

Instructions for Submitting Connecticut's Healthy Food Certification Statement for School Year 2025-26

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

Section 10-215f of the Connecticut General Statutes



CONNECTICUT
Education

Connecticut State Department of Education
Bureau of Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

March 24, 2025

Instructions for Submitting Connecticut's Healthy Food
Certification Statement for School Year 2024-25

Connecticut State Department of Education

https://portal.ct.gov/-/media/sde/nutrition/hfc/app/instructions_connecticut_healthy_food_certification_statement.pdf

For information on HFC, visit the CSDE's [HFC](#) webpage or contact the [HFC Coordinator](#), Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

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These instructions apply 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. For questions about the HFC application process, please contact Susan Fiore at susan.fiore@ct.gov or 860- 807-2075.

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 offered for sale to students separately from reimbursable meals (competitive foods) 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, culinary programs, and any other sources of food sales to students. The CNS also applies to all foods offered in reimbursable afterschool snacks for the [Afterschool Snack Program \(ASP\)](#).

- **“Sales”** means the exchange of a determined amount of money or its equivalent (such as coupons, tickets, tokens, and similar items) for foods and beverages. Sales also include programs and activities that charge a fee that includes the cost of foods and beverages provided to students, and activities that suggest a student donation in exchange for foods and beverages.
- **“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 in the CSDE’s 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. Visit the CSDE’s [HFC](#) webpage for information on the HFC requirements and a list of current HFC districts.

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 meet the following criteria: 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. Events involve a gathering of people in a social context, such as sports competitions, awards banquets, school concerts, and theatrical productions. For example, 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 may 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, refer to the CSDE’s resource, [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 through June 30). The HFC Statement addresses:

- whether the district will or will not follow the CNS for all foods offered for sale to students separately from reimbursable meals on school premises, and all foods offered in the ASP; 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 three exemption criteria of the state HFC statute (refer to [“Food Exemptions”](#) above).

Each board of education or school governing authority must submit the annual HFC Statement to the CSDE by July 1, to participate in HFC for the upcoming school year. Districts that miss this deadline are not eligible. For more information on the application process, visit the [“Annual HFC Application”](#) section of the CSDE’s HFC webpage. Training on how to complete the HFC Statement is available in the CSDE’s module, [Completing the Application Process for Healthy Food Certification Video](#).

2 — Application Process

Before beginning the HFC application module in the CSDE’s CNP System, the board of education or school governing authority must: 1) have completed the vote on HFC; and 2) have available an electronic copy (Word or PDF) of the final board-approved 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, refer to “[Food Exemptions](#)” in this section and the CSDE’s resource, [Exemptions for Foods and Beverages in Public Schools](#).

The HFC Statement must include the **final** board-approved meeting minutes. The CSDE cannot approve HFC Statements based on draft board minutes. If the board-approved minutes are not finalized **by July 1**, the district must upload the draft minutes by July 1, then upload the final board-approved minutes as soon as they are available.

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 in the district, staff person responsible for operating any culinary arts programs in the district, and contact person for each interschool agreement with other public schools.

For guidance on determining the district’s HFC Contact person, refer to “[Who to list as the district’s HFC contact person](#)” in section 2 and the CSDE’s resource, [Responsibilities of District Contact Person for Healthy Food Certification](#)..

HFC Statement Must Be Completed by An Authorized Signer

The HFC Statement must be completed, certified, and submitted by the district's authorized signer 1 or 2. Each public school sponsor of the NSLP has two designated representatives authorized to enter into an agreement with the CSDE to operate the 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.

Refer to section 3 for the steps to identify the district's current designated contacts, including authorized signers 1 and 2.

If the authorized signer cannot access the HFC Statement in the CNP System, this means the district has not yet enrolled in the 2025-26 application process for the school nutrition program. The district must first enroll in the 2025-26 application process to access the 2025-26 HFC Statement.

The HFC Statement cannot be completed until one of the sponsor's designated staff members enrolls the district in the 2025-26 application process for the school nutrition programs. For guidance on how to enroll the district, refer to the CSDE's [Instructions for Enrolling in the Annual Application Process for the School Nutrition Programs](#).

3 — Checking Designated Contacts

To identify the district's designated contacts, including authorized signers 1 and 2, check the district's current year sponsor application in the CNP System using the steps below.

