



Summer Meals
Annual Sponsor Training

Crediting Documentation
for Summer Meals




Connecticut State Department of Education
Bureau of Child Nutrition Programs

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Summer Meals Recorded Training Modules

- Part of CSDE's required annual training for Summer Meals sponsors
- Requirements apply to sponsors of SFSP and Seamless Summer Option (SSO) of National School Lunch Program (NSLP)
- Reflects current requirements of SFSP regulations



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Summer Meals Recorded Training Modules






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

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Topics

- Introduction to crediting documentation
- Food Buying Guide for Child Nutrition Programs
- Types of commercial processed products that require crediting documentation
- Required documentation
 - Child Nutrition (CN) labels
 - Product formulation statements (PFS)
- Recipes for foods made from scratch
- Maintaining crediting documentation
- Resources




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Introduction to
Crediting
Documentation




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Purpose of Crediting Documentation

- Indicates meal pattern contribution of commercial products and food made from scratch
- Ensures SFSP meals and snacks comply with meal patterns and are eligible for reimbursement
 - Meal components
 - Minimum portions



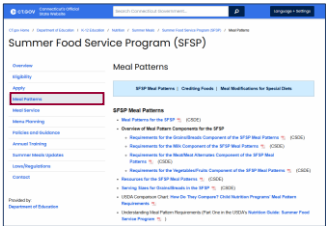
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CSDE Resource

Summer Food Service Program (SFSP)

Meal Patterns section



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/meal-patterns>

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More Information About SFSP Meal Patterns

Summer Meals Annual Sponsor Training

SFSP Meal Patterns



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

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Required Types of Crediting Documentation

Documentation	Commercial Processed Products	Foods Made from Scratch
CN labels	X	
PFS forms	X	
Recipes (standardized recipes if available)		X
Food Buying Guide for Child Nutrition Programs	X	X

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USDA's Food Buying Guide for Child Nutrition Programs (FBG)

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Yield

The total amount (volume, weight, or both) and number of servings of a product after it is prepared

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Yield Examples


Raw: 10 pounds

Cooked: 8 pounds

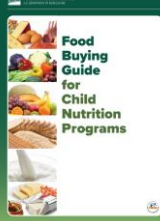


Fresh: 5 pounds

Peeled and trimmed: 3½ pounds



Yield affects crediting

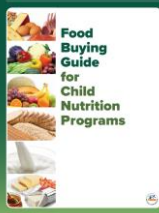


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Food Buying Guide

- Includes food yields and crediting information
- Determines crediting of recipes
- Purchase correct amounts of foods
- Determine meal pattern contribution




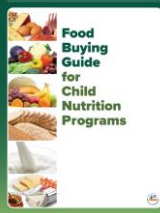
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Use FBG to Determine Yield Information for Broccoli

- How many pounds of raw broccoli for 100 servings of ½ cup






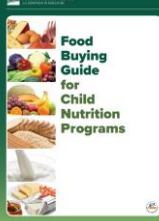
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Use FBG to Determine Yield Information for Brown Rice

- How many pounds of uncooked brown rice for 200 servings of 1 cup



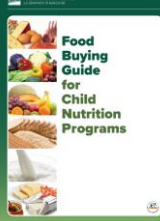


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Forms of Food Buying Guide

- Interactive web-based tool
- Mobile app
- PDF documents




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USDA FBG Training Resources

- Training modules
- Recorded webinars



<https://www.fns.usda.gov/tm/food-buying-guide-training-resources>


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Crediting Documentation for the Child Nutrition Programs

Food Buying Guide section



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

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Required Crediting Documentation for Commercial Processed Products

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Commercial Processed Products

- Commercially prepared foods and beverages with added ingredients


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Examples of Commercial Processed Products

- Combination foods with more than one meal component
- Foods with added liquids, binders, and extenders
- Dried meat, poultry, and seafood products
- Fruits and vegetables with added ingredients
- Grain products without sufficient information to determine crediting



Require specific crediting documentation


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Two Allowable Types of Crediting Documentation

