

Crediting Summary Charts for the Child and Adult Care Food Program (CACFP) Meal Patterns for Children

July 1, 2022, through June 30, 2023

CACFP facilities must be able to document the meal pattern contribution of foods and beverages served in CACFP meals and snacks. This publication summarizes the crediting requirements and methods for the five food components of the U.S. Department of Agriculture's (USDA) CACFP meal patterns for children. [Chart 1](#) provides an overview of the crediting requirements for each component. [Charts 2 through 6](#) summarize the specific crediting considerations for each of the five meal pattern components (milk, meat/meat alternates, vegetables, fruits, and grains).

Crediting Documentation

CACFP facilities must use appropriate crediting methods and maintain the applicable documentation for commercial products and foods made from scratch. Menu planners should follow the guidance below to ensure that CACFP menus comply with the crediting requirements of the [CACFP meal patterns for children](#).

- **Use the Food Buying Guide for Child Nutrition Programs (FBG):** The USDA's [FBG](#) determines food yields and crediting information, and the specific contribution of foods toward the meal pattern requirements. It indicates how many servings a specific quantity of food will provide, what quantity of raw product will provide the amount of ready-to-cook food in a recipe, and how much food to buy to provide a specific meal pattern contribution.
- **Obtain a Child Nutrition (CN) label or product formulation statement (PFS) for all commercial processed products:** CACFP facilities must have a CN label or PFS to document the meal pattern contribution of all commercial processed foods. Commercial processed foods without this documentation cannot credit. For more information, refer to the Connecticut State Department of Education's (CSDE) resources, [Using Child Nutrition \(CN\) Labels in the CACFP](#), [Using Product Formulation Statements in the CACFP](#), and [Accepting Processed Product Documentation in the CACFP](#). Additional resources are available in the "Crediting Commercial Processed Products" section of the CSDE's [Crediting Foods in CACFP Child Care Programs](#) webpage.
- **Maintain recipes for foods made from scratch:** CACFP facilities must have recipes (preferably standardized) that document the crediting information for all foods made from scratch. Determine the recipe's meal pattern contribution per serving by: 1) using the FBG to determine the weight or volume of each creditable ingredient in the recipe; and 2) dividing the weight or volume of each creditable ingredient by the number of servings. The FBG's [Recipe Analysis Workbook \(RAW\)](#) allows menu planners to search for creditable ingredients and calculate a recipe's meal pattern contribution. For more information, visit the "Crediting Foods Made from Scratch" section of the CSDE's [Crediting Foods in CACFP Child Care Programs](#) webpage.

Remember to **round down** all crediting amounts for products and recipes to the nearest minimum creditable amount (refer to [chart 1](#)).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 1 – Overview of Crediting Requirements for the Meal Pattern Components

Criteria	Milk	Meat/Meat Alternates (MMA)	Vegetables	Fruits	Grains
Meal pattern measure	Volume: cups	Weight: ounces	Volume: cups	Volume: cups	Weight: ounce equivalents (oz eq)
Minimum creditable amount	Full serving	¼ ounce	⅛ cup	⅛ cup	¼ oz eq
Crediting methods: <i>Round down all crediting amounts for products and recipes to the nearest minimum creditable amount</i>	Credit based on allowable types of milk for each age group (refer to chart 2).	<ul style="list-style-type: none"> • MMA without added ingredients: Credit based on <i>cooked weight</i>, e.g., 1 ounce of cooked lean meat credits as 1 ounce of MMA. Use the FBG for to determine cooked yields or edible portions. • Processed MMA (contain added ingredients): Credit based on the amount specified in the CN label, PFS, or FBG. Note: <i>The manufacturer’s serving weight is not the same as the MMA contribution because processed foods contain non-MMA ingredients.</i> 	<ul style="list-style-type: none"> • Credit based on volume (cups) using the yields in the FBG. • Credit raw leafy greens as <i>half</i> the volume served. 	<ul style="list-style-type: none"> • Credit based on volume (cups) using the yields in the FBG. • Credit dried fruit credits as <i>twice</i> the volume served. 	<ul style="list-style-type: none"> • Method 1: Use the weight (groups A-G) or volume (groups H-I) in the USDA’s Exhibit A chart (refer to Grain Ounce Equivalents for the CACFP). • Method 2: Determine the weight (grams) of the creditable grains per serving (refer to Calculation Methods for Grains Ounce Equivalents for the CACFP). <ul style="list-style-type: none"> ○ Groups A-F: 1 oz eq = 16 grams of creditable grains ○ Groups H: 1 oz eq = 28 grams of creditable grains
Documentation for unprocessed products	Not applicable	Use FBG to determine and document food yields and crediting information.			
Documentation for processed products	Not applicable, except for milk in smoothies.	Must have CN label or PFS. CSDE webpage: Crediting Commercial Processed Products in CACFP Child Care Programs			
Documentation for foods made from scratch	Not applicable, except for milk in smoothies.	Must have recipe (preferably standardized). CSDE webpage: Crediting Foods Made from Scratch in CACFP Child Care Programs			

Crediting Summary Charts for the CACFP Meal Patterns for Children

How to Credit the Meal Pattern Components

Charts 2 through 6 summarize the specific crediting considerations for each of the five components and include links to resources and websites with additional information.

- [Chart 2. Milk Component](#)
- [Chart 3. Meat/Meat Alternates Component](#)
- [Chart 4. Vegetables Component](#)
- [Chart 5. Fruits Component](#)
- [Chart 6. Grains Component](#)

For detailed guidance on the meal patterns and crediting requirements, refer to the CSDE's guide, *Meal Pattern Requirements for CACFP Child Care Programs*, and visit the CSDE's [Crediting Foods in CACFP Child Care Programs](#) webpage.



