

# Using Product Formulation Statements 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, visit the "[Meal Patterns](#)" section of the Connecticut State Department of Education's (CSDE) SFSP webpage. For information on the crediting requirements, visit the CSDE's [Crediting Foods in the Summer Food Service Program](#) webpage and [Crediting Documentation for the Child Nutrition Programs](#) webpage.



## Contents

Required Crediting Documentation for Processed Foods .....	2
Overview of PFS Forms .....	3
When a PFS is required .....	3
Verifying PFS forms for accuracy .....	3
Figure 1. Sample PFS for a commercial MMA product .....	4
Required PFS Information .....	5
Guidance for Reviewing PFS Forms .....	8
Storing PFS Forms .....	8
USDA PFS Forms .....	9
PFS forms for MMA .....	9
PFS forms for vegetables and fruits .....	10
PFS forms for grains .....	10
Sample completed PFS forms for multiple component foods .....	11
Resources .....	11



# Using Product Formulation Statements in the Summer Food Service Program

## Required Crediting Documentation for Processed Foods

The SFSP meal patterns require specific portions of four meal components for each meal and grade group. These include meats/meat alternates (MMA), grains/breads, vegetables/fruits, and milk. The USDA requires that's SFSP sponsors must be able to document how processed foods credit toward these meal components in reimbursable meals and snacks.

Processed foods are commercially prepared foods and beverages with added ingredients. Some examples include:

- combination foods that contain more than one meal component, e.g., pizza, chicken nuggets, cheese ravioli, hummus and other bean dips, fruit and yogurt smoothies, fruit-filled pastries, and trail mixes with dried fruits and nuts;
- foods with added liquids, binders, and extenders, e.g., deli meats, hotdogs, and sausages (refer to the CSDE's resources, [Crediting Deli Meats in the Summer Food Service Program](#) and [Crediting Commercial Meat/Meat Alternate Products in the Summer Food Service Program](#));
- dried meat, poultry, and seafood products, e.g., jerky and summer sausages;
- foods that are alternate protein products (APPs) or contain APPs (refer to the CSDE's resource, [Requirements for Alternate Protein Products in the Summer Food Service Program](#));
- fruits and vegetables with added ingredients, e.g., breaded onion rings, french fries, hash brown patties, coleslaw, and dried soup mix; and
- whole grain-rich (WGR) or enriched grain products that also contain noncreditable grains (e.g., oat fiber, corn fiber, wheat starch, corn starch, and modified food starch, including potato, legume, and other vegetable flours), such as muffins, crackers, breakfast cereals, and grain-based-deserts like cookies, graham crackers, granola bars, and pastries.

These types of foods require specific documentation to credit toward the meal components of the SFSP meal patterns. This documentation must be obtained prior to purchasing, serving, and claiming the food product in reimbursable meals and snacks.

SFSP sponsors are responsible if a menu does not meet the meal pattern requirements. The USDA requires crediting documentation to demonstrate how food items meet the requirements of the meal pattern regulations.

# Using Product Formulation Statements in the Summer Food Service Program

## Overview of PFS Forms

A PFS is a document developed by manufacturers that provides specific information about how a commercial processed product credits toward the USDA's meal patterns for the Child Nutrition Programs. These forms generally include a detailed explanation of what the product contains and indicate the amount of each ingredient in the product by weight.

While only processed products that contain at least ½ oz eq of MMA are eligible for CN labels, a PFS can be used to document the meal pattern contribution for any processed food product. However, unlike CN labels, the information on PFS forms might vary among manufacturers because the USDA does not review, approve, or monitor these forms. Figure 1 shows an example of a PFS for commercial grilled chicken nuggets.

## When a PFS is required

SFSP sponsors must obtain a PFS from the manufacturer for all commercial processed products without a Child Nutrition (CN) label that are not listed in the USDA's [Food Buying Guide for Child Nutrition Programs](#) (FBG). Commercial processed products without this documentation do not credit in reimbursable meals and snacks.