- Child Nutrition (CN) label
- Product formulation statement (PFS)

Commercial processed products without CN label or PFS do not credit unless listed in FBG



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CN Labels

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CN Label

A USDA-approved meal pattern crediting statement that declares the quantities of the creditable food items in a processed food

- Reviewed, approved, and monitored by USDA under federal CN Labeling Program


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Overview of CN Labels

- Clearly identify meal pattern contribution based on USDA's evaluation of product's formulation
- Provide warranty of meal component contribution when used according to manufacturer's instructions




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Products Eligible for CN Labels

- Main dish entrees that provide at least ½ ounce equivalent of MMA
 - Beef patties
 - Cheese or meat pizzas
 - Breaded fish portions
- Typically include contribution of other meal components, e.g., grains and vegetables



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Acceptable
CN Label
Documentation

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Acceptable CN Label Documentation

- Original CN label from product carton
- Photocopy or photograph of CN label shown attached to original product carton
- CN label copied with a watermark displaying product name and CN number provided by vendor and bill of lading (invoice)

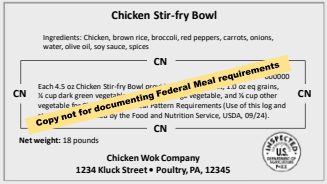


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CN Labels with Watermark

- Used when CN logo and contribution statement are not on actual product carton

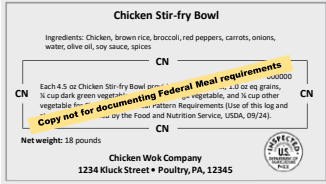


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CN Labels with Watermark

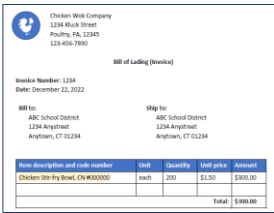
- Manufacturers may provide during bidding process
- Must be attached to bill of lading (invoice) with product name and CN number



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Example of Bill of Lading (Invoice)




Item description and quantity number	Unit	Quantity	Unit price	Amount
Chicken Wink Fry Sauce, CNW000000	each	200	\$4.50	\$900.00
Total:				\$900.00

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CSDE Resource

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



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

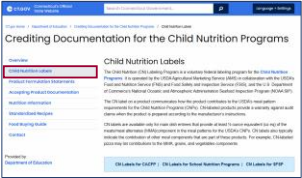
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Crediting Documentation for the Child Nutrition Programs

- Child Nutrition Labels section



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

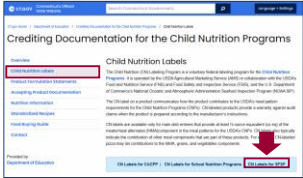
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Crediting Documentation for the Child Nutrition Programs

- Child Nutrition Labels section
 - CN Labels for SFSP



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

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Product Formulation Statement (PFS)

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Product Formulation Statement (PFS)

An information statement developed by manufacturers that provides specific information about how a processed product credits toward the USDA's meal patterns for Child Nutrition Programs


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Overview of PFS

- USDA does not review, approve, or monitor
 - Information can vary among manufacturers
 - No guarantee against audit claims for reimbursable meals and snacks



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USDA Requires Sponsors to Verify PFS Forms

- Determine that crediting information is accurate
- Must occur **before** purchasing and using product in Summer Meals
- Sponsor must ensure Summer Meals meet meal pattern requirements



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Required Elements for PFS Forms

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PFS Requirements

- Must be on company letterhead
- Must be signed by person of authority, e.g., quality control, nutrition, research and development

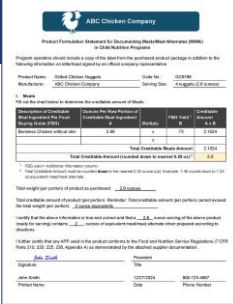


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Required PFS Elements

- Format and design may vary but must include specific information to document meal pattern compliance
 - Product name
 - Product code
 - Serving or portion size
 - Creditable ingredients
 - Information to determine how product contributes to meal pattern