Crediting Resources

Crediting Commercial Processed Products in CACFP Child Care Programs (CSDE webpage):

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

Crediting Foods Made from Scratch in CACFP Child Care Programs (CSDE webpage):

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

Crediting Guidance for the Meal Pattern Components for CACFP Child Care Programs (CSDE webpage):

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

Food Buying Guide for Child Nutrition Programs (USDA):

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

Meal Pattern Requirements for CACFP Child Care Programs (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/Guide_CACFP_Meal_Patterns.pdf

Meal Patterns for CACFP Child Care Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs>

Noncreditable Foods in CACFP Child Care Programs (CSDE):

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

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 2 – How to Credit the Milk Component

The milk component includes only fluid milk. Milk must be pasteurized, meet all state and local requirements, and contain vitamins A and D at levels specified by the Food and Drug Administration (FDA). For information on the meal pattern requirements for the milk component, refer to section 3 of the CSDE’s guide, *Meal Pattern Requirements for CACFP Child Care Programs*.

Noncreditable foods: Examples of foods that do not credit as the milk component include but are not limited to milk that does not meet the fat content and flavor restrictions for each age group (such as low-fat (1%) milk and fat-free milk for age 1; and flavored milk; reduced fat (2%) milk and whole milk for ages 2-5); nondairy milk substitutes that do not meet the USDA’s nutrition standards for fluid milk substitutes, such as rice milk, almond milk, and cashew milk; milk that is cooked or baked in prepared foods, such as cereals, puddings, and cream sauces; nutrition supplement beverages, such as Abbott’s Pediasure; powdered milk beverages, such as Nestle’s NIDO; and *for public schools only*, milk and nondairy milk substitutes that do not meet the state beverage requirements of Connecticut General Statute Section 10-221q. For additional guidance, refer to the CSDE’s resource, *Noncreditable Foods in CACFP Child Care Programs*.

Food item	Crediting requirements	Crediting resources
Fluid milk	<ul style="list-style-type: none"> • The CACFP meal patterns require fluid milk as a beverage. Milk does not credit when cooked or baked in foods, such as cereals, puddings, cream sauces, and other foods. • Milk must be pasteurized, meet all state and local requirements, and contain vitamins A and D at levels specified by the Food and Drug Administration (FDA). • The allowable types of milk are different for each age group. <ul style="list-style-type: none"> ○ Age 1: Whole milk, unflavored ○ Ages 2 and older: Low-fat (1%) or fat-free milk, unflavored ○ Ages 6 and older: Low-fat (1%) or fat-free milk, unflavored or flavored. The USDA’s <i>CACFP Best Practices</i> recommends serving only unflavored milk. 	<ul style="list-style-type: none"> • USDA webpage: Serving Milk in the CACFP • CSDE training: Bite Size: Meeting the CACFP Meal Patterns for Children: Module 3: Milk Component • CSDE handout (applies only to child care centers in public schools): Allowable Beverages for Connecticut Public Schools

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 2 – How to Credit the Milk Component, *continued*

Food item	Crediting requirements	Crediting resources
Fluid milk, <i>continued</i>	<ul style="list-style-type: none"> Allowable types of milk include any of the following that meet the fat content and flavor restrictions: lactose-reduced milk, lactose-free milk, acidified milk, cultured milk, cultured buttermilk, and Ultra High Temperature (UHT) milk. Child care centers in public schools: Must also meet the state beverage requirements for milk (Section 10-221q of the Connecticut General Statutes). CACFP menus must document the type of milk served to each age group. 	
Iron-fortified infant formula for ages 12-13 months	<ul style="list-style-type: none"> Meals and snacks that contain an allowable iron-fortified infant formula are reimbursable for a one-month transition period, when children ages 12 to 13 months are weaning from infant formula to whole cow’s milk. Iron-fortified infant formula does not meet the fluid milk requirement of the CACFP meal patterns for children for any other age group. 	
Whole milk or reduced-fat for ages 24-25 months	<ul style="list-style-type: none"> Meals and snacks that contain unflavored whole milk or unflavored reduced-fat milk may be claimed for reimbursement when served to children ages 24-25 months who are transitioning from whole milk to low-fat or fat-free milk. Whole milk and reduced-fat milk do not meet the fluid milk requirement of the CACFP meal patterns for children for any other age group. 	
Breastmilk	<ul style="list-style-type: none"> Breastmilk is allowed as the milk component in the CACFP meal patterns for children at any age. Meals and snacks are reimbursable when a parent provides expressed breastmilk or a mother breastfeeds her child on site. 	
Milk in fruit/vegetable smoothies	<ul style="list-style-type: none"> The minimum creditable amount of milk in a smoothie is ¼ cup. If a smoothie contains less than the full serving of milk, the meal or snack must include additional milk to provide the full serving for each age group. 	<ul style="list-style-type: none"> CSDE handout: <i>Crediting Smoothies in the CACFP</i>

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 2 – How to Credit the Milk Component, *continued*

Food item	Crediting requirements	Crediting resources
Milk substitutes for children without a disability	<ul style="list-style-type: none"> • The USDA allows two types of milk substitutions: 1) nondairy milk substitutes that meet the USDA’s nutrition standards for fluid milk substitutes; and 2) lactose-free or lactose-reduced milk that meets the required fat content and flavor restrictions for each age group (refer to “Fluid milk” above). • Child care centers in public schools: Must also meet the state beverage requirements for nondairy milk substitutes (Section 10-221q of the Connecticut General Statutes). The state beverage statute requires that milk cannot contain artificial sweeteners and cannot exceed 4 grams of sugars per fluid ounce. Nondairy milk substitutes cannot contain artificial sweeteners and cannot exceed 4 grams of sugars per fluid ounce, 35 percent of calories from fat, and 10 percent of calories from saturated fat. • Juice, water, and other beverages can never substitute for milk in meals or snacks for children without a disability. 	<ul style="list-style-type: none"> • CSDE handout: <i>Allowable Milk Substitutes for Children without Disabilities in CACFP Child Care Programs</i> • USDA Memo: <i>CACFP 17-2016: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the CACFP, Q&As</i> • CSDE handout (applies only to child care centers in public schools): <i>Allowable Beverages for Connecticut Public Schools</i>