To avoid additional burdens on food industry partners, SFSP sponsors cannot request a PFS or additional crediting information when a valid CN label or watermarked CN label is provided. For guidance on CN labels, refer to the CSDE's resource, [Using Child Nutrition \(CN\) Labels in the Summer Food Service Program](#), and visit the "[Child Nutrition Labels](#)" section of the CSDE's Crediting Documentation for the Child Nutrition Programs webpage.


## Verifying PFS forms for accuracy

SFSP sponsors are responsible for verifying that the calculations and meal pattern contribution statement on a manufacturer's PFS are accurate. The USDA requires that SFSP sponsors must obtain and verify the PFS for accuracy prior to purchasing, serving, and claiming the food product in reimbursable meals and snacks. SFSP sponsors must ensure that the PFS includes each required element, and the crediting calculations are correct. If any information is missing or incorrect, SFSP sponsors must request a revised PFS from the manufacturer, with supporting documentation if needed.

The USDA encourages careful review of product literature. SFSP sponsors are accountable for ensuring that reimbursable meals and snacks meet the meal pattern requirements.

# Using Product Formulation Statements in the Summer Food Service Program

Figure 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**

Food manufacturers/vendors must: 1. Provide the following information on company letterhead signed by an official company representative. 2. Use the "Food Buying Guide for Child Nutrition Programs" (FBG) to fill out the tables below. 3. Provide a copy of the ingredient list from the product package.

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 FBG <sup>1</sup>	OUNCES PER RAW PORTION OF CREDITABLE MEAT INGREDIENT <sup>2</sup> A	MULTIPLY	FBG YIELD <sup>3</sup> B	CREDITABLE AMOUNT A x B
Boneless chicken without skin	2.88 ounces	x	0.73	2.1 ounces
		x		
		x		
<b>C. Total Creditable Meats Amount (oz)</b>				<b>2.1 ounces</b>

<sup>1</sup> Ingredient(s) listed must match a food item found in the FBG or be a similar item that may substitute if the exact item is not listed. When searching for the food item, select the food item that most closely matches 1) the initial state of the ingredient as it is added to the formulation shown in the "Food As Purchased, AP" description and 2) the final state of the ingredient as consumed in the final product (e.g., cooked, raw, drained) shown in "Serving Size per Meal Contribution" description. Select the food item that credits as 1 ounce equivalent (oz eq).

<sup>2</sup> Provide the amount in ounces of the ingredient in the form that matches "As Purchased" column in the FBG (typically raw/unprocessed).

<sup>3</sup> The yield must match the yield provided in the FBG for the ingredient listed in the first column; the FBG yield is shown in the "Servings per Purchase Unit" column or in the "Additional Information" column.

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

Total creditable amount of product (per portion). **Note:** 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 ounce equivalents 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 (Appendix A of 7 CFR Parts 210, 220, 225, and 226) as demonstrated by the attached supplier documentation.

*John Smith*

Signature

John Smith

Printed Name

President

Title

1/14/2026

Date

123-456-7890

Phone Number

# Using Product Formulation Statements in the Summer Food Service Program

## Required PFS Information

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. This signature may be handwritten, stamped, or electronic.

PFS forms must include specific elements to be acceptable as crediting documentation for the SFSP. The product's label with the ingredients statement must also be attached.

PFS forms that do not contain the required elements cannot be accepted as crediting documentation. SFSP sponsors must request a revised PFS from the manufacturer, with supporting documentation if needed.

Guidance on the required PFS elements is below.

1. **Product name:** The product name on the PFS must match or have a similar description to the name on the product label. Some examples are below.

Name on label	Name on PFS	Acceptable match?
Crispy breaded square chicken strips	Breaded chicken strips	Yes. The description is similar.
Crispy breaded square chicken strips	Chicken	No. "Chicken" does not indicate the type or form of the food, i.e., that the chicken is breaded or in the form of strips.
Early Harvest Green Beans	Beans	No. "Beans" does not sufficiently match the description on the product label because it does not indicate the type of beans.

# Using Product Formulation Statements in the Summer Food Service Program

Name on label	Name on PFS	Acceptable match?
Early Harvest Green Beans	Green beans	Yes. This matches the type of beans listed on the product label.

