

Guidance for Completing the Healthy Food Certification Compliance Survey

School Year 2023-24

All public school districts that implement Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) must provide annual HFC compliance documentation to the Connecticut State Department of Education (CSDE) by **November 30** of each year. This documentation addresses the following foods and beverages available for sale to students in all schools in the district and the district’s interschool agreements with public schools that choose to participate in HFC:

- all foods available for sale to students separately from reimbursable meals served in the [National School Lunch Program \(NSLP\)](#) and [School Breakfast Program \(SBP\)](#);
- all foods served in the [Afterschool Snack Program \(ASP\)](#) of the NSLP; and
- all beverages available for sale to students as part of and separately from reimbursable meals and ASP snacks.

The HFC documentation must include all sources of these foods and beverages, such as cafeteria sales, vending machines, school stores, kiosks, concession stands, other school-based enterprises, fundraisers, and any other sources of food and beverage sales to students, e.g., culinary arts programs, family and consumer sciences classes, afterschool programs, and public schools under interschool agreements.

Summary of HFC Documentation Requirements

The chart below summarizes the required documentation that HFC districts must submit to the CSDE and includes links to instructions and forms for each requirement. Successful compliance with HFC documentation ensures that HFC districts can maintain their HFC funding.

Public schools	Requirements	Guidance and forms
All HFC districts	1. Submit online: HFC Compliance Survey	<ul style="list-style-type: none"> • Guidance for Completing the HFC Compliance Survey • Preview of the HFC Compliance Survey Questions
Certain HFC districts: Refer to the CSDE’s Districts Required to Submit Lists of Foods and Beverages	1. Submit online: HFC Compliance Survey <ul style="list-style-type: none"> • Email to CSDE: Lists of foods and beverages (refer to page 8 of the CSDE’s Guidance for Submitting Lists of Foods and Beverages for HFC Documentation) 	<ul style="list-style-type: none"> • Guidance for Completing the HFC Compliance Survey • Preview of the HFC Compliance Survey Questions • Guidance for Submitting Lists of Foods and Beverages for HFC Documentation • HFC Documentation Forms 1-7: “Documents/Forms” section of CSDE’s HFC webpage

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An overview of the HFC documentation requirements is available in the CSDE's 21-minute training video, *Completing the Documentation Requirements for HFC*.

All Districts Submit the HFC Compliance Survey

All HFC districts must submit the online [HFC Compliance Survey](#). This survey is completed by the district's designated [HFC contact person](#) in consultation with the appropriate individuals responsible for each source of the district's food and beverage sales.

- The HFC contact person is the point person designated by the school district for coordinating the implementation and monitoring of the district's HFC under C.G.S. Section 10-215f. The district indicates this person in section 6A, "HFC District Contact Information," of the district's annual HFC Statement in the CSDE's [Connecticut Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#). Refer to number 2 in "[Information Needed Before Beginning the HFC Compliance Survey](#)" in this document.
- Appropriate individuals include anyone responsible for food and beverage sales to students on school premises. Examples may include the school food service director, cafeteria managers, culinary arts teachers, family and consumer sciences teachers, athletic directors, parent groups, and individuals who coordinate fundraising activities, school stores, kiosks, other school-based enterprises, vending machines, and any other food or beverage sales to students.

Additional HFC Documentation Requirements for Certain Districts

In addition to submitting the HFC Compliance Survey, certain HFC districts must also submit lists of food and beverages. Districts that are required to submit these lists are identified in the CSDE's document, *Districts Required to Submit Food and Beverage Lists for School Year 2023-24*.

These lists must include the following sources of foods and beverages in all schools and the district's interschool agreements with public schools that choose to participate in HFC:

- all foods available for sale to students separately from reimbursable meals and as part of ASP snacks; and
- all beverages sold as part of and separately from reimbursable meals and ASP snacks.

Districts must email these lists to the CSDE. For specific instructions on the requirements for completing and submitting the district's lists of foods and beverages, refer to the CSDE's *Guidance for Submitting Lists of Foods and Beverages for Healthy Food Certification Documentation*.