For more resources, visit the CSDE’s webpage, [Milk Component for CACFP Child Care Programs](#).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 3 – How to Credit the Meat/Meat Alternates Component

The MMA component includes fresh and frozen meats (e.g., lean beef, pork, poultry, fish, and shellfish), processed meats (e.g., chicken nuggets, deli meats, and fish sticks), canned meats (e.g., chicken, tuna, and salmon), and meat alternates such as eggs, cheese, yogurt, nuts and seeds and their butters, beans and peas (legumes), tofu, and tempeh. The USDA’s *CACFP Best Practices* recommends limiting processed meats to no more than one serving per week; and serving only lean meats, nuts, and legumes. For information on the meal pattern requirements for the MMA component, refer to section 3 of the CSDE’s guide, *Meal Pattern Requirements for CACFP Child Care Programs*.

Note: The manufacturer’s serving weight is **not** the same as the MMA contribution because processed foods contain non-MMA ingredients. CACFP facilities must obtain a CN label or PFS for all commercial processed products (refer to “[Crediting Documentation](#)” in this document).

Noncreditable foods: Examples of foods that do not credit as the MMA component include but are not limited to bacon; commercial canned soups, e.g., beef barley, beef noodle, turkey or chicken noodle, and turkey or chicken rice; cream cheese; drinkable yogurt; egg whites; frozen yogurt; imitation cheese; products made with tofu that are not easily recognized as meat substitutes; and sour cream. For additional guidance, refer to the CSDE’s resource, *Noncreditable Foods in CACFP Child Care Programs*.

Food item	1 ounce of MMA =	Additional crediting requirements and resources
Alternate protein products (APPs) , e.g., veggie burgers, meatless chicken nuggets, and soy hotdogs	<ul style="list-style-type: none"> Varies by product: Must have a CN label, PFS, or a signed letter from a company official attesting that the product meets the USDA’s APP requirements. 	<ul style="list-style-type: none"> CSDE handout: Requirements for Alternate Protein Products in the CACFP
Cheeses , e.g., cheddar, mozzarella, provolone, American, and cottage cheese	<ul style="list-style-type: none"> 1 ounce of natural cheese and pasteurized process cheese, e.g., American. ¼ cup of cottage or ricotta cheese. 2 ounces of cheese substitute, cheese food substitute, and cheese spread substitute. 	<ul style="list-style-type: none"> Cream cheese does not credit. To credit foods that contain cheese (such as pizza and macaroni and cheese) requires a CN label or PFS for commercial products, and a recipe for foods made from scratch.
Commercial combination foods , e.g., pizza and chicken nuggets	<ul style="list-style-type: none"> Varies by product: Must have a CN label or PFS to document the amount of meat or meat alternate per serving. 	<ul style="list-style-type: none"> CSDE handout: Crediting Commercial Meat/Meat Alternate Products in the CACFP CSDE webpage: Crediting Commercial Processed Products in CACFP Child Care Programs

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 3 – How to Credit the Meat/Meat Alternates Component, *continued*

Food item	1 ounce of MMA =	Additional crediting requirements and resources
<p>Commercial meat, poultry, or fish products with added ingredients, e.g., hotdogs, deli meats, and sausages</p>	<ul style="list-style-type: none"> • Varies by product: Must have a CN label or PFS to document the amount of meat or meat alternate per serving. 	<ul style="list-style-type: none"> • Regular bacon does not credit. Some brands of turkey bacon might credit with a PFS. • CSDE handout: <i>Crediting Commercial Meat/Meat Alternate Products in the CACFP</i> • CSDE webpage: Crediting Commercial Processed Products in CACFP Child Care Programs
<p>Cooked lean meat, poultry, or fish, i.e., without bone, skin, or added ingredients</p>	<ul style="list-style-type: none"> • 1 ounce: Refer to the FBG for cooked yields of meat, poultry, and fish. 	
<p>Deli meats, e.g., turkey, ham, roast beef, salami, and bologna</p>	<ul style="list-style-type: none"> • Varies by product: Must have a CN label or PFS to document the amount of meat per serving. • Many deli meats do not credit based on serving weight because they contain added binders, extenders, and liquids. Many deli meats require several ounces to credit as 1 ounce of MMA. 	<ul style="list-style-type: none"> • CSDE handout: <i>Crediting Deli Meats in the CACFP</i>

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 3 – How to Credit the Meat/Meat Alternates Component, *continued*

Food item	1 ounce of MMA =	Additional crediting requirements and resources
<p>Dried meat, poultry, and seafood products, e.g., jerky and summer sausage</p>	<ul style="list-style-type: none"> Varies by product: Must have a CN label or PFS to document the amount of meat per serving. 	<ul style="list-style-type: none"> Must evaluate the product’s PFS to ensure it meets the following USDA crediting principles: 1) the creditable meat ingredient must match, or have a similar description to, the ingredient listed on the product’s label; 2) the creditable meat ingredient must have a similar description to a food item in the FBG; and 3) the creditable amount cannot exceed the finished weight of the product. For example, a 1-ounce serving of beef jerky cannot credit for more than 1 ounce of the MMA component. Ground pork and beef ingredients must include the percent fat because the fat content has a direct correlation to the cooking yield. To credit in Child Nutrition Programs, the fat content of ground beef or ground pork in dried meat products cannot exceed 30 percent. USDA Memo SP 21-2019, CACFP 08-2019 and SFSP 07-2019: Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry, and Seafood Products in the Child Nutrition Programs USDA’s webinar: Moving Forward: Update on Food Crediting in Child Nutrition Programs with Guidance for Dried Meat Products
<p>Eggs</p>	<ul style="list-style-type: none"> ½ large 	<ul style="list-style-type: none"> Only whole eggs credit. Liquid egg substitutes are not whole eggs and do not credit. Egg whites served alone do not credit. To credit foods that contain eggs (such as quiche or frittatas) requires a CN label or PFS for commercial products, and a recipe for foods made from scratch.

