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

Form 6: Commercial Foods and Beverages Sold from Other Sources

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

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

Signature: _____ **Date:** _____

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

Source of food and beverage sales: _____

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) commercial foods and beverages are sold to students from other sources, such as culinary arts programs, family and consumer sciences classes, afterschool programs, summer school programs operated by the board of education, and recipient schools under interschool agreements. If the district has multiple other sources, indicate all foods and beverages for each source on a **separate** form. Copy additional pages of this form as needed.

1. Use one of the two options below for listing all commercial foods and beverages, including milk, juice, water, and other beverages; foods like snack items, baked goods, and fruits and vegetables; and all foods and beverages.
   - **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 from the source 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 this source sells 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. Include all flavors/varieties of each item sold and list each flavor/variety as a separate item. For example, if the cafeteria sells 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 Other [name of source]. For example, "ABC District HFC List Other Afterschool Program."
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.

Examples				
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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Manufacturer	Food or beverage item	Flavor or variety	Package size	*For state use only* Approved

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