Child and Adult Care Food Program (CACFP)

Guide to Menu Documentation for the CACFP

Adult Day Care Centers • Child Care Centers • Family Day Care Homes

Emergency Shelters • At-risk Afterschool Care Centers

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Guide to Menu Documentation for the CACFP

https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/
guide_cacfp_menu_documentation.pdf

Contents

About this Guide

The Connecticut State Department of Education's (CSDE) *Guide to Menu Documentation for the CACFP* provides comprehensive information and resources to assist child care programs and adult day care centers that participate in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) with maintaining the records required to document that menus comply with the CACFP meal patterns. The requirements in this guide apply to all CACFP child care centers, at-risk afterschool care centers, emergency shelters, family day care homes, and adult day care centers.

This guide is part of the CSDE's CACFP menu planning guidance series for CACFP child care programs and adult day care centers. This series is designed to assist CACFP facilities with meeting the CACFP meal patterns, including the requirements for crediting foods and beverages, menu documentation, and meal service.

- Guide to Meeting the CACFP Adult Meal Patterns and Crediting Requirements
- Guide to Meeting the CACFP Meal Patterns for Children and Crediting Requirements
- Guide to Menu Documentation for the CACFP
- Guide to Meal Service Requirements for CACFP Adult Day Care Centers
- Guide to Meal Service Requirements for CACFP Child Care Programs

The mention of trade names, commercial products, or organizations does not imply approval or endorsement by the CSDE or the USDA. Product names are used solely for clarification.

> This guide reflects the U.S. Department of Agriculture's (USDA) regulations and policies in effect as of the publication date. Please note that this information may change. The CSDE will update this guide whenever the USDA issues new guidance regarding the CACFP meal patterns. Please check the CSDE's Meal Patterns for CACFP Child Care Programs webpage or Meal Patterns for CACFP Adult Day Care Centers webpage for the most current version.

Links to the USDA's regulations and final rules for the CACFP meal patterns are available in the "Meal Patterns for the CACFP" section of the CSDE's Laws and Regulations for Child Nutrition Programs webpage. The USDA provides guidance for implementing the CACFP through the policy memos on the FNS Documents & Resources webpage. The CSDE's Program Guidance for CACFP Child Care Programs webpage and Program Guidance for CACFP Adult Day Care Centers webpage provide links to guidance and resources on the federal and state requirements for the CACFP.

Contact Information for CSDE CACFP Staff

Questions regarding this guide may be directed to Susan Fiore, MS, RD, Nutrition Education Coordinator, at 860-807-2075 or susan.fiore@ct.gov.

For questions regarding the CACFP, please contact the CACFP staff in the CSDE's Bureau of Child Nutrition Programs.

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For information on the CACFP, visit the CSDE's Child and Adult Care Food Program (CACFP) webpage.

Abbreviations and Acronyms

AMS	Agricultural Marketing Service of USDA
APP	alternate protein product
AR	Administrative Review
CACFP	Child and Adult Care Food Program
CCCNS	Connecticut Child Care Nutrition Standards
CFR	Code of Federal Regulations
C.G.S.	Connecticut General Statutes
CN	Child Nutrition
CSDE	Connecticut State Department of Education
FBG	Food Buying Guide for Child Nutrition Programs (USDA)
FDA	Food and Drug Administration
FNS	Food and Nutrition Service, U.S. Department of Agriculture
FR	Federal Register
ICN	Institute of Child Nutrition
MMA	meats/meat alternates
NSLP	National School Lunch Program
OVS	offer versus serve
oz eq	ounce equivalents
PFS	product formulation statement
SOP	standard operating procedure
TCS	Time/Temperature Control for Safety Food
USDA	U.S. Department of Agriculture
WGR	whole grain-rich

For additional guidance, refer to the CSDE's resource, *Commonly Used Acronyms and Abbreviations in the Child and Adult Care Food Program (CACFP).*

1 — Introduction

This guide provides comprehensive information and resources to assist CACFP child care programs and adult day care centers (referred to as CACFP facilities) with maintaining the records required to document that menus comply with the U.S. Department of Agriculture's (USDA) meal patterns for the CACFP. The requirements in this guide apply to all CACFP child care centers, at-risk afterschool care centers, emergency shelters, family day care homes, and adult day care centers.

All child care programs and adult day care centers that participate in the CACFP must offer meals and snacks that comply with the applicable USDA meal patterns. The CACFP meal patterns require minimum servings of specific meal components for each age group.

- **CACFP meal patterns for children:** The CACFP meal patterns for children apply to ages 1-12, ages 15 and younger of migrant workers, children of any age with disabilities, and children through age 18 in at-risk afterschool programs and emergency shelters. For detailed guidance, refer to the CSDE's *Guide to Meeting the Meal Pattern Requirements for CACFP Child Care Programs* and visit the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

- **CACFP adult meal patterns:** The CACFP adult meal patterns apply to adult participants in adult day care centers. For detailed guidance, refer to the CSDE's *Guide to Meeting the Meal Pattern Requirements for CACFP Adult Day Care Centers* and visit the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage.

CACFP facilities must be able to document that all reimbursable meals and snacks provide the required meal components and quantities for each meal and age group. Without appropriate documentation, foods and beverages do not credit toward the required meal components of the CACFP meal patterns. The CSDE will disallow reimbursement for noncompliant meals and snacks.

Overview of Menu Records

CACFP facilities must maintain specific records to document the service of reimbursable meals to participants. These required records are summarized in the table below.

Table 1-1. Required documentation for CACFP meal pattern compliance

Commercial foods	Foods made from scratch
• Menus • Production records [1] • Child Nutrition (CN) labels • Product formulation statement (PFS) forms • Nutrition information (Nutrition Facts labels and ingredients) [2]	• Menus • Production records or equivalent documentation [1] • Recipes (preferably standardized) [3] • Nutrition information (Nutrition Facts labels and ingredients) [2]

[1] Production records are not required in the CACFP except for child care centers that follow the NSLP meal patterns. The CSDE encourages the use of production records because they provide appropriate documentation that meals and snacks comply with the CACFP meal patterns. For information on production records, refer to section 3.

[2] Nutrition information is required to determine the crediting information for many commercial products any may also be needed for ingredients in recipes. For information on nutrition information records, refer to section 8.

[3] The CSDE encourages the use of standardized recipes to ensure that menus provide the correct CACFP meal components and servings. For information on standardized recipes records, refer to section 4.

What Documentation Must Indicate

The CACFP facility's documentation must indicate that breakfast, lunch, supper, and snack menus meet the specific CACFP meal pattern requirements for each meal and age group. These requirements are summarized below.

- **Creditable foods:** All foods and beverages counted toward the meal components for reimbursable meals and snacks must meet the specific crediting requirements for the applicable CACFP meal pattern. For detailed guidance on the crediting requirements, refer to the CSDE's *Guide to Meeting the CACFP Meal Patterns for Children and Crediting Requirements* and *Guide to Meeting the CACFP Adult Meal Patterns and Crediting Requirements*.

- **Minimum meal component servings:** All breakfast, lunch, supper, and snack menus must offer the minimum servings of the required meal components for each meal and age group. For detailed guidance on the CACFP meal patterns, visit the CSDE's Meal Patterns for CACFP Child Care Programs webpage or Meal Patterns for CACFP Adult Day Care Centers webpage.

- **Daily whole grain-rich (WGR) requirement:** CACFP menus must include at least one serving of WGR grains per day, between all meals and snacks served to participants. For detailed guidance on the WGR requirement and the WGR criteria for different grain foods, refer to the CSDE's *Guide to Meeting the Whole Grain-rich Requirement for the Child and Adult Care Food Program.*

- **Crediting restrictions:** CACFP menus must meet the daily juice limit (refer to the CSDE's resource, *Crediting Juice in the Child and Adult Care Food Program*), the product-based limits for sugars in yogurt and breakfast cereals (refer to the CSDE's resources, *Crediting Yogurt in the Crediting Juice in the Child and Adult Care Food Program*) and *Crediting Breakfast Cereals in the Crediting Juice in the Child and Adult Care Food Program*), and cannot include grain-based desserts (such as cookies, breakfast bars, cereal bars, granola bars, brownies, cakes, and pastries).

> Effective with program year 2025-26 (beginning October 1, 2025), the USDA final rule, *Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans*, changes the product-based limits for yogurt and breakfast cereals from total sugars to added sugars. Yogurt cannot exceed 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce). Breakfast cereals cannot exceed 6 grams of added sugars per dry ounce. With state agency approval, CACFP facilities may choose to implement the added sugars limit prior to October 1, 2025.

CACFP facilities must ensure that all applicable staff understand how to complete and maintain the required menu records. These records must be maintained on file for the CSDE's Administrative Review of the CACFP (refer to "Records Retention" in this section).

Records Retention

Section 7 CFR 226.10(d) of the CACFP regulations require that all records pertaining to the CACFP must be retained for a period of three years after the date of the final claim for reimbursement for the fiscal year to which they pertain. If audit findings have not been resolved, the records must be retained beyond the three-year period, for as long as is required for resolution of the issues raised by the audit. For detailed guidance and resources on the CACFP records retention requirements, refer to the CSDE's resource, *Records Retention Requirements for the Child and Adult Care Food Program*.

Determining Food Yields and Crediting

The purpose of the required menu records is to document that meals and snacks served to participants meet the applicable CACFP meal pattern requirements. Ensuring that menu planners accurately determine the yield of commercial products and foods made from scratch is a critical element of appropriate documentation.

Yield determines how a food or beverage credits toward the CACFP meal patterns. Yield refers to the amount (weight, volume, or number of servings) of a product at the completion of the preparation process.

The yield of a product or standardized recipe depends on the type of food and the preparation process. For example:

- 10 pounds of raw ground beef might yield 8 pounds after cooking;
- 5 pounds of fresh carrots might yield 3½ pounds after peeling and trimming;
- a vegetable soup recipe might yield 2 gallons after cooking; and
- a muffin recipe might yield 24 servings after baking.

Processed fruits and vegetables yield less than the purchased amount due to peeling and trimming. Raw meats yield less than the purchased amount because moisture and fat are lost in the cooking process. Rice and pasta yield more than the purchased (dry) amount because water is absorbed during the cooking process.

Food Buying Guide for Child Nutrition Programs

The USDA's *Food Buying Guide for Child Nutrition Programs* (FBG) is the definitive resource for determining yields and crediting information for the Child Nutrition Programs. The FBG provides yield information for common types and customary sizes of milk, meats/meat alternates (MMA), vegetables, fruits, and grains, including commercially available foods and USDA Foods.

The FBG helps menu planners determine a food's specific contribution toward the meal pattern requirements, 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.

> CACFP facilities should ensure that menu planners use the FBG to determine accurate crediting information for foods and beverages served in reimbursable meals and snacks.

The FBG helps menu planners determine how standardized recipes and purchased foods contribute to the CACFP meal patterns. For example, menu planners can use the FBG to determine how much raw broccoli provides 50 servings of ½ cup of cooked vegetable or how much uncooked brown rice provides 100 servings of ½ cup of cooked rice. This information is essential for documenting meal pattern compliance.

FBG resources

The FBG is available as an interactive web-based tool (which includes the Exhibit A Grains Tool, Recipe Analysis Workbook (RAW), and Product Formulation Statement (PFS) Workbook), a mobile app, and a downloadable PDF. These resources are available on the USDA's Food Buying Guide for Child Nutrition Programs webpage. The FBG webpage also includes training modules and recorded webinars.

The resources below provide guidance on using the FBG.