Districts not identified in the CSDE's document, *Districts Required to Submit Food and Beverage Lists for School Year 2023-24*, do not submit lists of foods and beverages.

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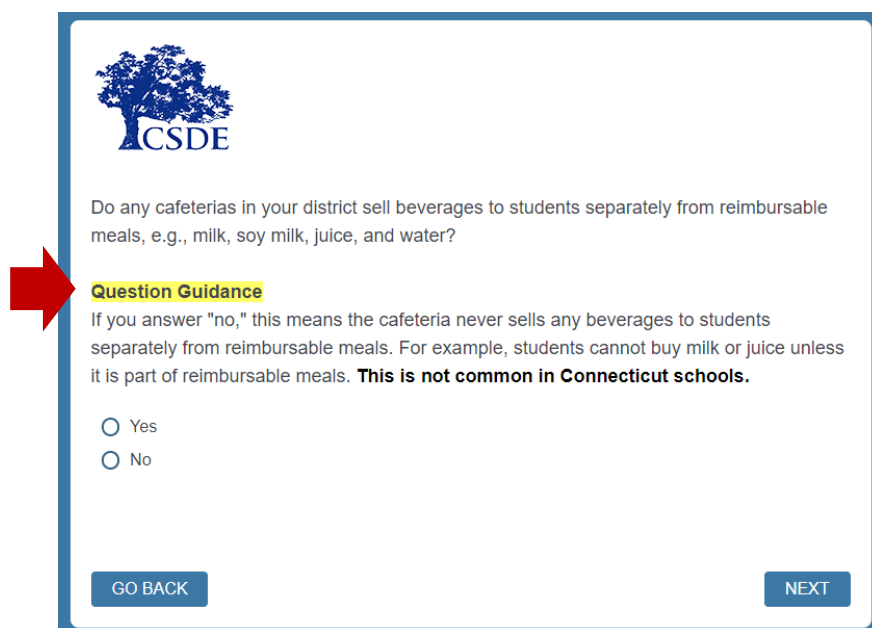
Survey Logistics

The guidance below provides information about completing and submitting the online HFC Compliance Survey.

Time to complete: If the required information is collected in advance, the survey takes about 15 minutes to complete depending on the type and amount of the district's food and beverage sales. To expedite the process, review the questions and guidance in the CSDE's *Preview of the HFC Compliance Survey Questions* and gather the required information before beginning the survey (refer to "Information Needed Before Beginning the Survey" in this document). **Note:** The *Preview of the HFC Compliance Survey Questions* is a PDF of the entire HFC Compliance Survey including all questions. Depending on the district's responses, the actual online survey will not include all questions in the PDF version. This survey uses skip logic to go to a future point in the survey based on how questions are answered. For example, if the district indicates that they do not sell any foods and beverages in vending machines, the survey skips the questions related to vending machines and goes to the next section.

Submit only one survey per district: The HFC contact person and food service director should coordinate to submit one survey for the district. To prevent multiple submissions from the same district, the online survey allows only one submission from the same computer. Individuals who are responsible for more than one district must use a different computer to complete each district's HFC Compliance Survey or may email susan.fiore@ct.gov to temporarily unlock the survey for submitting multiple districts.