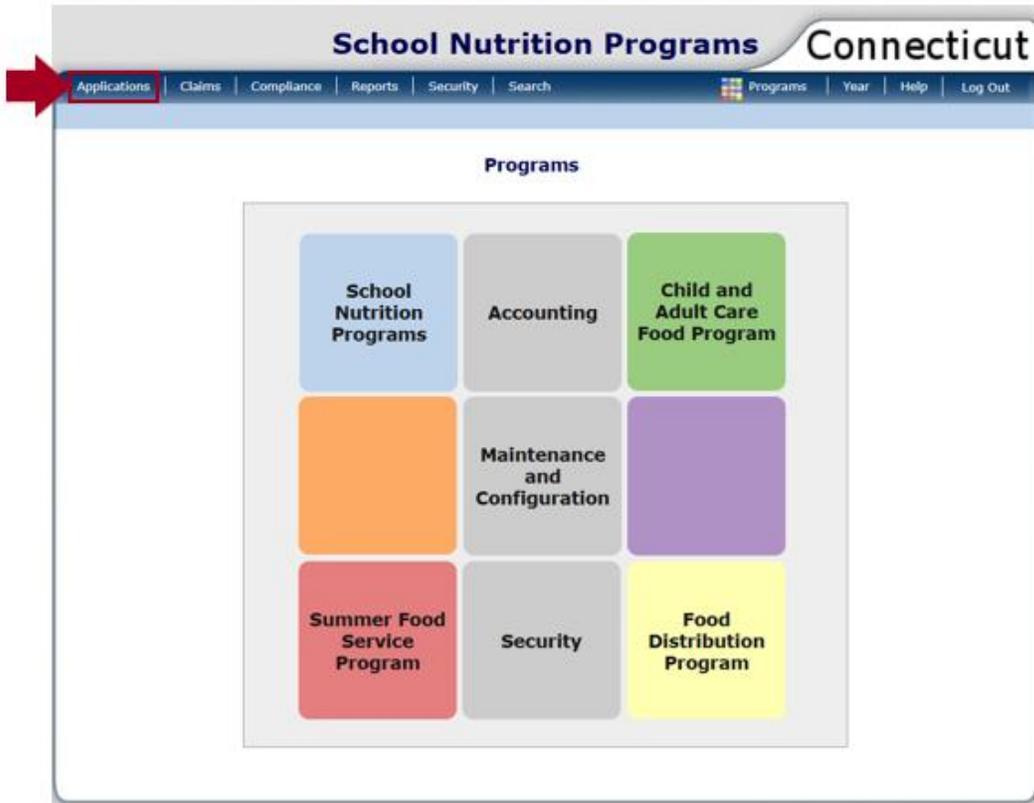
1. Access the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Log in with **User ID** and **Password**.



The screenshot shows the login page for the Connecticut Child Nutrition Programs Online System. The page has a header with the word "Connecticut" and a background image of a blue sky with clouds. Below the header, there are three small illustrations of children playing. The main content area is divided into two columns. The left column contains a login form with the following elements: a "Returning Users: Log On" header, a "User ID:" label with a text input field, a "Password:" label with a text input field, a "Forgot Your Password?" link, and a green "Log On" button. A red arrow points to the "User ID:" input field. The right column contains the following text: "CT State Department of Education", "Child Nutrition Programs Online System", "School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant <https://portal.ct.gov/-/media/SDE/Nutrition/CNStaff/counvassign.pdf>", "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.", and "This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer." Below the login form, there is a "Links" section with three bullet points: "State Department of Education", "CACFP Resources", and "SNP Resources". At the bottom left, there is a logo for "COLYAR A UNIQ SOLUTION". At the bottom right, there is a copyright notice: "Copyright © 2022 Colyar Technology Solutions".