- Food Buying Guide for Child Nutrition Programs (USDA):
  https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs

- Food Buying Guide for Child Nutrition Programs: Training Resources (USDA):
  https://www.fns.usda.gov/tn/food-buying-guide-training-resources

- Exhibit A Grains Tool to the Rescue! (USDA webinar):
  https://www.fns.usda.gov/tn/exhibit-grains-tool-rescue

- Food Buying Guide Goes Digital! (USDA webinar):
  https://www.fns.usda.gov/tn/food-buying-guide-goes-digital

- Navigating the Food Buying Guide FBG Calculator (USDA webinar):
  https://www.fns.usda.gov/tn/navigating-food-buying-guide-fbg-calculator

For additional resources, visit the "Food Buying Guide for Child Nutrition Programs (FBG)" section of the CSDE's Crediting Foods in CACFP Adult Day Care Centers webpage or Crediting Foods in CACFP Child Care Programs webpage.
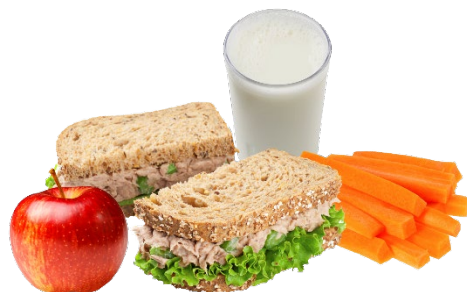
Determining In-house Product Yields

The yield information provided in the FBG represents average yields based on research conducted by the USDA. Many factors affect yield, including:

- the quality and condition of the food purchased;
- storage conditions and handling;
- the equipment used in preparation;
- cooking method and time;
- the form in which the food is served (for example, whether potatoes are mashed, fried, or baked); and
- the serving utensils and portion control methods used.

If a food service operation consistently obtains a higher or lower yield for a product than the yield listed in the FBG, the CACFP facility should conduct an in-house yield study to determine the actual number of portions of a specified size that the product provides. In-house yields are also required for products not listed in the FBG. The CSDE allows CACFP facilities to use in-house yields to determine a product's meal pattern contribution, if the process is properly documented and follows the CSDE's yield study procedures.

Yield study procedures

CACFP facilities can use the procedures below to determine and document in-house yields for food products.

1. Select a day when the product is served on the menu. Use at least four separate samples of the product to determine yields. A "sample" is the product pack unit, such as number 10 cans or 5-pound bags. If the food service operation uses more samples, the yield data will be more accurate.

2. For the best yield estimate, at least two people should independently portion and count the samples. Each person completes half of the samples. For example, with a sample of four cans, each person works alone to measure and count the servings from two cans.

3. Select the appropriate measuring utensil for the portion size being served, such as a number 16 scoop/disher or ½-cup measuring spoon. For information on measuring utensils, refer to the Institute of Child Nutrition's (ICN) *Basics at a Glance Portion Control Poster* and visit the "Weights and Measures" section of the CSDE's Crediting Foods in CACFP Adult Day Care Centers webpage or Crediting Foods in CACFP Child Care Programs webpage.

4. Fill the measuring utensil level to the top of the measure.

5. Carefully count and document the number of portions in each sample.

6. Add the total number of servings from each of the samples.

7. Divide the total number of servings by the number of samples to get the average number of servings per sample.

8. Complete the CSDE's *Yield Study Data Form for the Child Nutrition Programs* and maintain on file for review by the CSDE staff during the Administrative Review of the CACFP.

For additional assistance with yield studies, contact the CSDE's CACFP staff.

2 — Menus

CACFP facilities must develop menus that represent the actual meal components served for each meal and snack claimed for CACFP reimbursement. Menus must identify the date of the meal service and all meal components and food items served, including the type of milk. For children ages 1 and older and adult participants, the menu must also indicate which grain products are WGR.

Each CACFP facility must have a written "menu of record" on file to document the specific meal components served to all enrolled participants each day. Cycle menus or menus developed in advance of the meal service must specify the month and day and indicate any menu substitutions that occur (refer to "Using cycle menus" in this section).

The CACFP facility must maintain all menus on file with other required CACFP records in accordance with section 7 CFR 226.10(d) of the CACFP regulations (refer to "Records Retention" in section 1).

Menu Forms

The menu form is an important tool to help CACFP facilities comply with the CACFP meal patterns. Using an appropriate menu form helps to ensure that meals and snacks include the minimum amount of each required meal component. When reviewing CACFP menus for meal pattern compliance, CSDE staff cannot determine if the required meal components are offered unless they are indicated on the menu.

The CSDE strongly discourages CACFP facilities from using a blank calendar as a menu form because the menu planner might omit meal components or provide insufficient servings. This could result in noncompliant menus. Meals with missing meal components or insufficient servings are not reimbursable in the CACFP.

The CSDE provides sample CACFP weekly menu forms for child care programs and adult day care centers. These forms help menu planners include the required meal components and servings for each age group and meal. CACFP facilities may adapt these forms to meet individual program needs. Alternate menu formats should contain appropriate guidance regarding the required meal components and servings for each meal and snack served to each age group.

Menu forms for child care programs

The CSDE's sample CACFP weekly menu forms below help menu planners in child care programs include the required meal components and servings for the CACFP meal patterns for children.

At-risk supper and snack
- At-risk Snack and Supper for Ages 6-18
- Two weeks of At-risk Snack for Ages 6-18
- Two-weeks of At-risk Supper for Ages 6-18

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

Breakfast and snack
- Breakfast, AM Snack, and PM Snack for Ages 3-5
- Breakfast and PM Snack for Ages 3-5
- Breakfast and PM Snack for Ages 6-12

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

Lunch and snack
- AM Snack, Lunch, and PM Snack for Ages 3-5

Snack
- AM and PM Snack for Ages 1-2
- AM and PM Snack for Ages 3-5
- Two weeks of AM or PM Snack for Ages 3-5

These menu forms are available under "Menu Forms for CACFP Child Care Programs" in the "Documents/Forms" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

Menu forms for adult day care centers

The CSDE's sample CACFP weekly menu forms below help menu planners in adult day care centers include the required meal components and servings for the CACFP adult meal patterns.

- CACFP Adult Day Care Centers Menu Form for AM Snack, Lunch, and PM Snack
- CACFP Adult Day Care Centers Menu Form for Breakfast, Lunch and Snack
- CACFP Adult Day Care Centers Menu Form for Lunch and Snack

These menu forms are available under "Menu Forms" in the "Documents/Forms" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage.

Using Cycle Menus

The CSDE strongly encourages CACFP facilities to use cycle menus for CACFP meals and snacks. A cycle menu is a series of menus planned for a specific period with a different menu for each day. At the end of the cycle, the menu repeats in the same order.

A typical cycle menu might be four to six weeks. Offering a cycle menu of at least four weeks. increases the variety of offered meals and ensures that participants are not served the same combination of foods too often.

Cycle menus allow flexibility for variations like holidays, seasonal foods, special items, and the use of USDA Foods. For example, CACFP facilities could have a different cycle menu for fall, winter, and spring.

Benefits of cycle menus

Using cycle menus in the CACFP has many benefits.

- **Structure and predictability:** Cycle menus provide structure and predictability, which helps CACFP facilities with planning and documenting menus that meet the CACFP meal patterns. Predictability also provides familiarity for participants, who look forward to their favorite meals being repeated in a predictable way.

- **Save time and labor costs:** CACFP facilities will spend less time gathering information, planning menus, developing product specifications, and checking deliveries. This also helps to standardize purchasing procedures and reduce time spent on purchasing.

- **Improve staff efficiency:** As menu items are repeated, the staff who prepare food for meals and snacks become more familiar with the standardized recipes and are more efficient in producing them.

- **Control food costs:** CACFP facilities can more easily predict the correct quantity of foods to purchase when previous menu data is available. Cycle menus also help decrease food costs by allowing CACFP facilities to purchase regularly used items in bulk and take advantage of seasonal foods. In addition, CACFP facilities may qualify for volume discounts when buying larger amounts of the same items.

- **Reduce food waste:** CACFP facilities can more easily predict how much of each menu item to prepare when menus are used repeatedly, so less food is left over.

- **Control inventory and storage costs:** CACFP facilities can better estimate the correct quantity of foods to purchase, which helps keep stock at appropriate levels.

For more guidance and resources on cycle menus, refer to the CSDE's *Resource List for Menu Planning and Food Production in Child Nutrition Programs* and visit the "Cycle Menus" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage and Meal Patterns for CACFP Adult Day Care Centers webpage.

Sample cycle menu for preschoolers

The ICN's *Cycle Menus for Child Care: Preschoolers* features four seasonal four-week cycle menus for preschoolers. The ICN also offers an online learning course, *CARE Connection – Planning Cycle Menus in Child Care*. visit the "Cycle Menus" section of the CSDE's Menu Planning for Child Nutrition Programs webpage.

CSDE Sample CACFP Menus

The CSDE's sample breakfast, lunch, and snack menus provide meal and snack ideas for child care programs and adult day care centers.

> Compliance of local menus with the CACFP meal patterns is determined by the types of foods purchased, and the standardized recipes and preparation techniques used by the CACFP facility. Menu planners should use the FBG to determine the amount of purchased food that meets the required serving for each meal component (refer to "Food Buying Guide for Child Nutrition Programs" in this section).

Sample menus for child care programs

The sample child care menus are available in the "Sample Menus" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage. The servings in these menus are for ages 3-5 and can be adjusted for other ages. Each menu contains at least the minimum required meal components and servings. Some menus include additional components or exceed the minimum serving requirements.

For resources on menu planning, refer to "Menu Planning Resources" in this section and the CSDE's *Resource List for Menu Planning and Food Production in Child Nutrition Programs*. Additional resources are available in the "Menu Planning" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

Menu forms for adult day care centers

The sample adult day care center menus are available in the "Sample Menus" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage. Each menu contains at least the minimum required food components and servings. Some menus include additional components or exceed the minimum serving requirements.

For resources on menu planning, refer to "Menu Planning Resources" in this section and the CSDE's *Resource List for Menu Planning and Food Production in Child Nutrition Programs*. Additional resources are available in the "Menu Planning for CACFP Adult Day Care Centers" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage.

Menu Planning

In addition to meeting the meal pattern requirements, the CSDE encourages CACFP facilities to consider the *Dietary Guidelines for Americans* when planning CACFP menus. Menu planners should offer a variety of nutrient-dense foods (such as vegetables, fruits, whole grains, seafood, eggs, beans and peas, unsalted nuts and seeds, fat-free and low-fat dairy products, and lean meats and poultry), while limiting added sugars, saturated fats, and sodium.

CACFP facilities should follow basic menu planning principles to create appealing and nutritious menus that are culturally relevant and promote positive attitudes about healthy eating. Some key principles include balancing flavors; adding contrast with different tastes, textures, shapes, and types of food; and using a variety of color combinations to enhance the eye appeal of meals and snacks. Other considerations include incorporating seasonal and local foods like fresh fruits and vegetables, focusing on regional and cultural food preferences, and planning for holidays and other special occasions.

For menu planning guidance and resources, refer to "Resources for Cycle Menus and Recipes" in this section and visit the "Menu Planning Guidance" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage or Meal Patterns for CACFP Adult Day Care Centers webpage.

Resources for Cycle Menus and Recipes

The resources below include cycle menus and standardized recipes for CACFP meals and snacks.

- Breakfast ("How To" section of CSDE's Meal Patterns for CACFP Child Care Programs webpage):
  https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/how-to#Breakfast

- CACFP Recipes for Child Care Homes and Adult Day Care (USDA webpage):
  https://www.fns.usda.gov/tn/standardized-recipes-cacfp

- Child Nutrition Recipe Box (Institute of Child Nutrition):
  https://theicn.org/cnrb/

- Cycle Menus ("How To" section of CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage):
  https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-adult-centers/how-to#CycleMenus

- Cycle Menus ("How To" section of CSDE's Meal Patterns for CACFP Child Care Programs webpage):
  https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/how-to#CycleMenus

- Cycle Menus for Child Care: Preschoolers (Institute of Child Nutrition):
  http://https//theicn.org/resources/1575/cycle-menus-for-child-care-preschoolers/118740/cycle-menus-for-child-care-preschoolers.pdf

- Lunch and Supper ("How To" section of CSDE's Meal Patterns for CACFP Child Care Programs webpage):
  https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/how-to#LunchSupper

- Menu Planning for Child Nutrition Programs (CSDE webpage):
  https://portal.ct.gov/sde/nutrition/menu-planning

- Multicultural Child Care Recipes (USDA webpage):
  https://www.fns.usda.gov/tn/cacfp/multicultural-recipes

- Recipes for Child Nutrition Programs ("Documents/Forms" section of CSDE's Menu Planning for Child Nutrition Programs webpage):
  https://portal.ct.gov/sde/nutrition/menu-planning#Recipes

- Recipes for Healthy Kids: Cookbook for Child Care Centers (USDA webpage):
  https://www.fns.usda.gov/tn/recipes-healthy-kids-cookbook-child-care-centers

- Recipes for Healthy Kids: Cookbook for Homes (USDA webpage):
  https://www.fns.usda.gov/tn/recipes-healthy-kids-cookbook-homes

- Resource List for Menu Planning and Food Production in Child Nutrition Programs (CSDE):
  https://portal.ct.gov/-/media/sde/nutrition/resources/resources_menu_planning.pdf

- Snack Inspiration: Menus with 240 Snack Ideas (Wisconsin Department of Public Instruction):
  https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/snack_inspiration.pdf

- Snacks ("How To" section of CSDE's Meal Patterns for CACFP Child Care Programs webpage):
  https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/how-to#Snacks

- Team Nutrition Recipes (USDA):
  https://www.fns.usda.gov/tn/nutrition-recipes

For additional resources, visit the "Cycle Menus" section of the CSDE's Menu Planning for Child Nutrition Programs webpage.

