- Birthday parties
- Holidays
- Cultural events
- Special occasions



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**Celebrations at School**

- Selling foods if
  - Collect fee to cover cost of foods provided to students
  - Exchange tickets for foods



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**Celebrations at School**

<p><b>During school day</b></p> <ul style="list-style-type: none"> <li>▪ Must always comply with CNS</li> </ul>	<p><b>After school day or on weekend</b></p> <ul style="list-style-type: none"> <li>▪ Eligible for exemptions (meet definition of event)</li> </ul>
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**Afterschool Programs and Activities**

- Enrichment programs
- Extracurricular classes
- Tutoring sessions
- Performing arts groups
- School clubs, e.g., art, chess, foreign language, and math



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**Afterschool Programs and Activities**

- Must always comply with CNS
  - Fee-based programs/activities
  - Exchange tickets for foods
- Never eligible for food exemptions



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**Classes and Educational Programs**

- Culinary programs
- Family and consumer sciences classes
- Afterschool cooking programs




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**Classes and Educational Programs**

- Must always comply with CNS
  - Fee-based classes/programs
  - Exchange tickets for foods
- Never eligible for food exemptions
- If BOE voted to allow food exemptions, could sell noncompliant foods at events




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**Classes and Educational Programs**

- CNS does not apply to foods that are part of curriculum



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### CSDE Resource

#### Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools

[https://portal.ct.gov/-/media/sde/nutrition/hfc/culinary\\_programs\\_requirements\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/culinary_programs_requirements_hfc.pdf)

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### Interschool Agreements

- Recipient public schools are eligible to participate in HFC if providing sponsor participates
- Does not apply to interschool agreements with private schools or RCCIs

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### Interschool Agreements

- Recipient school certifies for HFC on their interschool agreement
- If “will comply”, CNS and HFC requirements apply

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### Interschool Agreements

- Recipient school certifies for HFC on their interschool agreement
- If “will comply”, CNS and HFC requirements apply
- Sales at events are eligible for exemptions

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### Summer School Programs Operated by BOE

- Enrichment programs
- Exploratory programs

Part of regular school day

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### Summer School Programs Operated by BOE

- Must always comply with CNS
- Fee-based programs
- Exchange tickets for foods
- Never eligible for food exemptions

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### Adult Education Programs

#### State Laws

- No age limit for “students”
- Do not distinguish between regular and adult education programs



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### Adult Education Programs

Are food sales under control of adult education program?

- Yes: CNS applies if program operates on school premises under BOE’s jurisdiction
- No: CNS does not apply if BOE rents, leases, or borrows building space




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### CSDE Resource

#### Requirements for Selling Foods and Beverages in Adult Education Programs October 31, 2008




<https://portal.ct.gov/-/media/sde/nutrition/hfc/adultedhfc.pdf>

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### CSDE Resource

#### Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools




[https://portal.ct.gov/-/media/sde/nutrition/compfoods/summary\\_chart\\_requirements\\_competitive\\_foods\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/compfoods/summary_chart_requirements_competitive_foods_hfc.pdf)

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### Knowledge Check: Test Your HFC IQ

- Indicate if the CNS applies to each source of foods



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### Does CNS apply?

- Reimbursable meals sold to students in the NSLP and SBP

Yes  No




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**Does CNS apply?**

- A la carte foods sold to students in the cafeteria

Yes  No



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**Does CNS apply?**

- Foods sold to students from vending machines

Yes  No



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**Does CNS apply?**

- Foods sold to students from school stores

Yes  No

**HFC statute prohibits food exemptions**



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**Does CNS apply?**

- Foods sold to students from fundraisers on school premises sponsored by school groups

Yes\*  No

**\* Unless sales meet food exemption criteria**



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**Does CNS apply?**

- Foods sold to students from fundraisers on school premises sponsored by groups outside the school district

Yes\*  No

**\* Unless sales meet food exemption criteria**



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**Does CNS apply?**

- Foods sold to students from fundraisers held at locations off school premises

Yes  No



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**Does CNS apply?**

- Family and consumer sciences classes that sell foods to students

Yes  No



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**Does CNS apply?**

- Family and consumer sciences classes that give foods to students

Yes  No

If CNPs are operating, state competitive foods regulation restricts giving certain foods and beverages to students



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**Does CNS apply?**

- Culinary arts programs that sell foods to students

Yes  No



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**Does CNS apply?**

- Culinary arts programs that give foods to students

Yes  No

If CNPs are operating, state competitive foods regulation restricts giving certain foods and beverages to students



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**Does CNS apply?**

- Foods sold to students from summer school programs operated on school premises by the school district

Yes  No

Not eligible for food exemptions



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**Does CNS apply?**

- Foods sold to students in schools that operate under an interschool agreement and choose to implement HFC

Yes\*  No

\* Unless sales meet food exemption criteria



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**Does CNS apply?**

- Fee-based programs and activities on school premises that include the cost of foods provided to students

Yes    No

Not eligible for food exemptions



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**Does CNS apply?**

- Foods served in the USDA's Afterschool Snack Program (ASP)

Yes    No




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**Does CNS apply?**

- Adult education programs operated by BOE on school premises

Yes    No




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**Does CNS apply?**

- Food sales to adults, e.g., snack vending machines in teachers' lounge

Yes    No



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**Does CNS apply?**

- Classroom parties that collect a fee to cover cost of foods provided to students during school day

Yes    No

Not eligible for food exemptions



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**Does CNS apply?**

- Classroom parties where parents donate foods that are provided to students

Yes    No

If CNPs are operating, state competitive foods regulation restricts giving certain foods and beverages to students



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### Does CNS apply?

- Giving students coupons or similar items that are redeemable for foods

Yes  No



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### Does CNS apply?

- Meetings on school premises that sell foods to students

Yes  No

Not eligible for food exemptions



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### Resources



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### CSDE Website

#### Healthy Food Certification



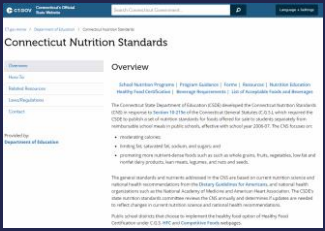
<https://portal.ct.gov/sde/nutrition/healthy-food-certification/related-resources>

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### CSDE Webpage

#### Connecticut Nutrition Standards




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

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### CSDE Resource

#### Requirements for Competitive Foods in HFC Public Schools



[https://portal.ct.gov/-/media/sde/nutrition/hfc/requirements\\_competitive\\_foods\\_hfc.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/requirements_competitive_foods_hfc.pdf)

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**CSDE Resource**

**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](https://portal.ct.gov/-/media/sde/nutrition/hfc/questions_answers_connecticut_statutes_school_foods_beverages.pdf)

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**CSDE Resource**

**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](https://portal.ct.gov/-/media/sde/nutrition/compfoods/resources_federal_state_requirements_competitive_foods.pdf)

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**Questions?**

▪ **Contact 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/countyyassign.pdf>

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**Thank you for participating!**

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

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained

online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20Complaint-Form-0508-0002-508-11-28-2023final.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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