Responsibilities of District Contact Person for Healthy Food Certification

The district contact person is the point person designated by the school district who is responsible for coordinating the implementation and monitoring of the district's Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes, and ensuring that all competitive foods available for sale to students comply with these requirements. This person is indicated in section 6A, "HFC District Contact Information," of the district's annual HFC Statement in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System).

The HFC district contact person is part of the CSDE's HFC email distribution list and receives all communications from the Connecticut State Department of Education (CSDE) regarding HFC, such as allowable food and beverage items, implementation resources, documentation requirements, training, and information regarding HFC implementation.

The district contact person is responsible for:

- understanding the requirements of the Connecticut Nutrition Standards (CNS), HFC, and the federal and state laws for competitive foods (refer to the CSDE's resource, *Requirements for Competitive Foods in HFC Public Schools*);

- completing the CSDE's *Complying with Healthy Food Certification* recorded training modules and maintaining the knowledge check for each module to document participation;

- disseminating information regarding the HFC requirements to all individuals who coordinate sales of foods and beverages to students, such as the school food service director, cafeteria managers, culinary arts teachers, athletic directors, family and consumer sciences teachers, parent groups, school organizations, and individuals who coordinate fundraising activities, school stores, kiosks, school-based enterprises, vending machines, and any other sales of foods and beverages to students in the district;

- being familiar with the CSDE's List of Acceptable Foods and Beverages webpage (a brand-specific lists of food products that meet the CNS and beverages that meet the requirements of Section 10-221q of the Connecticut General Statutes) and sharing with all individuals and groups that coordinate sales of foods and beverages to students;

- ensuring that the district's procedures for sales of competitive foods requires prior approval for all foods made from scratch and that the applicable CNS compliance documentation is maintained on file (refer to the CSDE's resources, *Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards* and *How to*

Evaluate Foods Made from Scratch for Compliance with the Connecticut Nutrition Standards);

- being aware of the CSDE's HFC resources available on the CSDE's Healthy Food Certification webpage and sharing with all individuals who coordinate sales of foods and beverages to students;
- responding to questions from district staff and contacting the CSDE for technical assistance as necessary;
- providing training and technical assistance as needed for individuals who coordinate sales of foods and beverages to students;
- responding to requests from the CSDE for information and documentation related to HFC;
- coordinating district procedures for monitoring compliance with HFC;
- assisting district spokesperson with media-related inquiries regarding the district's HFC and the federal and state laws for competitive foods; and
- coordinating the district's annual HFC documentation materials for submission to the CSDE, including completion of the online HFC Compliance Form, and providing lists of food and beverages sold to students (refer to "Responsibilities for HFC Documentation" below).

Responsibilities for HFC Documentation

All districts participating in HFC must submit the online HFC Compliance Form to the CSDE by November 30 of each year. In addition to the HFC Compliance Form, certain school districts must also submit lists of foods and beverages sold to students from all sources in the district (refer to the CSDE's resource, *Districts Required to Submit Lists of Foods and Beverages for Healthy Food Certification Documentation*).

The district contact person is responsible for collecting the required information to submit the annual HFC Compliance Survey, in consultation with the appropriate individuals responsible for the district's sources of food and beverage sales to students. Examples include:

- school food service director;
- cafeteria managers;
- operators of vending machines;
- operators of school stores, kiosks, and other school-based enterprises;

- coordinators of school fundraising activities;
- parent groups;
- athletic directors;
- culinary arts teachers (if foods are sold to students);
- family and consumer sciences teachers (if foods are sold to students); and
- any other individuals who coordinate food sales to students.

The online HFC Compliance Form and list of districts required to submit foods and beverages are available in the "Annual HFC Documentation" section of the Healthy Food Certification webpage. For more information on HFC documentation, refer to the CSDE's resources, *Guidance for Submitting Lists of Foods and Beverages for Healthy Food Certification Documentation* and *Guidance for Completing the Healthy Food Certification Compliance Survey*.

Resources

Annual Healthy Food Certification Documentation (CSDE's Healthy Food Certification webpage):
https://portal.ct.gov/sde/nutrition/healthy-food-certification/documents

Beverage Requirements (CSDE webpage):
https://portal.ct.gov/sde/nutrition/beverage-requirements

Complying with Healthy Food Certification (CSDE training program):
https://portal.ct.gov/sde/nutrition/healthy-food-certification/hfc-training-program

Connecticut Nutrition Standards (CSDE webpage):
https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards

Districts Required to Submit Lists of Foods and Beverages for Healthy Food Certification Documentation (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/districts_required_lists_foods_beverages_hfc_documentation.pdf

Evaluating Foods for CNS Compliance (CSDE's Connecticut Nutrition Standards webpage):
https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards/evaluating-foods-for-cns-compliance

Exemptions for Foods and Beverages in Public Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/food_beverage_exemptions_public_schools.pdf

Responsibilities of District Contact Person for Healthy Food Certification

Guidance for Completing the Healthy Food Certification Compliance Survey (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/guidance_completing_hfc_compliance_survey.pdf

Guidance for Submitting Lists of Foods and Beverages for Healthy Food Certification Documentation (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/guidance_submitting_lists_hfc_documentation.pdf

Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/evaluating_recipes_cns_compliance.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

How to Evaluate Foods Made from Scratch for Compliance with the Connecticut Nutrition Standards (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/evaluate_scratch_foods_cns_compliance.pdf

List of Acceptable Foods and Beverages (CSDE webpage):
https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages

Requirements for Competitive Foods in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/requirements_competitive_foods_hfc.pdf

Requirements for Food and Beverage Fundraisers in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/fundraiser_requirements_hfc.pdf

Requirements for Foods and Beverages in School Stores in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/school_store_requirements_hfc.pdf

Requirements for Foods and Beverages in Vending Machines in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/vending_machine_requirements_hfc.pdf

Requirements for Selling Foods and Beverages in Adult Education Programs (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/adultedhfc.pdf

Responsibilities of District Contact Person for Healthy Food Certification

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/resources_federal_state_requirements_competitive_foods.pdf

Sample Fundraiser Form for HFC (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/sample_fundraiser_form_hfc.pdf

Submitting Food and Beverage Products for Approval (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/fblist/submitting_food_beverage_products.pdf

Summary Chart of Federal and State Requirements for Competitive Foods in HFC Public Schools (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/compfoods/summary_chart_requirements_competitive_foods_hfc.pdf

Summary of Connecticut Nutrition Standards (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/hfc/cns/connecticut_nutrition_standards_summary.pdf

Responsibilities of District Contact Person for Healthy Food Certification

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/hfc_district_contact_responsibilities.pdf.

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