

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

Form 7: Foods Made from Scratch Sold from Other Sources

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 foods made from scratch 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 public schools under interschool agreements. If the district has multiple sources, indicate all foods and beverages for each source on a **separate** form. Copy additional pages of this form as needed.

Foods made from scratch include the two categories below.

- **Category 1 – foods prepared from ingredients using a standardized recipe:** Examples include entrees (e.g., pizza, chef’s salad, lasagna, and sandwiches); soups; cooked grains (such as rice or pasta) with added ingredients, e.g., salt, oil, margarine, or butter; cooked vegetables with added ingredients, e.g., salt and fat; salad with dressing; fruit smoothies; and baked goods like muffins and cookies.
- **Category 2 – foods with ingredients added after purchasing:** Examples include popping popcorn kernels in oil and adding salt; making muffins from a mix and adding butter and eggs; and adding sprinkles to commercial frozen cookie dough. **Note:** Frozen commercially prepared foods (such as frozen cookies and rolls baked on site) are not included in this category unless the selling entity adds additional ingredients to the product. Examples include adding sprinkles to a frozen sugar cookie or buttering a frozen bake-off roll.

For additional guidance, refer to the CSDE’s *Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards* and visit the “[How To](#)” section of the CSDE’s Connecticut Nutrition Standards (CNS) webpage.

1. List all foods made from scratch, including snack items, baked goods, soups, cooked grains, fruits, vegetables, entrees (like pizza, sandwiches, and pasts with meat sauce) and all other a la carte food items.
2. Indicate the food item, recipe used, portion size, and how the recipe was verified for compliance with CNS. Do not use abbreviations except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).
3. Maintain the following documentation on file for each food made from scratch: 1) a standardized recipe that indicates the nutrition information per serving; and 2) the appropriate completed [CNS worksheet](#) indicating that the standardized recipe’s serving complies with the CNS. The CSDE will review a random sample of the foods listed on this form and will notify the district when they must submit their standardized recipes and completed CNS worksheets.
4. Name the PDF file in this format: [District name] HFC List Other [name of source]. For example, “ABC District HFC List Other Scratch Foods Afterschool Program.”
5. 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 HFC webpage.

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Examples				
Food item	Recipe used	Portion size	Indicate how recipe verified for CNS compliance	<i>For state use only</i> Approved
Low-fat oatmeal raisin cookie	District developed standardized recipe	1 cookie (1.5 ounces)	Calculated nutrition information per serving using district nutrient analysis software. Determined that one serving meets the CNS using CSDE's CNS Worksheet 1: Snacks .	
Orange rice pudding	USDA standardized recipe C-33	½ cup	Calculated missing values for sugar using the CSDE's CNS Worksheet 10: Evaluating Recipes for Sugars . Determined that one serving meets the CNS using CSDE's CNS Worksheet 1: Snacks .	

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