Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns for Children

Module 2: Meal Pattern Documentation

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education

Bite Size Training Modules

Module 1	Introduction to Bite Size and Meal Pattern Overview
Module 2	Meal Pattern Documentation
Module 3	Milk Component
Module 4	Meat/Meat Alternates Component
Module 5	Fruits Component
Module 6	Vegetables Component
Module 7	Part A: Grains Component – Crediting
	Part B: Grains Component – Whole Grain-rich
	Part C: Grains Component – Ounce Equivalents
Module 8	Menu Planning

https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Related-Resources#BiteSize

Key Messages for Meal Pattern Documentation

- Must maintain "menu of record"
- Production records recommended
- *Foods made on site:* Must have recipes
- *Commercial processed products:* Must have Child Nutrition (CN) label or product formulation statement (PFS)

Documentation = CACFP Funding

- USDA provides funds for *reimbursable meals*
  - Meals and snacks that meet the *required food components* and *servings* in the CACFP meal patterns
- Appropriate documentation shows that meals/snacks meet CACFP meal patterns

Meal Pattern Documentation

1. Menus
2. Production records
3. Crediting documentation for foods and beverages
   - Child Nutrition (CN) labels
   - Product formulation statements
   - Recipes

Menus Required

- Must maintain "menu of record"
  - Date of meal service
  - All food components and food items served
- Menus planned in advance
  - Month and day
  - Substitutions
- Maintain on file

Cycle Menus Recommended

- Help CACFP facilities
  - comply with meal pattern requirements
  - increase variety
  - control food cost
  - control inventory
  - save time
- Recommend at least four-week cycle menu

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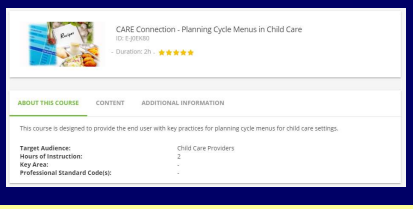
Institute of Child Nutrition (ICN) Resource

CARE Connection: Planning Cycle Menus in Child Care

- Online training



https://theicn.docebosaas.com/learn/course/external/view/elearning/51/care-connection-planning-cycle-menus-in-child-care

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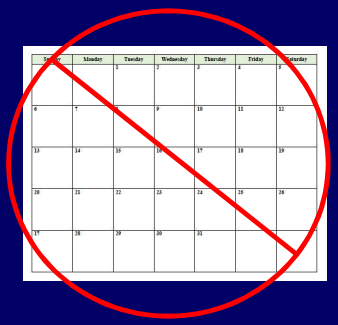
Avoid Using Blank Calendars

- Missing food components
- Insufficient servings



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CSDE Menu Planning Forms

At-risk Supper and Snack
- Snack Ages 6-18
- Snack and Supper Ages 6-18
- Supper Ages 6-18

Breakfast, Lunch, and Snack
- Ages 1-2
- Ages 3-5
- Ages 6-12

Breakfast and Snack
- Breakfast and AM/PM Snack Ages 3-5
- Breakfast and PM Snack Ages 3-5
- Breakfast and PM Snack Ages 6-12

Emergency Shelters
- AM, PM, and Evening Snack Ages 6-18
- AM Snack, PM Snack, and Evening Snack Ages 1-2, 3-5, and 6-18
- Breakfast, Lunch, and Supper Ages 1-2, 3-5, and 6-18
- Breakfast, Lunch, and Supper Ages 6-18

Lunch and Snack
- Lunch and AM/PM Snack Ages 3-5

Snack
- AM /PM Ages 1-2
- AM /PM Ages 3-5
- AM /PM Ages 3-5 (2 weeks)

https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Documents#MenuForms

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Production Records

- Indicate *type and quantity* of all foods and beverages for the meal service
- Document *compliance* with meal patterns
- Provide *valuable information*
  - menu planning
  - forecasting products and amounts
  - purchasing foods
  - controlling waste
  - identifying acceptable menu items

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Production Records

- Not required except for child care centers using the National School Lunch Program (NSLP) meal pattern
- Strongly recommended
- If not using, should develop alternate system to document amount of purchased foods and serving sizes

