Documentation for Healthy Food Certification (HFC) School Year 2023-24

Form 1: Commercial Foods and Beverages Sold in Cafeterias

District or school: _____ **Town:** _____

Person completing form: _____ **Title:** _____

Signature: _____ **Date:** _____

Phone (day): _____ **Email** _____

Instructions: Complete and submit this form if a) the district is listed on the Connecticut State Department of Education's (CSDE) *Districts Required to Submit Lists of Foods and Beverages;* and b) the school cafeterias sell commercial foods and beverages to students separately from reimbursable meals. If the district has multiple cafeterias, indicate all foods and beverages for all district cafeterias on one form. Copy additional pages of this form as needed.

1. Use one of the two options below for listing all commercial foods and beverages sold a la carte in cafeterias, including milk, juice, water, and other beverages; foods like snack items, baked goods, soups, cooked grains, fruits, and vegetables; and all other a la carte food and beverage items. Do not include entrees like pizza, chicken nuggets, and sandwiches unless they are only sold a la carte on the same day (not sold as part of reimbursable meals).

   - **Option 1 (preferred method):** On the applicable pages of the CSDE's List of Acceptable Foods and Beverages webpage, highlight all foods and beverages sold a la carte in cafeterias and attach to the first page of this form. This option may be completed manually by printing the lists or electronically on the PDFs. **Note:** If cafeterias sell any items that are not on the CSDE's list, they must be added to this form.

   - **Option 2:** Use this form to list all commercial foods and beverages sold a la carte in cafeterias. Include all flavors/varieties of each item sold and list each flavor/variety as a separate item. For example, if cafeterias sell sea salt pita chips and honey wheat pita chips, list each item on a separate line. Do not list items as "assorted flavors" or "assorted variety." Do not use abbreviations except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).

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

3. Email to susan.fiore@ct.gov by **November 30, 2023**. In the email subject line, indicate "[District name] HFC Lists." For example, "ABC District HFC Lists."

For detailed guidance, refer to the CSDE's *Guidance for Submitting Lists of Foods and Beverages for HFC Documentation*. The HFC documentation forms are available in the "Documents/Forms" section of the CSDE's HFC webpage.

Example				
Manufacturer	**Food or beverage item**	**Flavor or variety**	**Package size**	***For state use only*** **Approved**
General Mills	Simply Chex	Cheddar	0.92 ounces	
Dannon	Oikos Greek Nonfat Yogurt, Fruit on the Bottom	Strawberry	5.3 ounces	
Gregory Packing, Inc.	Suncup 100% Juice, Frozen, paper carton	Orange	8 fluid ounces	

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