

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

This guidance applies to reimbursable 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.



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# Accepting Processed Product Documentation in the CACFP

## Required Meal Pattern Crediting Documentation

The CACFP meal patterns require specific amounts of the five food components (meat/meat alternates (MMA), grains, vegetables, fruits, and milk). CACFP facilities must be able to document how commercially prepared foods credit toward these food components in reimbursable meals and snacks. Commercially prepared foods include foods that are processed or contain added ingredients, such as deli meats, pizza, chicken nuggets, hummus, coleslaw, and smoothies.

The acceptable types of documentation for commercial processed foods include:

- the original Child Nutrition (CN) label from the product carton or a photocopy or photograph of the CN label shown attached to the original product carton; or
- a product formulation statement (PFS) signed by an official of the manufacturer stating the amount of each meal pattern component contained in one serving of the product.

For example, to credit one slice of commercially prepared cheese pizza as 2 ounces of the MMA component and 2 ounce equivalents (oz eq) of the grains component, the product's CN label or PFS must indicate that the serving contains 2 ounces of cheese and 2 ounces of whole grain-rich (WGR) or enriched crust (refer to group B of the CSDE's [Grain Ounce Equivalents for the Child and Adult Care Food Program](#)).

CACFP facilities must obtain a PFS for all commercial processed products that are not CN labeled and maintain this crediting documentation on file. The CSDE will review this information during the Administrative Review of the CACFP.

Commercial products without a CN label or PFS cannot credit in CACFP meals and snacks.



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## Comparison of CN Labels and PFS Forms

CN labels are the definitive documentation for verifying a product's crediting information for the Child Nutrition Programs. PFS forms are different from CN labels and do not provide the same guarantee of a product's meal pattern compliance.

Table 1. Requirements for CN labels and PFS forms		
Requirement	CN labels <sup>1</sup>	PFS forms
Standard information required	✓	
Reviewed, approved, and monitored by the USDA	✓	
Includes USDA's guarantee of meal component contribution for Child Nutrition Programs	✓	
Distinct six-digit product identification number	✓	
Sponsors must check crediting information for accuracy		✓

Only CN labels provide a guarantee of the product's contribution to the USDA's meal patterns for the Child Nutrition Programs. CACFP facilities must check the crediting information on the PFS form for accuracy prior to using the product in reimbursable meals and snacks.

Manufacturers are responsible for ensuring that the product is processed to meet the meal pattern contribution stated on the PFS. CACFP facilities are responsible for verifying the crediting information on the PFS and maintaining this documentation on file for the CSDE's Administrative Review of the CACFP.

Training on the requirements for CN labels and PFS forms is available in "Module 2: Meal Pattern Documentation" of the CSDE's training program, *Bite Size: Meeting the CACFP Meal Patterns for Children*.

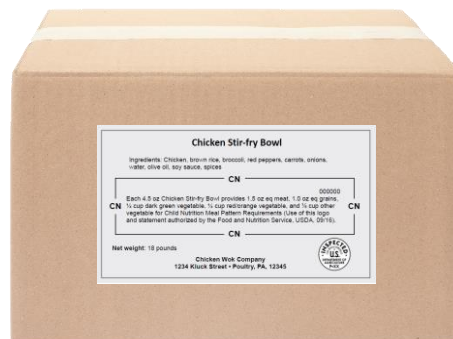
# Accepting Processed Product Documentation in the CACFP

## Child Nutrition (CN) Labels

The USDA Food and Nutrition Service (FNS) CN Labeling Program is a voluntary federal labeling program for the Child Nutrition Programs. Food manufacturers have the option to include a standardized food crediting statement on their product labels, which the USDA approves prior to use. Manufacturers participating in the CN Labeling Program must have quality control procedures and inspection oversight that meet USDA's requirements.

A CN label statement clearly identifies the contribution of a commercial product toward the meal pattern requirements, based on the USDA's evaluation of the product's formulation. CN labeling provides a warranty that the product contributes to the meal pattern requirements, as printed on the label.

CN labels are available only for main dish entrees that contribute at least ½ oz eq of the MMA component. Some examples include beef patties, pizza, and breaded fish portions.



