Check the Connecticut State Department of Education’s (CSDE) [*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)**.****If the district is listed, c**omplete the attached form for **all vending machines that sell** **commercial foods and beverages to students, including vending machines in the district and vending machines in** recipient public schools under the district’s interschool agreements.

**Include information for all vending machines on one form.** Insert additional rows in this form as needed.

1. Use one of the two options below for listing all commercial foods and beverages sold in **vending machines**, including milk, nondairy milk substitutes (like soy milk), juice, water, and other beverages; snack items like chips, crackers, pretzels, popcorn, snack mixes, ice cream, nuts and seeds, jerky, yogurt, smoothies, and cheese sticks; baked goods like bagels, cookies, granola bars, cereal bars, soft pretzels, muffins, and pancakes; breakfast cereals (e.g., ready-to-eat, granola, and oatmeal); soups; fruits and vegetables with added ingredients; and all other food and beverage items sold a la carte. Do not list fresh fruits and vegetables without added ingredients.

* **Option 1 (preferred method):** On the applicable pages of the CSDE’s [List of Acceptable Food and Beverages](https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages), highlight all foods and beverages sold in **vending machines** and attach to the completed first page of form 3. This option may be completed manually by printing the lists or electronically or by attaching the PDF list of foods and beverages to page 1 of this form.   
  **Note:** Foods and beverages that are not on the CSDE’s list must be added to form 3.
* **Option 2:** Use form 3 to list complete and specific information for all commercial foods and beverages sold in **vending machines**, including the manufacturer’s name, food or beverage item, variety/flavor, and correct package size. Be specific and include detailed information for each product that **exactly matches** the approved product on the CSDE’s [List of Acceptable Food and Beverages](https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages) webpage. List each flavor/variety as a separate item. For example, if **vending machines** 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).

1. Name the PDF file in this format: [District name] HFC List Vending. For example, “ABC District HFC List Vending.”
2. Email to [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) by **November 30, 2024**. 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*](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance_Submitting_Lists_HFC_Documentation.pdf)*.* All HFC documentation forms are available in the “[Documents/Forms](https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Documents)” section of the CSDE’s HFC webpage.

# Examples

Be specific and include detailed information for each product that **exactly matches** the approved product on the CSDE’s [List of Acceptable Food and Beverages](https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages) webpage. Missing information requires additional submissions from the district and delays the CSDE’s HFC documentation review process.

| **Manufacturer** | **Food or beverage item** (Must match item on CSDE’s [List of Acceptable Food and Beverages](https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages) webpage) | **Flavor or variety** | Package size | *For state use only* Approved |
| --- | --- | --- | --- | --- |
| Frito Lay | Lay's Baked Potato Crisps 65% less fat | Original | 0.875 ounce |  |
| General Mills | Nature Valley Chewy Granola Bar | Oatmeal Raisin | 0.89 ounces |  |
| Hershey's Ice Cream | Low fat Ice Cream Cup | Chocolate | 3 fl oz |  |
| Gregory Packing, Inc. | Suncup 100% Juice, Frozen | Orange | 4 fl oz paper carton |  |

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| **District or school:** | | |  | | | | | | | **Town:** | |  |
| **Person completing form:** | | | |  | | **Title:** | | |  | | | |
| **Signature:** |  | | | | | | | **Date:** | | |  | |
| **Phone (day):** | |  | | | **Email** | |  | | | | | |

**Interschool agreements:** In addition to the district’s vending machines, does this list include all **commercial foods and beverages sold from vending machines in** recipientschools under the district’s interschool agreements?

Yes  No  Not applicable: The district does not have any interschool agreements with other public schools.

| **Manufacturer** | **Food or beverage item** (Must match item on CSDE’s [List of Acceptable Food and Beverages](https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages) webpage) | **Flavor or variety** | Package size | *For state use only* Approved |
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