

The School Lunch Tray: November 20, 2024

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 for Healthy Food Certification (HFC) Public Schools: Annual HFC Documentation Due November 30, 2024
- Annual Verification Collection Report (FNS 742) Due December 16, 2024

Need to Know

- USDA DoD Program: Ordering through the Holidays
- USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirement
- Updated CSDE Resources for Meal Pattern Crediting Documentation
- Updated CSDE Guide: Crediting Guide for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12
- Vegetable Substitutions in the School Breakfast Program
- Resource Roundup: Updated Team Nutrition Resource: Offering Meats and Meat Alternates at School Breakfast

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.



The School Lunch Tray: November 20, 2024

Action Items

Reminder for Healthy Food Certification (HFC) Public Schools: Annual HFC Documentation Due November 30, 2024

The annual HFC documentation for school year 2024-25, is due to the CSDE by November 30 of each year. **All HFC districts must submit the online HFC Compliance Survey.** In addition, [certain districts](#) must also submit lists of foods and beverages from all sources, including: 1) all foods available for sale to students separately from reimbursable meals in the National School Lunch Program (NSLP) and School Breakfast Program (SBP); 2) all foods and beverages served in afterschool snacks in the Afterschool Snack Program (ASP); and 3) all beverages available for sale to students as part of and separately from reimbursable meals, and separately from reimbursable afterschool snacks. The HFC documentation forms and guidance for school year 2024-25 are available in the "[Documents/Forms](#)" section of the CSDE's HFC webpage.

Annual Verification Collection Report (FNS 742) Due December 16, 2024

All sponsors of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must complete the annual FNS 742 in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) by December 16, 2024. Districts that are 100 percent Community Eligibility Provision, private schools, and residential child care institutions must also complete this document. The CSDE's resource, [Completing the Verification Collection Report \(FNS 742\)](#), provides guidance to assist sponsors with completing this report.

Need to Know

USDA DoD Program: Ordering through the Holidays

Frank Gargiulo & Sons will be opening their ordering dates to allow schools to order through the new year, beginning on December 22, 2024, through January 4, 2025. Please place orders as soon as these dates are available. Schools or districts that are closed prior to December 22 can access FFAVORS on work computers, mobile phones, home desktops, or personal tablets.

If you do not have access to any of those devices listed, please contact your Defense Logistics Agency (DLA) account representative Abigail Pennock at Abigail.1.Pennock@dla.mil, or notify the DLA Help Desk/Incidents so someone at DLA Troop Support can place the orders for you. If you need your order placed, please provide the following information: the requested delivery date, the case quantity, item code, and item description.

USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirement

On November 7, 2024, the USDA issued [USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirement](#). This memo provides additional information and clarification on the state agency monitoring process regarding the: 1) Child nutrition (CN) label; 2) Watermarked CN label; and 3) manufacturer's Product Formulation Statement (PFS). This memorandum also reflects updates to the CN Label Verification System and provides clarification on the date of authorization found on the CN label versus the "Valid Until" date on the CN Label Verification Report. This memorandum supersedes the previous memos below.

- USDA Memo SP 11-2015, CACFP 10-2015, and SFSP 13-2015v2: CN Labels Copied with a Watermark Acceptable Documentation, issued March 11, 2015
- USDA Memo SP 27-2015, CACFP 09-2015, and SFSP 12-2015: Administrative Review Process Regarding CN Label, Watermarked CN Label and Manufacturer's Product Formulation Statement, issued March 11, 2015
- TA 07-2010 (v3): Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements, issued November 26, 2014

This memo is also available on the CSDE's [2025 USDA School Nutrition Memos](#) webpage.

Updated CSDE Resources for Meal Pattern Crediting Documentation

The CSDE revised the crediting documentation resources below to include the updated information from the [USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirement](#). Outdated USDA resources have also been deleted.

- **CSDE Guide:** [Guide to Menu Documentation for the School Nutrition Programs](#)
- [Accepting Processed Product Documentation in the School Nutrition Programs](#)
- [Using Child Nutrition \(CN\) Labels in the School Nutrition Programs](#)
- [Using Product Formulation Statements in the School Nutrition Programs](#)
- [When Commercial Grain Products Require a Product Formulation Statement to Credit in the School Nutrition Programs](#)

The updated versions are dated November 2025.

Vegetable Substitutions in the School Breakfast Program

The SBP meal pattern does not require the vegetables component. However, SFAs may choose substitute vegetables for the fruits component at breakfast.

For **school year 2024-25**, the Consolidated Appropriations Act enacted March 9, 2024, allows vegetables from any subgroups to credit in place of fruit at breakfast, without including a vegetable subgroup variety. Guidance on this requirement is available in [USDA Memo SP 18-2024, CACFP 06-2024, and SFSP 11-2024: Consolidated Appropriations Act, 2024: Effect on Child Nutrition Programs](#). This provision expires on June 30, 2025.

Effective with **school year 2025-26** (as of July 1, 2025), SFAs that choose to offer vegetable substitutions at breakfast must comply with the requirements of the USDA final rule, [Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans](#).

- **One day per school week:** SFAs that choose to offer vegetable substitutions on one day per school week may offer any vegetables from any subgroups, including starchy vegetables. For example, a school that serves fruit on Monday, Tuesday, Wednesday, and Thursday could offer any vegetable on Friday.
- **Two or more days per school week:** SFAs that choose to offer vegetable substitutions on two or more days per school week must offer vegetables from at least two different subgroups. For example, a school that offers vegetables from the beans, peas, and lentils vegetable subgroup at breakfast on Monday and vegetables from the starchy vegetable subgroup on Wednesday, may choose to offer vegetables from any subgroup on Thursday and Friday.

For additional guidance, refer to [USDA Memo SP 02-2025, Substitution of Vegetables for Fruit Flexibility in the School Breakfast Program: Q&As for Program Operators](#). For information on the five vegetable subgroups, refer to the CSDE's resource, [Vegetable Subgroups in the National School Lunch Program](#).

Updated CSDE Guide: Crediting Guide for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12

The CSDE has updated the [Crediting Guide for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#) to include the updated information for crediting vegetables at breakfast and the revised documentation requirements, as indicated in the [USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirement](#), and [USDA Memo SP 02-2025, Substitution of Vegetables for Fruit Flexibility in the School Breakfast Program: Q&As for Program Operators](#). The updated version is dated November 2025.

Resource Roundup: Updated Team Nutrition Resource: Offering Meats and Meat Alternates at School Breakfast

Team Nutrition's [Offering Meats and Meat Alternates at School Breakfast](#) training guide has been updated to be consistent with the final rule, [Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans](#). The final rule allows schools the option to offer grains, meats/meat alternates, or a combination of both at breakfast. This 20-page training guide shows school nutrition professionals how to offer meats and meat alternates at school breakfast by providing menu planning ideas, crediting information, sample menus, and more.

The School Lunch Tray: November 20, 2024

For more information, visit the Connecticut State Department of Education's [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/2024/slt_11_20_2024.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, audiotape, 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

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.

