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 9 for **all other sources that sell foods made from scratch to students, including** all **other sources in the district and** all **other sources in** recipient public schools under the district’s interschool agreements.

Examples of other sources include afterschool programs, culinary arts programs, family and consumer sciences classes, adult education programs operated by the board of education, and summer school programs operated by the board of education. Other sources also include any programs that charge a fee for student participation and the fee includes the cost of foods or beverages provided to students, such as sports programs and afterschool programs.

C**omplete a separate form for each source,** e.g., one form for the **culinary arts program** and one form for the afterschool program. Insert additional rows in this form as needed.

# ****What Foods to Include****

Foods made from scratch that must be listed on this form include the two categories below.

* **Category 1** **− foods prepared from ingredients using a standardized recipe:** Examples include entrees like pizza, chicken nuggets, and sandwiches; soups; cooked grains (like rice or pasta) with added ingredients (e.g., salt, oil, margarine, or butter); vegetables and fruits with added ingredients (e.g., salt, mayonnaise, oil, and butter) such as salad with dressing, potato salad, french fries, and buttered corn; fruit/vegetable 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:** Do not list frozen commercial ready-to-cook foods (such as frozen cookies and rolls baked on site) unless the selling entity adds additional ingredients to the product, e.g., adding sprinkles to frozen sugar cookie dough 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*](https://portal.ct.gov/-/media/sde/nutrition/hfc/evaluating_recipes_cns_compliance.pdf)**and visit the “**[How To](https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards/how-to)**” section of the CSDE’s Connecticut Nutrition Standards (CNS) webpage.**

# ****Steps for Completing Form 9****

1. **Contact information:** Complete the district contact information.
2. **Source of food and beverage sales:** Indicate the source of food and beverage sales.
3. **Interschool agreements:** Check “yes,” “no,” or “not applicable” to indicate if form 9 includes all **foods made from scratch sold from other sources in** recipientschools under the district’s interschool agreements.
4. **List of foods made from scratch:** List all foods made from scratch sold from the other source.
	* **Food item:** Indicate the specific name of the food item, as indicated on the standardized recipe. Include the link to the standardized recipe, if available.
	* **Standardized recipe used:** Indicate the source of the standardized recipe and the recipe number, if available, e.g., USDA recipe, district recipe, or other sources.
	* **Portion size:** Indicate the weight, volume, or number of the serving. Do not use abbreviations except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).
	* **Indicate how selling entity verified that standardized recipe complies with CNS:** Indicate how the selling entity determined the standardized recipe’s serving weight and nutrition information per serving, and which [CNS worksheet](https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards/how-to#CNSWorksheets) was used to determine that the serving complies with CNS. Some examples of answers for this section include: “*The standardized recipe lists the serving weight and nutrition information per serving.*” and “*The SFA used XYZ nutrient analysis program* (indicate the specific software used) *and calculated the average serving weight using the CSDE’s* [*Yield Study Data Form for Child Nutrition Programs*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/yield_study_form.pdf)*.*”

**Note:** If the standardized recipe does not indicate the serving weight, it is not possible to determine if the serving complies with the CNS standard for percentage of sugars by weight. The SFA must determine the average serving weight by weighing several servings (refer to the CSDE’s [*Yield Study Data Form for Child Nutrition Programs*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/yield_study_form.pdf)).

* + **Date CNS worksheet completed:** Indicate the date the selling entity completed the CNS worksheet.
1. Maintain the following documentation on file for each food made from scratch: 1) a standardized recipe that indicates the serving weight and nutrition information per serving; and 2) the appropriate completed CNS worksheet indicating that the standardized recipe’s serving complies with the CNS. If the selling entity needed to determine the serving weight, also maintain the completed [*Yield Study Data Form for Child Nutrition Programs*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/yield_study_form.pdf). **Do not submit standardized recipes, CNS worksheets, and yield study forms to the CSDE until requested.** The CSDE will review a random sample of the foods listed on form 9 and will notify the district when to submit the required documentation for these foods.
2. Name the PDF file in this format: [District name] HFC List Other Scratch Foods [name of source]. For example, “ABC District HFC List Other Scratch Foods Culinary.”
3. Email to 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 food item (refer to step 3 above). Missing information requires additional submissions from the district and delays the CSDE’s HFC documentation review process.

| **Food item** | **Standardized recipe used**  | Portion size | **Indicate how SFA verified that standardized recipe complies with CNS** | Date CNS worksheet completed | *For state use only* Approved |
| --- | --- | --- | --- | --- | --- |
| Low-fat oatmeal raisin cookie | District developed standardized recipe | 1 cookie (1.5 ounces) | Calculated nutrition information per serving using the district’s XYZ nutrient analysis software. Used the CSDE’s [*Yield Study Data Form for Child Nutrition Programs*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/yield_study_form.pdf) to calculate the average weight per serving (1.5 ounces). Used the CSDE’s [CNS Worksheet 1: Snacks](https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To#CNSWorksheets) to determine that one serving meets the CNS. | 8/5/2024 |  |
| [Butternut Muffin](https://theicn.org/cnrb/recipes-for-schools/butternut-muffin-state-pennsylvania-child-nutrition-agency-developed-recipe/) | ICN Child Nutrition Recipe Box (Pennsylvania Department of Education) | 1 muffin | Recipe lists the nutrition information per serving. Used the CSDE’s [*Yield Study Data Form for Child Nutrition Programs*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/yield_study_form.pdf) to calculate the average weight per serving (3 ounces). Used the CSDE’s [CNS Worksheet 1: Snacks](https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To#CNSWorksheets) to determine that one serving meets the CNS. | 8/5/2024 |  |

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

|  |  |
| --- | --- |
| **Source of food and beverage sales:**  |  |

**Interschool agreements:** In addition to the district’s **other sources**, does this list include all **foods made from scratch sold from other sources in** recipientschools under the district’s interschool agreements?

[ ]  Yes [ ]  No [ ]  Not applicable: The district does not have any interschool agreements

 with other public schools.

| **Food item** | **Standardized recipe used**  | Portion size | **Indicate how selling entity verified that standardized recipe complies with CNS** | Date CNS worksheet completed | *For state use only* Approved |
| --- | --- | --- | --- | --- | --- |
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