For detailed guidance on crediting foods in the CACFP meal patterns for children, refer to the CSDE's *Guide to Meeting the CACFP Meal Patterns for Children and Crediting Requirements and Crediting Requirements* and visit the CSDE's Crediting Foods in CACFP Child Care Programs webpage.

For detailed guidance on crediting foods in the CACFP adult meal patterns, refer to the CSDE's *Guide to the Meeting the CACFP Adult Meal Patterns and Crediting Requirements* and visit the CSDE's Crediting Foods in CACFP Adult Day Care Centers webpage.

For a comprehensive list of resources with guidance on meeting the CACFP meal pattern requirements, refer to the CSDE's *Resources for the Child and Adult Care Food Program Meal Patterns*.

> CACFP facilities are responsible for ensuring that local menus and recipes meet the applicable CACFP meal patterns. Menu planners should verify the meal pattern contribution of all non-USDA cycle menus and recipes before using (refer to "Verifying Compliance of Menus and Recipes from Other Sources" in section 4).

3 — Production Records

A production record is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service. Production records are not required in the CACFP except for CACFP child care centers that follow the National School Lunch Program (NSLP) meal pattern.

However, the U.S. Department of Agriculture's (USDA) regulations for the Child and Adult Care Food Program (CACFP) require that CACFP facilities must maintain records to document the service of reimbursable meals and snacks to participants. The Connecticut State Department of Education (CSDE) strongly encourages all CACFP child care programs and adult day care centers to use production records because provide a variety of benefits. Using production records helps CACFP facilities:

- verify that local menus comply with the applicable CACFP meal patterns;
- communicate information to staff regarding what foods and recipes to use, what quantities to prepare, and what amounts to portion for each meal and age group; and
- provide valuable information to assist CACFP facilities with future menu planning.

Using production records is a best practice for all CACFP facilities. CACFP facilities that do not use production records should develop an alternate system to document the type and quantity of foods provided for each meal component of reimbursable meals and snacks. Menu planners should use the FBG to determine how many servings of a meal component a specific quantity of food will provide.

Purpose of Production Records

Production records help verify that the meal service meets the CACFP meal pattern requirements for reimbursable meals. They show how the offered meals contribute to the required meal components and food quantities for each meal and age group every day. Production records are also an important communication tool that tells food service staff what foods and recipes to use, what quantities to prepare, and what amounts to portion.

In addition to documenting reimbursable meals, production records also provide valuable information about the meal service, such as the quantities prepared and total meals served. This historical information helps with future menu planning. CACFP facilities can use previous production records to forecast trends, identify children's preferences, and plan future menus. Production records also help CACFP facilities with controlling waste, tracking food safety, and conducting a nutrient analysis of menus.

Guidance on completing production records is below and summarized in the CSDE's resource, *Using Production Records in the Child and Adult Care Food Program*.

Required Elements for Production Records

Production records must include certain elements that are recorded at different times. The guidance below indicates what production records must include and when staff should complete the required information.

Complete before meal service

The information below may be completed days or weeks in advance of the meal service. Information that does not change (such as the basic information below) may be pre-filled before printing the production record.

- **Basic information:** Indicate the sponsor name, program/site name, meal date, ages being served, and meal type (breakfast, lunch, supper, or snack).

- **Planned menu items:** List the specific type and amount of all meal choices, milk, leftovers, substitutions, and all noncreditable food items like condiments (refer to the CSDE's resources, *Noncreditable Foods for Child Care Programs in the Child and Adult Care Food Program* and *Noncreditable Foods for Adult Day Care Centers in the Child and Adult Care Food Program*).

- **Recipe name and number or food product name and code:** Indicate the recipe name and number for all foods made from scratch. Indicate the product name and code for all commercial products.

- **Planned portion size and number of servings: I**ndicate the planned portion size of each menu item, with the specific unit of measure (e.g., scoop number, measuring cup amount, each, and ladle or spoodle size) and the planned number of servings. This is the total number of servings planned for all meals/snacks (reimbursable and if applicable, nonreimbursable). Use standard abbreviations (e.g., lb = pound, oz = ounces, gal = gallon, qt = quart, c = cup, Tbsp = tablespoon, and tsp = teaspoon) and express measurements in fractions, when applicable (e.g., ¼, ½, and ¾). List each menu item's meal component contribution in oz eq for meats/meat alternates (MMA) and grains, and cups for fruits, vegetables, and milk.

  o **MMA (oz eq):** Indicate the correct quantity for each type of MMA. List commercial processed products like pizza and chicken nuggets in oz eq, based on their CN label or PFS. List lean meat, poultry, and fish, natural and processed cheese, and nuts and seeds in ounces (1 ounce = 1 oz eq); eggs by each (½ large egg = 1 oz eq); nut/seed butters in tablespoons (2 tablespoons = 1 oz eq); beans, peas, and lentils, and cottage cheese in cups (¼ cup = 1 oz eq); and yogurt by volume or weight (½ cup or 4 ounces = 1 oz eq). For more information, refer to the CSDE's *Guide to Meeting the Meal Pattern Requirements for CACFP Child Care Programs* or *Guide to Meeting the Meal Pattern Requirements for CACFP Adult Day Care Centers*.

  o **Grains (oz eq):** Indicate the correct quantity for each type of grain. List groups A-E (baked goods like breads, rolls, muffins, crackers, and pancakes) by weight (ounces) and groups H-I (e.g., cooked cereal grains like rice, pasta, and quinoa) by volume (cups), based on the required quantity for 1 oz eq or the minimum creditable grains per serving. If a commercial processed products has insufficient information to determine crediting, the oz eq must be based on the product's PFS. Indicate if grains are whole grain-rich (WGR). For more information, refer to the CSDE's resources and webpages below.

    ▪ Calculation Methods for Grain Ounce Equivalents in the Child and Adult Care Food Program (CSDE): https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/grain_calculation_cacfp_oz_eq.pdf

    ▪ Grain Ounce Equivalents for the Child and Adult Care Food Program (CSDE): https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/grain_oz_eq_cacfp.pdf

    ▪ Ounce Equivalents ("How To" 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/how-to#OunceEquivalents

- Ounce Equivalents ("How To" 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/how-to#OunceEquivalents

- When Commercial Grain Products Require a Product Formulation Statement to Credit in the Child and Adult Care Food Programs (CSDE): https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/when_commercial_grain_products_require_pfs_cacfp.pdf

- Whole Grain-rich Requirement ("How To" 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/how-to#WGR

- Whole Grain-rich Requirement ("How To" 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/how-to#WGR

o **Vegetables (cups):** Include the form of the food, e.g., fresh, frozen, canned, or dried. Include all vegetable juices.

o **Fruits (cups):** Include the form of the food (e.g., fresh, frozen, canned, or dried) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar). Include all fruit juices.

o **Milk (cups):** List the type of milk for each age group. Meals must include unflavored whole milk for age 1 and unflavored low-fat (1%) or fat-free milk for ages 2 and older. Flavored low-fat (1%) or fat-free milk may be served to ages 6 and older and adult participants, but the USDA's CACFP best practices recommend serving only unflavored milk.

Complete during meal service

- **Temperatures and times:** For time/temperature control for safety food (TCS) – formerly known as potentially hazardous foods – staff should record temperatures throughout the meal service as applicable, to ensure that hot foods are held at 135°F or above and cold foods are held at 41°F or below. Take corrective action if a food is not at target temperature. For additional guidance, visit the CSDE's Food Safety for Child Nutrition Programs webpage.

Complete after meal service

- **Substitutions:** Indicate any substitutions for the planned menu, such as different entrees or vegetables.

- **Total servings prepared:** Indicate the total number of servings actually prepared for the meal service.

- **Servings left over:** Indicate the total number of servings left over for each menu item.

- **Total servings selected:** Indicate the total number of servings selected during the meal service. Subtract "Servings left over" from "Total servings prepared."

CSDE Production Record Templates

CACFP facilities may use or adapt the CSDE's sample production records to meet individual program needs. These production records assist child care programs and adult day care centers with providing the information required to document meal pattern compliance.

CSDE sample production records for child care programs

The CSDE's sample production records below help child care programs document compliance with the CACFP meal patterns for children.

- CACFP Production Record for At-risk Afterschool Care Centers: Snack and Supper
- CACFP Production Record for Child Care: AM and PM Snack
- CACFP Production Record for Child Care: AM Snack, Lunch, and PM Snack
- CACFP Production Record for Child Care: Breakfast and PM Snack
- CACFP Production Record for Child Care: Breakfast, AM Snack, and PM Snack
- CACFP Production Record for Child Care: Breakfast, Lunch, and Snack
- CACFP Production Record for Emergency Shelters: AM, PM, and Evening Snack
- CACFP Production Record for Emergency Shelters: Breakfast, Lunch, and Supper

These forms are available in the "Production Records" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

CSDE sample production records for adult day care centers

The CSDE's sample production records below help adult day care centers document compliance with the CACFP adult meal patterns.

- CACFP Production Record for Adult Day Care Centers: AM Snack, Lunch, and PM Snack
- CACFP Production Record for Adult Day Care Centers: Breakfast, Lunch, and Snack
- CACFP Production Record for Adult Day Care Centers: Lunch and Snack

These forms are available in the "Production Records" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage.

Guidance for Completing Production Records

Production records must indicate the specific type and amount of each food item and must be completed correctly to provide accurate documentation of reimbursable meals and snacks When using production records, CACFP facilities should follow the guidance below.

- Use a physical written production for each site, including satellite locations.

- Complete all information. Check production records after the meal service to make sure that information is not missing or incomplete.

- Record the information legibly, i.e., make sure that handwriting can be read.

- Use the proper weight or volume measure for each food item (oz eq for MMA and grains, and cups for fruits, vegetables, and milk). For example, fruits and vegetables must be listed in cups, not ounces (refer to "Volume versus Weight" in this section).

- List the specific type and amount of each food item separately. Do not indicate foods as assorted choices. For example, instead of "assorted juices," list apple juice, orange juice, and pineapple juice. Instead of "assorted fruits and vegetables," fruit choices," or "vegetable choices," list each type of fruit and vegetable.

- List the appropriate type of milk for each age group, i.e., unflavored whole milk for age 1, unflavored low-fat or fat-free milk for ages 2-5, and unflavored or flavored low-fat or fat-free milk for ages 6 and older and adult participants.

- List all condiments, e.g., ketchup, mustard, and salad dressing.

- List portion sizes accurately. Make sure that the listed portion sizes are the same as the amount being served to participants.

- List all items prepared for the meal including daily items and alternate meal choices.

- Accurately record the "planned" portions for each age group.

- List the total number of nonreimbursable meals (e.g., second meals for participants and staff meals) separately from reimbursable meals.

- Add any extra servings of food needed during the meal service period.

- Indicate if any substitutions are made to the planned menu items.

- Indicate if leftovers from a previous day are used.

- Indicate how leftovers from that day's meal service will be used, e.g., refrigerated for use in future meals, frozen for future use in the cycle menu, or discarded.

CACFP facilities should maintain production records on file with other required documentation (refer to "Records Retention" in section 1). The CSDE will review menu documentation during the Administrative Review of the CACFP.

Volume versus Weight

The quantities listed in production records must reflect the servings required by the CACFP meal patterns, which indicate the servings of the meal components by weight (ounces) or volume (fluid ounces).

