

**Submitting Connecticut's
Healthy Food Certification Statement
for School Year 2019-20**

**for
Public School Sponsors of the
National School Lunch Program**

Section 10-215f of the Connecticut General Statutes



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

May 1, 2019

Submitting Connecticut's Healthy Food Certification Statement for School Year 2019-20

Connecticut State Department of Education • May 2019

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/HFCApplicationSteps.pdf>

This guide applies only to **public school sponsors** of the National School Lunch Program (NSLP). Private schools and residential child care institutions are not eligible for Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes.

Public school sponsors must complete the annual HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs) using the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). All public sponsors of the NSLP must submit their online 2019-20 HFC Statement by **July 1, 2019**.



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

For information on HFC, visit the CSDE's [HFC](#) webpage or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 061031841, 860-807-2075, susan.fiore@ct.gov.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/HFCApplicationSteps.pdf>.


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 age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, 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: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

Content

| | |
|--|----|
| CSDE Contact Information | ii |
| Section 1 – HFC Overview..... | 1 |
| Food Exemptions..... | 1 |
| HFC Statement..... | 2 |
| Before Beginning the HFC Module..... | 2 |
| Who Completes the HFC Statement..... | 3 |
| Steps for Checking Sponsor’s Designated Contacts | 4 |
| Section 2 – Application Steps for HFC Districts | 7 |
| Section 3 – Application Steps for Non-HFC Districts..... | 21 |
| Section 4 – HFC Resources..... | 31 |

CSDE Contact Information

| School Nutrition Programs Staff | |
|---|---|
| County | Consultant |
| Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14) | Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129 |
| Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17) | Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079 |
| New Haven County (includes Regions 5, 15, and 16) | Jackie Schipke jackie.schipke@ct.gov 860-807-2123 |
| New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11) | Susan Alston susan.alston@ct.gov 860-807-2081 |
| Other Nutrition Programs Staff | |
| Fresh Fruit and Vegetable Program Food service management companies | Andy Paul andrew.paul@ct.gov 860-807-2048 |
| Seamless Summer Option (SSO) of the NSLP Summer Food Service Program (SFSP) | Caroline Cooke caroline.cooke@ct.gov 860-807-2144 |
| Community Eligibility Provision (CEP) School Wellness Policy | Donna Heins donna.heins@ct.gov 860-807-2082 |
| Food Distribution Program (USDA Foods) | Allison Calhoun-White allison.calhoun-white@ct.gov 860-807-2008 Monica Pacheco monica.pacheco@ct.gov 860-807-2086 |
| Healthy Food Certification (HFC) Nutrition Education | Susan Fiore susan.fiore@ct.gov 860-807-2075 |
|  <p> Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Child Nutrition Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841 </p> | |

For a complete listing of the CSDE’s Child Nutrition Programs staff, see the CSDE’s handout, *Child Nutrition Staff and Responsibilities*.

1 — HFC Overview

Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) requires each board of education or governing authority for all public schools participating in the National School Lunch Program (NSLP) to certify annually to the CSDE whether they will follow the Connecticut Nutrition Standards (CNS) for all foods sold to students separately from reimbursable meals in the U.S. Department of Agriculture’s (USDA) school nutrition programs. The CNS applies to all competitive foods offered for sale to students on school premises at all times from all sources including cafeterias, school stores, vending machines, fundraisers, and any other sources of food sales to students.

- **“Sale”** means the exchange of foods for a determined amount of money or its equivalent (such as coupons, tickets, tokens, and similar items that students can redeem for foods). Sales also include activities that suggest a student donation in exchange for foods; and programs or similar activities that charge a fee for student participation, and the fee includes the cost of foods provided to students.
- **“School premises”** include all areas of the property under the jurisdiction of the local or regional board of education, the regional vocational-technical school system (Connecticut Technical Education and Career System (CTECS)), or the governing authority district or school.

Public school sponsors must document their district’s annual certification using the online HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs). Sponsors complete the annual HFC Statement using the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System).

Districts that choose to comply with the CNS receive additional funding based on the total number of reimbursable lunches (paid, free, and reduced) served in the district in the prior school year. Information on the HFC requirements and a list of current HFC districts are available on the CSDE’s [HFC](#) webpage.

Food Exemptions

Foods that do not comply with the CNS cannot be sold to students on school premises unless the local board of education or school governing authority votes to allow exemptions and the following criteria are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the foods are not sold from a vending machine or school store.

- The “**school day**” is the period from midnight before to 30 minutes after the end of the official school day. For example, if school ends at 3:00 p.m., the school day is from midnight to 3:30 p.m. Summer school programs operated by the board of education or school governing authority on school premises are part of the regular school day.
- An “**event**” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity, e.g., soccer games, school plays, and school debates are events but soccer practices, play rehearsals, and debate team meetings are not.
- “**Location**” means where the event is being held. For example, cookies can be sold on the side of the soccer field during a soccer game, but cannot be sold in the school cafeteria while a game is played on the soccer field.

The vote on whether to allow food exemptions is part of the district’s annual HFC Statement. For more information, see the CSDE’s handout, [Exemptions for Foods and Beverages in Public Schools](#).

HFC Statement

The annual HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs) is valid for one school year (July 1, 2019, through June 30, 2020). It addresses:

- whether the district will or will not follow the CNS for all competitive foods offered for sale to students on school premises at all times and from all sources; and
- if the district certifies for the healthy food option, whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the exemption criteria. For more information, see “[Food Exemptions](#)” on page 1.

Each board of education or school governing authority for all Connecticut public school districts that participate in the NSLP must submit the annual HFC Statement to the CSDE by **July 1, 2019**, or the district is ineligible for participation during the upcoming school year. For more information, see the CSDE’s PowerPoint presentation, [Application Procedures for Healthy Food Certification](#), and the “[Apply](#)” section of the CSDE’s HFC webpage.

Before Beginning the HFC Module

Before beginning the online HFC module in the CSDE’s CNP System, the board of education or school governing authority must have voted on HFC and must have an electronic copy (Word or PDF) of the meeting minutes available for uploading. The minutes must indicate the date of the board meeting and whether the district “will” or “will not” implement the healthy food option. If the district implements the healthy food option, the minutes must also indicate whether the district “will” or “will not” allow food exemptions. For more information, see “[Food Exemptions](#)” on page 1 and the CSDE’s handout, [Exemptions for Foods and Beverages in Public Schools](#).

HFC districts must also have contact information available for the district’s HFC contact person, superintendent, food service director, business manager, staff person responsible for operating any school stores and culinary arts programs in the district, and contact person for each interschool agreement with other public schools.

Who Completes the HFC Statement

The district’s **claims preparer** and **authorized signers 1 and 2** have different responsibilities to prepare for completing and submitting the annual HFC Statement in the CNP Online System. Table 1 summarizes the steps outlined in this guide that must be completed by each person.

| District Staff Responsibilities for Completing the Online HFC Statement | | | |
|---|--|--|--|
| Person | Responsibility | HFC Districts | Non-HFC Districts |
| Claims Preparer | Enroll district in 2019-20 application process for school nutrition programs | Steps 1-7 on pages 7-10 (see Section 2) | Steps 1-7 on pages 21-24 (see Section 3) |
| Authorized Signer 1 or 2 | Complete, certify, and submit the HFC Statement | Steps 8-16 on pages 11-20 (see Section 2) | Steps 8-12 on pages 25-30 (see Section 3) |

Each public school sponsor of the NSLP has two designated representatives authorized to enter into an agreement with the CSDE to operate Child Nutrition Programs (ED-099 Agreement for Child Nutrition Programs) and sign the claims for reimbursement.

