

**Completing the Documentation Requirements 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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**CSDE Webpage**

**Healthy Food Certification (HFC)**

- Documents/Forms section

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

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**Overview of HFC**

- Applies to all public schools participating in National School Lunch Program (NSLP)
- 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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**Overview of CNS**

- CSDE's state nutrition standards for public schools
- Apply to
  - All foods available for sale to students separately from reimbursable meals
  - All foods served in USDA's Afterschool Snack Program (ASP)

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

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**CSDE Webpage**

**Healthy Food Certification (HFC)**

Overview

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

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**Overview of HFC Documentation Requirements**

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### Overview of HFC Documentation

- Successful compliance ensures HFC funding



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### Three Categories of Foods and Beverages

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



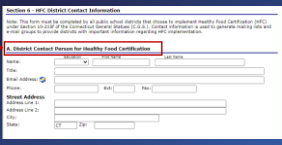
[https://sdept.co1.qualtrics.com/jfe/form/SV\\_SumNHGpX5Biu4TA](https://sdept.co1.qualtrics.com/jfe/form/SV_SumNHGpX5Biu4TA)

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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 annual HFC Statement in CSDE's CNP System



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

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### Who to Consult When Completing Survey

- 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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### Ten Survey Sections


- Beverage Exemptions
- Food Exemptions
- Cafeteria Beverage Sales
- Cafeteria Food Sales
- Vending Machines
- School Stores, Kiosks and School-Based Enterprises
- School Fundraisers
- Afterschool Snack Program (ASP)
- Interschool Agreements with Public Schools
- 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

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### Guidance for Completing Survey

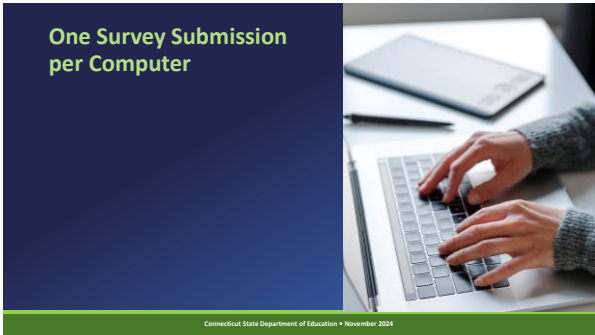
- Review Instructions
  - Guidance for Completing the HFC Compliance Survey
  - Preview of the HFC Compliance Survey
- Gather
  - All required information

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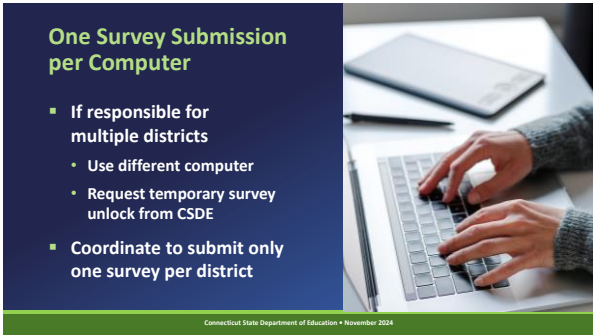
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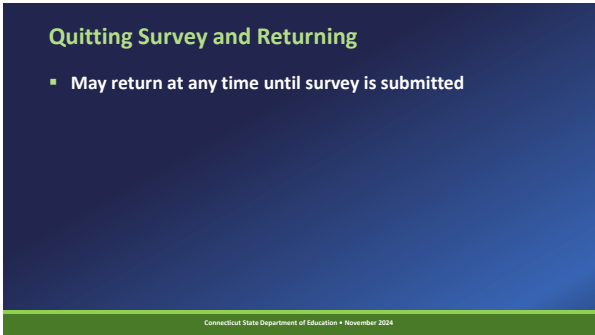
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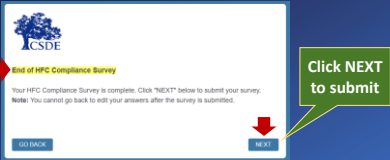
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### Quitting Survey and Returning

- 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 Submitting Lists of Foods and Beverages

- If lists are **not** required, training is complete
- If unsure whether lists are required or know lists are required, continue with training

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

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### Required to Submit Lists of Foods and Beverages

Only Certain Districts


<b>Category 1</b> Districts scheduled for Administrative Review of NSLP in current school year	<b>Category 2</b> Districts implementing HFC for first time this school year	<b>Category 3</b> 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
1. Submit online HFC Compliance Survey	1. Submit online HFC Compliance Survey 2. Email to CSDE Lists of foods and beverages



[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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### Developing and Submitting Lists of Foods and Beverages

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### CSDE Resource

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



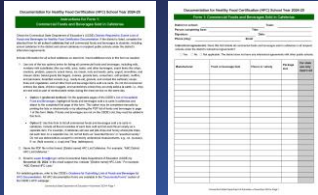
[https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/guidance\\_submitting\\_lists\\_hfc\\_documentation.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/guidance_submitting_lists_hfc_documentation.pdf)

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### Use CSDE HFC Documentation Forms

- Fillable Word documents
- 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 Served in the Afterschool Snack Program
- Form 7: Foods Made from Scratch Served in the Afterschool Snack Program
- Form 8: Commercial Foods and Beverages Sold from Other Sources
- Form 9: Foods Made from Scratch Sold from Other Sources

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### Lists Must Include

- All foods available for sale to students separately from reimbursable meals in NSLP/SBP
- All foods and beverages served in afterschool snacks in ASP
- All beverages available for sale to students as part of and separately from reimbursable meals, and separately from reimbursable afterschool 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 in
  - all district schools
  - all recipient public schools under interschool agreements



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**Submit One List for Each Source**

**Example 1: Cafeterias**

- 6 cafeterias in district
- 1 cafeteria in recipient public school under interschool agreement

**Submit 1 list for all 7 cafeterias**



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**Submit One List for Each Source**

**Example 2: Vending Machines**

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

**Submit 1 list for all 5 vending machines**



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**Submit Separate List for Other Sources**

**Other sources =**

Any other sources of food/beverage sales not indicated in forms for cafeterias, vending machines, school stores, fundraisers, and ASP



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**Examples of Other Sources**

- Afterschool programs
- Culinary arts programs
- Family and consumer sciences classes
- Adult education programs operated by BOE
- Summer school programs operated by BOE
- Programs that charge student participation fee, which includes cost of foods or beverages

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**Submit Separate List for Other Sources**

**Example**

- 1 culinary program
- 1 afterschool program


**Submit 1 list for culinary program and 1 list for afterschool program**



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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: ASP</li> <li>8: 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: ASP</li> <li>8: 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: ASP</li> <li>9: 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 11 of CSDE's Guidance for Submitting Lists of Foods and Beverages for Healthy Food Certification Documentation
- 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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**Thank you for participating!**

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