- The servings for the milk component, vegetables component, and fruits component are indicated by volume (cups).

- The servings for most foods in the MMA component are indicated by weight (ounces). Some MMA are indicated by volume, such as peanut butter (tablespoons), and beans, peas, and lentils (cups). Some MMA are indicated by volume or weight, such as cottage cheese, yogurt, and tofu.

- The servings for foods in the grains component are indicated by weight (ounces or grams) or volume (cups), based on the groups in the USDA's chart, *Exhibit A: Grain Requirements for Child Nutrition Programs*. Foods in groups A-E (like crackers, breads, rolls, taco shells, muffins, waffles, and pancakes) are indicated by weight. Foods in group H (cereal grains like pasta, cooked breakfast cereals, barley, oats, and quinoa) and group I (ready-to-eat breakfast cereals) are indicated by volume or weight.

Menu planners should use the USDA's FBG to determine the quantity of a food that meets the required meal pattern serving (refer to "Food Buying Guide for Child Nutrition Programs" in section 1). The FBG can also be used to determine the weight equivalent of servings measured by volume. Production records must reflect these amounts. For example, the servings of vegetables, fruits, peanut butter, and beans, peas, and lentils must be listed by cups, not by weight.

For guidance on weights and measures, refer to the ICN's handout, *Basics at a Glance*, and visit the "Weights and Measures" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

Using the correct measurement for meal pattern portions

When completing production records, staff need to understand that volume and weight measurements are not the same. Volume refers to the space an ingredient occupies in a measuring container. Common units of volume include teaspoons, tablespoons, fluid ounces, cups, pints, quarts, and gallons.

> In most cases, a specific volume of food does not equal the same weight. However, there are some exceptions, such as yogurt (½ cup equals 4 ounces by weight) and certain canned fruits and vegetables. Refer to the FBG for specific crediting guidance.

A frequent compliance issue with production records and similar menu documentation is listing portion sizes incorrectly. For example, listing fruits and vegetables as "4 ounces" instead of "½ cup" fails to document whether the serving meets the meal pattern requirements, because these measurements are not equivalent. A serving of 4 ounces of fruits or vegetables by weight may or may not equal ½ cup of the fruits component or½ cup of the vegetables component.

The weight of a specific volume of food varies depending on its density. For example, ½ cup of lettuce weighs less than ½ cup of cooked butternut squash, and 1 cup of whole-grain flaked cereal weighs less than 1 cup of baked beans.

Resources for Production Records

The websites and resources below provide guidance on developing and using production records in the CACFP.

- Basics at a Glance Portion Control Poster (ICN): https://theicn.org/icn-resources-a-z/basics-at-a-glance/

- Production Records for Adult Day Care Centers ("Documents/Forms" section of CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage): https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-adult-centers/documents #ProductionRecords

- Production Records for Child Care Programs ("Documents/Forms" section of CSDE's Meal Patterns for CACFP Child Care Programs webpage): https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/documents #ProductionRecords

- Using Production Records in the Child and Adult Care Food Program (CSDE): https://portal.ct.gov/-/media/sde/nutrition/cacfp/forms/prodrecord/ using_production_records_cacfp.pdf

- Weights and Measures ("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#WeightsMeasures

The CSDE's document, *Using Production Records in the Child and Adult Care Food Program*, provides guidance for production records in the CACFP.

4 — Standardized Recipes

CACFP facilities that serve foods made from scratch must have recipes on file that document the amount of each meal component per serving. For example, if the lunch menu for ages 3-5 offers macaroni and cheese as the MMA component and grains component, the CACFP facility's recipe must document that each serving contains 1½ ounces of cheese and ¼ cup of whole-grain or enriched pasta.

Recipes are required for all foods prepared on site by the CACFP facility and all foods made from scratch that are purchased by the CACFP facility from vendors (refer to "Vendor-prepared Foods" in this section). Some examples of foods made from scratch include entrees (such as lasagna, sandwiches, chicken stir-fry, and macaroni and cheese), soup, cornbread, pancakes, coleslaw, and potato salad.

> The CSDE strongly encourages the use of standardized recipes to ensure that menus provide the correct CACFP meal components and portions. The USDA defines a standardized recipe as one that has been tried, adapted, and retried at least three times and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients.

Detailed guidance on developing standardized recipes is available in the ICN's *Recipe Standardization Guide for the Child and Adult Care Food Program*.

Benefits of Standardized Recipes

Standardized recipes document the specific CACFP meal pattern contribution per serving. For example, a standardized recipe for lasagna might indicate that one serving credits as 1½ oz eq of the MMA component, ¼ cup of the vegetables component, and 1 oz eq of the grains component. In addition to documenting the meal pattern contribution, standardized recipes provide many other benefits for the CACFP.

- **Consistent quality and portion size:** Standardized recipes ensure that the quality and portion size of menu items is consistent, regardless of who prepares the food. This improves participants' satisfaction because the taste and portion size are always the same.

- **Predictable yield:** Standardized recipes ensure a predictable yield each time. This assists menu planners with controlling food costs and implementing more efficient purchasing procedures.

- **Meal pattern compliance:** Standardized recipes ensure accurate meal component contributions and document that menus meet the CACFP meal pattern requirements. This contributes to successful completion of the CSDE's Administrative Review of the CACFP.

- **Consistent nutrient content:** Standardized recipes provide consistent nutrient content. They also indicate the nutrition information per serving, which is essential for addressing participants' special dietary concerns like food allergies.

- **Staff efficiency and reduced labor costs:** Standardized recipes can help improve staff efficiency and reduce labor costs because production techniques are always the same.

- **Managing inventory:** Standardized recipes assist with managing inventory by specifying the exact ingredient quantities, which helps to prevent shortages and overstock.

- **Food safety guidance:** Standardized recipes provide guidance on food safety through preparation steps that avoid cross-contamination and ensure appropriate time and temperature controls.

For more information, refer to the ICN's *Recipe Standardization Guide for the Child and Adult Care Food Program*.

Information to Include on Standardized Recipes

CACFP facilities may standardize their own local recipes or use existing standardized recipes such as the USDA's recipes. Standardized recipes should include the following:

- recipe name that describes the recipe;

- recipe number that is unique to each recipe;

- recipe category classification, e.g., main dish (entree), grains, and vegetables;

- ingredients used, including the form of the food (e.g., fresh, frozen, canned, or dried) and the preparation techniques used (e.g., peeled, grated, minced, and diced) with the required size if applicable (e.g., ½-inch slices or ¼-inch diced);

- quantity (weight and volume) of each ingredient for each recipe yield (e.g., 50 servings or 100 servings);

- units of measure for each ingredient using standard abbreviations (e.g., lb = pound, oz = ounces, gal = gallon, qt = quart, Tbsp = tablespoon, and tsp = teaspoon) and a fraction format;

- preparation directions including the specific steps;

- cooking time and temperature, as required;

- food safety Critical Control Points (CCPs), i.e., time and temperature critical limits for each step of preparing, holding, serving, and storing (for more information, visit the CSDE's Food Safety for Child Nutrition Programs webpage);

- serving size (the weight and/or volume of a single portion);

- recipe yield (weight and/or volume and number of servings), i.e., the amount produced when production is complete;

- equipment (such as pans, steamers and mixers) and serving utensils (such as scoops, ladles, and spoodles);

- crediting information for each meal component per serving (fruits, vegetables, grains, and MMA); and

- nutrient analysis, i.e., nutrition information per serving.

For more information, refer to the ICN's *Recipe Standardization Guide for the Child and Adult Care Food Program*.

Vendor-prepared Foods

CACFP facilities must ensure that local menus meet all requirements of the applicable CACFP meal patterns, regardless of how the food service program is operated. The meal pattern and crediting requirements are the same for all types of food service operations, including CACFP facilities that:

- self-operate their food service program;
- maintain a school food agreement with a board of education (child care centers only);
- contract with a food service management company (FSMC); or
- purchase vended meals.

Vendors that prepare foods for CACFP facilities must have recipes (preferably standardized recipes) that document the meal pattern contribution per serving. CACFP facilities are responsible for reviewing the crediting information to ensure that it is accurate.

Verifying Compliance of Menus and Recipes from Other Sources

Menus and recipes are often available from sources other than the USDA, such as websites, organizations, and other CACFP operations. When CACFP facilities use non-USDA menus and recipes, menu planners should verify the accuracy of their meal pattern contribution and crediting information. Any discrepancies must be corrected before these menus and recipes can be used for CACFP meals and snacks. CACFP facilities are responsible for ensuring that all their menus and recipes comply with the applicable CACFP meal patterns.

Resources for Standardized Recipes

The websites and resources below assist CACFP facilities with developing and using standardized recipes.

- Basics at a Glance Portion Control Poster (ICN):
  https://theicn.org/icn-resources-a-z/basics-at-a-glance/

- Child Nutrition Recipe Box (ICN):
  https://theicn.org/cnrb/

- Crediting Foods Made from Scratch for Adult Day Care Centers ("Documents/Forms" section of CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage):
  https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-adult-day-care-centers/documents#ScratchFoods

- Crediting Foods Made from Scratch for CACFP Child Care Programs ("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#ScratchFoods

- Recipe Analysis Workbook (RAW) of the FBG (USDA):
  https://foodbuyingguide.fns.usda.gov/

- Recipe Standardization Guide for the Child and Adult Care Food Program (ICN and USDA):
  https://theicn.org/icn-resources-a-z/step-by-step-recipe-standardization-guide-for-the-child-and-adult-care-food-program/

- Recipes for Child Nutrition Programs (CSDE's Menu Planning for Child Nutrition Programs webpage):
  https://portal.ct.gov/sde/nutrition/menu-planning#Recipes

- Resource List for Menu Planning and Food Production in Child Nutrition Programs (CSDE):
  https://portal.ct.gov/-/media/sde/nutrition/resources/resources_menu_planning.pdf

- Standardized Recipe Form for the Child and Adult Care Food Program (CSDE):
  https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/standardized_recipe_form_cacfp.docx

- Standardized Recipes for Adult Day Care Centers ("Documents/Forms" section of CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage):
  https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-adult-day-care-centers/documents#StandardizedRecipes

- Standardized Recipes for Child Care Programs ("Documents/Forms" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage):
https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents#StandardizedRecipes

- Weights and Measures (CSDE's Crediting Foods in CACFP Child Care Programs webpage):
https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents#WeightsMeasures

- Why Use Standardized Recipes? Fact Sheet (Institute of Child Nutrition):
https://theicn.org/resources/527/food-service-management-skills/107291/why-use-standardized-recipes.pdf

For more information, visit the "Recipes for Child Nutrition Programs" section of the CSDE's Menu Planning for Child Nutrition Programs webpage.

5 — Crediting Commercial Products

CACFP facilities must be able to document how commercial processed products credit toward the required meal components for reimbursable meals and snacks. Commercial processed products include foods and beverages that are processed or contain added ingredients, such as:

- entrees like pizza, chicken nuggets, deli meats, hotdogs, and cheese ravioli;
- fruits and vegetables with added ingredients, such as hummus, breaded onion rings, hash brown patties, and fruit smoothies; and
- grain products that contain noncreditable grains, e.g., oat fiber, corn fiber, wheat starch, corn starch, and modified food starch (including potato, legume, and other vegetable flours).

These types of foods require specific documentation to credit toward the meal components of the CACFP meal patterns.

Acceptable Documentation for Commercial Processed Products

CACFP facilities must have the appropriate crediting documentation on file for all commercial processed products. There are two acceptable types of crediting documentation.

1. **CN labels:** The original CN label from the product carton or a photocopy or photograph of the CN label shown attached to the original product carton.

2. **PFS forms:** A PFS signed by an official of the manufacturer stating the amount of each meal component contained in one serving of the product.

For example, to credit a commercial breaded chicken patty as 2 oz eq of the MMA component and ½ oz eq of the grains component, the CACFP facility must have a CN label or PFS indicating that one serving of the product contains 2 ounces of cooked chicken and 11 grams (0.4 ounce) of WGR or enriched breading. The CSDE will review product documentation during the Administrative Review of the CACFP.

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

The table below compares the criteria for CN labels and PFS forms. 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.