2. **Product code:** A unique identifier assigned by the manufacturer that may include numbers, letters, or a combination of both.
3. **Serving or portion size:** The serving size stated on the PFS should represent the amount of the product as purchased or ready for serving. This is the amount of food needed to provide the creditable amount stated on the PFS. The serving size may be stated as a weight or measure. Servings listed as measures should also include the weight of the measure. Some examples include one beef patty (2 ounces or 56 grams) and 2 pancakes (50 grams).
4. **Creditable ingredients:** The creditable ingredients must match or have a similar description to the ingredients listed on the product's label and a food item in the FBG.
  - The PFS must provide information about the creditable ingredients, including the specific type or form, e.g., fresh, frozen, canned, or dry.
  - The PFS must include the percentage of fat for ground beef or ground pork ingredients because this directly correlates to the cooking yield. The percentage of fat is not required for ground poultry, such as turkey and chicken.
  - If the manufacturer claims that the product provides a higher creditable amount than the amount listed in the FBG, the PFS must clarify all credited ingredients and demonstrate how the product provides that creditable amount according to the USDA's regulations, guidance, or policies.
5. **Information demonstrating meal pattern contribution:** The PFS must demonstrate how the creditable ingredients contribute to the SFSP meal patterns.
  - **Rounding rules:** The manufacturer's crediting calculations must follow the USDA's rounding rules for the meal pattern contribution. All creditable amounts must round down to the nearest creditable amount for the specific meal component, i.e.,  $\frac{1}{4}$  oz eq for MMA and grains and  $\frac{1}{8}$  cup for fruits and vegetables. For example, 1.49 oz eq of grains credit as 1.25 oz eq and  $2\frac{1}{2}$  tablespoons of vegetables credit as 2 tablespoons ( $\frac{1}{8}$  cup).

# Using Product Formulation Statements in the Summer Food Service Program

- **Product weight versus creditable amount:** The creditable amount cannot exceed the total weight of the product. For example, a hamburger that weighs 1½ ounces cannot credit as 2 oz eq of the MMA component.
- **Visible meal components:** The creditable meal components in the finished product must be visible (recognizable). For example, to credit toward the MMA component, the product must have a visible meat or meat alternate (such as a sausage link, beans, cheese, or peanut butter) and the PFS must specify the method for crediting these items.

**Note:** Unrecognizable ingredients do not credit. Some examples include peanut butter in smoothies, pureed tofu in soups, applesauce in muffins, and pureed fruits and vegetables in foods other than smoothies. The USDA's intent for this requirement is to ensure that children can easily identify the foods in reimbursable meals and snacks. The USDA emphasizes the importance of the nutrition education aspect of the Child Nutrition Programs, which includes the goal of helping children easily recognize the key food groups that contribute to a healthy meal.

- **Supporting documentation for APPs:** The PFS for products that contain APPs must provide supporting documentation to indicate that these ingredients meet the USDA's APP requirements ([Appendix A of the SFSP regulations](#)). Acceptable documentation includes a CN label, or a PFS from the manufacturer with supporting documentation on company letterhead that the APP ingredient meets the USDA's requirements (refer to the sample documentation on page 6 of the USDA's resource, [Questions and Answers on Alternate Protein Products](#)). For additional guidance, refer to the CSDE's resource, [Requirements for Alternate Protein Products in the Summer Food Service Program](#).

PFS forms that do not contain the required elements cannot be accepted as crediting documentation.

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 before serving the product and maintaining this documentation on file for the CSDE's Administrative Review of the SFSP.



# Using Product Formulation Statements in the Summer Food Service Program

## Guidance for Reviewing PFS Forms

For guidance on how to review a PFS, visit the USDA's [Child Nutrition Programs: Tips for Evaluating a Manufacturer's Product Formulation Statement](#) webpage. Guidance on how to review a grain PFS is available in the CSDE's resource, [When Commercial Grain Products Require a Product Formulation Statement to Credit in the Summer Food Service Program](#).

Training on the requirements for PFS forms is available in [Module 8: Meal Pattern Documentation for Crediting Commercial Processed Products](#) of the CSDE's training program, *What's in a Meal: Meal Patterns for Grades K-12 in the School Nutrition Programs*. Additional guidance on PFS forms is available in the "[Product Formulation Statements](#)" section of the CSDE's Crediting Documentation for the Child Nutrition Programs webpage.

