

# Submitting Food and Beverage Products for Approval

The Connecticut State Department of Education's (CSDE) [List of Acceptable Foods and Beverages](#) webpage includes:

- commercial food products that meet the [Connecticut Nutrition Standards \(CNS\)](#); and
- commercial beverage products that meet the [state beverage requirements](#) of Section 10-221q of the Connecticut General Statutes and the U.S. Department of Agriculture's (USDA) [Smart Snacks nutrition standards](#) beverage requirements

The CSDE's Bureau of Child Nutrition Programs reviews foods and beverages for compliance with these state and federal nutrition standards. To submit a commercial food or beverage product to the CSDE for review, provide one of the following with **all required information** (refer to "[Required Product information](#)" below):

- a PDF of the actual product package;
- artwork for the product package; or
- a product specification sheet.

**Note:** A PDF of the actual product packaging contains the most complete and accurate information and is the preferred method of submission. The ingredients statement must be in a format that can be copied.

## Required Product Information

The product submission must include the information below.

1. **Name of manufacturer**, exactly as it appears on the product label.
2. **Name of product**, exactly as it appears on the product label.
3. **Flavor or variety** of product, exactly as it appears on the product label.
4. **Nutrition Facts label**, which must include the following nutrients: calories, total fat, saturated fat, sugars (total and added), sodium, and fiber.
5. **List of ingredients**, which **must be in a format that can be electronically copied**.  
Check all PDF documents before submitting them to ensure that the text of the ingredients can be copied.
6. **Actual package size**, which must list both individual serving size and actual package size. For frozen desserts like ice cream novelties and frozen juice cups, the serving size

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must include both **volume** (fluid ounces) and **weight** (ounces or grams) of one serving of the product. Product weight is required to determine if the frozen dessert complies with the CNS for percentage of total sugars by weight.

7. **UPC code** for the **individual package** (12-digit code, i.e., 0-00000-00000-0) and **case** (14-digit code, i.e., 000-00000-00000-0) or the manufacturer product code if the product does not have a UPC code.
8. **List of distributors** that sell the products to schools in Connecticut. The CSDE's [Contact Information for Vendors Selling Foods and Beverages Listed on the Connecticut State Department of Education's List of Acceptable Foods and Beverages](#) provides schools with contact information for manufacturers, brokers, and distributors that sell the foods and beverages included on the CSDE's List of Acceptable Foods and Beverages. For any vendor not already listed, provide the contact information below.
  - Contact name
  - Contact title
  - Company name
  - Company address (street, city, zip code)
  - Phone
  - Fax
  - Email
  - Website (if available)

Submit each category of products in a **separate email**, based on the categories in the [List of Acceptable Foods and Beverages](#). For example, submit chips and puffed snacks (list 1) in one email and submit cookies (list 3) in another.

Email all required information to [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov).

The CSDE will refer to the products and provide notification of their CNS compliance status by email. The review process is typically completed within two weeks.

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## Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/compfoods/allowable\\_beverages\\_public\\_schools.pdf](https://portal.ct.gov/-/media/sde/nutrition/compfoods/allowable_beverages_public_schools.pdf)

Beverage Requirements (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/beverage-requirements>

Commercial Products (“Evaluating Foods for CNS Compliance” section of the CSDE’s Connecticut Nutrition Standards webpage):

<https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards/evaluating-foods-for-cns-compliance#CommercialProducts>

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards>

Contact Information for Vendors Selling Foods and Beverages Listed on the Connecticut State Department of Education’s List of Acceptable Foods and Beverages (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/hfc/fblist/contact\\_information\\_vendors\\_acceptable\\_foods\\_beverages.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/fblist/contact_information_vendors_acceptable_foods_beverages.pdf)

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification>

How to Evaluate Commercial Food Products for Compliance with the Connecticut Nutrition Standards (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/hfc/evaluate\\_commercial\\_food\\_products\\_cns.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/evaluate_commercial_food_products_cns.pdf)

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

Summary of Smart Snacks Nutrition Standards (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/compfoods/summary\\_smart\\_snacks\\_nutrition\\_standards.pdf](https://portal.ct.gov/-/media/sde/nutrition/compfoods/summary_smart_snacks_nutrition_standards.pdf)

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For more information, visit the CSDE's [Healthy Food Certification](#) webpage and [Connecticut Nutrition Standards](#) webpage or contact the [HFC Coordinator](#) at the Connecticut State Department of Education, 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/fblist/submitting\\_food\\_beverage\\_products.pdf](https://portal.ct.gov/-/media/sde/nutrition/hfc/fblist/submitting_food_beverage_products.pdf).



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