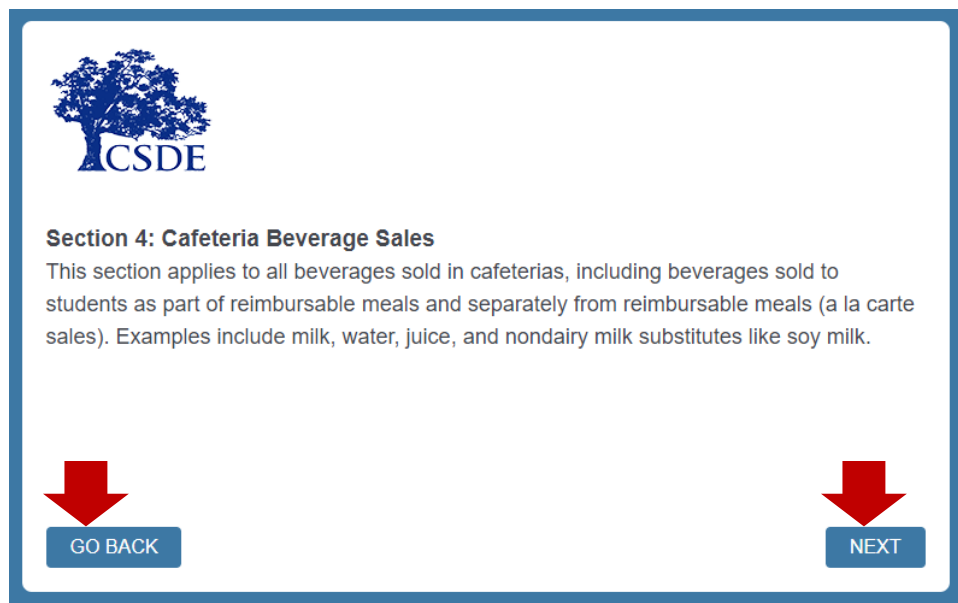
Review the guidance: Each section contains definitions and guidance for the questions in that section. Read this information before answering the questions.



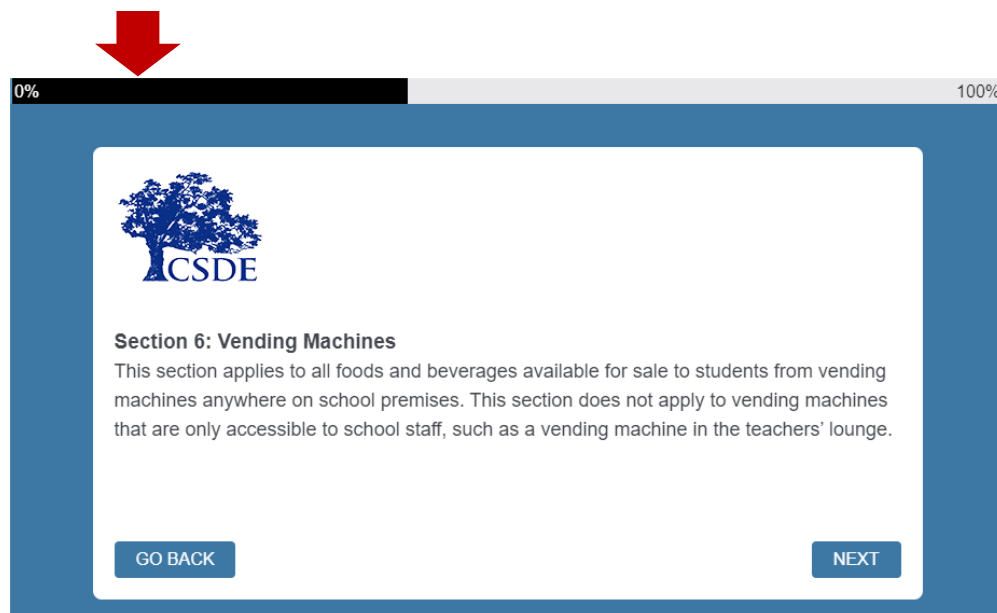
The screenshot shows a survey question from the CSDE. At the top left is the CSDE logo, which consists of a tree icon and the text 'CSDE'. Below the logo is the question: "Do any cafeterias in your district sell beverages to students separately from reimbursable meals, e.g., milk, soy milk, juice, and water?". Underneath the question is a section titled "Question Guidance" in yellow. This section contains the text: "If you answer 'no,' this means the cafeteria never sells any beverages to students separately from reimbursable meals. For example, students cannot buy milk or juice unless it is part of reimbursable meals. **This is not common in Connecticut schools.**". Below the guidance are two radio button options: "Yes" and "No". At the bottom of the survey window are two buttons: "GO BACK" on the left and "NEXT" on the right. A red arrow points from the left side of the image towards the "Question Guidance" section.

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Navigating the survey: Use the “NEXT” and “GO BACK” buttons in the blue box at the bottom of the screen to navigate between the questions.