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 3 – How to Credit the Meat/Meat Alternates Component, *continued*

Food item	1 ounce of MMA =	Additional crediting requirements and resources
Foods made from scratch , e.g., pizza and macaroni and cheese	<ul style="list-style-type: none"> • Varies by food: Must have a recipe (preferably standardized) to document the amount of meat or meat alternate per serving. 	<ul style="list-style-type: none"> • CSDE webpage: Crediting Foods Made from Scratch in CACFP Child Care Programs
Legumes (cooked beans and peas) , e.g., kidney beans, black beans, and chickpeas	<ul style="list-style-type: none"> • ¼ cup of cooked legumes • 1 ounce of roasted legumes, e.g., roasted chickpeas and roasted soybeans (soy nuts) 	<ul style="list-style-type: none"> • The liquid served with legumes does not credit, such as the sauce in baked beans. • Legumes may credit as either MMA or vegetables but one serving cannot credit as both components in the same meal. Refer to chart 4 for information on crediting legumes as vegetables. • CSDE handout: Crediting Legumes in the CACFP
Pasta products made of 100 percent legume flour , e.g., chickpea flour pasta and lentil flour pasta	<ul style="list-style-type: none"> • ¼ cup of cooked legume flour pasta 	<ul style="list-style-type: none"> • CACFP menus must offer the legume flour pasta with an additional MMA, such as tofu, cheese, or meat. • Pasta made of 100 percent legumes may credit as either MMA or vegetables but one serving cannot credit as both components in the same meal. Refer to chart 4 for information on crediting 100 percent legume flour pasta products as vegetables.
Nut/seed butters , e.g., peanut butter, almond butter, sunflower seed butter, and soy nut butter	<ul style="list-style-type: none"> • 2 tablespoons • Note: Use <i>tablespoons</i>, not weight. Measuring 1 ounce by weight does <i>not</i> provide 1 ounce of MMA. The FBG indicates that 1.1 ounces of nut/seed butter credit as 1 ounce of MMA. 	<ul style="list-style-type: none"> • Consider the appropriateness of the serving size for each age group. It may be unreasonable to provide the full serving of a nut or seed butter in one menu item, such as a peanut butter sandwich. • CSDE handout: Crediting Nuts and Seeds in the CACFP

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 3 – How to Credit the Meat/Meat Alternates Component, *continued*

Food item	1 ounce of MMA =	Additional crediting requirements and resources
Nuts/seeds, e.g., almonds, peanuts, and sunflower seeds	<ul style="list-style-type: none"> • 1 ounce 	<ul style="list-style-type: none"> • Lunch/supper: Nuts and seeds cannot credit for more than half of the MMA requirement. • CSDE handout: Crediting Nuts and Seeds in the CACFP
Surimi	<ul style="list-style-type: none"> • 3 ounces 	<ul style="list-style-type: none"> • Must have a PFS to credit a surimi product differently.
Tempeh	<ul style="list-style-type: none"> • 1 ounce 	<ul style="list-style-type: none"> • Must have a PFS if the product’s ingredients contain anything other than soybeans (or other legumes), water, tempeh culture, vinegar, seasonings, and herbs. • USDA Memo SP 25-2019, CACFP 12-2019 and SFSP 11-2019: Crediting Tempeh in the Child Nutrition Programs • USDA webinar: Additional Meat/Meat Alternate Options for CNPs: Crediting Tempeh and Surimi
Tofu (commercial)	<ul style="list-style-type: none"> • 1 ounce 	<ul style="list-style-type: none"> • Three crediting criteria: 1) must be commercially prepared; 2) must be easily recognized as meat substitutes, such as tofu burgers and tofu sausages; and 3) must contain 5 grams of protein in 2.2 ounces. • CSDE handout: Crediting Tofu and Tofu Products in the CACFP • USDA Memo SP 53-2016 and CACFP 21-2016: Crediting Tofu and Soy Yogurt Products in the School Meal Programs and the CACFP

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 3 – How to Credit the Meat/Meat Alternates Component, *continued*

Food item	1 ounce of MMA =	Additional crediting requirements and resources
Yogurt and soy yogurt	<ul style="list-style-type: none"> • ½ cup or 4 ounces weight 	<ul style="list-style-type: none"> • Cannot exceed 3.83 grams of sugars per ounce. • Yogurt mixed in smoothies credits as the MMA component. Crediting requires a recipe, PFS, or CN label. Refer to Crediting Smoothies in the CACFP. • Fruits in commercially prepared yogurt (either blended or on the bottom or top) do not credit toward the fruits component. Menu planners may credit fruits offered as a separate component, such as yogurt topped with fresh blueberries or sliced strawberries in a yogurt-fruit parfait (refer to chart 5). • Homemade yogurt does not credit. • Commercial yogurt products do not credit. Examples include drinkable or squeezable yogurt, frozen yogurt, yogurt bars, yogurt-covered fruits and nuts, and yogurt-flavored products. • CSDE handout: Crediting Yogurt in the CACFP

For more resources, visit the CSDE’s webpage, [Meat/Meat Alternates Component for CACFP Child Care Programs](#).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 4 – How to Credit the Vegetables Component

The vegetables component includes fresh vegetables, frozen vegetables, canned vegetables, rehydrated dried vegetables, and pasteurized 100 percent full-strength vegetable juice. The USDA’s *CACFP Best Practices* recommends providing at least one serving per week of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables. For more information, refer to the CSDE’s resource, *Vegetable Subgroups in the CACFP*. For information on the meal pattern requirements for the vegetables component, refer to section 3 of the CSDE’s guide, *Meal Pattern Requirements for CACFP Child Care Programs*.