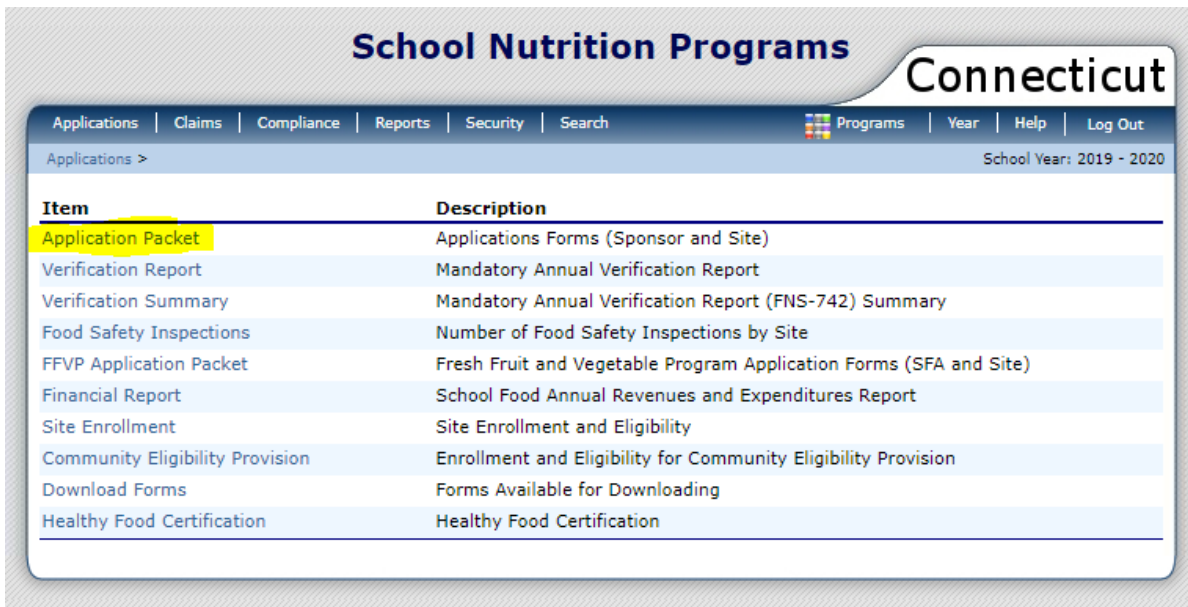
- **Authorized signer 1** is the designated representative who is authorized to sign the ED-099 Agreement for Child Nutrition Programs and submit claims for reimbursement. This person is the head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, president, or chairperson of the board).
- **Authorized signer 2** is the designated representative who is authorized to sign the claims for reimbursement in the absence or incapacity of the first designated individual. This person is the assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner.

Each public school sponsor of the NSLP has one person designated as the **claims preparer**, who prepares and enters claims for reimbursement. **This person must enroll the district in the 2019-20 application process for school nutrition programs (steps 1-7) before authorized signer 1 or 2 can complete the remaining steps to certify and submit the HFC Statement.**

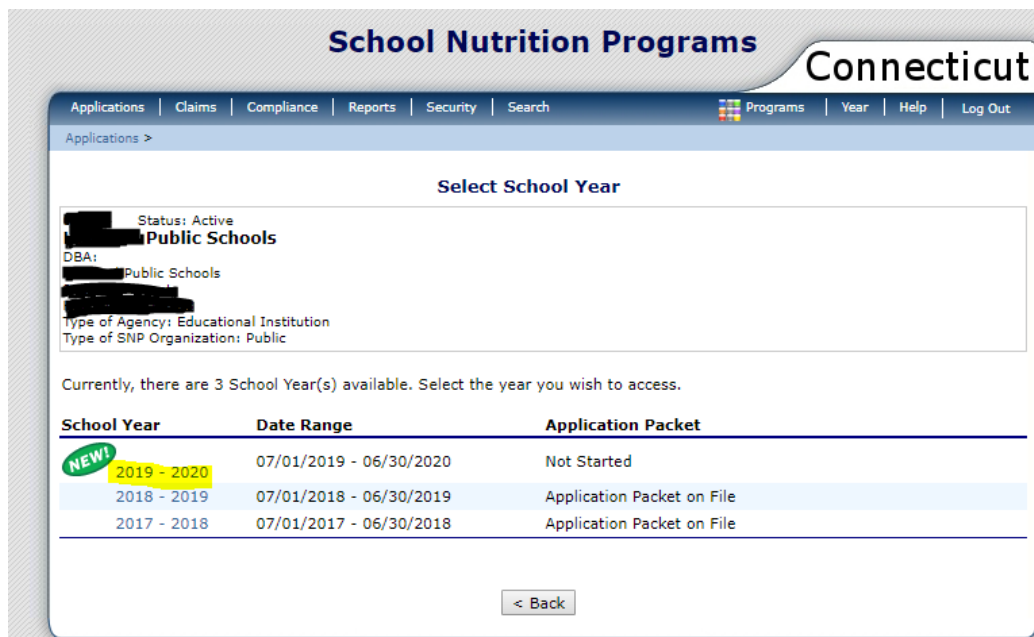
The online HFC Statement must be certified by authorized signer 1 or 2. If you are not sure who your district designated as the claims preparer and authorized signers 1 and 2, check the district’s current year sponsor application in the CNP System. For more information, see “Steps for Checking Sponsor’s Designated Contacts” below.

Steps for Checking Sponsor’s Designated Contacts

1. Click on **Applications** in the CNP System, then click on **Application Packet**.



2. Select **school year 2019-2020**, next to the green “New!” button under **School Year**.



- Click on **View** under **Action**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2019 - 2020

2019 - 2020 Application Packet

Status: Active
Public Schools
 DBA: Public Schools
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

| Action | Form Name | Latest Version | Status |
|---------------------------|--|----------------|--------------------------|
| View Modify | ➔ Sponsor Application | Original | Pending Validation |
| | ➔ Community Eligibility Provision (CEP) Schedule | | Site Eligibility Missing |
| Details Checklist Summary | | | |

| Site Applications | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
|--------------------------|----------|---------|-----------------------|--------|-------------------|-------|--------------------|
| School Nutrition Program | 0 | 47 | 0 | 0 | 0 | 0 | 47 |
| Seamless Summer Option | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

< Back | Submit for Approval | Withdraw Packet

Show Packet History

- The SNP application for School Year 2019-2020 will appear. Scroll down to view the name of the **Claim Preparer**, and the names of **Authorized Representative #1** and **Authorized Representative #2**.

Claim Preparer

| | Salutation | First Name | Last Name |
|--------------------|-----------------------|-----------------|-----------------------|
| 18. Name: | Mr. | [Redacted] | [Redacted] |
| 19. Email Address: | [Redacted] | | |
| 20. Phone: | (860) [Redacted] | Ext: [Redacted] | Fax: (860) [Redacted] |
| 21. Title: | Food Service Director | | |

Authorized Representative #1

| | Salutation | First Name | Last Name |
|--------------------|------------------|-----------------|-----------------------|
| 22. Name: | Dr. | [Redacted] | [Redacted] |
| 23. Email Address: | [Redacted] | | |
| 24. Phone: | (860) [Redacted] | Ext: [Redacted] | Fax: (860) [Redacted] |
| 25. Title: | Superintendent | | |

Authorized Representative #2

| | Salutation | First Name | Last Name |
|--------------------|------------------|-----------------|-----------------------|
| 26. Name: | Mr. | [Redacted] | [Redacted] |
| 27. Email Address: | [Redacted] | | |
| 28. Phone: | (860) [Redacted] | Ext: [Redacted] | Fax: (860) [Redacted] |
| 29. Title: | Business Manager | | |

2 — Application Steps for HFC Districts

Important Information

- ▶ This section applies only to **HFC districts**. Non-HFC districts must follow the steps in section 3.
- ▶ The **claims preparer** must first **enroll** the district in the 2019-20 application process for school nutrition programs (see steps 1-7) **before** **authorized signer 1 or 2** can access the HFC module in the CNP System to complete, certify, and submit the HFC Statement (steps 8-16). **If the claims preparer has not enrolled the district, authorized signer 1 or 2 will not be able to enter any information for HFC.**
- ▶ The online HFC Statement can only be certified by **authorized signer 1 or 2**. For more information, see “[Who Completes the HFC Statement](#)” in section 1.