3 | Checking Designated Contacts

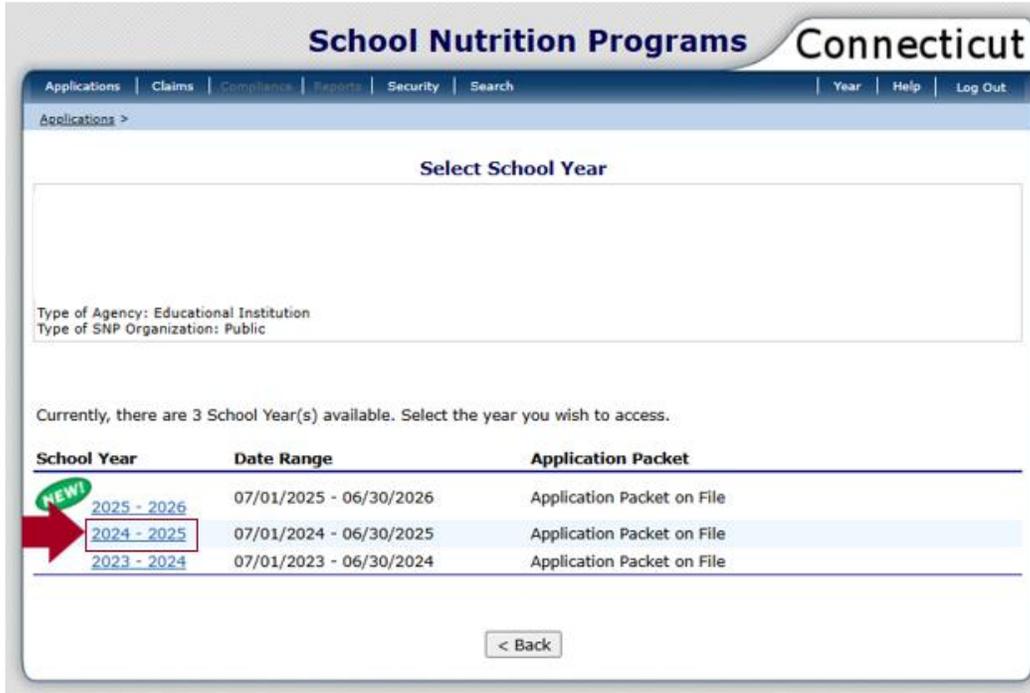
3. Click **Applications** in the CNP System.



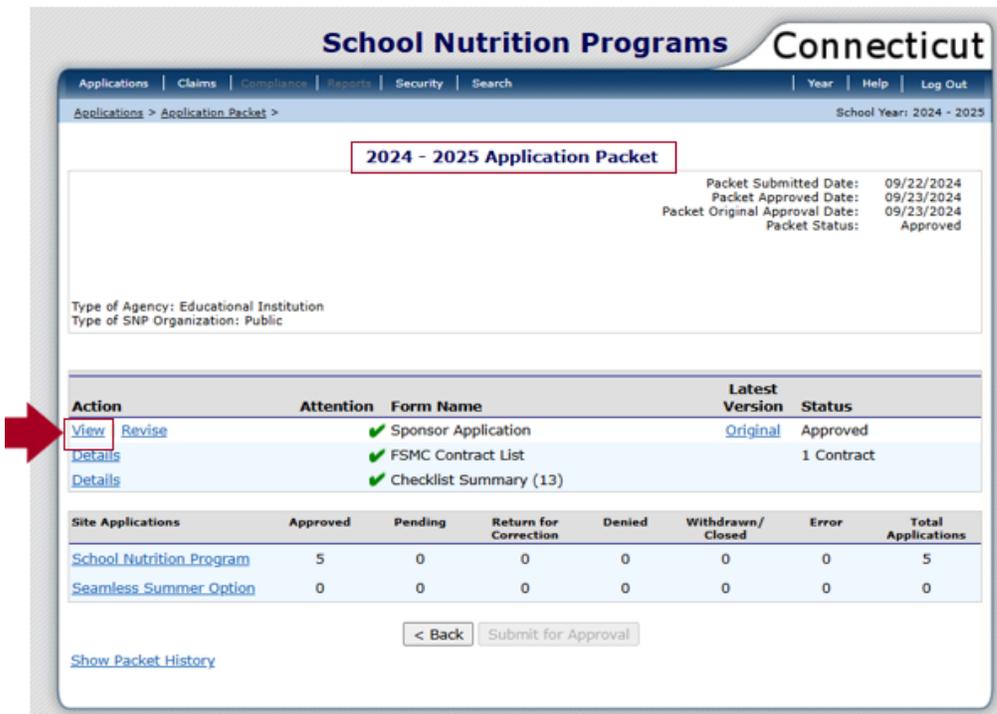
4. Click **Application Packet** (the first selection under **Item**).