Juice limit: Pasteurized full-strength juice credits as either the vegetables component or fruits component at only one meal or snack per day.

Noncreditable foods: Examples of foods that do not credit as the vegetables component include but are not limited to chili sauce; dehydrated vegetables used for seasoning; cream vegetable soups, e.g., cream of broccoli and cream of mushroom; home-canned products (for food safety reasons); ketchup; pickle relish; and snack-type foods made from vegetables, such as potato chips. For additional guidance, refer to the CSDE’s resource, *Noncreditable Foods in CACFP Child Care Programs*.

Food item	Credit based on	Additional crediting requirements and resources
Canned vegetables , e.g., corn, peas, and kidney beans	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the vegetables component. 	<ul style="list-style-type: none"> Must be drained (packing liquid does not credit, such as the water in canned corn or the sauce in baked beans). Refer to the FBG for yields.
Commercial vegetable soups , e.g., vegetable soups (such as minestrone and tomato) and legume soups (such as split pea, lentil, and black bean)	<ul style="list-style-type: none"> Yields in FBG: <ul style="list-style-type: none"> Vegetable soup: 1 cup = ¼ cup of the vegetables component. Legume soup: 1 cup = ½ cup of the vegetables component. 	<ul style="list-style-type: none"> Only certain types of vegetable soups credit. Refer to the FBG. Cream vegetable soups (such as cream of broccoli and cream of mushroom) do not credit. Must have a PFS to credit a commercial soup differently. CSDE handout: <i>Crediting Soup in the CACFP</i>
Dried vegetables , e.g., potato flakes and dried soup mix	<ul style="list-style-type: none"> Varies by product: Must have a PFS to document the rehydrated volume of vegetables per serving. 	<ul style="list-style-type: none"> Credits based on the rehydrated volume (cups). Dehydrated vegetables used for seasoning (such as dried parsley and onion flakes) do not credit.

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 4 – How to Credit the Vegetables Component, *continued*

Food item	Credit based on	Additional crediting requirements and resources
Fresh vegetables , e.g., broccoli, carrots, and spinach	<ul style="list-style-type: none"> Served volume, except raw leafy greens such as lettuce, kale, and spinach. Raw leafy greens: Half the volume served, e.g., $\frac{1}{2}$ cup = $\frac{1}{4}$ cup of the vegetables component. 	<ul style="list-style-type: none"> Refer to the FBG for yields.
Frozen vegetables , e.g., corn, peas, and green beans	<ul style="list-style-type: none"> Served volume, e.g., $\frac{1}{2}$ cup = $\frac{1}{2}$ cup of the vegetables component. 	<ul style="list-style-type: none"> Refer to the FBG for yields.
Pureed vegetables , e.g., sweet potatoes, tomato sauce, and butternut squash	<ul style="list-style-type: none"> Served volume, e.g., $\frac{1}{2}$ cup = $\frac{1}{2}$ cup of the vegetables component. Must be recognizable. 	<ul style="list-style-type: none"> Pureed vegetables do not credit as the vegetables component when they are not recognizable, e.g., pureed carrots in macaroni and cheese. Pureed vegetables in smoothies credit only as juice. CSDE handout: <i>Crediting Smoothies in the CACFP</i>
Legumes (cooked beans and peas) , e.g., kidney beans, black beans, and chickpeas	<ul style="list-style-type: none"> Served volume: Includes cooked legumes, roasted legumes (e.g., roasted chickpeas and soy nuts), and pasta made of 100 percent legume flour pasta (e.g., red lentil flour pasta and chickpea flour pasta). 	<ul style="list-style-type: none"> Refer to the FBG for yields. The liquid served with legumes does not credit, such as the sauce in baked beans. Legumes may credit as either vegetables or MMA but one serving cannot credit as both components in the same meal. Refer to chart 3 for information on crediting legumes as MMA. CSDE handout: <i>Crediting Legumes in the CACFP</i>

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 4 – How to Credit the Vegetables Component, *continued*

Food item	Credit based on	Additional crediting requirements and resources
<p>Mixed vegetables, e.g., peas and carrots</p>	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the vegetables component. 	<ul style="list-style-type: none"> Refer to the FBG for yields. Credit as one serving of the vegetables component unless 1) the menu planner knows the amount of each type of vegetable in the mixture; and 2) the mixture contains at least ⅛ cup each of two different kinds of vegetables.
<p>Mixtures of vegetables and fruits, e.g., carrot-raisin salad</p>	<ul style="list-style-type: none"> May credit toward <i>both</i> the vegetables component and fruits component if the serving contains at least ⅛ cup of recognizable vegetables and at least ⅛ cup of recognizable fruits. 	<ul style="list-style-type: none"> Refer to the FBG for yields.
<p>Pasta products made of 100 percent vegetable flours, e.g., chickpea flour pasta and lentil flour pasta.</p>	<ul style="list-style-type: none"> Served volume: ½ cup of pasta made of 100 percent vegetable flour credits as ½ cup of the vegetables component. 	<ul style="list-style-type: none"> Pasta products made of 100 percent vegetable flours may credit as either vegetables or MMA but one serving cannot credit as both components in the same meal. Refer to chart 3 for information on crediting 100 percent legume flour pasta products as MMA. Pasta products made of vegetable flour with other non-vegetable ingredients require a PFS detailing the volume of vegetable flour per serving.
<p>Vegetable juice, pasteurized full-strength, e.g., tomato juice and mixed vegetable juice</p>	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the vegetables component. 	<ul style="list-style-type: none"> Juice limit: Juice credits as either the vegetables component or fruits component at only one meal or snack per day. The juice limit includes all sources of juice, e.g., 100 percent juice, frozen pops made from 100 percent juice, pureed fruits and vegetables in smoothies, and juice from canned fruit in 100 percent juice. CSDE handout: Crediting Juice in the CACFP

For more resources, visit the CSDE’s webpage, [Vegetables Component for CACFP Child Care Programs](#).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 5 – How to Credit the Fruits Component

The fruits component includes fresh fruit; frozen fruit; dried fruit; canned fruit in juice, water, or light syrup; and pasteurized 100 percent full-strength fruit juice. The USDA’s *CACFP Best Practices* recommends serving whole fruits (fresh, canned, dried, and frozen) more often than juice; and making at least one of the two required snack components a vegetable or fruit. For information on the meal pattern requirements for the fruits component, refer to section 3 of the CSDE’s guide, *Meal Pattern Requirements for CACFP Child Care Programs*.