1. The **claims preparer** accesses the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. The **claims preparer** logs in with **User ID** and **Password**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On



CT State Department of Education
Child Nutrition Programs Online System

School Nutrition Sponsors: Contact the Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681 for assistance.

Child and Adult Care Food Program (CACFP) Sponsors: Contact CSDE staff for assistance.

Summer Food Service Program Sponsors: Contact Caroline Cooke for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

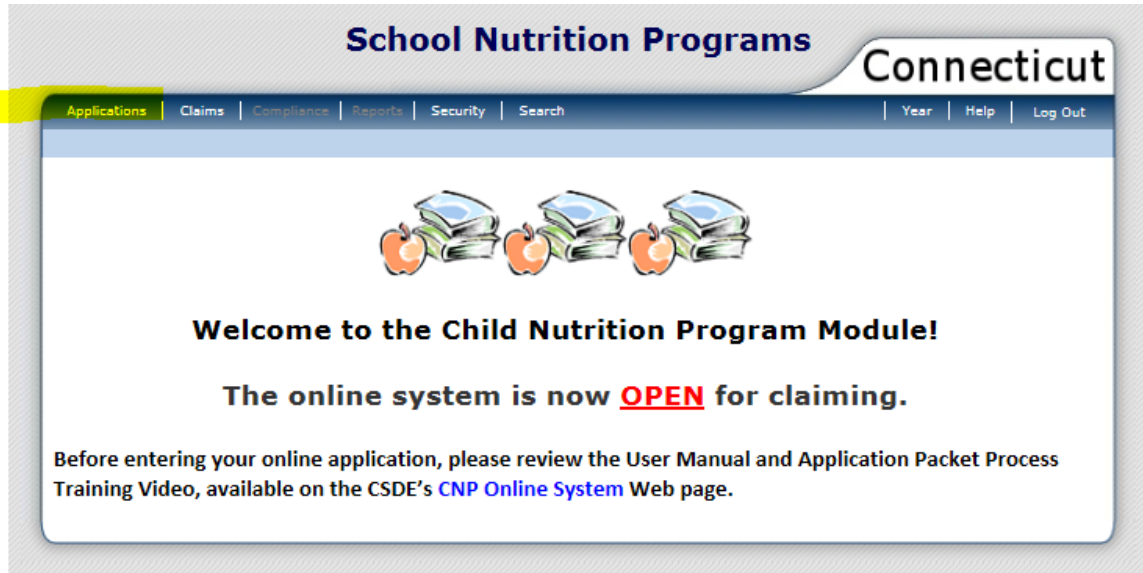
Links

- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)

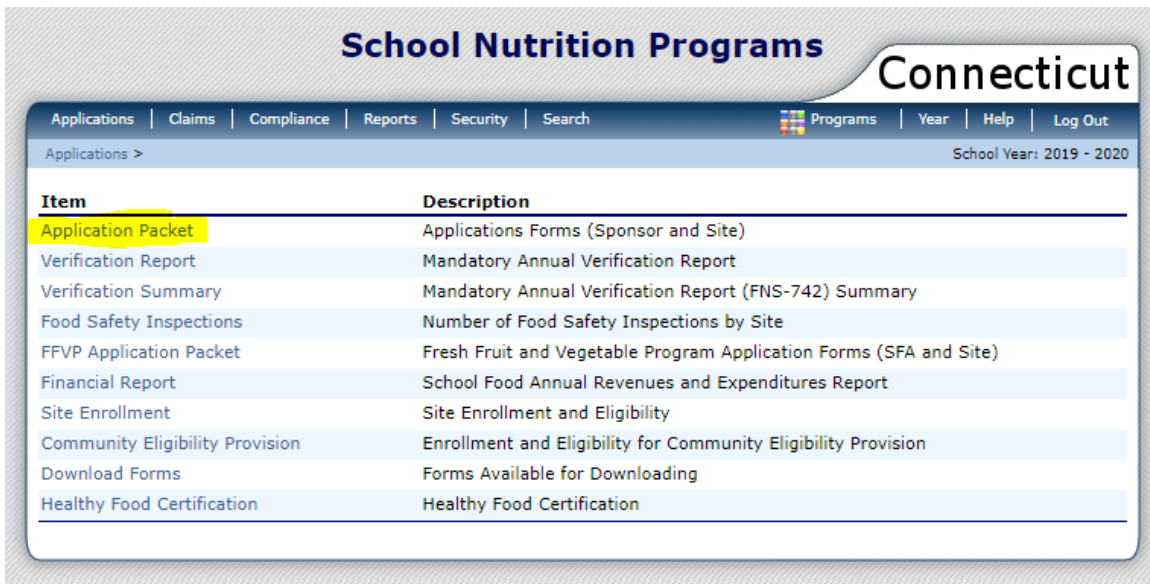


Copyright © 2017 Colyar Technology Solutions

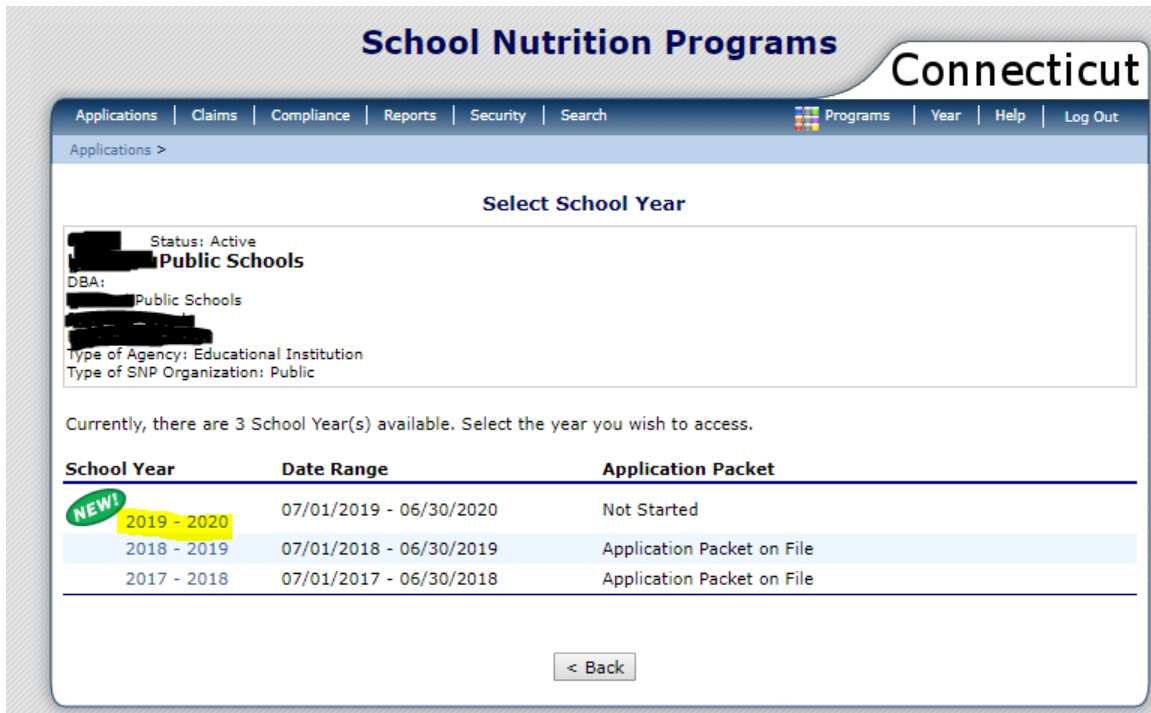
3. The *claims preparer* clicks on **Applications** at the top left of the screen.