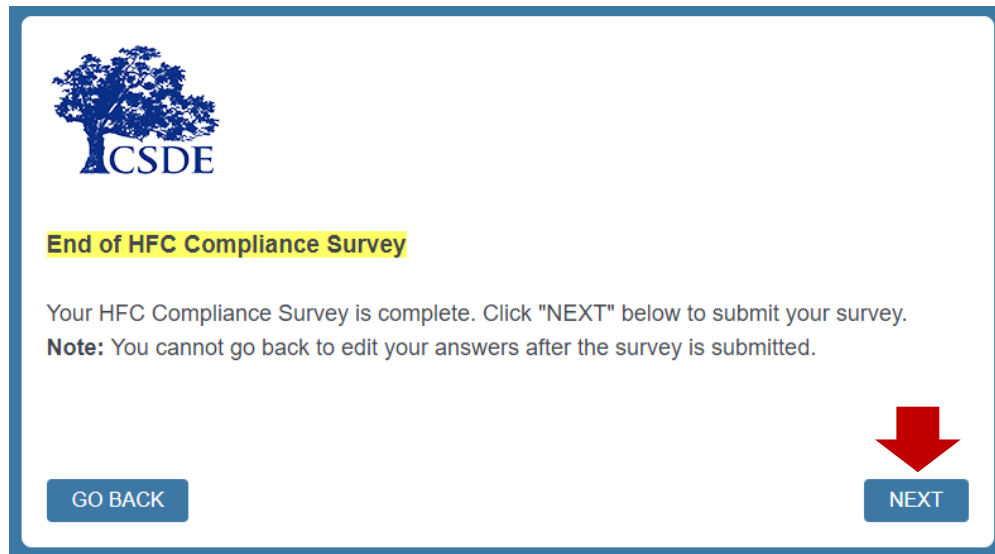
Progress bar: The black bar at the top of the survey shows the respondent’s progress as each question is answered.



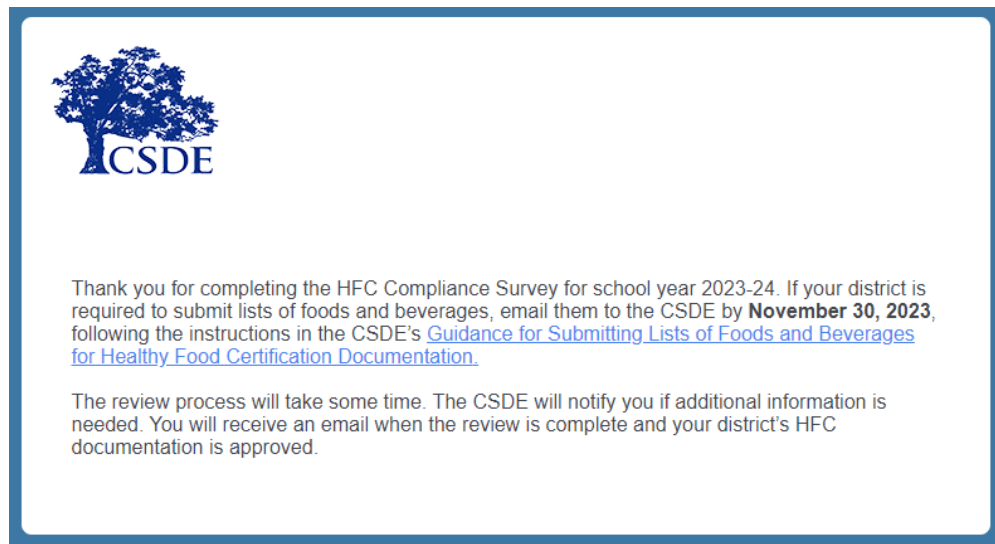
Leaving and resuming the survey: Until the survey is submitted, the respondent may quit the survey and return at any time to continue.

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Submitting the survey: At the end of the survey, the respondent will see the message, “End of HFC Compliance Survey.” Click “NEXT” to submit the survey. **Note:** Answers cannot be edited after the survey is submitted.



The message below will appear to indicate that the submission is complete.



Correcting a survey after submission: To correct a survey after it is submitted, contact Susan Fiore, HFC Coordinator, at susan.fiore@ct.gov.