## Storing PFS Forms

SFSP sponsors must maintain PFS forms and crediting documentation on file in accordance with the records retention requirements for the SFSP (refer to the CSDE's resource, [Records Retention Requirements for the Child and Adult Care Food Program](#)). Documentation must be current and will be reviewed by the CSDE during the Administrative Review of the SFSP.

The CSDE recommends maintaining PFS forms in a designated binder or folder for easy reference. Electronic copies of PFS forms should be stored in an easily accessible electronic folder.





# Using Product Formulation Statements in the Summer Food Service Program

## USDA PFS Forms

The USDA's [Food Manufacturers/Industry](#) webpage provides PFS templates for the MMA, grains, fruits, and vegetables components, and resources to assist SFSP sponsors with evaluating the accuracy of a PFS. These resources are listed below.

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

Manufacturers may modify the USDA's PFS forms for various types of commercial products. For example, a PFS for cheese pizza could include crediting information for the vegetables component (tomato sauce) in addition to the MMA component (cheese) and grains component (crust). Manufacturers may choose to use one PFS to document the crediting information for each meal component but must clearly identify how each component contributes to the meal pattern requirements. The PFS must include the information needed for SFSP sponsors to determine how the product credits in the SFSP meal patterns. For more guidance, refer to "[Sample completed PFS forms for multiple component foods](#)" in this section.

## PFS forms for MMA

This PFS documents the ounces of MMA in one serving of a commercial product.

- [Product Formulation Statement for Documenting Meats/Meat Alternates \(M/MA\) in Child Nutrition Programs](#) (USDA):  
<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-mma-pfs-template.pdf>
- [Completed Sample for MMA: Product Formulation Statement for Documenting Meats/Meat Alternates \(M/MA\) in Child Nutrition Programs](#) (USDA):  
<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-mma-pfs-sample-meats-app.pdf>
- [Questions and Answers on Alternate Protein Products \(APP\)](#) (USDA):  
<https://www.fns.usda.gov/cn/labeling/qas-app>

# Using Product Formulation Statements in the Summer Food Service Program

## PFS forms for vegetables and fruits

This PFS documents the cups of fruits and vegetables in one serving of a commercial product.

- [Product Formulation Statement for Documenting Vegetables and Fruits in the Child and Adult Care Food Program, Summer Food Service Program, and NSLP Afterschool Snacks](https://www.fns.usda.gov/sites/default/files/resource-files/tn-veg-fruit-pfs-template-cacfp-sfsp.pdf) (USDA):  
<https://www.fns.usda.gov/sites/default/files/resource-files/tn-veg-fruit-pfs-template-cacfp-sfsp.pdf>

## PFS forms for grains

This PFS documents the grains/breads servings in one serving of a commercial product.

- [Product Formulation Statement for Documenting Grains/Breads Servings in the Summer Food Service Program](https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-grains-pfs-template-sfsp-servings.pdf) (USDA):  
<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-grains-pfs-template-sfsp-servings.pdf>
- [Completed Sample for Grains/Breads: Product Formulation Statement for Documenting Grains/Breads Servings in the Summer Food Service Program](https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-sample-pfs-grains-sfsp.pdf) (USDA):  
<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-sample-pfs-grains-sfsp.pdf>

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 Summer Food Service Program\*](#).



# Using Product Formulation Statements in the Summer Food Service Program

## Sample completed PFS forms for multiple component foods

These sample completed PFS forms provide examples for combination foods that contribute to more than one meal component.