4. The *claims preparer* clicks on **Application Packet** (the first selection under **Item**).



- The *claims preparer* clicks on school year **2019-2020**, next to the green “New!” button under **School Year**.



- The *claims preparer* clicks on **Enroll**, then clicks **OK**.



7. The **2019-2020 Application Packet** screen appears. The *claims preparer* clicks on **Applications** at the top left of the screen.

► **NOTE: Stop – The *claims preparer* does NOT complete the application process to participate in the USDA school nutrition programs.** The CSDE will notify sponsors when it is time to start the online application process for school nutrition programs. *Authorized signer 1 or 2* continues with step 8 (see page 11).

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2019 - 2020

2019 - 2020 Application Packet

Status: Active
Public Schools
 DBA: Public Schools
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

| Action | Form Name | Latest Version | Status |
|---------------|--|----------------|--------------------------|
| View Modify | ➔ Sponsor Application | Original | Pending Validation |
| | ➔ Community Eligibility Provision (CEP) Schedule | | Site Eligibility Missing |
| Details | Checklist Summary | | |

| Site Applications | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
|--------------------------|----------|---------|-----------------------|--------|----------------------|-------|--------------------|
| School Nutrition Program | 0 | 47 | 0 | 0 | 0 | 0 | 47 |
| Seamless Summer Option | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

< Back | Submit for Approval | Withdraw Packet

Show Packet History

NOTE: This completes the *claims preparer's* role in the online HFC Statement process. After completing steps 1-7 to **enroll** the district in the 2019-20 application process for school nutrition programs, the *claims preparer* cannot complete any other information for HFC in the CNP System. The district's *authorized signer 1 or 2* must complete steps 8-16 to certify and submit the HFC Statement (see pages 11-20).

NOTE: The district's *authorized signer 1 or 2* must complete steps 8-16 below to certify and submit the HFC Statement.

8. *Authorized signer 1 or 2* clicks on **Healthy Food Certification** at the bottom left of the screen under **Item**.

The screenshot shows the 'School Nutrition Programs Connecticut' web application. The main content area displays a table with two columns: 'Item' and 'Description'. The 'Healthy Food Certification' item is highlighted in yellow.

| Item | Description |
|-----------------------------------|--|
| Application Packet | Applications Forms (Sponsor and Site) |
| Verification Report | Mandatory Annual Verification Report |
| Verification Summary | Mandatory Annual Verification Report (FNS-742) Summary |
| Food Safety Inspections | Number of Food Safety Inspections by Site |
| FFVP Application Packet | Fresh Fruit and Vegetable Program Application Forms (SFA and Site) |
| Financial Report | School Food Annual Revenues and Expenditures Report |
| Site Enrollment | Site Enrollment and Eligibility |
| Community Eligibility Provision | Enrollment and Eligibility for Community Eligibility Provision |
| Download Forms | Forms Available for Downloading |
| Healthy Food Certification | Healthy Food Certification |

9. The **Healthy Food Certification Statement** screen appears. *Authorized signer 1 or 2* clicks on **Modify** under **Action** at the bottom left of the screen. The **Healthy Food Certification Statement for School Year 2019-2020** appears starting with **Section 1 – Background**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2019 - 2020

Healthy Food Certification Statement

Status: Active
Public Schools
 DBA: Public Schools
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

| Action | School Year | Received Date | Status |
|---------------|--------------------|---------------|-------------|
| Modify | 2019 - 2020 | | Not Started |
| View | 2018 - 2019 | 07/12/2018 | Approved |
| View | 2017 - 2018 | 06/15/2017 | Approved |

< Back

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > VIEW | **MODIFY** | DELETE

Healthy Food Certification Statement For School Year: 2019 - 2020

Status: Active
Public Schools
 DBA: Public Schools
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Note: All Connecticut public school districts that participate in the National School Lunch Program (NSLP) must complete this form. Public schools include regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies. Private schools and residential child care institution (RCCIs) do not complete this form. Healthy Food Certification (HFC) applies only to public schools.

Child State Department of Education
 Addendum to Agreement for Child Nutrition Programs (ED-099)
 Healthy Food Certification Statement

Section 1 - Background

Section 10-215e of the Connecticut General Statutes (C.G.S) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). C.G.S. Section 10-215f requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System, and the governing authority for each state charter school, interdistrict magnet school, and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. C.G.S. Section 10-215b further provides additional funding to NSLP participants who annually certify compliance with the CNS.

10. **Section 2 – Certification Statement:** *Authorized signer 1 or 2* clicks on the “**Will**” button, then checks (☑) the box to certify and sign the application, and completes sections 3-6 on the online HFC Statement (see steps 11-16).

Section 2 - Certification Statement

Must be completed by all Connecticut public school districts that participate in the NSLP.

On behalf of the Board of Education or Governing Authority and pursuant to C.G.S. Section 10-215f, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the CSDE, (select appropriate button)

Will
 Will not

comply with the CNS during the period of July 1, 2019 through June 30, 2020. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and fundraising activities on school premises, whether or not school sponsored.

I certify that the above selection reflects the HFC decision of the Board of Education or Governing Authority, as indicated in the attached meeting minutes. Note: By checking this box, the authorized representative is **signing** the HFC Statement.

- **NOTE:** Only *authorized signers 1 and 2* can certify and sign the HFC Statement. If the box is not checked, the error message below will appear.

| Code | Error Description |
|--------|--|
| 500072 | Section 2 - Certification Statement - Authorized signer 1 or 2 must certify Section 2. Note: You must have security access to certify the HFC Statement. |

11. **Section 3 – Exemption Statement:** *Authorized signer 1 or 2* clicks on the appropriate button for food exemptions (“Will exclude...” or “Will not exclude...”), based on the vote of the board of education or school governing authority.

Section 3 - Exemption Statement

To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

Pursuant to Section 10-215f of the Connecticut General Studies, I hereby acknowledge that the Board of Education or Governing Authority, (select appropriate button)

Will exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
 Will not exclude from certification food items that do not meet the CNS.

- Select “**Will exclude...**” if the board of education or school governing authority voted **to permit** the sale to students of any food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- Select “**Will not exclude...**” if the board of education or school governing authority voted **not to permit** the sale to students of any food items that do not meet the CNS.

12. **Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099):**

Authorized signer 1 or 2 checks (☑) the box to indicate that the district is amending their ED-099 Agreement for Child Nutrition Programs to include certification of compliance with the CNS and application for funding related to the CNS. This addendum covers the period from **July 1, 2019, through June 30, 2020.**

Section 4 - Amendment to Agreement for Child Nutrition Programs (ED-099)

To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

Pursuant to Section 10-215f of the Connecticut General Statutes, the agreement for Child Nutrition Programs (ED-099) with the Board of Education or Governing Authority is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from July 1, 2019 through June 30, 2020.

