

Accepting Processed Product Documentation in the Summer Food Service Program

This guidance applies to meals and snacks served in the U.S. Department of Agriculture’s (USDA) Summer Food Service Program (SFSP). For information on the SFSP meal patterns and crediting foods, visit the “[Meal Patterns for the SFSP](#)” and “[Crediting Foods in the SFSP](#)” sections of the Connecticut State Department of Education’s (CSDE) SFSP webpage.



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Required Meal Pattern Crediting Documentation

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

The acceptable types of documentation for commercial processed foods include:

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

For example, to credit one slice of commercially prepared cheese pizza as 2 ounces of the meat/meat alternates (MMA) component and two servings of the grains/breads component, the product's CN label or PFS must indicate that the serving contains 2 ounces of cheese and 1.8 ounces of crust made with enriched and/or whole grains (refer to group B of the CSDE's [Servings for Grains/Breads in the Summer Food Service Program](#)).

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

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



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Comparison of CN Labels and PFS Forms

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

Table 1. Requirements for CN labels and PFS forms

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

Only CN labels provide a guarantee of the product's contribution to the USDA's meal patterns for the Child Nutrition Programs. SFSP sponsors must check the crediting information of PFS forms for accuracy prior to using commercial products in reimbursable meals and snacks.

Manufacturers are responsible for ensuring that commercial products are processed to meet the meal pattern contribution stated on the PFS. SFSP sponsors are responsible for verifying the PFS form's crediting information and maintaining this documentation on file for the CSDE's Administrative Review of the SFSP.

Training on the requirements for CN labels and PFS forms is available in Module 6: Meal Pattern Documentation of the CSDE's training program, [What's in a Meal: National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#).

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Child Nutrition (CN) Labels

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

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

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

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



Acceptable documentation for CN labels

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

For more information on CN labels, refer to the CSDE's [Using Child Nutrition \(CN\) Labels in the Summer Food Service Program](#), [USDA Memo SP 11-2015 \(v2\)](#), [CACFP 10-2015](#), and [SFSP 13-2015: CN Labels Copied with a Watermark Acceptable Documentation](#), and [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](#). Additional guidance is available in the "Crediting Commercial Processed Products" section of the CSDE's SFSP webpage. For training on CN labels, refer to Module 6: Meal Pattern Documentation of the CSDE's training program, [What's in a Meal: National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#).

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Product Formulation Statement (PFS)

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

Requirements for PFS forms

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

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



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 portion in addition to the following information on letterhead signed by a n 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 x	FBG YIELD* B	CREDITABLE AMOUNT A x B
Boneless chicken without skin	2.55 ounces	x	0.73	2.1 ounces
		x		
		x		
C. Total Creditable Meats Amount*				2.1 OUNCES

* FBG yield. Additional information columns.

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 ounces 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 AFP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 290, 291, 292, 293, Appendix A) as demonstrated by the attached supporting documentation.

Signature John Smith President
Printed Name John Smith Date 12/08/2022 Phone Number (800) 123-4567

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

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

Additional guidance on PFS forms is available in the "[Crediting Commercial Processed Products](#)" section of the CSDE's SFSP webpage.. Training on the requirements for PFS forms and how to evaluate a PFS is available in Module 6: Meal Pattern Documentation of the CSDE's

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training program, *What's in a Meal: National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12*.

Resources

Authorized Manufacturers and Labels (USDA webpage):

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

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

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

Crediting Commercial Processed Products (“Documents/Forms” section of CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents#CreditingCommercialProcessedProducts>

Crediting Summary Charts for the Summer Food Service Program Meal Patterns (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/crediting_summary_charts_sfsp.pdf

Food Buying Guide for Child Nutrition Programs (USDA):

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

Meal Patterns for the SFSP (“How To” Section of CSDE’s SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/How-To#MealPatterns>

Product Formulation Statements for the SFSP (“Documents/Forms” section of the CSDE’s SFSP webpage):

https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents#USDA_PFS_SFSP

Requirements for the Grains/Breads Component of the Summer Food Service Program Meal Patterns (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Component_Grains_Breads_SFSP.pdf

Requirements for the Meat/Meat Alternates Component of the Summer Food Service Program Meal Patterns (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Component_MMA_SFSP.pdf

Requirements for the Milk Component of the Summer Food Service Program Meal Patterns (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/component_milk_sfsp.pdf

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Requirements for the Vegetables/Fruits Component of the Summer Food Service Program Meal Patterns (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/
component_vegetables_fruits_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/component_vegetables_fruits_sfsp.pdf)

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

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

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

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

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

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

Using Child Nutrition (CN) Labels in the Summer Food Service Program (CDSE):

https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/CN_Labels_SFSP.pdf

Using Product Formulation Statements in the Summer Food Service Program (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/
product_formulation_statements_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/product_formulation_statements_sfsp.pdf)

What's in a Meal Module 6: Meal Pattern Documentation (CSDE's Training Program, What's in a Meal: National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12):

<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials>

When Commercial Grain Products Require a Product Formulation Statement to Credit in the Summer Food Service Program (CSDE):

[https://portal.ct.gov/sde/nutrition/-/media/sde/nutrition/sfsp/mealpattern/
when_commercial_grain_products_require_pfs_sfsp.pdf](https://portal.ct.gov/sde/nutrition/-/media/sde/nutrition/sfsp/mealpattern/when_commercial_grain_products_require_pfs_sfsp.pdf)

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For more information, visit the [Meal Patterns for the SFSP](#) and [Crediting Foods in the SFSP](#) sections of the CSDE's SFSP webpage, or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/accepting_processed_product_documentation_sfsp.pdf

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

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