Juice limit: Pasteurized full-strength juice credits as either the vegetables component or fruits component at only one meal or snack per day.

Noncreditable foods: Examples of foods that do not credit as the fruits component include but are not limited to banana chips; dried coconut; fruit snacks (e.g., fruit roll-ups, fruit leathers, fruit wrinkles, fruit twists, yogurt-covered fruit snacks); home-canned products (for food safety reasons); jams, jellies, and preserves; and juice drinks that are not 100 percent juice such as grape juice drink, orange juice drink, pineapple-grapefruit drink, cranberry juice cocktail, and lemonade. For additional guidance, refer to the CSDE’s resource, *Noncreditable Foods in CACFP Child Care Programs*.

Food item	Credits based on	Additional crediting requirements and resources
Canned fruits in juice, water, or syrup , e.g., canned peaches and pineapple tidbits	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the fruits component 	<ul style="list-style-type: none"> If the menu planner credits the juice from canned fruit toward the fruits component, it also counts toward the juice limit. Refer to the FBG for yields. CSDE handout: <i>Crediting Juice in the CACFP</i>
Coconut	<ul style="list-style-type: none"> Fresh and frozen coconut: Served volume, e.g., ½ cup = ½ cup of the fruits component Dried coconut: Twice the volume served, e.g., ¼ cup = ½ cup of the fruits component Coconut water labeled as 100 percent juice (credits as juice): Served volume, e.g., ½ cup = ½ cup of the fruits component 	<ul style="list-style-type: none"> Coconut flour, coconut oil, and coconut milk do not credit. CACFP facilities must count coconut water with all other juices toward the juice limit (refer to “Juice limit” under “Fruit juice, pasteurized full-strength”).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 5 – How to Credit the Fruits Component, *continued*

Food item	Credits based on	Additional crediting requirements and resources
Dried fruits , e.g., raisins, apricots, and cherries	<ul style="list-style-type: none"> Twice the volume served, e.g., ¼ cup = ½ cup of the fruits component 	<ul style="list-style-type: none"> Dried coconut, banana chips, and fruit snacks (e.g., fruit roll-ups and yogurt-covered fruit snacks) do not credit.
Fresh fruits , e.g., apples, bananas, and pears	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the fruits component 	<ul style="list-style-type: none"> Refer to the FBG for yields. Depending on the size, one piece of fresh fruit might not provide the full serving of the fruits component. For example, one clementine credits as ⅜ cup of the fruits component, which does not provide the required ½-cup serving for ages 3 and older at breakfast, and ages 1-5 at snack.
Frozen fruits , e.g., frozen berries and melon	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the fruits component 	<ul style="list-style-type: none"> Refer to the FBG for yields.
Fruit juice, pasteurized full-strength , e.g., apple juice, orange juice, and grape juice	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the fruits component 	<ul style="list-style-type: none"> Juice limit: Juice credits as either the fruits component or vegetables component at only one meal or snack per day. The juice limit includes all sources of juice, e.g., 100 percent juice, frozen pops made from 100 percent juice, pureed fruits and vegetables in smoothies, and juice from canned fruit in 100 percent juice. Juice blends: Fruit and vegetable juice blends credit based on the first ingredient. If the first ingredient is a fruit juice or fruit puree, it credits as the fruits component. If the first ingredient is a vegetable juice or vegetable puree, it credits as the vegetables component. CSDE handout: <i>Crediting Juice in the CACFP</i>
Pureed fruits , e.g., applesauce	<ul style="list-style-type: none"> Served volume, e.g., ½ cup = ½ cup of the fruits component Must be recognizable 	<ul style="list-style-type: none"> Pureed fruits do not credit as the fruits component when they are not recognizable, e.g., using applesauce or prune puree to replace the oil in muffins. Pureed vegetables and fruits in smoothies credit only as juice (refer to “Smoothies made of fruits/vegetables/juice” in this chart).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 5 – How to Credit the Fruits Component, *continued*

Food item	Credits based on	Additional crediting requirements and resources
Smoothies made of fruits/vegetables/juice	<ul style="list-style-type: none"> • Pureed fruits and vegetables in smoothies credit only as juice and must meet the same requirements as juice (refer to “Fruit juice, pasteurized full-strength” in this chart). • Crediting is based on the volume (cups) of pureed fruits and vegetables per serving. • Commercial smoothies require a PFS (or CN label, if available) to credit. Commercial smoothies cannot contain dietary or herbal supplements. 	<ul style="list-style-type: none"> • CSDE handout: Crediting Smoothies in the CACFP.

For more resources, visit the CSDE’s webpage, [Fruits Component for CACFP Child Care Programs](#).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 6 – How to Credit the Grains Component

The grains component includes breads and bread products (e.g., biscuits, bagels, rolls, tortillas, and muffins), snack products (e.g., crackers, animal crackers, graham crackers, hard pretzels, tortilla chips, and popcorn); cereal grains (e.g., buckwheat, brown rice, bulgur, and quinoa); ready-to-eat (RTE) breakfast cereals; cooked breakfast cereals (e.g., oatmeal); bread products used as an ingredient in another menu item such as combination foods (e.g., breading on fish or poultry and pizza crust in pizza); and pasta. Grain-based desserts (such as cookies, brownies, cakes, and granola bars) do not credit. For information on the meal pattern requirements for the grains component, refer to section 3 of the CSDE's guide, [Meal Pattern Requirements for CACFP Child Care Programs](#).