- Under **School Year**, select **2024-25** under the green “NEW!” button. **Note:** You are selecting the **current school year (2024-25)** to find the district’s contact information because the contact information for the 2025-26 school year has not been entered yet.



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



3 | Checking Designated Contacts

7. The SNP application for school year 2024-25 will appear. Scroll down to view the names of **Authorized Representative #1** and **Authorized Representative #2**.

The screenshot shows the 'School Nutrition Programs Connecticut' application interface. At the top, there are navigation tabs for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The current page is 'Applications > Application Packet >'. The school year is set to '2024 - 2025'. A central box contains the text 'SNP Sponsor Application For School Year: 2024 - 2025'. Below this, it indicates 'Type of Agency: Educational Institution' and 'Type of SNP Organization: Public'. A 'VIEW' button is located in the top right corner. At the bottom, the 'School Year Dates of Operation' section shows 'Operational Dates: Start Date: 07/01/2024 End Date: 06/30/2025' and 'Version: Original'.

This section displays the contact information for two authorized representatives. Each representative's information is presented in a form with a red arrow pointing to the title. The first representative is labeled 'Authorized Representative #1' and the second is 'Authorized Representative #2'. Each entry includes fields for Name (with sub-fields for Salutation, First Name, and Last Name), Email Address, Phone (with sub-fields for Ext. and Fax), and Title.

Authorized Representative #1
22. Name:
23. Email Address:
24. Phone:
25. Title:

Authorized Representative #2
26. Name:
27. Email Address:
28. Phone:
29. Title:

4 — Application Steps for HFC Districts

This section indicates the steps to complete and certify the annual HFC Statement for districts that vote to follow the CNS. These steps must be completed by authorized signer 1 or 2.

1. Access the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Log 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 your county consultant <https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/counvassign.pdf>

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

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4 | Application Steps for HFC Districts

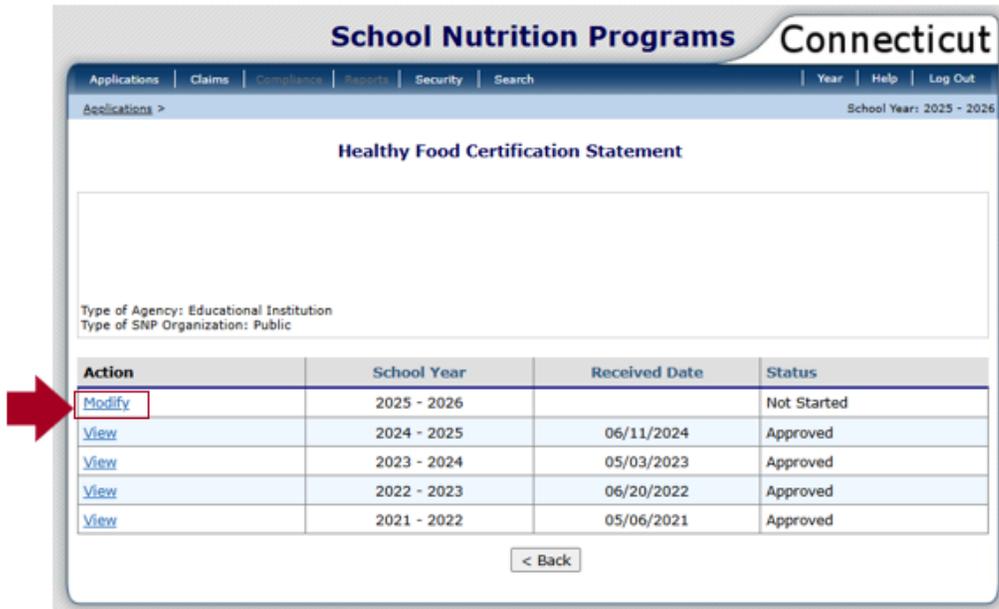
4. Click **Applications** in the CNP System.