Table 5-1. Comparison of CN labels and PFS forms

Criteria	CN label	PFS
Standard information required	X	
Reviewed, approved, and monitored by the USDA	X	
Includes USDA guarantee of meal component contribution for Child Nutrition Programs	X	
Distinct six-digit product identification number	X	
CACFP facilities must check crediting information for accuracy prior to use		X

For additional guidance on accepting product documentation, refer to the CSDE's resource, *Accepting Processed Product Documentation in the Child and Adult Care Food Program,* and visit the "Crediting Commercial Processed Products" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

6 — Child Nutrition (CN) Labels

The USDA's 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.

The USDA does not require that manufacturers make CN-labeled products or that schools and institutions participating in the Child Nutrition Programs purchase foods with CN labels. Purchasing decisions are at the discretion of the local school or institution. If a CN-labeled product is required, the school or institution must clearly state this information in their purchasing specifications.

Eligible Products

CN labels are available only for main dish entrees that provide at least ½ oz eq of the MMA component in the USDA's meal patterns for the Child Nutrition Programs. Examples include beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, 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 component. CN-labeled breaded chicken nuggets may list contributions to the MMA and grains components.

Benefits of Using CN-Labeled Products

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.

Considerations for CN-labeled Products

CN labels do not indicate that the product is healthier, more nutritious, or of a higher quality than a similar non-CN labeled product. The CN crediting statement declares the quantities of the creditable food items in a processed food that can be used to meet the meal pattern requirements. While a CN-labeled product is guaranteed to contain a certain quantity of food, it

does not indicate that the quality of the food is any different than a non-CN labeled food. Additionally, CN labels do not indicate that the product is safer to eat, or free of pathogens or allergens.

Identifying CN Labels

The CN label is found on the product packaging and will contain the required elements below.

- The CN logo, which is a distinct border with "CN" on each side surrounding the meal pattern contribution statement.

- The meal pattern contribution statement, which provides specific crediting information for the serving.

- A six-digit product identification number, which is assigned by the USDA's Agricultural Marketing Service (AMS) of the USDA.

- The USDA FNS authorization statement: "Use of this logo and statement authorized by the Food and Nutrition Service, USDA."

- The month and year of AMS approval (listed after the FNS authorization statement).

- Other required label elements, including the product name, ingredients statement, inspection legend, company signature/address line, and net weight.

Figure 6-1 shows an example of a CN label and the required components.

Figure 6-1. Sample CN label

1. Product name
2. Ingredients statement
3. CN logo
4. Meal pattern contribution statement
5. Six-digit product identification number

6. FNS authorization statement
7. Month and year of AMS approval
8. Net weight
9. Company signature/address line
10. Inspection legend

Meal Pattern Contribution of CN Labels

CN labels indicate the meal pattern contribution of MMA and other components (such as grains, vegetables, and fruits) in one serving of the product. CN labels do not include crediting information for the milk component. Guidance for each component on a CN label is summarized below.

MMA contribution

A CN-labeled product lists the serving's MMA contribution in oz eq. An oz eq is a weight-based unit of measure for the grains component and MMA component.

Grains contribution

A CN-labeled product that contains a grain portion includes one of two crediting terms to indicate if the product credits as whole grain-rich (WGR) or enriched.

- The term "oz eq grains" on the CN label indicates that the product meets the WGR criteria.
- The term "oz eq grains (enriched)" means the grain portion of the product is primarily made from enriched grains and credits toward the grains component but does not meet the WGR criteria.

As a reminder, CACFP menus must offer at least one serving of WGR grains per day.

Vegetables contribution

A CN-labeled product that contains vegetables lists the serving's contribution to the five vegetable subgroups in cups (dark green, red/orange, beans, peas, and lentils, starchy, and other).

> The CACFP meal patterns do not require minimum servings of the vegetable subgroups. However, the USDA's CACFP best practices recommend that CACFP menus include at least one serving per week of the vegetable subgroups recommended by the *Dietary Guidelines for Americans.* For additional guidance, refer to the CSDE's refer to the CSDE's resource, *Vegetable Subgroups in the Child and Adult Care Food Program.*

Fruits contribution

A CN-labeled product that contains fruit lists the serving's contribution to the fruits component in cups.

Acceptable Documentation

Acceptable and valid documentation for a CN label includes 1) the original CN label from the product carton; or 2) a photocopy or photograph of the CN label shown attached to the original product carton. CN labels that are photocopied or photographed must be visible and legible. CACFP facilities must maintain this documentation on file with all other menu records (refer to "Records Retention" in section 1).

The CSDE recommends maintaining original CN labels in a designated binder or folder for easy reference and storing digital photos and scans of CN labels in an easily accessible electronic folder. For additional guidance on accepting product documentation, refer to the CSDE's resource, *Accepting Processed Product Documentation in in the Child and Adult Care Food Program.*

CN labels with a watermark

Manufacturers may use a CN label with a watermark (refer to figure 6-2) when the CN logo and contribution statement are on product information other than the actual product carton. Manufacturers may provide a watermarked CN label during the bidding process. Original CN labels on product cartons will not have a watermark.

If the original CN label or a photocopy or photograph of the original CN label is not available, a watermarked CN label is acceptable documentation for the Administrative Review of the CACFP. The watermarked CN label must be attached to a bill of lading (invoice) that contains the product name and CN number (refer to figure 6-3).

For more information, refer to the USDA's 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.*

Figure 6-2. Sample CN Label with a watermark

Chicken Stir-fry Bowl

Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

CN

000000

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, **1.0 oz eq grains**, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ⅛ cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this log and statement authorized by the Food and Nutrition Service, USDA, 09/16).

CN

CN

CN

Copy not for documenting Federal Meal requirements

Net weight: 18 pounds

Chicken Wok Company
1234 Kluck Street • Poultry, PA, 12345

INSPECTED U.S. DEPARTMENT OF AGRICULTURE P-XX

Figure 6-3. Sample bill of lading (invoice) for a CN-labeled product

Chicken Wok Company
1234 Kluck Street
Poultry, PA, 12345
123-456-7890

Bill of Lading (Invoice)

Invoice Number: 1234
Date: December 22, 2022

Bill to:
ABC School District
1234 Anystreet
Anytown, CT 01234

Ship to:
ABC School District
1234 Anystreet
Anytown, CT 01234

Item description and code number	Unit	Quantity	Unit price	Amount
Chicken Stir-fry Bowl, CN #000000	each	200	$1.50	$300.00
			Total:	$300.00

Authorized CN Labels and Manufacturers

The USDA Agricultural Marketing Service (AMS) publishes a list of manufacturers approved for CN labels and a list of products with CN labels. These lists are updated monthly in the USDA's Authorized Labels and Manufacturers webpage.

Resources for CN Labels

The resources below provide additional information on CN labels.

- Authorized Manufacturers and Labels (USDA webpage):
  https://www.fns.usda.gov/cnlabeling/usdausdc-authorized-labels-and-manufacturers

- Bite Size: Meeting the CACFP Meal Patterns for Children – Module 2: Documentation (CSDE training webinar):
  https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/related-resources#BiteSize

- Child Nutrition (CN) Labels for Adult Day Care Centers ("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 for Child Care Programs ("Documents/Forms" section of CSDE's Meal Patterns for CACFP Child Care Programs webpage):
  https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents#CNlabels

- CN Labeling Program (USDA website):
  https://www.fns.usda.gov/cn/labeling-program

- CN Labels and Product Formulation Statements (USDA Presentation):
  https://theicn.org/resources/930/march-2016/109876/manufacturers-product-formulation-statement-pfs03-31-16.pdf

- USDA Memo SP 11-2015 (v2), CACFP 10-2015, and SFSP 13-2015: CN Labels Copied with a Watermark Acceptable Documentation:
  https://www.fns.usda.gov/cn-labels-copied-watermark-acceptable-documentation

- USDA Memo 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:
  https://www.fns.usda.gov/administrative-review-process-regarding-child-nutrition-cn-label-watermarked-cn-label-and

- 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

The USDA's Authorized Labels and Manufacturers webpage lists approved CN-labeled products and manufacturers. Additional crediting documentation resources are available in the "Crediting Commercial Processed Products" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

7 — Product Formulation Statements

A product formulation statement (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. A PFS generally includes a detailed explanation of what the product contains and indicates the amount of each ingredient in the product by weight. Unlike CN labels, the information on a PFS can vary among manufacturers because these forms are not reviewed, approved, or monitored by the USDA.

Required information for PFS forms

A PFS is an official certified document of the company. It 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. Figure 7-1 shows a sample PFS for a commercial MMA product.

To be acceptable as crediting documentation for the CACFP, a PFS must include the information below.

1. Product name, which must match or have a similar description to the name on the product label.

2. Product code, which is unique identifier assigned by the manufacturer and may include numbers, letters, or a combination of both.

3. Serving or portion size, which must represent the amount of the product as purchased or ready for serving.

4. Creditable ingredients, which must match or have a similar description to the ingredients listed on the product's label and a food item in the FBG.

5. Information to demonstrate how the creditable ingredients contribute toward the meal pattern based on the FBG (refer to "Food Buying Guide for Child Nutrition Programs" in section 1).

If the PFS does not meet these requirements, the CACFP facility cannot accept it and the product cannot credit in CACFP meals and snacks.

Figure 7-1. Sample PFS for a commercial MMA product

ABC Chicken Company

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

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative.

Product Name: Grilled Chicken Nuggets   Code No.: 123456

Manufacturer: ABC Chicken Company   Serving Size: 4 nuggets (2.6 ounces)

I. Meats
Fill out the chart below to determine the creditable amount of Meats.

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBG)	OUNCES PER RAW PORTION OF CREDITABLE MEAT INGREDIENT A	MULTIPLY	FBG YIELD[1] B	CREDITABLE AMOUNT A x B
Boneless chicken	2.88 ounces	x	.7	2.016
		x		
		x		
		C. Total Creditable Meats Amount[5]		2.016

[1]   FBG yield = Additional Information column.

Total weight (per portion) of product as purchased 2.6 ounces

Total creditable amount of product (per portion). (Reminder: total creditable amount (per portion) cannot exceed the total weight (per portion).) 2 ounce equivalents

I certify that the above information is true and correct and that a 2.6 ounce serving of the above product (ready for serving) contains 2 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

John Smith   President
Signature   Title

John Smith   12/09/2022   (800) 123-4567
Printed Name   Date   Phone Number

Verifying PFS Forms for Accuracy

CACFP facilities must verify the PFS for accuracy before including the commercial product in reimbursable meals and snacks. If the PFS does not clearly document the meal pattern crediting information, CACFP facilities must request supporting documentation from the manufacturer.

CACFP facilities must maintain PFS forms and crediting documentation on file (refer to "Records Retention" in section 1). The CSDE will review this information during the Administrative Review of the CACFP.

For guidance on how to review a PFS, refer to the CSDE's resource, *Using Product Formulation Statements in the Child and Adult Care Food Program*. For guidance on how to review a grain PFS, refer to the CSDE's resource, *When Commercial Grain Products Require a Product Formulation Statement to Credit in the Child and Adult Care Food Program*.

USDA's PFS Forms for the CACFP Meal Patterns

The USDA's Food Manufacturers/Industry website provides sample PFS templates for the MMA, vegetables, fruits, and grains components. The PFS forms that apply to the CACFP are listed below.

- **Grains:** Product Formulation Statement for Documenting Grains in Child Nutrition Programs (USDA): https://www.fns.usda.gov/sites/default/files/resource-files/PFS_Grains_Oz_Eq_Fillable_508.pdf

- **Grains (completed sample):** Product Formulation Statement for Documenting Grains in Child Nutrition Programs (USDA): https://www.fns.usda.gov/sites/default/files/resource-files/PFS_Example_Grains_Oz_Eq.pdf

- **MMA:** Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products in Child Nutrition Programs (USDA): https://fns-prod.azureedge.us/sites/default/files/resource-files/PFS_Meats-Meat_Alternates_Fillable_508.pdf

- **Vegetables and fruits:** Product Formulation Statement for Documenting Vegetables and Fruits in the Child and Adult Care Food Program, Summer Food Service Program, and NSLP Afterschool Snacks (USDA): https://www.fns.usda.gov/sites/default/files/resource-files/PFS_Total_Veg_Fruits_Fillable_508.pdf

Manufacturers are not required to use the USDA forms. However, alternate PFS forms must include all required information from the USDA forms.