Commercial grain products and CACFP recipes must meet the crediting, whole grain-rich (WGR), and oz eq requirements.

1. **Crediting:** To credit as the grains component, recipes and commercial grain products must contain creditable grains (whole grains, enriched grains, bran, and germ). For information on identifying creditable grain foods, refer to the CSDE's resource, [How to Identify Creditable Grains in the CACFP](#).
2. **WGR:** At least one serving per day must be WGR. Identify commercial grain products and CACFP recipes that meet the WGR criteria. For information on identifying WGR foods, refer to the CSDE's guide, [Meeting the Whole Grain-rich Requirement for the CACFP](#).
3. **Oz eq:** The required quantities for the grains component are in oz eq. Determine the oz eq contribution of creditable commercial grain products and CACFP recipes using one of the two allowable methods: 1) the required weight (groups A-G) or volume (groups H-I) in the USDA's Exhibit A chart (refer to the CSDE's [Grain Ounce Equivalents for the CACFP](#)); or 2) the creditable grains per serving. For more information on both methods, refer to the CSDE's [Calculation Methods for Grains Ounce Equivalents for the CACFP](#).

Noncreditable foods: Examples of foods that do not credit as the grains component include but are not limited to commercial products that do not contain a creditable grain as the first ingredient (excluding water); recipes that are not made with creditable grains; breakfast cereals that contain more than 6 grams of sugars per ounce; and grain-based desserts. For additional guidance, refer to the CSDE's resource, [Noncreditable Foods in CACFP Child Care Programs](#).

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 6 – How to Credit the Grains Component, *continued*

Food item	Crediting requirements	WGR requirements	1 oz eq of grains =
<p>Breakfast cereals, cooked hot, e.g., oatmeal, cream of wheat, and farina (group H)</p>	<ul style="list-style-type: none"> ● Crediting criteria: 1) The first ingredient must be a creditable grain or the cereal must be fortified; and 2) the cereal cannot exceed 6 grams of sugars per dry ounce. ● CSDE handout: <i>Crediting Breakfast Cereals in the CACFP</i> 	<ul style="list-style-type: none"> ● WGR criteria: 1) The first ingredient must be a whole grain; 2) the next two grain ingredients (if any) must be creditable grains; and 3) the cereal cannot exceed 6 grams of sugars per dry ounce. ● CSDE handout: <i>Crediting Breakfast Cereals in the CACFP</i> 	<ul style="list-style-type: none"> ● ½ cup cooked or 1 ounce (28 grams) dry
<p>Breakfast cereals, RTE (group I)</p>	<ul style="list-style-type: none"> ● Two crediting criteria: 1) The first ingredient must be a creditable grain or the cereal must be fortified; and 2) the cereal cannot exceed 6 grams of sugars per dry ounce. ● CSDE handout: <i>Crediting Breakfast Cereals in the CACFP</i> 	<ul style="list-style-type: none"> ● WGR criteria: 1) The first ingredient must be a whole grain; 2) the cereal must be fortified; and 3) the cereal cannot exceed 6 grams of sugars per dry ounce. ● CSDE handout: <i>Crediting Breakfast Cereals in the CACFP</i> 	<ul style="list-style-type: none"> ● 1 cup of flaked or round cereal ● 1¼ cups of puffed cereal ● ¼ cup of granola

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 6 – How to Credit the Grains Component, *continued*

Food item	Crediting requirements	WGR requirements	1 oz eq of grains =
<p>Commercial grain products, e.g., breads and bread products (groups A-G)</p>	<ul style="list-style-type: none"> • The first ingredient (excluding water) is a creditable grain. • CSDE handout: How to Identify Creditable Grains for the CACFP 	<ul style="list-style-type: none"> • WGR criteria: 1) At least half of the grains in the product must be whole grains; and 2) any other grain ingredients must be enriched, bran, or germ. • Six methods to identify WGR products: 1) Rule of Three; 2) WIC whole-grain foods list; 3) Documentation; 4) National School Lunch Program (NSLP) WGR criteria; 5) Food and Drug Administration (FDA) whole grain health claim; and 6) FDA Standard of Identity (only for certain types of whole-grain products). • CSDE guide: Meeting the Whole Grain-rich Requirement for the CACFP 	<ul style="list-style-type: none"> • Varies by product: Use method 1 (USDA’s Exhibit A chart). <ol style="list-style-type: none"> 1. Identify the <i>manufacturer’s serving weight</i> from the Nutrition Facts label or PFS. 2. Determine the <i>required weight for the food’s grain group</i> (A-G) using the CSDE’s Grain Ounce Equivalents for the CACFP. 3. Divide the <i>manufacturer’s serving weight</i> by the <i>required weight for the food’s grain group</i>. 4. Round down to the nearest ¼ ounce equivalent. • Use method 2 (creditable grains per serving) and obtain a PFS if any of the following apply: 1) the serving weight is not known; 2) a creditable grain is not the first ingredient, but the product contains more than one creditable grain; 3) a combination food that contains a grain portion is not CN labeled; 4) the manufacturer claims that a commercial grain product can provide the required creditable grains using a serving that is less than the amount in the USDA’s Exhibit A chart; 5) the product is not listed the USDA’s Exhibit A chart; and 6) for WGR foods only, the first ingredient is a flour blend of whole and enriched flour. Refer to the CSDE’s Calculation Methods for Grains Ounce Equivalents for the CACFP.