CN labels also typically indicate the contribution of other meal components that are part of these products. For example, CN-labeled pizza may list contributions to the MMA, grains, and vegetables components. CN-labeled breaded chicken nuggets may list contributions to the MMA and grains components.

## Acceptable documentation for CN labels

Acceptable and valid documentation for a CN label includes the original CN label from the product carton or a photocopy or photograph of the CN label shown attached to the original product carton. If the original CN label or a photocopy or photograph of the original CN label is not available, a watermarked CN label attached to a bill of lading (invoice) is acceptable documentation for the Administrative Review of the CACFP.

For more information on CN labels, refer to the CSDE's resource, [Using Child Nutrition \(CN\) Labels in the Child and Adult Care Food Program](#), and the USDA policy memos, [SP 11-2015 \(v2\)](#), [CACFP 10-2015](#), and [SFSP 13-2015: CN Labels Copied with a Watermark Acceptable Documentation](#), and [SP 27-2015](#), [CACFP 09-2015](#), and [SFSP 12-2015: Administrative Review Process Regarding the Child Nutrition \(CN\) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement](#). Additional guidance is available in the "Child Nutrition (CN) Labels" section of the CSDE's [Crediting Foods in CACFP Child Care Programs](#) and [Crediting Foods in CACFP Adult Day Care Centers](#) webpages.

# Accepting Processed Product Documentation in the CACFP

## Product Formulation Statement (PFS)

A PFS is a document developed by manufacturers that provides specific information about how a product credits toward the USDA meal patterns for the Child Nutrition Programs. Unlike CN labels, the information on PFS forms can vary among manufacturers because these forms are not reviewed, approved, or monitored by the USDA.

### Requirements for PFS forms

The PFS must be on company letterhead and signed by a person of authority in the company, such as the quality control manager or the appropriate staff in nutrition or research and development. To be acceptable as crediting documentation for the Child Nutrition Programs, the PFS must include the following elements:

- product name,
- product code;
- serving or portion size;
- creditable ingredients;
- and information to demonstrate how creditable ingredients contribute toward the school meal patterns.

The image shows a sample Product Formulation Statement (PFS) form from ABC Chicken Company. The form is titled "Product Formulation Statement for Documenting Meats/Meat Alternates (M/MA) in Child Nutrition Programs". It includes fields for Product Name, Code No., Manufacturer, and Serving Size. Below this is a table for crediting ingredients, with columns for Description of Creditable Meat Ingredient, Ounces per Raw Portion of Creditable Meat Ingredient, Multiply, P/B Yield, and Creditable Amount. The table shows a calculation for Boneless chicken without skin, resulting in a creditable amount of 2.1 ounces. The form also includes a section for additional information, a total creditable amount, and a signature line for the President.

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBG)	OUNCES PER RAW PORTION OF CREDITABLE MEAT INGREDIENT	MULTIPLY	P/B YIELD*	CREDITABLE AMOUNT
Boneless chicken without skin	2.88 ounces	x	0.73	2.1 ounces
		x		
		x		
C. Total Creditable Meats Amount				2.1 OUNCES

\* P/B yield - Additional information column.

Total weight (per portion) of product as purchased: 2.88 ounces

Total creditable amount of product (per portion) (Revised: total creditable amount (per portion) cannot exceed the total weight (per portion): 2 ounce equivalent)

I certify that the above information is true and correct and that a 2.88 ounce serving of the above product (ready for serving) contains 2.1 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any AFP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 201, 220, 225, 226, Appendix A) as demonstrated by the attached support documentation.

Signature: John Smith, Title: President, Date: 12/08/2022, Phone Number: (800) 123-4567

The PFS must also include the product's label with the ingredients statement. For detailed guidance on each required element and how to review a PFS, refer to the CSDE's resource, [Using Product Formulation Statements in the Child and Adult Care Food Program](#), and the USDA's [Tips for Evaluating a Manufacturer's Product Formulation Statement](#).

CACFP facilities must check the manufacturer's crediting information for accuracy prior to including the product in reimbursable meals and snacks. PFS forms that do not meet these requirements cannot be accepted as crediting documentation for the CACFP meal patterns. CACFP facilities must request a revised PFS (and supporting documentation if needed) from the manufacturer.