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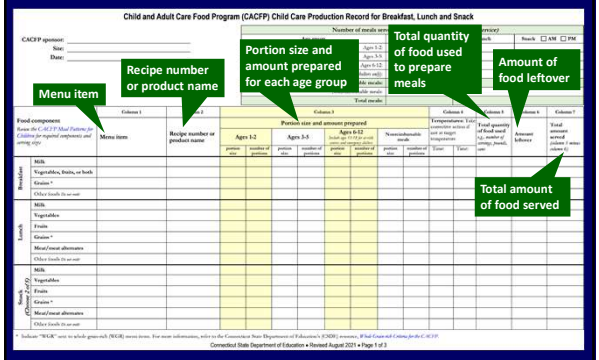
Components of a Production Record



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CSDE Sample Production Records

- AM and PM Snack
- AM Snack, Lunch, and PM Snack
- AM, PM, and Evening Snack for Emergency Shelters
- At-Risk Snack and Supper
- Breakfast and PM Snack
- Breakfast, AM Snack, and PM Snack
- Breakfast, Lunch, and Snack
- Breakfast, Lunch, and Supper for Emergency Shelters
- Meal Pattern Components: Any Meal

https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Documents#ProductionRecords

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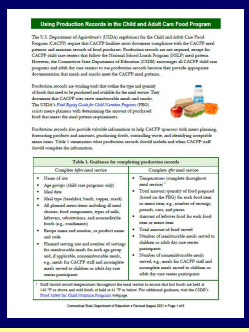
CSDE Resource

Using Production Records in the CACFP

- Guidance for completing production records
- Resources



https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/ProdRecord/ProductionRecordsCACFP.pdf

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Crediting Documentation for Foods and Beverages

- Commercial processed products
- Foods made on site
- Foods prepared by vendors

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Terms to Know about Crediting

- Creditable foods
- Noncreditable foods

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Creditable Foods

- Count toward one or more of the *five food components* required for a reimbursable meal or snack
- Each component has specific crediting requirements

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Noncreditable Foods

- Do not count toward CACFP meal patterns
  - Too small to credit
  - Do not belong to meal pattern components
- Many are high in fat, sugars, and sodium
- Limit frequency and amount
- Cannot use CACFP funds to purchase except condiments and herbs/spices

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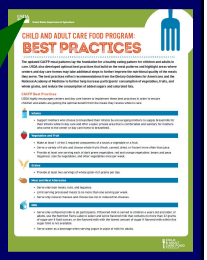
USDA CACFP Best Practices

Avoid serving noncreditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy, or cookie pieces), and sugar sweetened beverages (e.g., fruit drinks or sodas)



https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_factBP.pdf

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CSDE Resource

Noncreditable Foods in CACFP Child Care Programs

- Guidance on how to identify noncreditable foods
- List of examples

https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/NoncreditableFoodsCACFP.pdf

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Overview of Crediting Documentation

- Must have *crediting* documentation for commercial products and foods made on site

Commercial processed foods	Foods made on site *
• Child Nutrition (CN) label • Product formulation statement (PFS)	• Recipes (preferably standardized) * Includes foods prepared by vendors

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Child Nutrition (CN) Labels

- Voluntary federal labeling program for the Child Nutrition Programs
- Provide *guarantee* of a product's meal component contribution
- Available only for *main dish entrees* that contribute to meat/meat alternates

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Sample CN Label

1. Product name
2. Ingredients statement
3. CN logo
4. Inspection legend

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CSDE Resource

Using Child Nutrition (CN) Labels in the CACFP

- Identifying CN Labels
- Authorized CN Labels and manufacturers
- Resources

Using Product Formulation Statements in the Child and Adult Care Food Program

This guidance applies to unadvertisable meals and snacks served in child care centers, family day care homes, emergency shelters, at-risk afterschool care centers, and adult day care centers that participate in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). For information on the CACFP meal patterns and crediting foods for children, visit the Connecticut State Department of Education's (CSDE) Meal Patterns for CACFP Child Care Programs and Crediting Foods in CACFP Child Care Programs webpages. For information on the CACFP meal patterns and crediting foods for adult participants, visit the CSDE's Meal Patterns for CACFP Adult Day Care Centers and Crediting Foods in CACFP Adult Day Care Centers webpages.

CACFP facilities never be able to determine that commercial processed foods (such as pizza, chicken nuggets, and mozzarella stick cheese) provide the amount of the food components credited toward the CACFP meal patterns. For example, to credit cheese pizza as 2 ounces of the meat/meat alternate component, CACFP facilities never obtain documentation from the manufacturer indicating that one serving of the product contains 2 ounces of cheese.