13. **Section 5 – Board Meeting Meetings:** *Authorized signer 1 or 2* uploads a copy of the minutes from the meeting of the board of education/governing authority. The minutes must indicate:

- the date of the meeting;
- that the district will follow the CNS for all competitive foods offered for sale to students on school premises at all times from all sources; and
- whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the exemption criteria (see step 11). For more information, see “[Food Exemptions](#)” on page 1.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the board of education/governing authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add

Attachment Count: 0

- a. If the board meeting minutes are **successfully uploaded**, the screen will display the date and time of the upload and the attachment account.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add
View | Modify | Delete Attached on: 4/25/2019 10:29:42 AM

Attachment Count: 1

- b. If the board meeting minutes are **not uploaded**, the error message below appears.

| Code | Error Description |
|--------|---|
| 500030 | Section 5 - Board Meeting Minutes - At least one document must be uploaded. |

14. **Section 6 – HFC District Contact Information (Parts A-D):** *Authorized signer 1 or 2* enters the contact information for the district’s HFC contact person (part A), superintendent (part B), food service director (part C), and business manager (part D).

Section 6 - HFC District Contact Information

Note: This form must be completed by all public school districts that choose to implement Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes (C.G.S.). Contact information is used to generate mailing lists and e-mail groups to provide districts with important information regarding HFC implementation.

A. District Contact Person for Healthy Food Certification

Name: Salutation First Name Last Name

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

The district contact person is the point person identified by the district for coordinating the implementation and monitoring of HFC under C.G.S. Section 10-215f. This person will field questions, organize trainings and contact the CSDE for assistance when necessary. The district may consider using the team leader for School Wellness Policy in this capacity. For more information, see the CSDE's handout, [Responsibilities of District Contact Person for Healthy Food Certification](#).

B. District Superintendent

Name: Salutation First Name Last Name

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

C. District School Food Service Director

Name: Salutation First Name Last Name

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

D. District Business Manager

Name: Salutation First Name Last Name

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

15. **Section 6 – HFC District Contact Information (parts E-G):** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate whether the district has interschool agreements (part E), school stores (part F), and culinary arts programs (part G). If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for the person responsible for each applicable area.

- **NOTE:** The contact information fields for each area only displays if *authorized signer 1 or 2* clicks on “Yes.” If *authorized signer 1 or 2* clicks on “No,” the contact information fields for that area will **not** display.

E. Interschool Agreement

Does your school district provide lunches through a CSDE-approved interschool agreement to another **PUBLIC** school outside of your school district, e.g., another public school district, charter school, interdistrict magnet school or endowed academy? Yes No

F. School Store

Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students? Yes No

G. Culinary Arts Program

Does your school district operate a culinary arts program that sells food or beverages to students? Yes No

- Part E – Interschool Agreement:** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate if the district has any approved interschool agreements with **public** schools. If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for each public school for which the district has an interschool agreement. For more information on interschool agreements, see CSDE [Operational Memorandum No. 04-19: Interschool Agreements for School Year 2019-20](#).

► **NOTE:** This section applies only to interschool agreements with **public** schools. Do **not** include interschool agreements with private schools. Private schools are not eligible for HFC.

E. Interschool Agreement

Does your school district provide lunches through a CSDE-approved interschool agreement to another **PUBLIC** school outside of your school district, e.g., another public school district, charter school, interdistrict magnet school or endowed academy? Yes No

List only PUBLIC schools that have indicated on the interschool agreement that they will comply with HFC under C.G.S. Section 10-215f. Provide complete contact information for each school. Attach additional pages as necessary.

Do not include agreements with private schools.

Name of school:

Address Line 1:

Address Line 2:

City:

State: Zip:

Name: Salutation First Name Last Name

Title:

Email Address:

Phone: Ext: Fax:

Does your school district have an approved Interschool Agreement** on file with the CSDE? Yes No

Name of school:

Address Line 1:

Address Line 2:

City:

State: Zip:

Name: Salutation First Name Last Name

Title:

Email Address:

Phone: Ext: Fax:

Does your school district have an approved Interschool Agreement** on file with the CSDE? Yes No

[Add Another School](#)

**Lunches served at recipient schools are only included in the sponsoring district's total lunches for HFC funding if 1) the recipient school certifies on their interschool agreement that they will comply with HFC; and 2) the CSDE receives the 2019-2020 interschool agreement by July 1, 2019. For a sample interschool agreement, see the CSDE's [Forms for School Nutrition Programs](#) webpage.

- Part F – School Store:** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate if the district has any school stores that sell food or beverages to students. If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for the person responsible for the school store.

F. School Store

Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students? Yes No

Please provide contact information for the person responsible for the school store, e.g., teacher advisor.

Name:

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

- Part G: Culinary Arts Program:** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate if the district has a culinary arts program that sells food or beverages to students. If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for the person responsible for the culinary program.

G. Culinary Arts Program

Does your school district operate a culinary arts program that sells food or beverages to students? Yes No

Provide the contact information for the person responsible for culinary program.

Name:

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

Created By: CNIntern on: 4/25/2019 10:36:23 AM Modified By: CNIntern on: 4/25/2019 10:57:22 AM

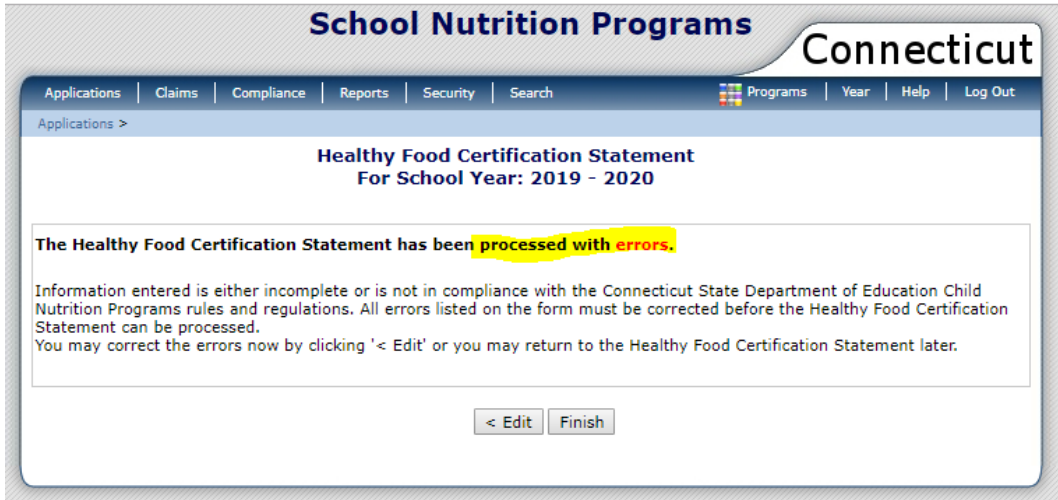
16. When all information is complete, *authorized signer 1 or 2* clicks **Save**.