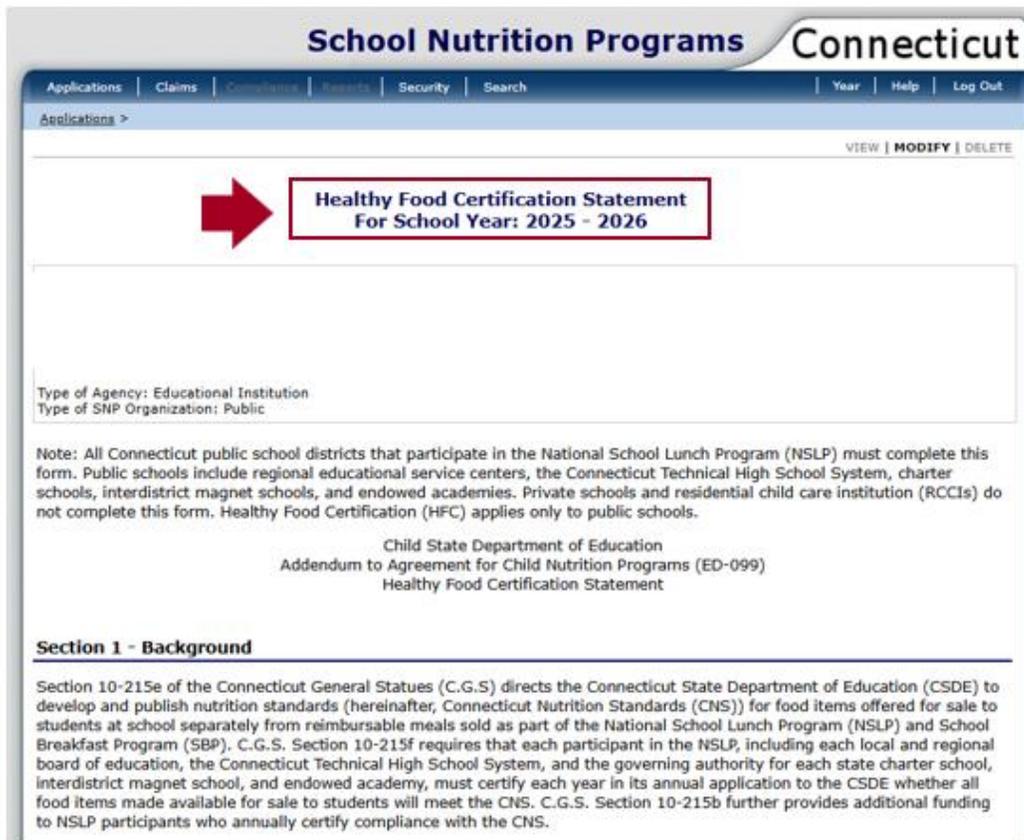
5. Click **Healthy Food Certification** at the bottom left of the screen under **Item**.



- The **Healthy Food Certification Statement** screen appears. Click **Modify** for school year **2025-2026** under **Action** at the bottom left of the screen.



- The **Healthy Food Certification Statement for School Year 2025-2026** appears starting with **Section 1 – Background**.



4 | Application Steps for HFC Districts

8. **Section 2 – Certification Statement:** Click the “Will” button and checks (☑) the box to certify and sign the HFC Statement.

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, 2024 through June 30, 2025. 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.

9. **Section 3 – Exemption Statement:** Click 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.

- a. 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.
 - b. 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.
10. **Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099):** 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, 2025, through June 30, 2026**.

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

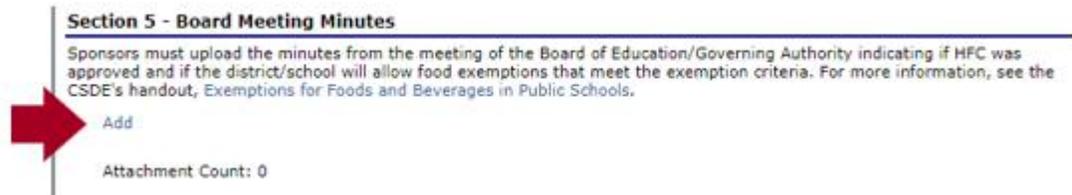
To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

 Pursuant to Section 10-215f of the Connecticut General Studies, 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, 2024 through June 30, 2025.

