



### Three Categories of Foods and Beverages

- All foods available for sale to students separately from reimbursable meals
- All foods served in ASP snacks
- All beverages available for sale to students as part of and separately from reimbursable meals and ASP snacks



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### HFC Documentation Applies To

- All district schools
- All interschool agreements with public schools that choose to participate in HFC




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### Two Different Documentation Requirements

| All districts                           | Certain districts                              |
|---|--|
| 1. Submit online: HFC Compliance Survey | 1. Submit online: HFC Compliance Survey        |
|   | 2. Email to CSDE: Lists of foods and beverages |



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### Overview of HFC Compliance Survey




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### Overview of HFC Compliance Survey

- Must be submitted by all districts
- Completed online in Qualtrics



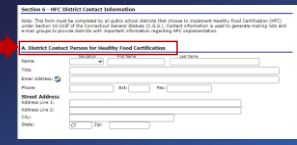
[https://sde.ct.gov/qualtrics.com/jfe/form/SV\\_2f6XlUvFM5eYpA](https://sde.ct.gov/qualtrics.com/jfe/form/SV_2f6XlUvFM5eYpA)

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### Who Completes HFC Compliance Survey

- HFC contact person in consultation with appropriate individuals responsible for sales of foods and beverages to students
- Listed in section 6A of HFC Statement in CSDE's CNP System



<https://ct.cnps.com/prod/Splash.aspx>

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### Who to Consult

- School food service director
- Cafeteria managers
- Culinary arts teachers
- Family and consumer sciences teachers
- Athletic directors
- Parent groups
- Individuals who coordinate
  - fundraising activities
  - school stores
  - vending machines
  - any other food or beverage sales to students

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### Nine Survey Sections

- Participation in CSDE's HFC Training
- Beverage Exemptions
- Food Exemptions
- Cafeteria Beverage Sales
- Cafeteria Food Sales
- Vending Machines
- School Stores, Kiosks and School-Based Enterprises
- School Fundraisers
- Foods and Beverages Sold from Other Sources

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### Guidance for Completing Survey

Review Instructions

- Guidance for Completing the HFC Compliance Survey
- Preview of the HFC Compliance Survey

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance\\_Completing\\_HFC\\_Compliance\\_Survey.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance_Completing_HFC_Compliance_Survey.pdf)

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### Guidance for Completing Survey

Review Instructions

- Guidance for Completing the HFC Compliance Survey
- Preview of the HFC Compliance Survey

Gather

- All required information

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### Survey Logistics

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### One Survey Submission per Computer

- If responsible for multiple districts
  - Use different computer
  - Request temporary survey unlock from CSDE
- Coordinate to submit only one survey per district



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### Survey Navigation



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### Survey Progress Bar

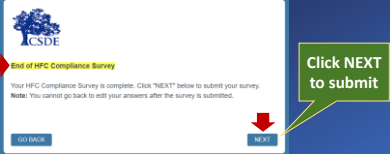



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### Quitting Survey and Returning

- May return at any time until survey is submitted



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### Correcting Submitted Information


- Email [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov)

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### CSDE Resource

#### Guidance for Completing the HFC Compliance Survey



[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance\\_Completing\\_HFC\\_Compliance\\_Survey.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance_Completing_HFC_Compliance_Survey.pdf)

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## Overview of Requirement for Lists of Foods and Beverages

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## Required to Submit Lists of Foods and Beverages

### Only Certain Districts


| Category 1   | Category 2   | Category 3   |
|--|--|--|
| Districts scheduled for Administrative Review of NSLP in current school year | Districts implementing HFC for first time this school year | Districts with HFC compliance issues for prior school year |

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### CSDE Resource

## Districts Required to Submit Lists of Foods and Beverages for Healthy Food Certification Documentation




[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Districts\\_Required\\_to\\_Submit\\_Lists\\_Foods\\_Beverages\\_HFC\\_Documentation.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Districts_Required_to_Submit_Lists_Foods_Beverages_HFC_Documentation.pdf)

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## Is your district listed?

| No  | Yes   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Submit online: HFC Compliance Survey</li> </ol> | <ol style="list-style-type: none"> <li>1. Submit online: HFC Compliance Survey</li> <li>2. Email to CSDE: Lists of foods and beverages</li> </ol> |



[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Districts\\_Required\\_to\\_Submit\\_Lists\\_Foods\\_Beverages\\_HFC\\_Documentation.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Districts_Required_to_Submit_Lists_Foods_Beverages_HFC_Documentation.pdf)

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### CSDE Resource

## Guidance for Submitting Lists of Foods and Beverages for Healthy Food Certification Documentation



[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance\\_Submitting\\_Lists\\_HFC\\_Documentation.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance_Submitting_Lists_HFC_Documentation.pdf)

