


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


Module 2: Meal Pattern Documentation



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School Health, Nutrition and Family Services

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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>

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Key Messages for Meal Pattern Documentation


- ➔ Must maintain “menu of record”
- ➔ Production records recommended
- ➔ *Foods made from scratch:* Must have recipes
- ➔ *Commercial processed products:* Must have Child Nutrition (CN) label or product formulation statement (PFS)

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Documentation = CACFP Funding


- USDA provides funds for *reimbursable meals*
 - Food components
 - Servings
- Documentation indicates that meals and snacks meet CACFP meal patterns



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Meal Pattern Documentation



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

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Menus Required

- Must maintain “menu of record”
 - Date of meal service
 - All food components and food items served

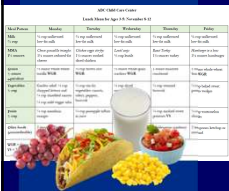


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Menus Required

- Menus planned in advance of meal service must specify
 - Month and day
 - Substitutions
- Maintain on file




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Cycle Menus Recommended

- Help CACFP facilities
 - comply with meal pattern requirements
 - increase variety
 - control food cost
 - control inventory
 - save time
- Recommendation: At least 4 weeks



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Institute of Child Nutrition (ICN) Resource

CARE Connection: Planning Cycle Menus in Child Care

Online training

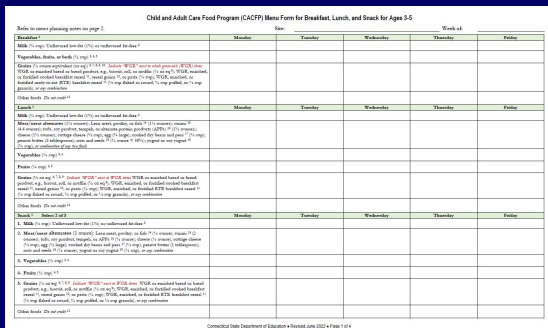


<https://theicn.docebosaa.com/learn/course/external/view/elearning/51/care-connection-planning-cycle-menus-in-child-care>

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Menu Planning Forms



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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>

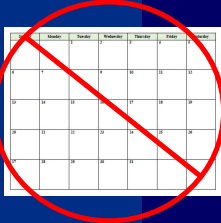
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Menu Planning Forms

Avoid Using Blank Calendars

- Missing food components
- Insufficient servings



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Production Records

- Indicate *type and quantity* of all foods and beverages for the meal service
- Document *compliance* with CACFP meal patterns



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Production Records

- Provide *valuable information*
 - Menu planning
 - Forecasting products and amounts
 - Purchasing foods
 - Controlling waste
 - Identifying acceptable menu items



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Considerations for Production Records

- Not required except for child care centers using National School Lunch Program (NSLP) meal pattern
- Strongly recommended



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Considerations for Production Records

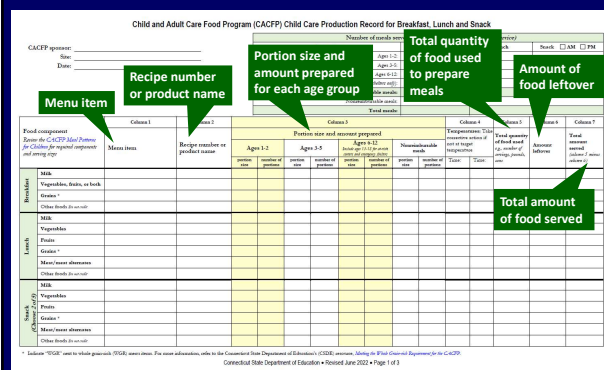
- Develop alternate system to document amount of purchased foods and serving sizes



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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 and resources for completing production records

Using Production Records in the Child and Adult Care Food Program

The U.S. Department of Agriculture (USDA) publishes the Child and Adult Care Food Program (CACFP) policy and CACFP State Administrative Requirements. The CACFP meal pattern and creditable foods of food products. Production records are required using the CACFP food record system for child care production records from 2012 to present. However, the Connecticut State Department of Education (CSDE) requires the CACFP food record system to be used for all production records from the present to present. Production records are required for all CACFP food products.

Production records are a tool that help the program administrator to determine if the program is meeting the requirements of the CACFP meal pattern and creditable foods of food products. Production records are also used to determine if the program is meeting the requirements of the CACFP meal pattern and creditable foods of food products. Production records are also used to determine if the program is meeting the requirements of the CACFP meal pattern and creditable foods of food products.

Table 1. Information that production records should include and that CACFP food record system should include.