Resources for PFS Forms

The resources below provide guidance on using PFS forms in the CACFP.

- FBG Module 3: Product Formulation Statements (Institute of Child Nutrition): https://theicn.docebosaas.com/learn/course/external/view/elearning/139/fbg-module-3-product-formulation-statements-pfs

- Manufacturer's Product Formulation Statement: Is it Acceptable? (ICN and USDA): https://www.youtube.com/watch?v=xtUo70IP9cc

- Manufacturer's Product Formulation Statement: Is it Acceptable? Presentation Slides (ICN and USDA): https://theicn.org/resources/930/march-2016/109876/manufacturers-product-formulation-statement-pfs03-31-16.pdf

- Product Formulation Statements for Adult Day Care Centers ("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 for Child Care Programs ("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 Meats/Meat Alternates (USDA): https://fns-prod.azureedge.us/sites/default/files/reviewer_checklist.pdf

- Tips for Evaluating a Manufacturer's Product Formulation Statement (USDA): https://www.fns.usda.gov/sites/default/files/cn/manufacturerPFStipsheet.pdf

- Using Product Formulation Statements in the Child and Adult Care Food Program (CSDE): https://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: https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/when_commercial_grain_products_require_pfs_cacfp.pdf

Additional crediting documentation resources are available in the "Crediting Commercial Processed Products" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

8 — Nutrition Information

CACFP facilities must obtain nutrition information for all commercially prepared foods used to prepare reimbursable meals and snacks. If a processed product does not have a Nutrition Facts panel, the CACFP facility is responsible for obtaining the necessary information from the manufacturer.

In addition to CN labels and PFS forms, nutrition information helps menu planners to determine if certain commercial products credit toward the CACFP meal patterns. Nutrition information is also required to meet the USDA requirements to provide reasonable meal modifications for participants whose disability restricts their diet.

Determining Crediting Information

For many commercial products, menu planners will need to review the Nutrition Facts label and ingredients to determine crediting information. Some examples of when nutrition information is required are listed below. These examples are not all-inclusive.

- **Crediting fluid milk substitutes:** The USDA allows CACFP facilities to offer allowable fluid milk substitutes (plant-based beverages designed to replace cow's milk) for non-disability reasons. Fluid milk substitutes for non-disability reasons must meet the USDA's nutrition standards for fluid milk substitutes. Some nondairy milk substitutes include this information on their Nutrition Facts label, while others require additional documentation from the manufacturer to determine compliance with the USDA's nutrition standards. For more information, refer to the CSDE's resource, *Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program* or *Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program*.

- **Crediting breakfast cereals and yogurt:** The CACFP meal patterns require a limit for sugars in breakfast cereals and yogurt. To credit in the CACFP, menu planners must review the Nutrition Facts label for these foods to determine whether the sugars per serving complies with the sugars limit. For more information, refer to the CSDE's resources, *Crediting Breakfast Cereals in the Child and Adult Care Food Program* and *Crediting Yogurt in the Child and Adult Care Food Program*.

- **Crediting deli meats, hotdogs, sausages, and similar foods:** A PFS is required to determine crediting information for deli meats, hotdogs, sausages, and similar foods that contain binders and extenders and are not CN labeled. The ingredients statement indicates if the product contains added liquids, binders, and extenders. This alerts the menu planner that a PFS is required to determine the crediting information for the product. For more information, refer to the CSDE's resources, *Crediting Deli Meats in the Child and Adult Care Food Program* and *Crediting Commercial Meat/Meat Alternate Products in the Child and Adult Care Food Program*.

- **Crediting tempeh:** To credit as 1 oz eq of the MMA component, tempeh ingredients must be limited to soybeans (or other beans, peas, and lentils), water, tempeh culture, and for some varieties, vinegar, seasonings, and herbs. If a tempeh product contains other ingredients, CACFP facilities must obtain a CN label or PFS to document crediting. Menu planners must read the ingredients statement to determine if tempeh products contain additional ingredients.

- **Crediting commercial tofu products:** To credit as 1 oz eq of the MMA component, commercial tofu products must contain at least 5 grams of protein in 2.2 ounces (weight) or ¼ cup (volume). Menu planners must review the Nutrition Facts label to determine the amount of protein per serving. For more information, refer to the CSDE's *Crediting Tofu and Tofu Products in the Child and Adult Care Food Program*.

- **Oz eq contribution for commercial grain products:** To credit as 1 oz eq of the grains component, a commercial grain product must meet the specific weight for the appropriate grain group in the USDA Exhibit A chart (refer to the CSDE's resources, *Calculation Methods for Grains Ounce Equivalents in the Child and Adult Care Food Program* and *How to Use the Grain Ounce Equivalents Chart for the Child and Adult Care Food Program*). Menu planners must review the Nutrition Facts label to determine the manufacturer's serving weight, which is required to determine the oz eq contribution of the serving.

- **Crediting WGR commercial grain products:** To credit as a WGR food, commercial grain products must contain a whole grain as the first ingredient or the greatest ingredient by weight. Menu planners must read the ingredients statement to determine if commercial products meet this requirement. For more information, refer to the CSDE's *Guide to Meeting the Whole Grain-rich Requirement for the Child and Adult Care Food Program*.

- **Crediting commercial smoothies:** Commercial smoothies that contain dietary supplements (such as whey protein powder) or herbal supplements (such as gingko biloba, ginseng, and echinacea) do not credit in the CACFP meal patterns. Menu planners must read the ingredients statement to determine if commercial smoothies contain these ingredients. For more information, refer to the CSDE's *Crediting Smoothies in the Child and Adult Care Food Program*.

For guidance on how to review Nutrition Facts labels for commercial products, refer to the USDA's resource, *Using the Nutrition Facts Label in the Child and Adult Care Food Program*. Additional resources on reading food labels are available in the "Food Labels" section of the CSDE's Nutrition Education webpage.
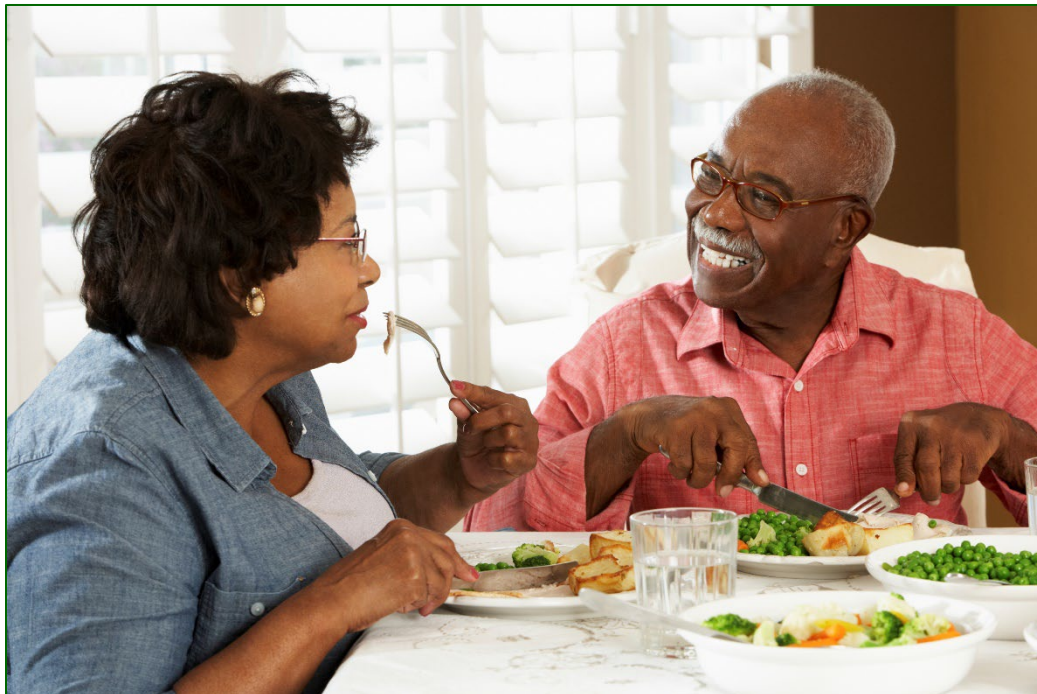
Making Meal Modifications

The USDA's nondiscrimination regulations (7 CFR 15b) and CACFP regulations (7 CFR 226.20(g)) outline the required modifications for participants whose disability restricts their diet (disability reasons) and the optional modifications for participants who do not have a disability but have other special dietary needs (non-disability reasons). CACFP facilities will need to review the nutrition information for commercial products when planning meal modifications for participants with special dietary concerns, such as food allergies, lactose intolerance, and celiac disease. This information is required to modify meals, so they are safe for the participant to eat.

The USDA considers providing nutrition information for foods served in CACFP meals and snacks to be part of reasonable meal modifications for participants whose disability restricts their diet. CACFP facilities are responsible for making nutrition information available to participants, families or guardians/caregivers, nurses and other medical professionals, and appropriate staff, as needed.

Modifications to the CACFP meal patterns for children

For information on the requirements for meal modifications in the CACFP meal patterns for children, refer to the CSDE's *Guide to Meal Modifications in CACFP Child Care Programs* and visit the CSDE's Special Diets in CACFP Child Care Programs webpage.

Modifications to CACFP adult meal patterns

For information on the requirements for meal modifications in the CACFP adult meal patterns, refer to the CSDE's *Guide to Meal Modifications in CACFP Adult Day Care Centers,* and visit the CSDE's Special Diets in CACFP Adult Day Care Centers webpage.

9 — Resources

This section includes links to resources and websites that assist CACFP facilities with meeting the CACFP meal patterns and crediting requirements. More links to information on the federal and state requirements and guidance for the CACFP are available on the CSDE's Program Guidance for CACFP Child Care Programs webpage and Program Guidance for CACFP Adult Day Care Centers webpage. For a comprehensive list of resources on the CACFP meal patterns and crediting requirements, refer to the CSDE's *Resources for the Child and Adult Care Food Program Meal Patterns*.

CACFP Requirements and Guidance

CACFP Adult Day Care Centers (USDA webpage):
https://portal.ct.gov/sde/nutrition/cacfp-adult-day-care-centers/documents

CACFP Afterschool Programs (USDA webpage):
https://www.fns.usda.gov/cacfp/afterschool-programs

CACFP At-risk Afterschool Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-at-risk-afterschool-care-centers

CACFP Child Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-child-care-centers

CACFP Emergency Shelters (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-emergency-shelters

CACFP Family Day Care Homes (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-family-day-care-homes

CACFP Halftime: Thirty on Thursdays Training Webinar Series (USDA webpage):
https://www.fns.usda.gov/cacfp-halftime-thirty-thursdays-training-webinar-series

CACFP Handbooks (USDA webpage):
https://www.fns.usda.gov/cacfp/cacfp-handbooks

CACFP Policy Memos (USDA webpage):
https://www.fns.usda.gov/resources

CACFP Regulations (USDA webpage):
https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-226

CACFP Training Tools (USDA webpage):
https://www.fns.usda.gov/cacfp-training-tools

Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/child-nutrition-programs

FNS Instructions for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/fns-instructions-for-child-nutrition-programs

Food Safety for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/food-safety-for-child-nutrition-programs

Forms for CACFP Adult Day Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-adult-day-care-centers/documents

Forms for CACFP Child Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-child-care-centers/documents

Forms for CACFP Homes (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-family-day-care-homes/documents

Laws and Regulations for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/laws-and-regulations-for-child-nutrition-programs

Laws and Regulations for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/laws-and-regulations-for-child-nutrition-programs

Manuals and Guides for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/manuals-and-guides-for-child-nutrition-programs

Operational Memos for the CACFP (CSDE webpage):
https://portal.ct.gov/sde/lists/operational-memoranda-for-the-cacfp

Program Guidance for CACFP Adult Day Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/program-guidance-cacfp-adults

Program Guidance for CACFP Child Care Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/program-guidance-cacfp-child

Resources for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/resources-for-child-nutrition-programs

Meal Components and Crediting

Bite Size: Meeting the CACFP Meal Patterns for Children (CSDE training modules):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/related-resources#BiteSize

Crediting Foods in CACFP Adult Day Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-adult-day-care-centers