Additional guidance is available in the "Product Formulation Statements" section of the CSDE's [Crediting Foods in CACFP Child Care Programs](#) and [Crediting Foods in CACFP Adult Day Care Centers](#) webpages.

# Accepting Processed Product Documentation in the CACFP

## Resources

Authorized Manufacturers and Labels (USDA webpage):

<https://www.fns.usda.gov/cnlabeling/usdausdc-authorized-labels-and-manufacturers>

Bite Size Module 2: Meal Pattern Documentation (CSDE):

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

Child Nutrition (CN) Labels (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Adult-Day-Care-Centers/Documents#CNlabels>

Child Nutrition (CN) Labels (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Child Care Programs webpage):

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

Child Nutrition (CN) Labeling Program (USDA webpage):

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

Crediting Commercial Processed Products in CACFP Adult Day Care Centers (Documents/Forms section of the CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage):

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

Crediting Commercial Processed Products in Child Care Programs (Documents/Forms section of the CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage):

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

Crediting Handbook for the Child and Adult Care Food Program (USDA):

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

Crediting Summary Charts for the CACFP Adult Meal Patterns (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Crediting\\_Summary\\_Charts\\_CACFP\\_Adults.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Crediting_Summary_Charts_CACFP_Adults.pdf)

Crediting Summary Charts for the CACFP Meal Patterns for Children (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Crediting\\_Summary\\_Charts\\_CACFP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Crediting_Summary_Charts_CACFP.pdf)

Food Buying Guide for Child Nutrition Programs (USDA):

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

Guide to Meeting the Meal Pattern Requirements for CACFP Adult Day Care Centers (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/Guide\\_CACFP\\_Meal\\_Patterns\\_Adults.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/Guide_CACFP_Meal_Patterns_Adults.pdf)



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Guide to Meeting the Meal Pattern Requirements for CACFP Child Care Programs (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/Guide\\_CACFP\\_Meal\\_Patterns.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/Guide_CACFP_Meal_Patterns.pdf)

Meal Patterns for CACFP Adult Day Care Centers (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Adult-Centers>

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

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

Product Formulation Statements (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Adult-Day-Care-Centers/Documents#PFS>

Product Formulation Statements (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Child Care Programs webpage):

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

Reviewer’s Checklist for Evaluating Manufacturer Product Formulation Statements for Meat/Meat Alternates (USDA):

[https://fns-prod.azureedge.us/sites/default/files/reviewer\\_checklist.pdf](https://fns-prod.azureedge.us/sites/default/files/reviewer_checklist.pdf)

Tips for Evaluating a Manufacturer’s Product Formulation Statement (USDA):

<https://fns-prod.azureedge.us/sites/default/files/resource-files/manufacturerPFStipsheet.pdf>

USDA Memo CACFP 17-2017: Documenting Meals in the Child and Adult Care Food Program:

<https://www.fns.usda.gov/cacfp/documenting-meals-child-and-adult-care-food-program>

USDA Memo TA-2010 (v.3): Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements:

<https://fns-prod.azureedge.us/sites/default/files/resource-files/TA07-2010v3os.pdf>

Using Child Nutrition (CN) Labels in the Child and Adult Care Food Program (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Using\\_CN\\_labels\\_CACFP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Using_CN_labels_CACFP.pdf)

Using Product Formulation Statements in the Child and Adult Care Food Program (CSDE):

[http://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Using\\_Product\\_Formulation\\_Statements\\_CACFP.pdf](http://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Using_Product_Formulation_Statements_CACFP.pdf)

When Commercial Grain Products Require a Product Formulation Statement to Credit in the Child and Adult Care Food Program (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/.Crediting/When\\_Commercial\\_Grain\\_Products\\_Require\\_PFS\\_CACFP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/.Crediting/When_Commercial_Grain_Products_Require_PFS_CACFP.pdf)

# Accepting Processed Product Documentation in the CACFP



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

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Accepting\\_Processed\\_Product\\_Documentation\\_CACFP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Accepting_Processed_Product_Documentation_CACFP.pdf).

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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](mailto:program.intake@usda.gov)

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