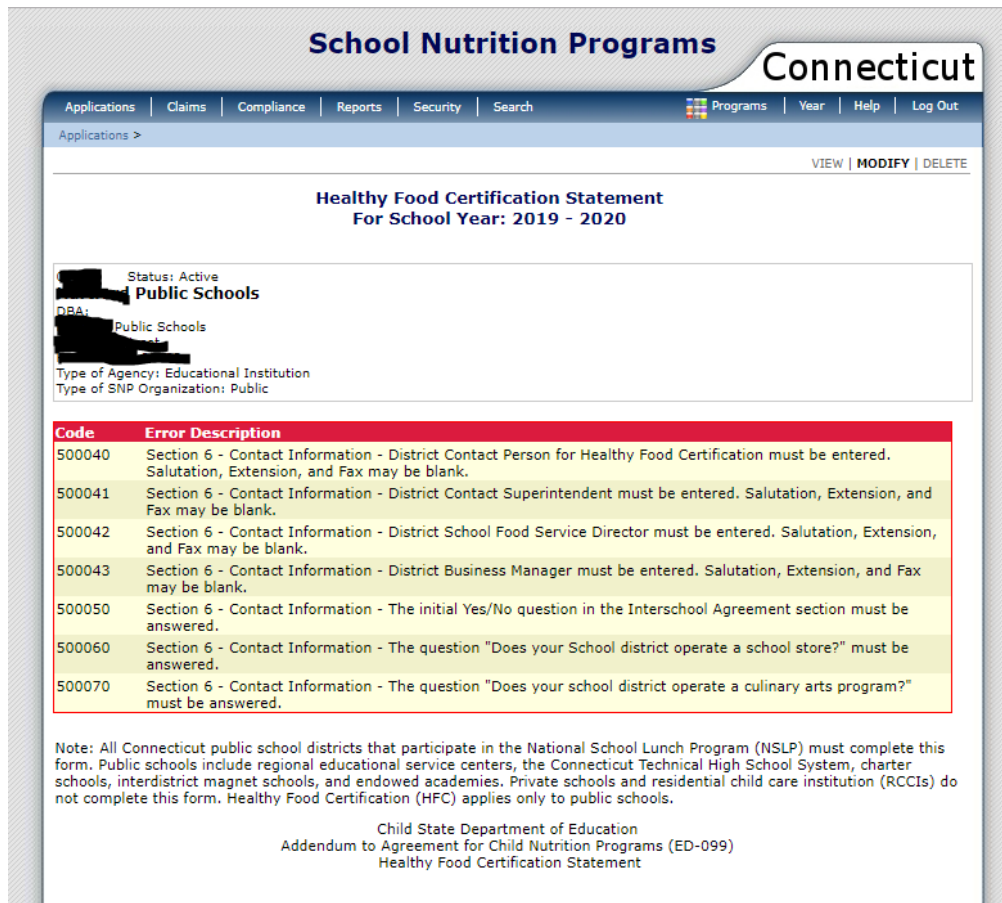
- a. **Submission without Errors:** If the application is complete without any errors, the message below displays. The name of the authorized signer and the date and time appears at the bottom of the message.



- b. **Submission with Errors:** If the application has any errors, an error message will display for each error. *Authorized signer 1 or 2* clicks **Edit** to return to the HFC Statement and correct the errors.



► **NOTE:** The errors and codes will display at the top of the HFC Statement.



3 — Application Steps for Non-HFC Districts

Important Information

- ▶ This section applies only to non-**HFC districts**. HFC districts must follow the steps in section 2.
- ▶ The **claims preparer** must first **enroll** the district in the 2019-20 application process for school nutrition programs (see steps 1-7) *before* **authorized signer 1 or 2** can access the HFC module in the CNP System to complete, certify, and submit the HFC Statement (steps 8-12). **If the claims preparer has not enrolled the district, authorized signer 1 or 2 will not be able to enter any information for HFC.**
- ▶ The online HFC Statement can only be certified by **authorized signer 1 or 2**. For more information, see “[Who Completes the HFC Statement](#)” in section 1.

1. The **claims preparer** accesses the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. The **claims preparer** logs in with **User ID** and **Password**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On



CT State Department of Education
Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact the Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681.

Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact Caroline Cooke for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Links

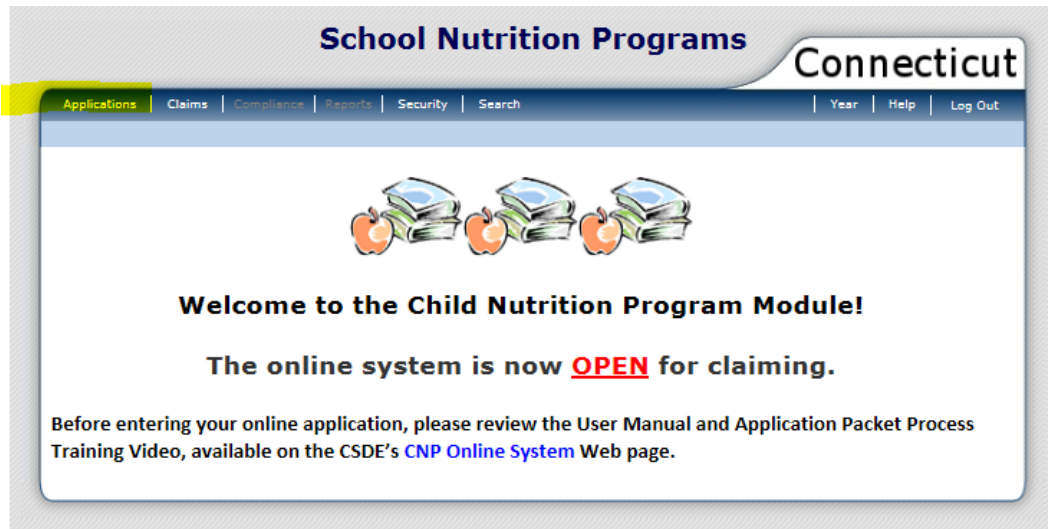
- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)



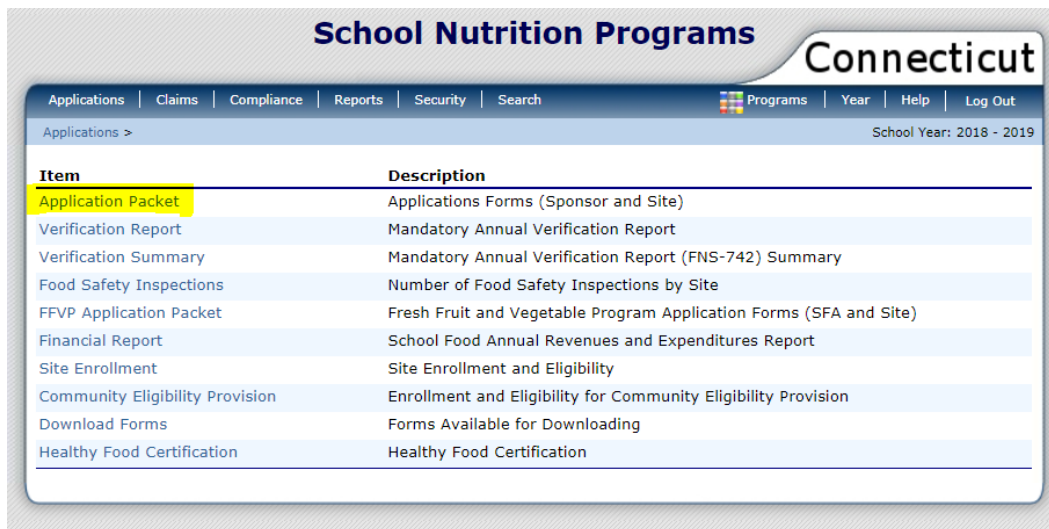
Copyright © 2019 Colyar Technology Solutions