Crediting Foods in CACFP Child Care Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs

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

Crediting Summary Charts for the Child and Adult Care Food Program Adult Meal Patterns (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/crediting_summary_charts_cacfp_adults.pdf

Crediting Worksheets for CACFP Adult Day Care Centers ("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#CreditingWorksheets

Crediting Worksheets for CACFP Child Care Programs ("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#CreditingWorksheets

Food Buying Guide for Child Nutrition Programs (USDA):
https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs

Food Buying Guide for Child Nutrition Programs: Training Resources (USDA):
https://www.fns.usda.gov/tn/food-buying-guide-training-resources

Fruits Component for Adult Day Care Centers ("How To" 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#Fruits

Fruits Component for Child Care Programs ("How To" 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/how-to#Fruits

Grains Component for Adult Day Care Centers ("How To" 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/how-to#Grains

Grains Component for Child Care Programs ("How To" 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/how-to#Grains

Guide to Meeting the Whole Grain-rich Requirement for the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/wgr_requirement_cacfp.pdf

Meats/Meat Alternates Component for Adult Day Care Centers ("How To" 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/how-to#MMA

Meats/Meat Alternates Component for Child Care Programs ("How To" 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/how-to#MMA

Milk Component for CACFP Adult Day Care Centers ("How To" 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/how-to#Milk

Milk Component for CACFP Child Care Programs ("How To" 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/how-to#Milk

Noncreditable Foods for Adult Day Care Centers in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/noncredreditable_foods_adults_cacfp.pdf

Noncreditable Foods for Child Care Programs in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/noncreditable_foods_cacfp.pdf

Recipe Analysis Workbook (USDA's Food Buying Guide for Child Nutrition Programs):
https://www.fns.usda.gov/tn/food-buying-guide-interactive-web-based-tool

Standardized Recipes for Adult Day Care Centers ("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#StandardizedRecipes

Standardized Recipes for Child Care Programs ("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#StandardizedRecipes

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

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

Vegetable Subgroups in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/vegetable_subgroups_cacfp.pdf

Vegetables Component for CACFP Adult Day Care Centers ("How To" 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/how-to#Vegetables

Vegetables Component for CACFP Child Care Programs ("How To" 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/how-to#Vegetables

Yield Study Data Form for the Child Nutrition Programs (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/yield_study_form.pdf

Meal Patterns and Menu Planning

Bite Size: Meeting the CACFP Meal Patterns for Children (CSDE training modules):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/related-resources#BiteSize

Meal Pattern Updates (CSDE's Child and Adult Care Food Program (CACFP) webpage):
https://portal.ct.gov/sde/nutrition/child-and-adult-care-food-program#MealPatternUpdates

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

Menu Forms for Adult Day Care Centers ("Documents/Forms" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-adult-centers/documents#MenuForms

Menu Forms for CACFP Child Care Programs ("Documents/Forms" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/documents#MenuForms

Menu Planning for CACFP Adult Day Care Centers ("How To" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-adult-centers/how-to#MenuPlanning

Menu Planning for CACFP Child Care Programs ("How To" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/how-to#MenuPlanning

Menu Planning for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/menu-planning

Nutrition Standards for CACFP Meals and Snacks (USDA webpage):
https://www.fns.usda.gov/cacfp/meals-and-snacks

Production Records for CACFP Adult Day Care Centers ("Documents/Forms" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-adult-centers/documents#productionrecords

Production Records for CACFP Child Care Programs ("Documents/Forms" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/documents#ProductionRecords

Sample Menus for CACFP Adult Day Care Centers ("Documents/Forms" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-adult-centers/documents#SampleMenus

Sample Menus for CACFP Child Care Programs ("Documents/Forms" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/documents#SampleMenus

Special Diets in CACFP Adult Day Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/special-diets-in-cacfp-adult-day-care-centers

USDA Final Rule Correction: CACFP Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010 (81 FR 75671):
https://www.federalregister.gov/documents/2016/11/01/2016-26339/child-and-adult-care-food-program-meal-pattern-revisions-related-to-the-healthy-hunger-free-kids-act

USDA Final Rule: Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010 (81 FR 24347): https://www.federalregister.gov/documents/2016/04/25/2016-09412/child-and-adult-care-food-program-meal-pattern-revisions-related-to-the-healthy-hunger-free-kids-act

USDA Final Rule: Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans (89 FR 31962): https://www.federalregister.gov/Documents/2024/04/25/2024-08098/Child-Nutrition-Programs-Meal-Patterns-Consistent-With-The-2020-2025-Dietary-Guidelines-For

USDA Memo CACFP 08-2017: Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program: https://www.fns.usda.gov/cacfp/questions-and-answers-updated-meal-pattern-requirements-child-and-adult-care-food-program

Using Production Records in the Child and Adult Care Food Program (CSDE webpage): https://portal.ct.gov/-/media/sde/nutrition/cacfp/forms/prodrecord/using_production_records_cacfp.pdf

Special Diets in CACFP Child Care Programs (CSDE webpage): https://portal.ct.gov/sde/nutrition/special-diets-in-cacfp-child-care-programs

Glossary

Administrative Review (AR): A periodic review of an institution's operations of the Child Nutrition Programs, conducted by the Connecticut State Department of Education to monitor performance and assess compliance with all USDA regulations.

alternate protein products (APPs): APPs are generally single ingredient powders that are added to foods. Examples include soy flours, soy concentrates, soy isolates, whey protein concentrate, whey protein isolates, and casein. APPs include vegetable protein products. The USDA has specific requirements for crediting APPs in Child Nutrition Programs. For more information, refer to the CSDE's resource, *Requirements for Alternate Protein Products in the Child and Adult Care Food Program*.

at-risk afterschool care centers: The at-risk afterschool meals component of the CACFP provides reimbursement for snacks and suppers served to children through age 18 who are participating in afterschool programs in eligible (at-risk) areas. The program provides funds to public and private nonprofit (federal tax-exempt) and for-profit organizations, and schools, for nutritious snacks and suppers served as part of organized programs of care, which are known to help reduce or prevent children's involvement in high-risk behaviors. All snacks must meet the requirements of the CACFP meal patterns for children. For more information, visit to the USDA's CACFP Afterschool Programs webpage and the CSDE's CACFP At-risk Afterschool Care Centers webpage.

CACFP adult meal patterns: The required food components and minimum serving sizes that adult day care centers participating in the CACFP must provide to receive federal reimbursement for meals (breakfast, lunch, and supper) and snacks served to participants. For more information, visit the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage.

CACFP facilities: Child care centers, family day care homes, emergency shelters, at-risk afterschool programs, and adult day care centers that participate in the USDA's Child and Adult Care Food Program.

CACFP meal patterns for children: The required meal components and minimum serving sizes that facilities participating in the CACFP must provide to receive federal reimbursement for meals and snacks served to children. The CACFP meal patterns apply to children ages 1-12; children ages 15 and younger of migrant workers; children of any age with disabilities; and children through age 18 in at-risk afterschool care centers and emergency shelters. For more information, visit the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

CACFP sponsor: A public or private nonprofit organization that is entirely responsible for the administration of the CACFP in one or more day care homes, child care centers, emergency shelters, at-risk afterschool care centers, or adult day care centers. In some situations, for-profit institutions may also be eligible to participate in the CACFP. For more information, refer to the section 7 CFR 226.2 of the CACFP regulations.

Child and Adult Care Food Program (CACFP): The USDA's federally assisted meal program providing nutritious meals and snacks to children in child care centers, family day care homes, and emergency shelters, and snacks and suppers to children participating in eligible at-risk afterschool care programs. The CACFP also provides meals and snacks to adults who receive care in nonresidential adult day care centers. For more information, visit the USDA's CACFP webpage and the CSDE's CACFP webpage.

Child Nutrition (CN) label: A statement that clearly identifies the contribution of a food product toward the meal pattern requirements, based on the USDA's evaluation of the product's formulation. Products eligible for CN labels include main dish entrees that contribute to the meats/meat alternates component, e.g., beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions. CN labels usually indicate the contribution of other meal components (such as vegetables, grains, and fruits) that are part of these products. For more information, refer to the CSDE's resource, *Using Child Nutrition (CN) Labels in the Child and Adult Care Food Program*, and visit the USDA's Child Nutrition (CN) Labeling webpage.

Child Nutrition Programs: The USDA's federally funded programs that provide nutritious meals and snacks to children, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Special Milk Program (SMP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO) of the NSLP, Fresh Fruit and Vegetable Program (FFVP), and Child and Adult Care Food Program (CACFP). The CACFP also provides nutritious meals and snacks to the frail elderly in adult day care centers. For more information, visit the CSDE's Child Nutrition Programs webpage.

creditable food: A food or beverage that counts toward the meal pattern requirements for a reimbursable meal or snack in the USDA Child Nutrition Programs.

creditable grains: The ingredients in a commercial grain product or standardized recipe that credit toward the grains component. Creditable grains include whole grains, enriched grains, bran, and germ.

cycle menu: A series of menus planned for a specific period, with a different menu for each day. Cycle menus can help CACFP facilities to increase variety, control food cost, and save time.

Dietary Guidelines for Americans: A federal document that provides science-based advice for Americans ages 2 and older to promote health and reduce risk for chronic diseases through diet and physical activity. The U.S. Department of Health and Human Services and the U.S. Department of Agriculture jointly publish the *Dietary Guidelines* every five years. This document forms the basis of federal food, nutrition education and information programs. For more information, visit the Dietary Guidelines for Americans webpage.

edible portion: The portion of a food that can be eaten after the nonedible parts are removed, for example, cooked lean meat without bone, and fruit without seeds or pits.

enriched grains: Refined grains (such as wheat, rice, and corn) and grain products (such as cereal, pasta, and bread) that have some vitamins and minerals added to replace the nutrients lost during processing. The five enrichment nutrients are added within limits specified by the Food and Drug Administration (FDA), and include thiamin (B_1), riboflavin (B_2), niacin (B_3), folic acid, and iron. For more information, refer to the CSDE's resource, *Crediting Enriched Grains in the Child and Adult Care Food Program*.

enrichment: Adding back nutrients (usually vitamins or minerals) originally present in a food that were lost during processing. Enrichment nutrients are added back in approximately the same levels as were originally present in the food. For more information, refer to "enriched grains" in this section.

Exhibit A chart: A USDA chart that indicates the required weight (groups A-G) or volume (groups H-I) for a grain food to provide 1 ounce equivalent (oz eq) or 1 serving of the grains component in the Child Nutrition Programs. The required quantities for the grains component in Exhibit A are not the same for all Child Nutrition Programs because each program has a different meal pattern. The CSDE's resource, *Grain Ounce Equivalents for the Child and Adult Care Food Program,* lists the Exhibit A grain oz eq that apply to the CACFP. This chart may be used to determine the grain oz eq for commercial grain products and for recipes that indicate the weight of the prepared (cooked) serving. For more information, refer to the USDA's *Exhibit A: Grain Requirements for Child Nutrition Programs*.

flour: Finely ground and sifted wheat or other grains such as rye, corn, rice, or buckwheat.

fluid milk substitutes: Nondairy beverages (such as soy milk) that can be used as a substitute for fluid milk in the USDA Child Nutrition Programs. For reimbursable meals and snacks, nondairy beverages served to participants without disabilities must comply with the USDA nutrition standards for milk substitutes. For more information, refer to the CSDE's resources, *Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program* or *Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program*.

food item: A specific food offered within the meal components that comprise reimbursable meals in the CACFP. A food item may contain one or more meal components or more than one serving of a single component. For example, macaroni and cheese is one food item that provides two meal components (grains and MMA). A 2-ounce whole grain bagel is one food item that provides 2 oz eq of grains.

food-based menu planning: A type of menu planning for the USDA's Child Nutrition Programs that uses a meal pattern with specific meal components in certain amounts based on specific age/grade groups.

full component: The minimum quantity required in the CACFP meal patterns for each meal and age group.

full serving: Refer to "full component" in this section.

full-strength fruit or vegetable juice: An undiluted product obtained by extraction from sound fruit. Full-strength juice may be fresh, canned, frozen or reconstituted from concentrate and may be served in either liquid or frozen state. The name of the full-strength fruit juice on the label must include one of the following terms: "juice," "full-strength juice," "100 percent juice," "reconstituted juice," or "juice from concentrate." **Note:** The CACFP meal patterns allow pasteurized full-strength juice to credit as either the vegetables component or fruits component at only one meal or snack per day. For more information, refer to the CSDE's resource, *Crediting Juice in the Child and Adult Care Food Program*.