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

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Crediting Documentation for Foods and Beverages



- Commercial processed products
- Foods made from scratch
- 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 1 or more of the *5 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

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Noncreditable Foods



- Many are high in fat, sugars, and sodium
- Limit frequency and amount

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Noncreditable Foods

- Cannot purchase with CACFP funds, except
 - condiments served with creditable foods
 - herbs/spices used to prepare meals and snacks




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USDA CACFP Best Practices



- Avoid serving noncreditable foods that are sources of added sugars
 - Sweet toppings
 - Mix-in ingredients sold with yogurt
 - Sugar sweetened beverages

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


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Noncreditable Foods in CACFP Child Care Programs

Guidance on how to identify noncreditable foods and list of examples



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

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Overview of Crediting Documentation

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Required Crediting Documentation

- Must have **crediting** documentation for commercial products and foods made from scratch

Commercial processed products <ul style="list-style-type: none"> Child Nutrition (CN) label Product formulation statement (PFS) 	Foods made from scratch * <ul style="list-style-type: none"> Recipes (preferably standardized) <p>* Includes foods prepared by vendors</p>
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Child Nutrition (CN) Labels

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

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Sample CN Label

- Product name
- Ingredients statement
- CN logo
- Inspection legend

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Using Child Nutrition (CN) Labels in the CACFP

Identifying CN Labels and authorized CN Labels and manufacturers

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

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Product Formulation Statement (PFS)

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

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USDA Resource

Tips for Evaluating a Manufacturer's PFS

Guidance on reviewing PFS with checklist to ensure PFS provides required and correct information

<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

<https://www.fns.usda.gov/cn/labeling/food-manufacturersindustry>

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CSDE Resource

Using Product Formulation Statements in the CACFP

Required information and how to review PFS

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

The guidance applies to manufacturers and vendors who are a 501(c)(3) non-profit, food manufacturer, distributor, or retailer of commercial processed foods and are subject to regulation by the U.S. Department of Agriculture (USDA) and Child Care and Adult Care Food Program (CACFP). This document provides information on how to use product formulation statements (PFS) to document the nutritional content of commercial processed foods used in the CACFP. The information in this document is intended to assist providers in understanding the requirements for PFS and how to use them to document the nutritional content of commercial processed foods used in the CACFP.

CACFP providers are able to document the nutritional content of commercial processed foods used in the CACFP by using PFS. PFS are required for all commercial processed foods used in the CACFP. PFS are required for all commercial processed foods used in the CACFP. PFS are required for all commercial processed foods used in the CACFP.

More information is available on the USDA website at <https://www.fns.gov/programs/cacfp/pfs>.

For more information, visit <https://www.fns.gov/programs/cacfp/pfs>.

http://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Using_Product_Formulation_Statements_CACFP.pdf

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Summary of CN Labels and PFS Forms

Criteria	CN Label	PFS
Standard information required	✓	
Reviewed, approved, and monitored by USDA	✓	
Provides 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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Accepting Processed Product Documentation in the CACFP

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

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

The guidance applies to manufacturers and vendors who are a 501(c)(3) non-profit, food manufacturer, distributor, or retailer of commercial processed foods and are subject to regulation by the U.S. Department of Agriculture (USDA) and Child Care and Adult Care Food Program (CACFP). This document provides information on how to use product documentation (PD) to document the nutritional content of commercial processed foods used in the CACFP. The information in this document is intended to assist providers in understanding the requirements for PD and how to use them to document the nutritional content of commercial processed foods used in the CACFP.

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For more information, visit <https://www.fns.gov/programs/cacfp/pfs>.


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


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Recipes Required

- Must have recipes on file for all foods made from scratch






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Example: Macaroni and Cheese



Lunch meal pattern for ages 3-5	Amount per recipe serving
Meat/meat alternates: 1½ ounces	1½ ounces cheese
Grains: ½ ounce equivalent	¼ cup of whole-grain or enriched pasta

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Recipes Required

- Must have recipes on file for all foods made from scratch
- *Standardized* recipes recommended






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What are Standardized Recipes?