3 | Non-HFC Districts

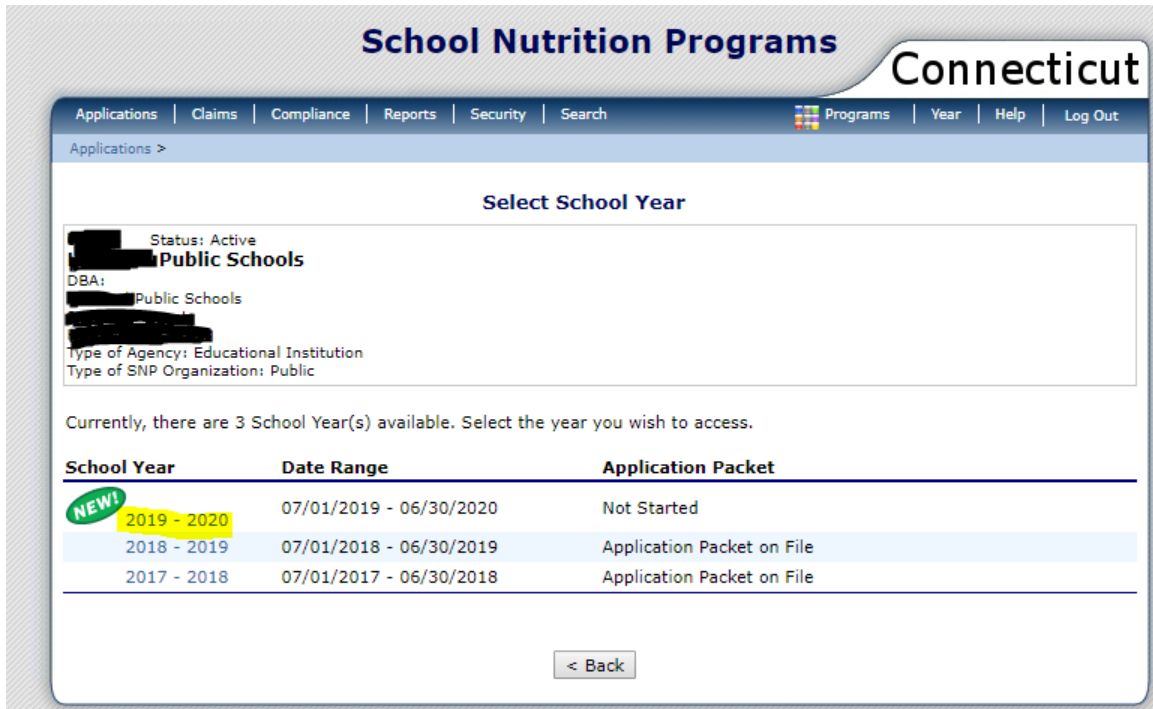
- The *claims preparer* clicks on **Applications** at the top left of the screen.



- The *claims preparer* clicks on **Application Packet** (the first selection under **Item**).



- The *claims preparer* clicks on school year **2019-2020**, next to the green “New!” button under **School Year**.



- The *claims preparer* clicks on **Enroll**, then clicks **OK**.



3 | Non-HFC Districts

7. The **2019-2020 Application Packet** screen appears. The *claims preparer* clicks on **Applications** at the top left of the screen.

► **NOTE: Stop – The *claims preparer* does NOT complete the application process to participate in the USDA school nutrition programs.** The CSDE will notify sponsors when it is time to start the online application process for school nutrition programs. *Authorized signer 1 or 2* continues with step 8 (see page 25).

The screenshot displays the 'School Nutrition Programs Connecticut' web interface. The top navigation bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Applications' menu is expanded to show 'Application Packet'. The page title is '2019 - 2020 Application Packet'. The main content area shows details for a district with the name 'Public Schools' (redacted). The status is 'Active'. The packet submitted date is not provided, and the packet status is 'Not Submitted'. Below this, there is a table of application forms:

| Action | Form Name | Latest Version | Status |
|---------------|--|----------------|--------------------------|
| View Modify | ➔ Sponsor Application | Original | Pending Validation |
| | ➔ Community Eligibility Provision (CEP) Schedule | | Site Eligibility Missing |
| Details | Checklist Summary | | |

Below the table is a 'Site Applications' summary table:

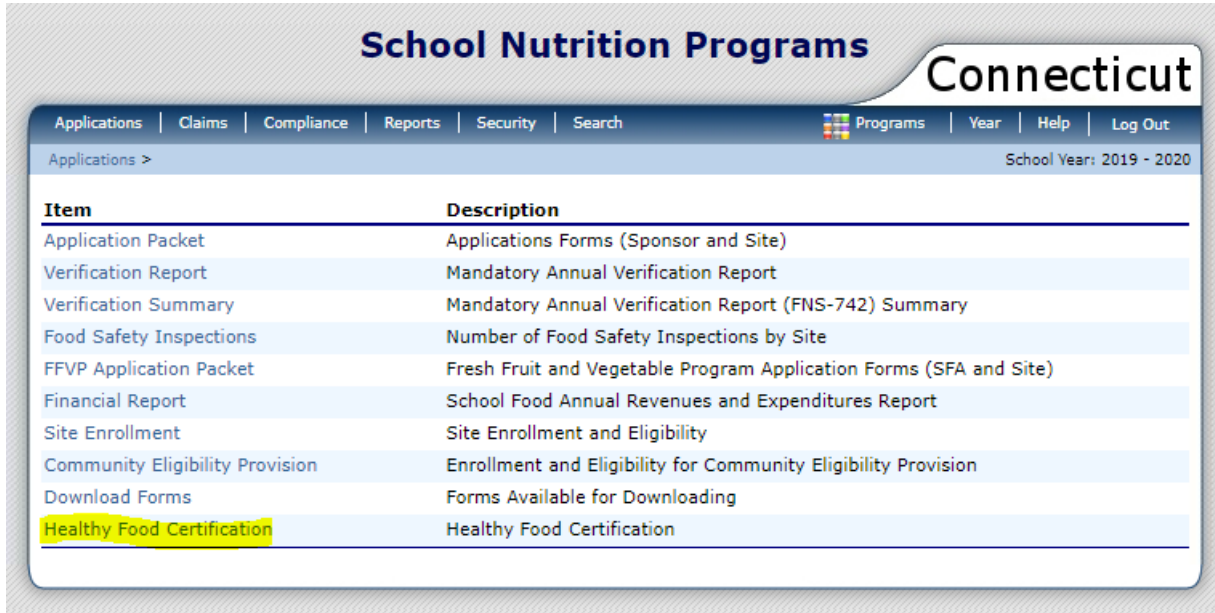
| Site Applications | Approved | Pending | Return for Correction | Denied | Withdrawn/Closed | Error | Total Applications |
|--------------------------|----------|---------|-----------------------|--------|------------------|-------|--------------------|
| School Nutrition Program | 0 | 47 | 0 | 0 | 0 | 0 | 47 |
| Seamless Summer Option | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

At the bottom, there are buttons for '< Back', 'Submit for Approval', and 'Withdraw Packet', along with a 'Show Packet History' link.

NOTE: This completes the *claims preparer's* role in the online HFC Statement process. After completing steps 1-7 to **enroll** the district in the 2019-20 application process for school nutrition programs, the *claims preparer* cannot complete any other information for HFC in the CNP System. The district's *authorized signer 1 or 2* must complete steps 8-12 to certify and submit the HFC Statement (see pages 25-30).

NOTE: The district’s *authorized signer 1 or 2* must complete steps 8-12 below to certify and submit the HFC Statement.

8. *Authorized signer 1 or 2* clicks on **Healthy Food Certification** at the bottom left of the screen under **Item**.



3 | Non-HFC Districts

9. The **Healthy Food Certification Statement** screen appears. *Authorized signer 1 or 2* clicks on **Modify** under **Action** at the bottom left of the screen. The **Healthy Food Certification Statement for School Year 2019-2020** appears starting with **Section 1 – Background**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Healthy Food Certification Statement

Status: Active
Public Schools
DBA: Public Schools
Type of Agency: Educational Institution
Type of SNP Organization: Public

| Action | School Year | Received Date | Status |
|--------|-------------|---------------|-------------|
| Modify | 2019 - 2020 | | Not Started |
| View | 2018 - 2019 | 07/12/2018 | Approved |
| View | 2017 - 2018 | 06/15/2017 | Approved |

< Back

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > VIEW | MODIFY | DELETE

Healthy Food Certification Statement For School Year: 2019 - 2020

Status: Active
Public Schools
DBA: Public Schools
Type of Agency: Educational Institution
Type of SNP Organization: Public

Note: All Connecticut public school districts that participate in the National School Lunch Program (NSLP) must complete this form. Public schools include regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies. Private schools and residential child care institution (RCCIs) do not complete this form. Healthy Food Certification (HFC) applies only to public schools.