> Most planners cannot determine the amount of the meal pattern components in a product by reading the Nutrition Facts label or ingredients statement. If a commercial processed product does not have a Child Nutrition (CN) label, CACFP facilities never obtain a product formulation statement (PFS) from the manufacturer that indicates the product's meal pattern contribution.

A PFS is a document developed by manufacturers that provides specific information about how a product credits toward the USDA meal patterns for Child Nutrition Programs. It generally includes a detailed explanation of what the product contains and indicates the amount of each ingredient in the product by weight. The information on PFS forms can vary among manufacturers because these forms are not monitored by the USDA.

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https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/CNlabelCACFP.pdf

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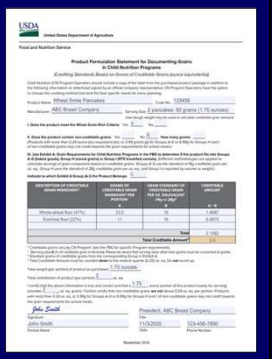
Product Formulation Statement (PFS)

- Developed by manufacturers to provide product crediting information
- Not monitored by USDA
  - Review PFS for accuracy *before* purchasing product


USDA United States Department of Agriculture

Food and Nutrition Service

Product Formulation Statement for Documenting Grains in Child Nutrition Programs

(Crediting Standards Based on Volume of Creditable Grains (ounce equivalents))

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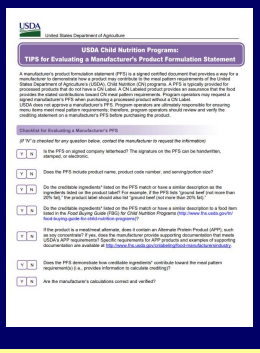
USDA Resource

Tips for Evaluating a Manufacturer's PFS

- Guidance on reviewing PFS
- Checklist to ensure PFS provides required and correct information


USDA United States Department of Agriculture

USDA Child Nutrition Programs:

TIPS for Evaluating a Manufacturer's Product Formulation Statement

A manufacturer's product formulation statement (PFS) is a signed official document that provides a way for a manufacturer to demonstrate how a product may contribute to the meal pattern requirements of the United States Department of Agriculture's (USDA) Child Nutrition (CN) programs. A PFS is typically provided for processed products that do not have a CN Label. A CN Labeled product provides an assurance that the food product is eligible to contribute to the meal pattern requirements. Program operations may request a signed manufacturer's PFS when purchasing a processed product without a CN Label.
USDA does not approve a manufacturer's PFS. Program operators are ultimately responsible for ensuring costs items meet meal pattern requirements. Therefore, program operators should review and verify the crediting statements on a manufacturer's PFS before purchasing the product.

Checklist for Evaluating a Manufacturer's PFS

(If "N" is checked for any question below, contact the manufacturer to request the information)

Y N Is the PFS on signed company letterhead? The signature on the PFS can be handwritten, stamped, or electronic.

Y N Does the PFS include product name, product code number, and serving/portion size?

Y N Do the creditable ingredients* listed on the PFS match or have a similar description as the ingredients listed on the product label? For example, if the PFS lists "ground beef (not more than 25% fat)," the product label should also list "ground beef (not more than 25% fat)."

Y N Do the creditable ingredients* listed on the PFS match or have a similar description to a food item listed in the *Food Buying Guide (FBG)* for Child Nutrition Programs (http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)?

Y N If the product is a meat/meat alternate, does it contain an Alternate Protein Product (APP), such as textured vegetable protein (TVP)? If so, does the manufacturer provide supporting documentation that meets USDA's APP requirements? Specific requirements for APP products and examples of supporting documentation are available at http://www.fns.usda.gov/cn/labeling/food-manufacturersindustry.

Y N Does the PFS demonstrate how creditable ingredients* contribute toward the meal pattern requirements(s) (i.e., provides information to calculate crediting)?