grain-based desserts: Desserts that are made primarily of grains and that do not credit in the CACFP meal patterns. Examples include brownies, cookies, cakes, cupcakes, coffee cakes, cinnamon streusel quick breads, piecrusts in sweet pies (e.g., apple, coconut, blueberry, and pecan), cinnamon rolls, doughnuts, cereal bars, granola bars, breakfast bars, sweet rolls, pastries, toaster pastries, sweet scones (e.g., blueberry, orange cranberry, and chocolate chip), sweet croissants (e.g., chocolate or almond filled), sweet rice puddings (e.g., cinnamon and vanilla), sweet bread puddings (e.g., made with cinnamon, fruits, chocolate, or icing), and sweet pita chips (e.g., cinnamon sugar). Sweet crackers (graham crackers and animal crackers) are not grain-based desserts.

grains: Plants in the grass family that produce a dry, edible fruit commonly called a kernel, grain, or berry.

legumes: Plants that grow in pods. Legumes include pulses, which are the edible dried seeds of plants in the legume family, such as beans, lentils, chickpeas, and split peas. Pulses include all beans, peas, and lentils cooked from dry, canned, or frozen, such as kidney beans, pinto beans, black beans, pink beans, black-eyed peas, garbanzo beans (chickpeas), split peas, pigeon peas, mung beans, and lentils. The meal patterns for Child Nutrition Programs allow beans, peas, and lentils to credit as either the MMA component or the vegetable component. For more information, refer to the CSDE's resource, *Crediting Beans, Peas, and Lentils in the Child and Adult Care Food Program*.

main dish: The main dish is generally considered the main food item in the menu, which is complemented by the other food items. Examples of main dish items include pizza, chicken stir-fry, and chef's salad with ham, hard-boiled egg, and cheese.

meal components: The five food groups that comprise reimbursable meals in the USDA Child Nutrition Programs, including milk, fruits, vegetables, grains, and meats/meat alternates. For information on the individual meal components, visit the "Documents/Forms" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

meal pattern: The required meal components and minimum servings that schools and institutions participating in the USDA's Child Nutrition Programs must provide to receive federal reimbursement for meals and snacks served to participants.

meals: Refer to "reimbursable meals" in this section.

meat alternates: Foods that provide similar protein content to meat. Meat alternates include alternate protein products, cheese, eggs, cooked dry beans or peas, nuts and seeds and their butters (except for acorn, chestnut, and coconut), tofu and other soy products containing at least 5 grams of protein in 2.2 ounces (weight) or ¼ cup (volume), tempeh, and yogurt (unflavored or flavored) containing no more than 23 grams of sugars per 6 ounces. For more information, visit the "Meats/Meat Alternates Component" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

meats/meat alternates component: The meal component of the USDA meal patterns that includes meats (e.g., beef, poultry, and fish) and meat alternates, such as eggs, cheese, yogurt, beans, peas, and lentils, and nuts, and seeds. For more information, visit the "Meats/Meat Alternates Component" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

menu item: Any planned main dish, vegetable, fruit, bread, grain, or milk that is part of the reimbursable meal. Menu items consist of food items.

menu of record: The official menu that documents exactly what is served each day in the CACFP child care program or adult day care center. This provides a record of the meal components and portion sizes served to all enrolled participants and provides documentation for the number of CACFP meals claimed for reimbursement.

milk component: The meal component of the USDA meal patterns that includes pasteurized fluid milk that meets the fat content and flavor restrictions of the USDA regulations. The milk component also includes fluid milk substitutes that meet the USDA's nutrition standards for fluid milk substitutes. For more information, visit the "Milk Component" section of the CSDE's Crediting Foods in CACFP Child Care Programs webpage or Crediting Foods in CACFP Adult Day Care Centers webpage.

National School Lunch Program (NSLP): The USDA's federally assisted meal program operating in public and nonprofit private schools, and residential child care institutions. The NSLP provides nutritionally balanced, low-cost or free lunches to children each school day. It was established under the National School Lunch Act, signed by President Harry Truman in 1946. For more information, visit the CSDE's National School Lunch Program webpage.

noncreditable foods: Foods and beverages that that do not count toward the meal patterns for the USDA's Child Nutrition Programs. Noncreditable foods include foods and beverages in amounts that are too small to credit and foods and beverages that do not belong to the meal components. For more information, refer to the CSDE's resources, *Noncreditable Foods for Child Care Programs in the Child and Adult Care Food Program* or *Noncreditable Foods for Adult Day Care Centers in the Child and Adult Care Food Program.*

noncreditable grains: Grain ingredients and products that do not contribute toward the grains component of the CACFP meal patterns. Examples include fiber and modified food starch (including potato, legume, and other vegetable flours). For a list of noncreditable grains for the CACFP meal patterns, refer to the CSDE's *Guide to Meeting the Whole Grain-rich Requirement for the Child and Adult Care Food Program.*

nutrition standards for fluid milk substitutes: The nutrition requirements for nondairy beverages (such as soy milk) used as fluid milk substitutes in the USDA Child Nutrition Programs. The USDA requires that any fluid milk substitutes are nutritionally equivalent to cow's milk and meet the following nutrients based on a 1-cup serving (8 fluid ounces): 276 milligrams (mg) of calcium; 8 grams (g) of protein; 150 micrograms (mcg) retinol activity equivalents (RAE) of vitamin A; 2.5 mcg of vitamin D; 24 mg of magnesium; 222 mg of phosphorus; 349 mg of potassium; 0.44 mg of riboflavin; and 1.1 micrograms (mcg) of vitamin B-12. For more information, refer to the CSDE's resources, *Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program* or *Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program*.

ounce equivalent (oz eq): A weight-based unit of measure for the grains component and MMA component of the CACFP meal patterns. One oz eq of the MMA component is sometimes more than a measured ounce, depending on the food's density and nutrition content. The amount of a grain food that provides 1 oz eq varies because different types of foods contain different amounts of creditable grains. One oz eq of the grains component is less than a measured ounce for some grain foods (such as pretzels, breadsticks, and crackers), equal to a measured ounce for some grain foods (such as bagels, biscuits, bread, rolls, cereal grains, and RTE breakfast cereals), and more than a measured ounce for some grain foods (such as muffins and pancakes). For more information, refer to the CSDE's *Grain Ounce Equivalents for the Child and Adult Care Food Program.*

point-of-service meal/snack count: The moment in the meal service where staff can accurately determine that the participant has been served all required meal components for a reimbursable meal or snack. For more information, refer to the CSDE's *Guide to Meal Service Requirements for CACFP Child Care Programs* or *Guide to Meal Service Requirements for CACFP Adult Day Care Centers*.

product formulation statement (PFS): An information statement obtained from the manufacturer that provides specific information about how a product credits toward the USDA's meal pattern requirements, and documents how this information is obtained citing Child Nutrition Program resources or regulations. All creditable ingredients in this statement must match a description in the USDA's *Food Buying Guide for Child Nutrition Programs.* The PFS must be prepared on company letterhead with the signature of a company official and the date of issue. Unlike a CN label, a PFS does not provide any warranty against audit claims. CACFP facilities must check the manufacturer's crediting information for accuracy prior to including the product in reimbursable meals and snacks. For more information, refer to the CSDE's resources, *Using Product Formulation Statements in the Child and Adult Care Food Program* and *Accepting Processed Product Documentation in the Child and Adult Care Food Program.*

production record: A working tool that outlines the type and quantity of foods used to prepare CACFP meals and snacks. Production records demonstrate how meals contribute to the required food components, food items or menu items for each day of operation. Production records are strongly encouraged for all child care programs, but are required for CACFP child care centers that follow the NSLP meal pattern. For more information, refer to section 3.

pulses: The edible dry seeds from legumes, such as beans, lentils, chickpeas, and split peas. For more information, refer to "legumes" in this section.

reimbursable meals and snacks: Meals and snacks that meet the meal pattern requirements of the USDA regulations and are eligible for USDA funds. Reimbursable meals contain the minimum serving of each required meal component.

saturated fats: Types of fat that raise blood cholesterol, which is a risk factor for cardiovascular disease. Major sources of saturated fats include coconut, palm, and palm kernel oils, butter, and beef fats. Saturated fats are also found in other animal fats, such as pork and chicken fats, and in other plant fats, such as nuts. For more information, refer to "solid fats" in this section.

serving size or portion: The weight, measure, or number of pieces or slices of a food or beverage. For and snacks to be reimbursable, CACFP facilities must provide the minimum servings specified in the CACFP meal patterns.

simple carbohydrates (sugars): Carbohydrates consisting of one sugar (e.g., fructose and galactose) or two sugars (e.g., lactose, maltose, and sucrose). Sugars can be naturally present in foods (such as fructose in fruit or lactose in milk) or added to foods (such as sucrose or table sugar). Foods that naturally contain simple carbohydrates (such as fruits, milk, and milk products, and some vegetables) also contain vitamins and minerals. Foods that contain large amounts of added sugars (such as cookies, candy, pastries, sweetened baked goods, regular soft drinks, and other sweetened drinks) provide calories with few, if any, nutrients. For more information, refer to "added sugars" in this section.

sodium: A mineral that helps maintain the body's fluid balance and blood pressure.

solid fats: Fats that are usually not liquid at room temperature. Solid fats are found in most animal foods but also can be made from vegetable oils through hydrogenation. Some common solid fats include butter, beef fat (tallow, suet), chicken fat, pork fat (lard), stick margarine, coconut oil, palm oil, and shortening. Foods high in solid fats include full-fat (regular) cheese, cream, whole milk, ice cream, well-marbled cuts of meats, regular ground beef, bacon, sausages, poultry skin, and many baked goods (such as cookies, crackers, donuts, pastries, and croissants). Solid fats contain more saturated fats. For more information, refer to "saturated fats" in this section.

standardized recipe: A recipe that has been tried, adapted, and retried at least three times and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients. Standardized recipes include specific information such as ingredients, weights and measures, preparation directions, serving directions, yield, and portion size. For more information, refer to section 4.

sucrose: Another name for table sugar. Sucrose contains glucose and fructose. For more information, refer to "simple carbohydrates (sugars) in this section.

sugars: Refer to "added sugars" and "simple carbohydrates" in this section.

tempeh: A highly nutritious fermented soybean cake traditionally made from whole soybeans. 1-ounce serving of tempeh credits as 1 oz eq of the MMA component. This method of crediting applies only to tempeh products whose ingredients are limited to soybeans (or other beans, peas, and lentils), water, tempeh culture, and for some varieties, vinegar, seasonings, and herbs.

time/temperature control for safety food (TCS): Foods defined by the FDA Food Code that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

whole grain-rich (WGR): Foods that are 100 percent whole grain or contain at least 50 percent whole grains and any other grain ingredients are enriched. For more information, refer to the CSDE's *Guide to Meeting the Whole Grain-rich Requirement for the Child and Adult Care Food Program.*

whole grains: Grains that consist of the entire kernel, including the starchy endosperm, the fiber-rich bran, and the nutrient-rich germ. All grains start out as whole grains, but many are processed to remove the bran and germ, which also removes many of the nutrients. Whole grains are nutrient rich, containing vitamins, minerals, fiber, antioxidants, and health-enhancing phytonutrients such as lignans and flavonoids. Examples of whole grains include whole wheat, whole oats, oatmeal, whole-grain cornmeal, brown rice, whole rye, whole barley, wild rice, buckwheat, and bulgur (cracked wheat). For more information, refer to the CSDE's resource, *Crediting Whole Grains in the Child and Adult Care Food Program*.

whole-grain flour: Flour made by grinding the entire whole-grain kernel, including the fiber-rich bran, nutrient-rich germ, and starchy endosperm. Flour or meal that does not contain all parts of the grain is not whole grain, e.g., degermed corn, milled rice, and wheat flour.

whole-wheat bread: Bread that contains the whole grain, including the fiber-rich bran, nutrient-rich germ, and starchy endosperm. Whole-wheat flour will be listed as the first grain ingredient.