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Information Needed Before Beginning the Survey

1. **Sponsor agreement number:** This is the five-digit number on the sponsor’s online agreement for Child Nutrition Programs, located in the [CNP System](#).
2. **Name of district’s designated HFC contact person:** This is the person indicated in section 6A, “HFC District Contact Information,” of the district’s annual HFC Statement in the [CNP System](#). For additional guidance, refer to the CSDE’s resource, [Responsibilities of District Contact Person for HFC](#).

A. District Contact Person for Healthy Food Certification

Name:	Salutation	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>		
Email Address:	<input type="text"/>		
Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
Street Address			
Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="CT"/>	Zip:	<input type="text"/>

3. **Participation in HFC training:** This section asks for information about the district staff who completed the CSDE’s [Complying with Healthy Food Certification Training Program](#). As indicated in the CSDE’s summer 2023 email approving the district’s 2023-24 HFC Statement, each HFC district contact was required to complete this training program by September 30, 2023. This training is also recommended for individuals who coordinate sales of competitive foods to students on school premises. Each participant’s printed knowledge check scores document their participation in this training.
4. **Beverage exemptions:** This section asks for information about whether the district allows beverage exemptions and if the BOE exemptions apply to all beverages and all events or only some beverages and some events. The BOE’s beverage exemptions allow beverages that do not meet the state beverage requirements to be sold under certain conditions specified by [C.G.S. Section 10-221q](#). The board of education or school governing authority (BOE) must vote to allow beverage exemptions and the sales must meet the following exemption criteria of the state beverage statute: 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 the location of the event; and 3) the beverages are not sold from a vending machine or school store. For more information on beverage exemptions, see the CSDE’s resource, [Exemptions for Foods and Beverages in Public Schools](#).
 - **Where to find the district’s beverage exemptions:** Beverage exemptions are not part of the district’s annual HFC Statement. The BOE must vote separately to allow them. Many districts vote on whether to allow beverage exemptions at the same time as the votes on

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HFC participation and food exemptions. The district's beverage exemptions are indicated in the BOE meeting minutes where beverage exemptions were approved (usually the same BOE meeting as the HFC votes) or the district's policy that addresses beverage exemptions.

5. **Food exemptions:** This section asks for information about whether the district allows food exemptions and if the BOE exemptions apply to all foods and all events or only some foods and some events. The BOE's food exemptions allow foods that do not meet the Connecticut Nutrition Standards (CNS) to be sold under certain conditions specified by [C.G.S. Section 10-215f](#). The BOE must vote to allow food exemptions and the sales must meet the following exemption criteria of the state HFC statute: 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 the location of the event; and 3) the foods are not sold from a vending machine or school store. For more information on food exemptions, see the CSDE's resource, [Exemptions for Foods and Beverages in Public Schools](#).
- **Where to find the district's food exemptions:** Review "Section 3: Exemption Statement" of the district's annual HFC Statement in the [CNP System](#) or the minutes from the BOE meeting where HFC was approved.

Section 3 - Exemption Statement

To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

Pursuant to Section 10-215f of the Connecticut General Studies, I hereby acknowledge that the Board of Education or Governing Authority, (select appropriate button)

- Will exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- Will not exclude from certification food items that do not meet the CNS.

6. **Cafeteria sales:** This section asks for information about the school cafeterias: What commercial food products and foods made from scratch are available for sale to students separately from reimbursable meals (a la carte sales)? What beverages are available for sale to students separately from and as part of reimbursable meals? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable commercial foods and beverages? What are the district's procedures to ensure that a la carte foods made from scratch comply with the CNS? Is the following documentation available for all a la carte foods made from scratch: 1) a standardized recipe that indicates the nutrition information per serving; and 2) the [appropriate completed CNS worksheet](#) to indicate that the recipe's serving complies with the CNS?
7. **Vending machines:** This section asks for information about the district's vending machines: How many vending machines are accessible to students in all district schools? Do vending machines sell beverages, foods, or both? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable commercial foods and beverages?

