

# The School Lunch Tray: November 15, 2023

Dear School Sponsors of Child Nutrition Programs:

The School Lunch Tray contains the Connecticut State Department of Education's (CSDE) weekly email notifications for the U.S. Department of Agriculture's (USDA) school nutrition programs. This week's topics are listed below.

## Action Items

- Reminder: Verification Deadline is November 15, 2023
- Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of October 2023 Purchases Due November 21, 2023
- Healthy Food Certification (HFC) Documentation for School Year 2023-24 Due November 30, 2023: *Applies only to HFC Public Schools*
- Reminder: Applications for the Connecticut Grown for Connecticut Kids Grants Due December 14, 2023

## Need to Know

- No Table Talk for Thursday, November 16, 2023
- List of Acceptable Foods and Beverages: Updated November 15, 2023
- Resource Roundup: Civil Rights Complaint Procedures for School Nutrition Programs

## Good to Know

- None

Please review and share with appropriate staff members. For previous versions of the School Lunch Tray, visit the CSDE's [School Lunch Tray and Table Talk](#) webpage.



## Action Items

## The School Lunch Tray: November 15, 2023

### **Reminder: Verification Deadline is Today, November 15, 2023**

Sponsors are reminded that the formal verification process must be completed by November 15, 2023. “Completed” means all verification reviews are completed, final determinations are made, and parent/guardian notification letters are issued by this date. Information regarding verification is available on the CSDE’s [Verification Procedures for School Nutrition Programs](#) webpage. The verification forms are available in the “[Documents/Forms](#)” section.

Information regarding the completion of the FNS 742 Verification Summary Report will be issued within the next two weeks.

---

### **Reminder: Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of October 2023 Purchases Due November 21, 2023**

Districts that would like to receive reimbursement from their LFSIP funds allocation for purchases of locally grown or produced foods for the month of **October 2023** must submit the [Monthly Local Foods for Schools Incentive Program \(LFSIP\) Reporting Form - Phase 1](#). Purchases made in October 2023 should be reported on the form by **Tuesday, November 21, 2023**. Districts may track reimbursements through the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). The CSDE will send payments using the same process for all Child Nutrition Programs reimbursements.

---

## The School Lunch Tray: November 15, 2023

### Healthy Food Certification (HFC) Documentation for School Year 2023-24 Due November 30, 2023: *Applies only to HFC Public Schools*

Yesterday, the CSDE emailed each district's HFC contact person, food service director, and business manager about the HFC documentation requirements for school year 2023-24. For the first time since the COVID public health emergency (school years 2020-21 through 2022-23), the CSDE is resuming the normal annual HFC documentation process beginning this school year. The submission deadline is **November 30, 2023**.

The chart below summarizes the HFC documentation requirements. The HFC documentation forms and guidance for school year 2023-24 are available in the [Documents/Forms](#) section of the CSDE's HFC webpage. For questions, please contact [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov).

Summary of HFC Documentation Requirements: Due November 30, 2023		
Public schools	Requirements	Guidance and forms (available in the <a href="#">Documents/Forms</a> section of the CSDE's HFC webpage)
<b>All HFC districts</b>	1. <b>Submit online:</b> HFC Compliance Survey	<b>Review before beginning survey</b> <ul style="list-style-type: none"> <li>Guidance for Completing the HFC Compliance Survey</li> <li>Preview of the HFC Compliance Survey Questions</li> </ul>
<b>Certain districts:</b> Refer to the CSDE's <a href="#">Districts Required to Submit Lists of Foods and Beverages</a>	1. <b>Submit online:</b> HFC Compliance Survey 2. <b>Email to CSDE:</b> Lists of foods and beverages (refer to page 8 of the CSDE's Guidance for Submitting Lists of Foods and Beverages for HFC Documentation)	<b>Review before beginning survey</b> <ul style="list-style-type: none"> <li>Guidance for Completing the HFC Compliance Survey</li> <li>Preview of the HFC Compliance Survey Questions</li> <li>Guidance for Submitting Lists of Foods and Beverages for HFC Documentation</li> </ul> <b>HFC documentation forms to submit lists</b> <ul style="list-style-type: none"> <li>HFC Documentation Forms 1-7: "Documents/Forms" section of CSDE's HFC webpage</li> </ul>

## The School Lunch Tray: November 15, 2023

### **Reminder: Applications for the Connecticut Grown for Connecticut Kids Grants Due December 14, 2023**

The Connecticut Department of Agriculture has announced multiple sessions for [office hours](#) to meet with a technical assistance provider to help complete the application for the Connecticut Grown for Connecticut Kids Grants. A [recording of the webinar](#) conducted in October is also available.

---

### **Need to Know**

#### **No Table Talk for Thursday, November 16, 2023**

Table Talk will not be held on Thursday, November 16, 2023, from 2:00-3:00 p.m. Schools may still submit questions for future Table Talks at <https://forms.office.com/g/GWS7DCbbgo>.

---

#### **List of Acceptable Foods and Beverages: Updated November 15, 2023**

Updated lists of foods and beverages are now available on the CSDE's [List of Acceptable Foods and Beverages](#) webpage. New products on the lists are indicated by pink highlighting on the manufacturer and product name. Items that have been **added or deleted** since the last update are listed on the CSDE's document, [Summary of Updates to Approved Food and Beverages](#).

These lists identify foods that comply with Connecticut Nutrition Standards (CNS) and beverages that comply with the state beverage statute (Section 10-221q of the Connecticut General Statutes) and the USDA Smart Snacks beverage standards. Foods on this list also comply with Smart Snacks because the CNS requirements are stricter than the Smart Snacks food standards. For additional guidance, visit the "[How To Evaluate Foods for CNS Compliance](#)" section of the CSDE's Connecticut Nutrition Standards webpage.

---

#### **Resource Roundup: Civil Rights Complaint Procedures for School Nutrition Programs**

As a reminder, sponsors participating in the school nutrition programs are required to have procedures in place to address any civil rights complaints that may occur. The CSDE's document, [Civil Rights Complaint Procedures for School Nutrition Programs](#), assists sponsors in handling any complaints received at the local level.

---



For more information, visit the Connecticut State Department of Education's (CSDE) [School Lunch Tray and Table Talk](#) webpage, or contact the [school nutrition programs staff](#) 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/SLT/2023/SLT\\_11\\_15\\_2023.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SLT/2023/SLT_11_15_2023.pdf).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).