Y N Are the manufacturer's calculations correct and verified?

https://fns-prod.azureedge.net/sites/default/files/resource-files/manufacturerPFStipsheet.pdf

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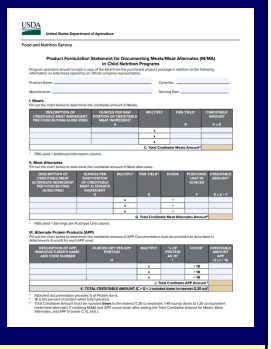
USDA Resource

Sample USDA PFS forms

- Available for
  - Meat/meat alternates
  - Grains
  - Vegetables
  - Fruits
- Manufacturers may use their own forms, but must include required USDA information


USDA United States Department of Agriculture

Food and Nutrition Service

Product Formulation Statement for Documenting Meats/Meat Alternates (M/MA) in Child Nutrition Programs

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CSDE Resource

Using Product Formulation Statements in the CACFP

- Required information
- Reviewing PFS
- Resources

Using Product Formulation Statements in the Child and Adult Care Food Program

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https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/PFScacfp.pdf

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Summary of CN Labels and PFS Forms

Criteria	CN label	PFS
Standard information required	✓	
Reviewed and monitored by USDA	✓	
Includes USDA's guarantee of meal component contribution for Child Nutrition Programs	✓	
Distinct six-digit product identification number	✓	
CACFP facilities must check crediting information for accuracy		✓

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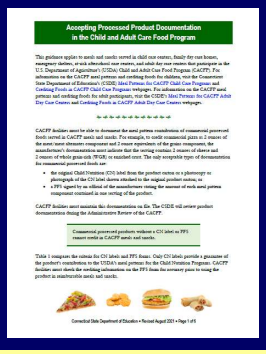
CSDE Resource

Accepting Processed Product Documentation in the CACFP

- Documentation requirements for commercial processed foods (CN Labels and PFS)
- Resources


Accepting Processed Product Documentation in the Child and Adult Care Food Program

https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/AcceptDocumentationCACFP.pdf

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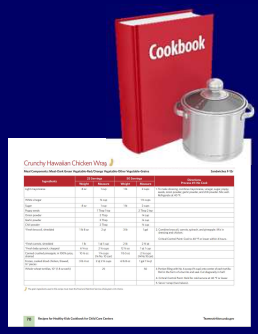
Recipes Required

- Must have recipes on file for *all foods* prepared on site
- *Standardized* recipes recommended



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What are Standardized Recipes?

- Tested and adapted for use by food service operation
- Produce the *same good results and yield* every time when the exact procedures are used with
  - same type of equipment
  - same quantity and quality of ingredients

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Benefits of Standardized Recipes

- Document *meal pattern contribution* and have many other benefits
  - ensure consistent food quality and nutrient content
  - ensure predictable yield
  - control food cost
  - promote efficient purchasing procedures
  - control inventory
  - control labor cost
  - reduce recordkeeping

https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs/Documents#StandardizedRecipes

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Components of a Standardized Recipe

Recipe title

Recipe category

Ingredients

Recipe yield

Serving size

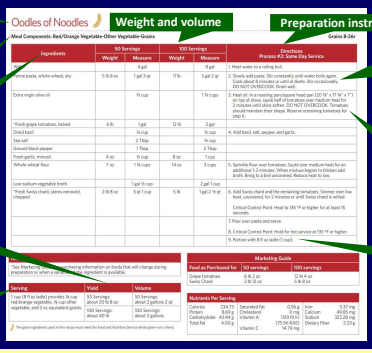
Weight and volume

Preparation instructions

Cooking time and temperature

Cooking equipment

Serving equipment



https://www.fns.usda.gov/tn/recipes-healthy-kids-cookbook-child-care-centers

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What's the difference?

Regular recipes	Standardized recipes
Any format	Defined format
Measurements listed by volume, e.g., cups and measuring spoons	Measurements listed by volume and *weight*
Small yields, e.g., 4 to 6 servings	Large quantity yields, e.g., 25 to 100 servings

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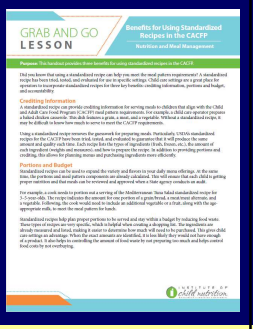
Institute of Child Nutrition (ICN) Resource

Grab and Go Lesson: Benefits for Using Standardized Recipes in the CACFP



https://theicn.org/resources/1538/nutrition-and-meal-management/120776/benefits-for-using-standardized-recipes-in-the-cacfp.pdf

