

Instructions for Form 9: Foods Made from Scratch Sold from Other Sources

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 made from scratch that are available for sale to students outside of reimbursable meals from all other sources in the district and all other sources in recipient public schools under the district's interschool agreements.

"Other sources" include any sources of foods and beverages that are not indicated in the HFC documentation forms for cafeterias, vending machines, school stores, fundraisers, and the ASP. Some examples include culinary arts programs, family and consumer sciences classes, afterschool programs (such as tutoring or extracurricular programs), 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, e.g., sports programs, clubs, organizations, and other activities.

If there are multiple other sources of commercial food and beverage sales, districts must complete a **separate** form for each source. For example, complete one form for the culinary arts program and another form for the afterschool extracurricular program.

Submit this information using the CSDE's Excel worksheet, *Form 9: Foods Made from Scratch Sold from Other Sources*.

Use this link to access the CSDE's Excel worksheet:
[Form 9: Foods Made from Scratch Sold from Other Sources](#)

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What Foods to Include on Form 9

Include all foods in the two categories below.

- **Category 1 – foods prepared from ingredients using a standardized recipe:**
Examples include entrees sold **only** a la carte (**not** part of reimbursable meals), e.g., 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.
 - Do not list entrees unless they are **only** sold a la carte, i.e., they are not sold as part of reimbursable meals during the meal service on the same day.
- **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.
 - Do not list frozen commercial ready-to-cook foods (such as frozen cookies and rolls baked on site) unless additional ingredients are added 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](#) and visit the "[Evaluating Foods for CNS Compliance](#)" section of the CSDE's Connecticut Nutrition Standards (CNS) webpage.

Entering Contact Information

Indicate the school district, the name, title, and email of the person completing the form, and the date completed. List the specific source of the food and beverage sales.

Completing the List of Foods Made from Scratch

Use Form 9 to list all foods made from scratch sold from other sources.

- **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.

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- **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 the selling entity verified that the 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](#) 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 (indicate entity/organization) 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 the Child Nutrition Programs](#).*"
 - **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. In this case, the selling entity must determine the average serving weight by weighing several servings (refer to the CSDE's [Yield Study Data Form for the Child Nutrition Programs](#)).
- **Date CNS worksheet completed:** Indicate the date the selling entity completed the CNS worksheet for the standardized recipe.

Required Documentation

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 the Child Nutrition Programs](#).

Note: 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 2 and will notify the district when to submit the required documentation for these foods.

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Examples

Be specific and include detailed information for each food item (refer to “Completing the List of Foods Made from Scratch” 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 the Child Nutrition Programs to calculate the average weight per serving (1.5 ounces). Used the CSDE’s CNS Worksheet 1: Snacks to determine that one serving meets the CNS.	8/5/2025	
Butternut Muffin	ICN Child Nutrition Recipe Box	1 muffin	Recipe lists the nutrition information per serving. Used the CSDE’s Yield Study Data Form for the Child Nutrition Programs to calculate the average weight per serving (3 ounces). Used the CSDE’s CNS Worksheet 1: Snacks to determine that one serving meets the CNS.	8/5/2025	

How to Submit to CSDE

Name the file in this format: [District name] HFC List Other Scratch Foods [name of source]. For example, “ABC District HFC List Other Scratch Foods Culinary.”

Email to susan.fiore@ct.gov by **November 30, 2025**. In the email subject line, indicate “[District name] HFC Lists.” For example, “ABC District HFC Lists.”

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Questions

Contact Susan Fiore, HFC Coordinator, at 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_form9_other_scratch_foods_instructions.pdf.

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