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Required PFS Elements

- Cannot accept PFS with missing or incorrect information




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Using Product Formulation Statements in the Summer Food Service Program



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

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



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


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CSDE Webpage

Crediting Documentation for the Child Nutrition Programs

- Product Formulation Statements section



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


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Crediting Documentation for the Child Nutrition Programs

- Product Formulation Statements section
 - CN Labels for SFSP



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

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Documentation for Foods Made from Scratch





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Documentation for Foods Made from Scratch

- SFSP sponsors must be able to document crediting contribution





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Documentation for Foods Made from Scratch

- Requires recipes that indicate
 - specific amounts of each ingredient
 - serving size
 - recipe yield



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Examples of Foods Made from Scratch

- Entrees
- Baked goods
- Prepared fruits and vegetables



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USDA Recommends Using Standardized Recipes

- For on-site cooking facilities, use standardized recipes when available



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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



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Benefits of Standardized Recipes

- Document meal pattern compliance
- Consistent quality and portion size
- Predictable yield
- Consistent nutrient content
- Staff efficiency and reduced labor costs
- Managing inventory
- Food safety guidance

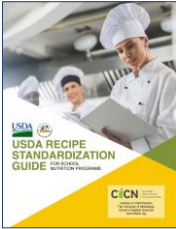


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USDA Resource

USDA Recipe Standardization Guide for School Nutrition Programs



<https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/>


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USDA Resource

Recipe Analysis Workbook (RAW)

Create free account to access



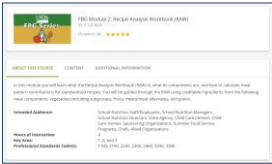
<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

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Institute of Child Nutrition Resource

FBG Module 2: Recipe Analysis Workbook (RAW) Online Training



<https://theicn.doebosaa.com/learn/course/external/view/elearning/121/fbg-module-2-recipe-analysis-workbook-raw>


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Menu Planning for Child Nutrition Programs

- USDA Recipes
- Child Nutrition Recipe Box
- Recipes for Healthy Kids Cookbook for Schools
- Team Nutrition Recipes



<https://portal.ct.gov/sde/nutrition/menu-planning/recipes-for-child-nutrition-programs>

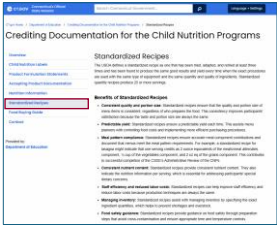
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Crediting Documentation for the Child Nutrition Programs


- Standardized Recipes




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

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Maintaining Crediting Documentation




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Storing CN Labels, PFS Forms, and Recipes

- Maintain with all other menu records, in accordance with records retention requirements
- Original CN labels, PFS forms, and recipes in designated binder or folder
- Digital photos and scans of CN labels and electronic copies of PFS forms in easily accessible electronic folder




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Storing CN Labels, PFS Forms, and Recipes

- Documentation must be
 - current
 - available for CSDE's administrative review of SFSP




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Records Retention Requirements for the Summer Food Service Program



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

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Resources

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Accepting Processed Product Documentation in the Summer Food Service Program




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

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USDA Resource

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>


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Crediting Documentation for the Child Nutrition Programs

- Child Nutrition labels
- Product formulation statements
- Nutrition information
- Accepting product documentation
- Standardized recipes
- Food Buying Guide for Child Nutrition Programs




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

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Module 6: Meal Pattern Documentation, Part B – Crediting Commercial Processed Products



<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials>
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Resources for the Summer Food Service Program Meal Patterns



https://portal.ct.gov/-/media/sde/nutrition/sfsp/mealpattern/resources_sfsp_meal_patterns.pdf
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Questions?
Contact CSDE's
Summer Meals Staff

https://portal.ct.gov/-/media/sde/nutrition/cnstaff/county_assign_summer_meals.pdf
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Thanks for participating!

More guidance and resources



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>
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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) 680-7442; or
3. email: program.intake@usda.gov

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