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8. **School stores:** This section asks for information about the district's school stores, kiosks, and similar school-based enterprises: How many school stores are in the district? Do school stores sell beverages, foods, or both? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable commercial foods and beverages? What are the district's procedures to ensure that foods made from scratch comply with the CNS? Is the following documentation available for each food made from scratch: 1) a standardized recipe that indicates the nutrition information per serving; and 2) the [appropriate completed CNS worksheet](#) to indicate that the recipe's serving complies with the CNS?
9. **Fundraisers:** This section asks for information about the district's fundraisers: Do food and beverage fundraisers meet all HFC requirements? Does the district conduct fundraisers only at the location of exempted events held after the school day or on the weekend? For fundraisers held during the school day or outside of BOE exempted events: What are the district's procedures to ensure that food and beverage fundraisers comply with HFC requirements? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable commercial foods and beverages? Is the following documentation available for all foods made from scratch: 1) a standardized recipe that indicates the nutrition information per serving; and 2) the [appropriate completed CNS worksheet](#) to indicate that the recipe's serving complies with the CNS?
10. **Other sources of food and beverage sales:** This section asks for information about any other sources of foods and beverages available for sale to students in the district, such as:
 - adult education programs operated by the BOE;
 - afterschool enrichment or other programs charging a fee for participation that includes the cost of foods and beverages provided to students;
 - culinary arts programs;
 - family and consumer sciences classes;
 - family resource centers;
 - public schools under interschool agreements;
 - Summer school programs (e.g., enrichment or exploratory) operated by BOE;
 - Seamless Summer Option (SSO) of the NSLP and Summer Food Service Program (SFSP) operated by the BOE (applies only to a la carte sales);
 - sports programs charging a fee for participation that includes the cost of foods and beverages provided to students;
 - ASP (all foods in ASP snacks must meet the CNS); and
 - any other programs or organizations selling foods and beverages to students on school premises.

What other programs and organizations sell foods and beverages to students in the district? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable commercial

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foods and beverages? What are the district's procedures to ensure that all foods made from scratch comply with the CNS? Is the following documentation available for all foods made from scratch: 1) a standardized recipe that indicates the nutrition information per serving; and 2) the [appropriate completed CNS worksheet](#) to indicate that the recipe's serving complies with the CNS?

Questions

For questions regarding the HFC documentation requirements, contact Susan Fiore, HFC Coordinator, at susan.fiore@ct.gov.

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Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Allowable_Beverages_Public_Schools.pdf

Beverage Requirements (CSDE webpage):

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

Ensuring District Compliance with Healthy Food Certification (CSDE):

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

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

Completing the Documentation Requirements for HFC (CSDE training module):

https://sdect.co1.qualtrics.com/jfe/form/SV_cXP8pmPkASBsqpM

Completing the Documentation Requirements for HFC (CSDE training module handout):

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

Guidance for Submitting Lists of Foods and Beverages for HFC Documentation (CSDE):

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

Healthy Food Certification Compliance Survey for School Year 2023-24:

https://sdect.co1.qualtrics.com/jfe/form/SV_2f6IXLvFMSEYePA

Healthy Food Certification Documentation Forms (CSDE webpage):

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

How to Evaluate Commercial Food Products for Compliance with the CNS (CSDE):

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

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List of Acceptable Foods and Beverages:

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

Online Application and Claiming System for Connecticut Child Nutrition Programs (CNP System):

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

Overview of Connecticut Competitive Foods Regulations (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Overview_CT_Competitive_Foods_Regulations.pdf

Preview of the Healthy Food Certification Compliance Survey Questions (CSDE):

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

Questions and Answers on Connecticut Statutes for School Foods and Beverages (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions_Answers_Connecticut_Statutes_School_Foods_Beverages.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 Culinary Programs in HFC Public Schools (CSDE):

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

Summary of Connecticut Nutrition Standards (CSDE):

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

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For more information on HFC documentation, visit the “[Documents/Forms](#)” section of the CSDE’s [Healthy Food Certification](#) webpages, or contact the [HFC coordinator](#) in the CSDE’s Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance_Completing_HFC_Compliance_Survey.pdf.

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