

## Instructions for Form 3 Commercial Foods and Beverages Sold in Vending Machines

Check the Connecticut State Department of Education's (CSDE) document, [Districts Required to Submit Lists of Foods and Beverages for Healthy Food Certification Documentation](#). If the district's name is listed, the district must provide a list of all foods and beverages available for sale to students from 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.

Submit this information using the CSDE's Excel worksheet, *Form 3: Commercial Foods and Beverages Sold in Vending Machines*. Include information for all vending machines on one form.

Use this link to access the CSDE's Excel worksheet:  
[Form 3: Commercial Foods and Beverages Sold in Vending Machines](#)

### Contact information

Indicate the school district, the name, title, and email of the person completing the form, and the date completed.

### List of Foods and Beverages

Use one of the two options below to list all commercial foods and beverages.

#### Option 1 (preferred method)

*This method saves time, ensures that accurate information is provided for each product, and increases the likelihood that the district will be successful in complying with the HFC documentation requirements.*

Highlight all items available for sale to students in the applicable pages of the CSDE's [List of Acceptable Food and Beverages](#) and attach the highlighted list to the first page of Form 3.

- **Manual:** Print the applicable pages of the CSDE's [List of Acceptable Food and Beverages](#) and highlight all foods and beverages available for sale to students. Complete and print the district contact information only on the first page of Form 3. Scan the first page of Form 3 and all highlighted pages together into one PDF document.

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- **Electronic:** Highlight all foods and beverages electronically on the applicable pages of the PDF version of the CSDE's [List of Acceptable Food and Beverages](#). Complete the **district contact information only** on the first page of Form 3 Excel worksheet and save as a PDF. Combine the two PDF files (first page of Form 3 and all highlighted list pages) together into one PDF document.

If the district sells any foods and beverages that are not on the CSDE's list, they must be added to Form 3.

## Option 2: Enter information manually

Use Form 3 to list all commercial foods and beverages available for sale from vending machines, following the guidance below.

- **Include complete information** for each product, 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](#). Missing information requires additional submissions from the district and delays the CSDE's HFC documentation review process.
- **Include all flavors/varieties** of each item sold and list each flavor/variety on a separate line. 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 submit vendor lists of foods and beverages.** These lists often do not contain all the required information. They also frequently use abbreviations that make it difficult to tell whether the items are the same as those listed on the CSDE's [List of Acceptable Foods and Beverages](#).
- **Do not use abbreviations** except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).

This method must be used when the district sells any foods and beverages that are not listed on the CSDE's [List of Acceptable Food and Beverages](#).

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## What Form 3 Must Include

Form 3 must include all commercial foods and beverages available for sale to students from all vending machines in the district and all vending machines in any recipient public schools under the district's interschool agreements. Examples include:

- beverages, e.g., milk, nondairy milk substitutes (e.g., soy milk), juice, and water;
- snack items, e.g., chips, crackers, pretzels, popcorn, snack mixes, ice cream, nuts and seeds, jerky, yogurt, hummus, fruit/vegetable smoothies, and cheese sticks;
- baked goods, e.g., 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 like cheese, breading, sauces, and salad dressing; and
- all other foods and beverages sold in vending machines.

Do not list fresh fruits and vegetables without added ingredients, such as apples, oranges, and baby carrots. These foods are exempt from the CNS.

## 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](#). 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 <a href="#">List of Acceptable Food and Beverages</a> )	Flavor or variety	Package size	<i>For state use only</i> 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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## How to Submit to CSDE

Name the file in this format: [District name] HFC List Vending. For example, “ABC District HFC List Vending.”

Email all lists together to [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) at the Connecticut State Department of Education (CSDE) by **November 30, 2025**. In the email subject line, indicate “[District name] HFC Lists.” For example, “ABC District HFC Lists.”

## Questions

Contact Susan Fiore, HFC Coordinator, at [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov). For additional guidance, refer to the CSDE’s [Guidance for Submitting Lists of Foods and Beverages for HFC Documentation](#).

For more information, visit the “[Annual HFC Documentation](#)” section of the CSDE’s HFC webpage 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/hfc\\_documentation\\_form3\\_vending\\_machines\\_instructions.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/hfc_documentation_form3_vending_machines_instructions.pdf).

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