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## Developing and Submitting Lists of Foods and Beverages

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### Use CSDE HFC Documentation Forms

- Form-fillable PDFs
- Download current year's forms
- Use appropriate CSDE form for each source of food and beverage sales



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

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### CSDE HFC Documentation Forms

- Form 1: Commercial Foods and Beverages Sold in Cafeterias
- Form 2: Foods Made from Scratch Sold in Cafeterias
- Form 3: Foods and Beverages Sold in Vending Machines
- Form 4: Foods and Beverages Sold in School Stores, Kiosks, and Other School-based Enterprises
- Form 5: Food and Beverage Fundraisers
- Form 6: Commercial Foods and Beverages Sold from Other Sources
- Form 7: Foods Made from Scratch Sold from Other Sources

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### What Foods and Beverages to Include

- All foods available for sale to students separately from reimbursable meals
- All foods served in ASP
- All beverages available for sale to students as part of and separately from reimbursable meals and ASP snacks

From all sources



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### Submit One List for Each Source

- Each list must represent all foods and beverages sold from that source
  - All district schools
  - All district interschool agreements with public schools

6 district cafeterias and 1 cafeteria in public school with interschool agreement

- Submit 1 list for all 7 cafeterias



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### Submit One List for Each Source

- Each list must represent all foods and beverages sold from that source
  - All district schools
  - All district interschool agreements with public schools

3 vending machines in high school  
2 vending machines in middle school

- Submit 1 list for all 5 vending machines



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### Listing Commercial Foods and Beverages

| HFC Documentation Forms  | Option 1 (preferred)  |
|--|---|
| <ul style="list-style-type: none"> <li>1: Cafeterias</li> <li>3: Vending Machines</li> <li>4: School Stores</li> <li>6: Other Sources</li> </ul> | <ul style="list-style-type: none"> <li>Highlight CSDE's List of Acceptable Food and Beverages</li> <li>Attach to first page of HFC documentation form</li> <li>Submit both together as one PDF</li> </ul> |

Must add any items not on CSDE's list

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### Listing Commercial Foods and Beverages


| HFC Documentation Forms  | Option 2   |
|--|--|
| <ul style="list-style-type: none"> <li>1: Cafeterias</li> <li>3: Vending Machines</li> <li>4: School Stores</li> <li>6: Other Sources</li> </ul> | <ul style="list-style-type: none"> <li>Enter all foods and beverages manually on the appropriate HFC documentation form                             <ul style="list-style-type: none"> <li>Manufacturer's name</li> <li>Name of food or beverage</li> <li>Variety or flavor</li> <li>Package size</li> </ul> </li> </ul> |

**Follow specific instructions**

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### Listing Foods Made from Scratch

| HFC Documentation Forms   | Two categories  |
|---|---|
| <ul style="list-style-type: none"> <li>2: Cafeterias</li> <li>7: Other Sources</li> </ul>  | <ol style="list-style-type: none"> <li>Prepared from ingredients using standardized recipe</li> <li>Ingredients added after purchasing</li> </ol> |

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### Examples of Foods Made from Scratch

| Prepared using standardized recipe  | Ingredients added  |
|---|--|
| <ul style="list-style-type: none"> <li>Entrees not sold as part of reimbursable meals</li> <li>Cooked grains with added ingredients</li> <li>Cooked vegetables with added ingredients</li> <li>Soups</li> <li>Salads with dressing</li> <li>Fruit smoothies</li> <li>Baked goods</li> </ul> | <ul style="list-style-type: none"> <li>Popcorn kernels in oil and adding salt</li> <li>Making muffins from a mix and adding butter and eggs</li> <li>Adding sprinkles to commercial frozen cookie dough</li> </ul> |


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### Required Documentation for Foods Made from Starch

- Standardized recipe with nutrition information per serving
- Completed CSDE CNS worksheet indicating that serving complies with CNS

**Maintain on file at district**




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

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### Submitting the Lists

- Name PDF files following instructions on page 8
- Email to [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov)



[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance\\_Submitting\\_Lists\\_HFC\\_Documentation.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance_Submitting_Lists_HFC_Documentation.pdf)

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### Questions?

Contact the CSDE's HFC coordinator



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

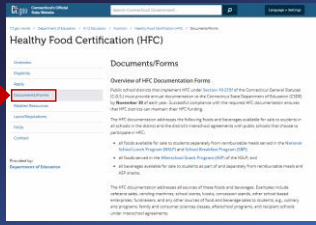
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**CSDE Webpage**

**Healthy Food Certification (HFC)**

- Documents/Forms section



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

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**Thank you for participating!**

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