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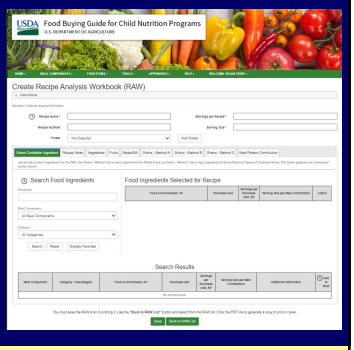
USDA Resource

Recipe Analysis Workbook (RAW)

- Search for ingredients and build a recipe
- Determine meal pattern contribution



https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs

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USDA Resource

CACFP Recipes

- Multicultural Child Care Recipes
- Recipes for Healthy Kids: Cookbook for Child Care Centers
- Recipes for Healthy Kids: Cookbook for Homes

https://www.fns.usda.gov/tn/standardized-recipes-cacfp

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Resources to Document Crediting

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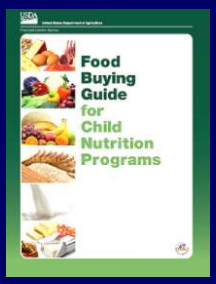
Using the Food Buying Guide for Child Nutrition Programs

- Definitive resource for determining
  - food yields
  - crediting information
- Must use FBG to determine recipe crediting



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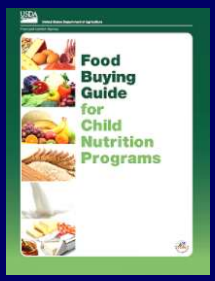
Using the Food Buying Guide for Child Nutrition Programs

- Assists menu planners with
  - purchasing correct amounts of foods
  - determining meal pattern contribution



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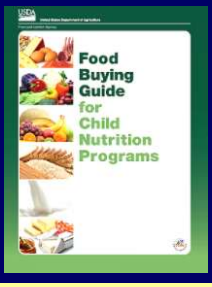
Using the Food Buying Guide for Child Nutrition Programs

- Available as interactive web-based tool, mobile app, and PDF



https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs

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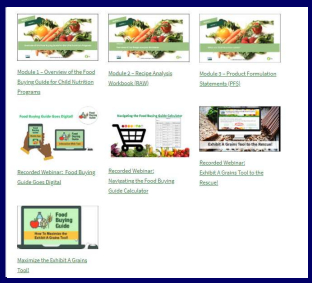
USDA Webpage

Food Buying Guide for Child Nutrition Programs: Training Resources

- Training modules
- Recorded webinars
  - FBG Calculator
  - Exhibit A Grains Tool
  - Recipe Analysis Workbook
  - PFS Workbook



https://www.fns.usda.gov/tn/food-buying-guide-training-resources

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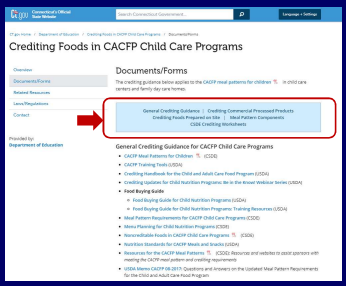
CSDE Webpage

Crediting Foods in CACFP Child Care Programs

- Crediting commercial processed products
- Crediting foods prepared on site



https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs/Documents

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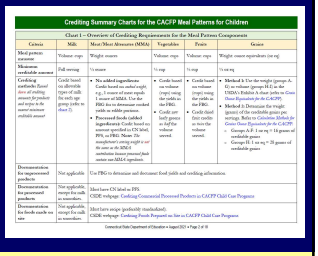
CSDE Resource

Crediting Summary Charts for the CACFP Meal Patterns for Children

- Overview chart on crediting requirements
- Charts that summarize crediting requirements and methods for each component



https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Crediting_Summary_Charts_CACFP.pdf

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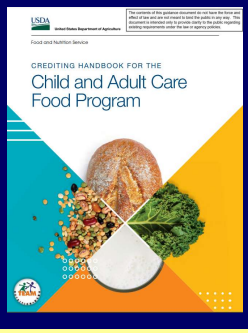
USDA Resource

Crediting Handbook for the CACFP

- Crediting guidance and charts for the five meal pattern components



https://fns-prod.azureedge.net/sites/default/files/resource-files/FNS_Crediting_Handbook.pdf

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Thank you for participating in Bite Size!

https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Related-Resources#BiteSize

https://portal.ct.gov/SDE/Nutrition/CACFP-Contact

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

This institution is an equal opportunity provider.

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