Child State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 - Background

Section 10-215e of the Connecticut General Statutes (C.G.S) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). C.G.S. Section 10-215f requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System, and the governing authority for each state charter school, interdistrict magnet school, and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. C.G.S. Section 10-215b further provides additional funding to NSLP participants who annually certify compliance with the CNS.

10. **Section 2 – Certification Statement:** *Authorized signer 1 or 2* clicks on the “Will not” button, then checks (☑) the box to certify and sign the application, and completes section 5 (see step 11).

Section 2 - Certification Statement

Must be completed by all Connecticut public school districts that participate in the NSLP.

On behalf of the Board of Education or Governing Authority and pursuant to C.G.S. Section 10-215f, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the CSDE, (select appropriate button)

Will
 Will not

comply with the CNS during the period of July 1, 2018 through June 30, 2019. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and fundraising activities on school premises, whether or not school sponsored.

I certify that the above selection reflects the HFC decision of the Board of Education or Governing Authority, as indicated in the attached meeting minutes. *Note: By checking this box, the authorized representative is **signing** the HFC Statement.*

- ▶ **NOTE:** Only *authorized signers 1 and 2* can certify and sign the HFC Statement. If the box is not checked, the error message below will appear.

| Code | Error Description |
|--------|--|
| 500072 | Section 2 - Certification Statement - Authorized signer 1 or 2 must certify Section 2. Note: You must have security access to certify the HFC Statement. |

- ▶ **NOTE:** Sections 3-4 and 6 apply only to districts that certify “will” in section 2. They will not display when *authorized signer 1 or 2* selects “will not” in section 2.

3 | Non-HFC Districts

11. **Section 5 – Board Meeting Meetings:** *Authorized signer 1 or 2* uploads a copy of the minutes from the meeting of the board of education/governing authority. The minutes must indicate:

- the date of the meeting; and
- that the district **will not** follow the CNS for all competitive foods offered for sale to students on school premises at all times from all sources.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the board of education/governing authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSD's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add

Attachment Count: 0

a. If the board meeting minutes are **successfully uploaded**, the screen will display the date and time of the upload and the attachment account.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSD's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add
View | Modify | Delete ✓ Attached on: 4/25/2019 10:29:42 AM

Attachment Count: 1

b. If the board meeting minutes are **not uploaded**, the error message below appears.

| Code | Error Description |
|--------|---|
| 500030 | Section 5 - Board Meeting Minutes - At least one document must be uploaded. |

12. When all information is complete, *authorized signer 1 or 2* clicks **Save**.

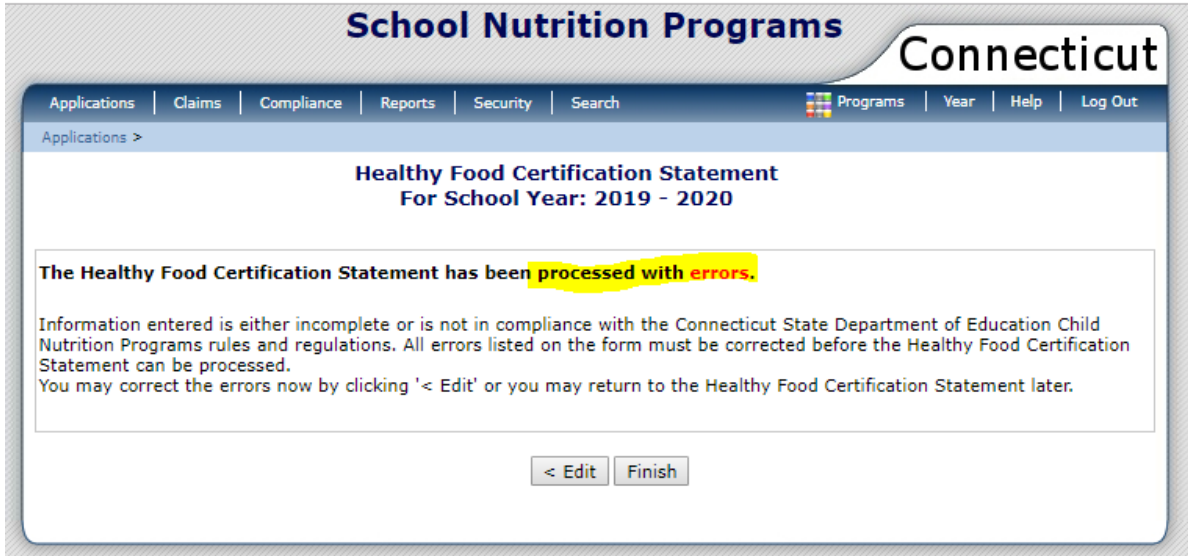


- a. **Submission without Errors:** If the application is complete without any errors, the message below displays. The name of the authorized signer and the date and time appears at the bottom of the message.



3 | Non-HFC Districts

- b. **Submission with Errors:** If the application has any errors, an error message will display for each error. *Authorized signer 1 or 2* clicks **Edit** to return to the HFC Statement and correct the errors.



► **NOTE:** The errors and codes will display at the top of the HFC Statement.



4 — HFC Resources

Complying with Healthy Food Certification PowerPoint:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationComplying.pdf>

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Connecticut Nutrition Standards PowerPoint:

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Evaluating Foods for CNS Compliance (“How To” section of the CSDE’s CNS webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To>

Exemptions for Foods and Beverages in Public Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FBexemption.pdf>

Fundraiser Requirements PowerPoint:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationFundraisers.pdf>

Guide to Competitive Foods in HFC Public Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsGuideHFC.pdf>

Guide to Competitive Foods in Non-HFC Public Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsGuideNonHFC.pdf>

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Healthy Food Certification Application (“Apply” section of the CSDE’s HFC webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Apply>

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Overview of Healthy Food Certification:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCOverview.pdf>

Questions and Answers on Connecticut Statutes for School Foods and Beverages:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CTStatutesQA.pdf>

Requirements for Food and Beverage Fundraisers in HFC Public Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FundraisersHFC.pdf>

Requirements for Foods and Beverages in School Stores in Public Schools Choosing HFC:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/StoresHFC.pdf>

4 | Resources

Requirements for Foods and Beverages in Vending Machines in Public Schools Choosing HFC:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/VendingHFC.pdf>

Requirements for Selling Foods and Beverages in Adult Education Programs:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/AdultEdHFC.pdf>

Resources for Healthy Foods and Beverages in Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/ResourcesHealthyFB.pdf>

Responsibilities of HFC District Contact Person:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/DistrictContactResponsibilities.pdf>

Summary of Smart Snacks Nutrition Standards:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/SmartSnacks.pdf>

When State and Federal Laws for Competitive Foods Apply to Public Schools Choosing the Healthy Food Option of Healthy Food Certification:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/WhenLawsApplyHFC.pdf>

When State and Federal Laws for Competitive Foods Apply to Public Schools Not Choosing the Healthy Food Option of Healthy Food Certification:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/WhenLawsApplynonHFC.pdf>



CONNECTICUT STATE
DEPARTMENT OF EDUCATION