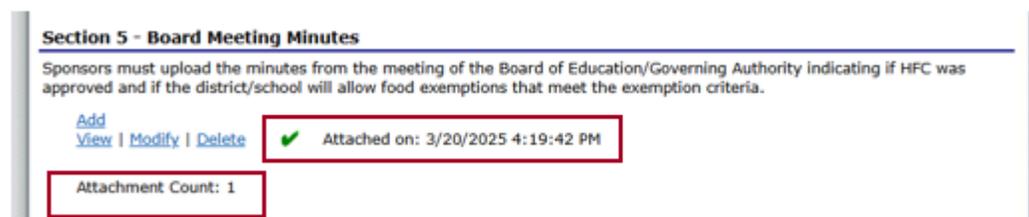
4 | Application Steps for HFC Districts

11. **Section 5 – Board Meeting Minutes:** Upload a copy of the minutes from the meeting of the board of education or school governing authority. The minutes must indicate:

- the date of the meeting;
 - the specific language in [attachment 1 to CSDE Operational Memorandum No. 03-25](#) indicating that the district will follow the CNS for all foods offered for sale to students separately from reimbursable meals on school premises at all times from all sources; and
- a. the specific language in [attachment 1 to CSDE Operational Memorandum No. 03-25](#) indicating whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the three exemption criteria of the state HFC statute (refer to step 14). For more information, refer to “[Food Exemptions](#)” in section 1.



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



If the board meeting minutes are **not uploaded**, the error message below will display under the red bar at the top of the HFC Statement.

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

12. Section 6 – HFC District Contact Information (Parts A-D): Enter 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: [v] 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.

B. District Superintendent

Name: Salutation: [v] 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: [v] 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: [v] First Name: [] Last Name: []

Title: []

Email Address: []

Phone: [] Ext: [] Fax: []

Street Address

Address Line 1: []

Address Line 2: []

City: []

State: [] Zip: []

4 | Application Steps for HFC Districts

Who to list as the district’s HFC contact person: The HFC contact person is the point person designated by the district who is responsible for coordinating the day-to-day implementation and monitoring of HFC under C.G.S. Section 10-215f, completing all required HFC trainings, ensuring that all competitive foods available for sale to students comply with state requirements, and receiving CSDE communications regarding the HFC requirements, deadlines, and resources. Typically, the HFC contact person is the food service director, but this person can be anyone that the district designates to meet these requirements, such as a business manager or a food service director from a food service management company. The most important consideration for designating the HFC contact person is choosing someone who can successfully meet the required responsibilities. For detailed guidance, refer to the CSDE’s resource, [Responsibilities of District Contact Person for Healthy Food Certification](#).

13. **Section 6 – HFC District Contact Information (parts E-G):** Click “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,” enter the contact information for the person responsible for each applicable area.

Note: The contact information fields for each area displays only if the answer is “Yes.” If the answer is “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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
F. School Store	
Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students?	<input type="radio"/> Yes <input checked="" type="radio"/> No
G. Culinary Arts Program	
Does your school district operate a culinary arts program that sells food or beverages to students?	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Section 6 – Part E: Interschool Agreement:** Click “Yes” or “No” to indicate if the district has any approved interschool agreements with **public** schools. If the answer is “Yes,” enter the contact information for each public school for which the district has an interschool agreement.

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 2024-2025 interschool agreement by July 1, 2024.

4 | Application Steps for HFC Districts

- **Section 6 – Part F: School Store:** Click “Yes” or “No” to indicate if the district has any school stores that sell food or beverages to students. If the answer is “Yes,” enter the contact information for the person responsible for the school store.

Note: The HFC Statement has one entry for the school store contact. If the district has more than one school store, email the contact information for all additional school store contacts to susan.fiore@ct.gov.

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 2024-2025 interschool agreement by July 1, 2024.

- Section 6 – Part G: Culinary Arts Program:** Click “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,” enter 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: Salutation First Name Last Name

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

4 | Application Steps for HFC Districts

14. When all information is complete, click **Save** at the bottom of the screen.



- a. **Submission without errors:** If the application is complete without any errors, the message displays.



- b. **Submission with errors:** If the application has any errors, an error message will display for each error. Click **Edit** to return to the HFC Statement and correct the errors.



Note: The errors and codes will display under the red bar at the top of the HFC Statement.