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 6 – How to Credit the Grains Component, *continued*

Food item	Crediting requirements	WGR requirements	1 oz eq of grains =
<p>Commercial combination foods, e.g., pizza, breaded chicken nuggets, macaroni and cheese (grain portion from groups A-H)</p>	<ul style="list-style-type: none"> ● Ingredients listed together: First <i>grain</i> ingredient must be a creditable grain. ● Grain portion listed separately: <i>First ingredient</i> in the grain portion must be a creditable grain. ● CSDE handout: <i>How to Identify Creditable Grains for the CACFP</i> 	<ul style="list-style-type: none"> ● WGR criteria: 1) At least half of the grains in the <i>grain portion</i> of the product must be whole grains; and 2) any other grain ingredients in the <i>grain portion</i> must be enriched, bran, or germ. ● Six methods to identify if grain portion is WGR: 1) Rule of Three; 2) WIC whole-grain foods list; 3) Documentation; 4) National School Lunch Program (NSLP) WGR criteria; 5) Food and Drug Administration (FDA) whole grain health claim; and 6) FDA Standard of Identity (only for certain types of whole-grain products). ● CSDE guide: <i>Meeting the Whole Grain-rich Requirement for the CACFP</i> 	<ul style="list-style-type: none"> ● Varies by product: Must have a CN label or PFS to document the creditable grains per serving.

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 6 – How to Credit the Grains Component, *continued*

Food item	Crediting requirements	WGR requirements	1 oz eq of grains =
<p>Grain foods made from scratch, e.g., breads and bread products (groups A-G)</p>	<ul style="list-style-type: none"> ● Recipes must be made with creditable grains. ● CSDE handout: How to Identify Creditable Grains for the CACFP 	<ul style="list-style-type: none"> ● WGR criterion: The amount of whole grains is equal to or more than the total amount of enriched grains, bran, and germ. ● Method to identify WGR recipes: Compare the amount of the whole grain ingredients to the total amount of enriched grains, bran, and germ. ● CSDE guide: Meeting the Whole Grain-rich Requirement for the CACFP ● CSDE handout: Calculation Methods for Grains Ounce Equivalents for the CACFP ● USDA handout: Is My Recipe Whole Grain-Rich in the CACFP? 	<ul style="list-style-type: none"> ● Varies by recipe. Refer to the CSDE’s Calculation Methods for Grains Ounce Equivalents for the CACFP. ● If the serving weight is known: Use method 1 (USDA’s Exhibit A chart). <ol style="list-style-type: none"> 1. Determine the <i>required weight for the applicable grain group (A-G)</i> using Grain Ounce Equivalents for the CACFP. 2. Divide the <i>recipe’s serving weight</i> by the <i>required weight for the applicable grain group</i>. 3. Round down to the nearest ¼ ounce equivalent. ● If the serving weight is not known: Use method 2 (creditable grains per serving). Refer to the CSDE’s Calculation Methods for Grains Ounce Equivalents for the CACFP. <ol style="list-style-type: none"> 1. Determine the total weight (grams) of all creditable grains in the recipe. 2. Divide the <i>grams of creditable grains</i> in the recipe by the <i>number of servings</i> in the recipe to get <i>creditable grains per serving</i>. 3. Divide <i>creditable grains per serving</i> by 16 to get ounce equivalents (1 ounce equivalent = 16 grams of creditable grains) 4. Round down to the nearest ¼ ounce equivalent. ● Note: If the recipe does not include the serving weight, the CACFP facility could conduct a yield study to weigh several cooked portions and determine the average weight per serving. For guidance on yield studies, refer to the CSDE’s Yield Study Data Form for the Child Nutrition Programs.

Crediting Summary Charts for the CACFP Meal Patterns for Children

Chart 6 – How to Credit the Grains Component, *continued*

Food item	Crediting requirements	WGR requirements	1 oz eq of grains =
<p>Combination foods made from scratch, e.g., pizza and macaroni and cheese (grain portion from groups A-H)</p>	<ul style="list-style-type: none"> • The <i>grain portion</i> of the recipe must be made with creditable grains. • CSDE handout: How to Identify Creditable Grains for the CACFP 	<ul style="list-style-type: none"> • WGR criterion: The amount of whole grains in the <i>grain portion</i> is equal to or more than the total amount of enriched grains, bran, and germ. • Method to identify WGR recipes: Compare the amount of the whole grain ingredients to the total amount of enriched grains, bran, and germ. Refer to the CSDE’s guide, Meeting the Whole Grain-rich Requirement for the CACFP. • USDA handout: Is My Recipe Whole Grain-Rich in the CACFP? 	<ul style="list-style-type: none"> • Varies by recipe. Refer to the CSDE’s Calculation Methods for Grains Ounce Equivalents for the CACFP. • If the weight (groups A-G) or volume (group H) of the grain portion is known: Use method 1 (USDA’s Exhibit A chart). <ol style="list-style-type: none"> 1. Determine the required <i>weight (groups A-E) or volume (group H)</i> for the product’s grain portion using the CSDE’s Grain Ounce Equivalents for the CACFP. 2. Divide the <i>serving weight or volume</i> of the grain portion by the <i>required weight or volume</i> for the grain portion in Exhibit A. 3. Round down to the nearest ¼ ounce equivalent. • If the weight (groups A-G) or volume (group H) of the grain portion is not known: Obtain a PFS and use method 2 (creditable grains per serving). Refer to the CSDE’s Calculation Methods for Grains Ounce Equivalents for the CACFP.

For more resources, visit the CSDE’s webpage, [Grains Component for CACFP Child Care Programs](#).

Crediting Summary Charts for the CACFP Meal Patterns for Children



For more information, visit the CSDE's [Crediting Foods in CACFP Child Care Programs](#) webpage or contact the [CACFP staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Crediting_Summary_Charts_CACFP.pdf.

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity 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, civil air patrol status, 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 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.