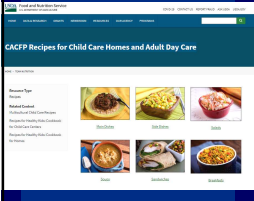
- Tested and adapted for use by food service operation
- Produce the *same good results and yield* every time when the exact procedures are used with
 - same type of equipment
 - same quantity and quality of ingredients

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Benefits of Standardized Recipes

- Document *meal pattern contribution* and provide 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

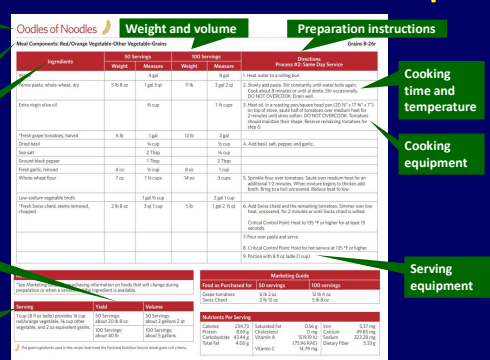


<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs/Documents#StandardizedRecipes>

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Components of a Standardized Recipe



Recipe title: Oodles of Noodles

Recipe category: Meal Components: Meat/Chicken/Vegetable/Other Vegetable/Grains

Ingredients: Fresh green beanettes, halved; Onions; Ground beef; Fresh garlic, minced; Whole wheat flour; Low-sodium soybean paste; Fresh spinach, stems removed; Eggplant.

Preparation instructions: Heat water in a rolling boil; Add noodles; Drain and rinse; Add sauce; Simmer for 10 minutes.

Weight and volume: 100 Servings (100 cups)

Preparation instructions: 100 Servings (100 cups)

Serving size: 1 cup

Recipe yield: 100 Servings (100 cups)


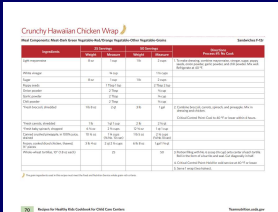
Serving size: 1 cup

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

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What's the difference?

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What's the difference?

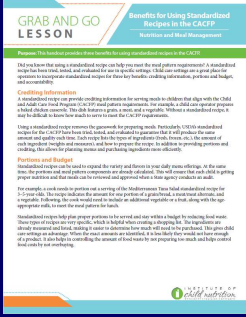
Element	Regular recipes	Standardized recipes
Format	Any format	Defined format
Measurements	Volume, e.g., cups and measuring spoons	Volume and weight
Yield	Small yields, e.g., 4 to 6 servings	Large quantity yields, e.g., 25 to 100 servings

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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>

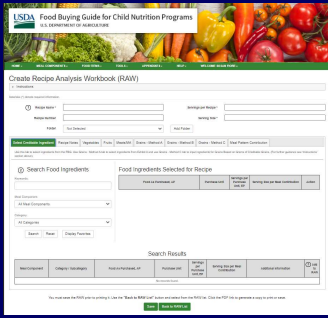
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USDA Resource

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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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 for Crediting Documentation

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Using the Food Buying Guide for Child Nutrition Programs

- Definitive resource for determining
 - food yields
 - crediting information

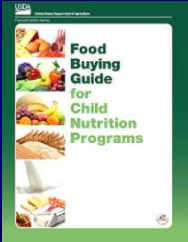



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Using the Food Buying Guide for Child Nutrition Programs

- Must use FBG to determine recipe crediting


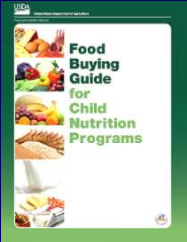


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Using the Food Buying Guide for Child Nutrition Programs

- Helps menu planners
 - purchase correct amounts of foods
 - determine meal pattern contribution

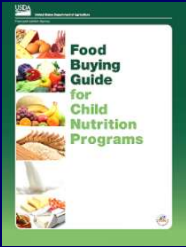



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Using the Food Buying Guide for Child Nutrition Programs

- Interactive Web-based Tool
- Mobile app
- PDF



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

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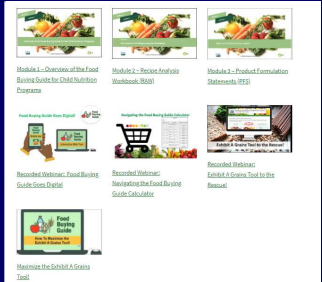
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USDA Webpage

Food Buying Guide for Child Nutrition Programs: Training Resources

Training modules and 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 Webpage

Crediting commercial processed products and foods made from scratch



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

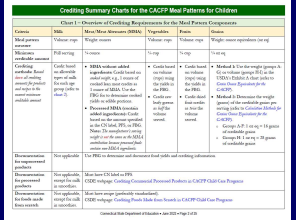
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CSDE Resource

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

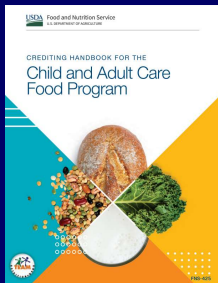
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USDA Resource

Crediting Handbook for the CACFP

Crediting guidance and charts for the five meal pattern components



<https://www.fns.usda.gov/tn/crediting-handbook-child-and-adult-care-food-program>

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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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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