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Two Different Documentation Requirements

- All districts must submit the online HFC Compliance Survey
- In addition, **certain districts** must submit 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
- Access from “Annual HFC Documentation” section of HFC webpage



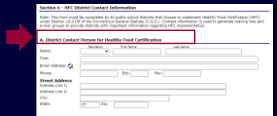
<https://portal.ct.gov/sde/nutrition/healthy-food-certification/annual-hfc-documentation>

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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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Seven Survey Sections

- Cafeteria Beverage Sales
- Cafeteria Food Sales
- Vending Machines
- School Stores, Kiosks and School-Based Enterprises
- School Fundraisers

- Afterschool Snack Program (ASP)
- Foods and Beverages Sold from Other Sources

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Guidance for Completing Survey

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Review instructions

- Two CSDE resources assist with gathering information to complete survey more quickly



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CSDE Resource

Guidance for Completing the Healthy Food Certification Compliance Survey



https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/guidance_completing_hfc_compliance_survey.pdf

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CSDE Resource

Preview of the Healthy Food Certification Compliance Survey



https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/guidance_completing_hfc_compliance_survey.pdf

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Survey Logistics

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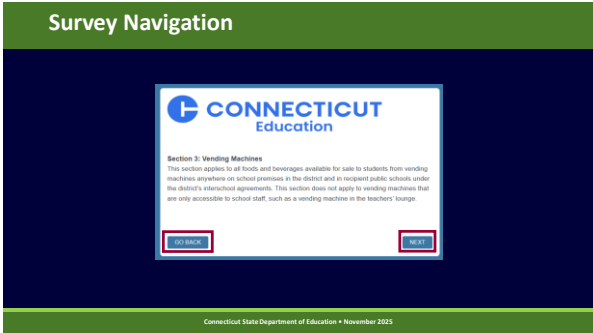
One Survey Submission per Computer

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

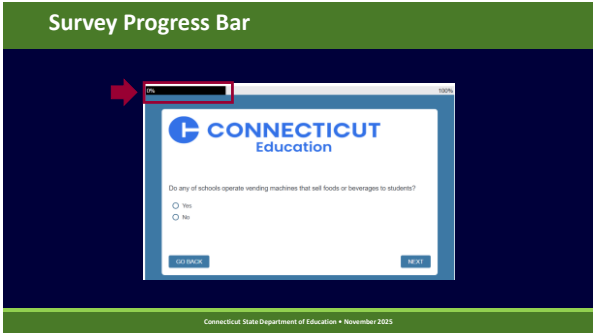


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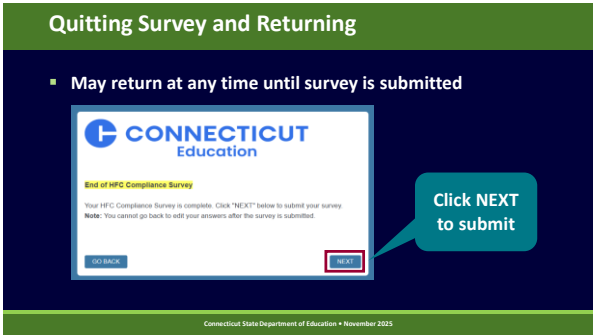
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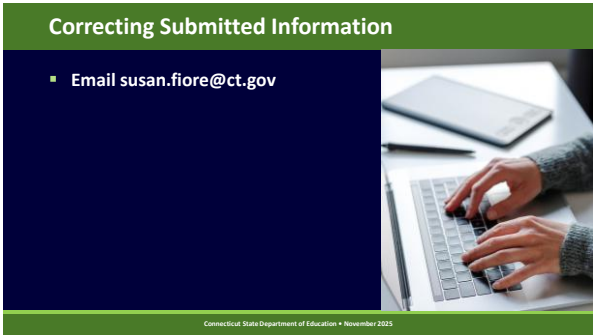
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Required to Submit Lists of Foods and Beverages

- Only Certain Districts
- 3 categories




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Required to Submit Lists of Foods and Beverages

- Districts scheduled for Administrative Review of NSLP in current school year
- Districts implementing HFC for first time this school year or returning to HFC after a year or more of discontinuation
- 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

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Is your district listed?

No

- Submit online HFC Compliance Survey

Yes

- Submit online HFC Compliance Survey
- Email to CSDE Lists of foods and beverages

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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


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Use CSDE HFC Documentation Forms

- Excel documents
- Access through instructions document






https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/hfc_documentation_form1_cafeterias_commercial_instructions.pdf

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Use CSDE HFC Documentation Forms

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



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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 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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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 the 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 enrichment 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

- 1: Cafeterias
- 3: Vending Machines
- 4: School Stores
- 6: ASP
- 8: Other Sources

Must add any items not on CSDE's list

Option 1 (Preferred)

- Highlight CSDE's List of Acceptable Food and Beverages
- Attach to first page of HFC documentation form
- Submit both together as one PDF



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Listing Commercial Foods and Beverages

HFC Documentation Forms

- 1: Cafeterias
- 3: Vending Machines
- 4: School Stores
- 6: ASP
- 8: Other Sources

Follow specific instructions

Option 2

- Enter all foods and beverages manually on appropriate HFC documentation form
 - Manufacturer's name
 - Name of food or beverage
 - Variety or flavor
 - Package size

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Listing Foods Made from Scratch

HFC Documentation Forms

2: Cafeterias

7: ASP

9: Other Sources

Two categories

1. Prepared from ingredients using standardized recipe

2. Ingredients added after purchasing

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Examples of Foods Made from Scratch Prepared Using A Standardized Recipe

Entrees not sold as part of reimbursable meals

Cooked grains with added ingredients

Cooked vegetables with added ingredients

Soups

Salads with dressing

Fruit smoothies

Baked goods



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Examples of Foods Made from Scratch with Ingredients Added After Purchasing

Popcorn kernels in oil and adding salt

Making muffins from a mix and adding butter and eggs

Adding sprinkles to commercial frozen cookie dough



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Required Documentation for Foods Made from Starch

1. Standardized recipe with nutrition information per serving

2. Completed CSDE CNS worksheet indicating that serving complies with CNS

Maintain on file at district



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CSDE Webpage

Connecticut Nutrition Standards

Evaluating Foods for CNS Compliance

Foods Made from Scratch



https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards/evaluating-foods-for-cns-compliance#FoodsMadefromScratch

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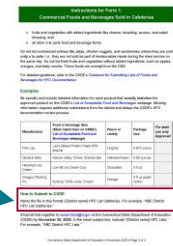
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Submitting the Lists

Name PDF files following instructions for each worksheet

Email to susan.fiore@ct.gov

Name the file in this format:
[District name] HFC List Cafeterias.
For example, "ABC District HFC List Cafeterias."



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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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