The screenshot shows the 'School Nutrition Programs Connecticut' application interface. The main heading is 'Healthy Food Certification Statement For School Year: 2025-2026'. Below this, there are fields for 'Type of Agency: Educational Institution' and 'Type of SNP Organization: Public'. A red bar at the bottom of the form contains an error message. A red arrow points to the error code '500030'.

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

5 — Application Steps for Non-HFC Districts

This section indicates the steps to complete and certify the annual HFC Statement for districts that vote **not** to follow the CNS. These steps must be completed by authorized signer 1 or 2.

1. Access the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Log in with **User ID** and **Password**.
- 3.

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 your county consultant <https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countvassign.pdf>

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.

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Links

- State Department of Education
- CACFP Resources
- SNP Resources

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3 | Application Steps for Non-HFC Districts

4. Click **Applications** in the CNP System.



5. Click **Healthy Food Certification** at the bottom left of the screen under **Item**.



- The **Healthy Food Certification Statement** screen appears. Click **Modify** for school year **2025-2026** under **Action** at the bottom left of the screen.

School Nutrition Programs Connecticut

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

Applications > School Year: 2025 - 2026

Healthy Food Certification Statement

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2025 - 2026		Not Started
View	2024 - 2025	06/11/2024	Approved
View	2023 - 2024	05/03/2023	Approved
View	2022 - 2023	06/20/2022	Approved
View	2021 - 2022	05/06/2021	Approved

< Back

- The **Healthy Food Certification Statement for School Year 2025-2026** appears starting with **Section 1 – Background**.

School Nutrition Programs Connecticut

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

Applications > VIEW | MODIFY | DELETE

Healthy Food Certification Statement For School Year: 2025 - 2026

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.

3 | Application Steps for Non-HFC Districts

8. **Section 2 – Certification Statement:** Click the “Will not” button and check (☑) the box to certify and sign the HFC Statement.

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, 2024 through June 30, 2025. 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.

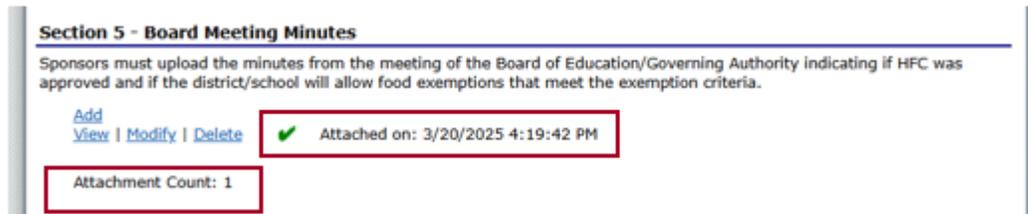
Code	Error Description
500072	Section 2 - Certification Statement - Authorized signer 1 or 2 must certify Section 2. Note: You must have security access to certify the HFC Statement.

9. **Section 5 – Board Meeting Minutes:** Upload a copy of the minutes from the meeting of the board of education or school governing authority. The minutes must indicate:

- the date of the meeting;
 - the specific language in [attachment 1 to CSDE Operational Memorandum No. 03-25](#) indicating that the district will follow the CNS for all foods offered for sale to students separately from reimbursable meals on school premises at all times from all sources; and
- b. the specific language in [attachment 1 to CSDE Operational Memorandum No. 03-25](#) indicating whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the three exemption criteria of the state HFC statute (refer to step 14). For more information, refer to “[Food Exemptions](#)” in section 1.



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



If the board meeting minutes are **not uploaded**, the error message below will display under the red bar at the top of the HFC Statement.

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

3 | Application Steps for Non-HFC Districts

15. When all information is complete, click **Save** at the bottom of the screen.



10. **Submission without errors:** If the application is complete without any errors, the message displays.



11. **Submission with errors:** If the application has any errors, an error message will display for each error. Click **Edit** to return to the HFC Statement and correct the errors.



Note: The errors and codes will display under the red bar at the top of the HFC Statement.

The screenshot shows the 'School Nutrition Programs Connecticut' application interface. The main heading is 'Healthy Food Certification Statement For School Year: 2025-2026'. Below this, there is a section for agency information: 'Type of Agency: Educational Institution' and 'Type of SNP Organization: Public'. At the bottom, a red bar highlights an error message. A red arrow points to the error code '500030'.

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