- [Sample PFS for breakfast sandwich \(grains and MMA\):](https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-sample-pfs-egg-sandwich-mma-grains.pdf)  
<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-sample-pfs-egg-sandwich-mma-grains.pdf>
- [Sample PFS for chili \(MMA and vegetable subgroups with beans, peas, lentils as vegetable\):](https://www.fns.usda.gov/sites/default/files/resource-files/tn-sample-pfs-chili-bpl-veg.pdf)  
<https://www.fns.usda.gov/sites/default/files/resource-files/tn-sample-pfs-chili-bpl-veg.pdf>
- [Sample PFS for chili \(MMA and vegetable subgroups with beans, peas, lentils as MMA\):](https://www.fns.usda.gov/sites/default/files/resource-files/tn-sample-pfs-chili-bpl-mma.pdf)  
<https://www.fns.usda.gov/sites/default/files/resource-files/tn-sample-pfs-chili-bpl-mma.pdf>
- [Sample PFS for berry smoothie \(MMA and fruit\):](https://www.fns.usda.gov/sites/default/files/resource-files/tn-sample-pfs-smoothie-mma-fruit.pdf)  
<https://www.fns.usda.gov/sites/default/files/resource-files/tn-sample-pfs-smoothie-mma-fruit.pdf>

## Resources

[Accepting Processed Product Documentation in the Summer Food Service Program](https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfspaceaccepting_processed_product/_documentation_sfsp.pdf) (CSDE):  
[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfspaceaccepting\\_processed\\_product/\\_documentation\\_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfspaceaccepting_processed_product/_documentation_sfsp.pdf)

[Accepting Product Documentation](https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/accepting-product-documentation) (CSDE's Crediting Documentation for the Child Nutrition Program webpage):  
<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/accepting-product-documentation>

[Appendix A to 7 CFR 225: Alternate Foods for Meals](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225#Appendix-A-to-Part-225) (USDA):  
<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225#Appendix-A-to-Part-225>

[Child Nutrition Programs: Tips for Evaluating a Manufacturer's Product Formulation Statement](https://www.fns.usda.gov/cn/labeling/tips-evaluating-pfs) (USDA webpage):  
<https://www.fns.usda.gov/cn/labeling/tips-evaluating-pfs>

# Using Product Formulation Statements in the Summer Food Service Program

[Crediting Documentation for the Child Nutrition Programs](https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs>

[Crediting Foods in the Summer Food Service Program](https://portal.ct.gov/sde/nutrition/crediting-foods-in-the-summer-food-service-program) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-the-summer-food-service-program>

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

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

[Food Manufacturers/Industry](https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry) (USDA):

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

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

<https://www.youtube.com/watch?v=xtUo70IP9cc>

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

<https://theicn.org/resources/930/march-2016/109876/manufacturers-product-formulation-statement-pfs03-31-16.pdf>

[Product Formulation Statements](https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/product-formulation-statements) (CSDE's Crediting Documentation for the Child Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/product-formulation-statements>

[Records Retention Requirements for the Summer Food Service Program](https://portal.ct.gov/-/media/sde/nutrition/nslp/records_retention_snp.pdf) (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/nslp/records\\_retention\\_snp.pdf](https://portal.ct.gov/-/media/sde/nutrition/nslp/records_retention_snp.pdf)

[Summer Meals Annual Training Module: Crediting Documentation for Summer Meals](https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training#CreditingDocumentation) ("Annual Training" section of CSDE's SFSP webpage)

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training#CreditingDocumentation>

[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-americans):

<https://www.federalregister.gov/documents/2024/04/25/2024-08098/child-nutrition-programs-meal-patterns-consistent-with-the-2020-2025-dietary-guidelines-for-americans>

# Using Product Formulation Statements in the Summer Food Service Program

[USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements:](https://www.fns.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation)

<https://www.fns.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation>

[What's in a Meal Module 8: Meal Pattern Documentation for Crediting Commercial Processed Products](https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials#module8) (CSDE's Training Program, What's in a Meal: Meal Patterns for Grades K-12 in the School Nutrition Programs):

<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials#module8>

[When Commercial Grain Products Require a Product Formulation Statement to Credit in the Summer Food Service Program](https://portal.ct.gov/sde/nutrition/-/media/sde/nutrition/sfsp/mealpattern/when_commercial_grain_products_require_pfs_sfsp.pdf) (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)

For more information, visit the CSDE's [Crediting Documentation for the Child Nutrition Programs](https://portal.ct.gov/sde/nutrition/sfsp/creditingfsfp/product_formulation_statements_sfsp.pdf) 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/creditingfsfp/product\\_formulation\\_statements\\_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/product_formulation_statements_sfsp.pdf)



# Using Product Formulation Statements in the Summer Food Service Program

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

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

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

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

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