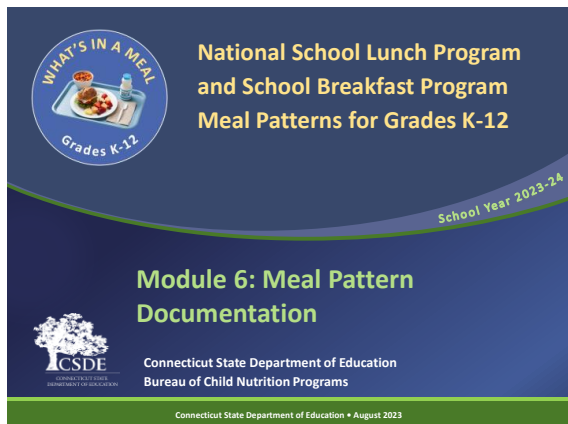


Module 6: Meal Pattern Documentation



**WHAT'S IN A MEAL**  
Grades K-12

**National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12**

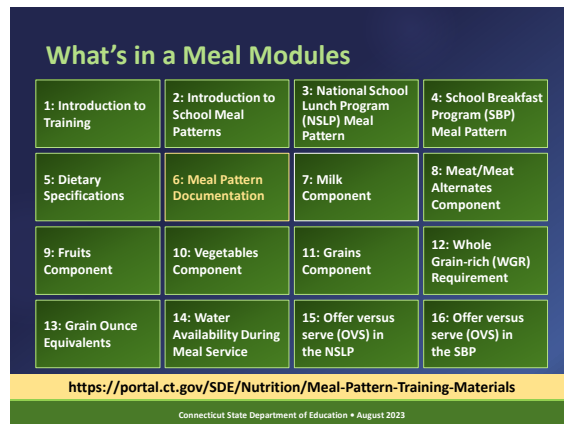
School Year 2023-24

**Module 6: Meal Pattern Documentation**

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Bureau of Child Nutrition Programs

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1



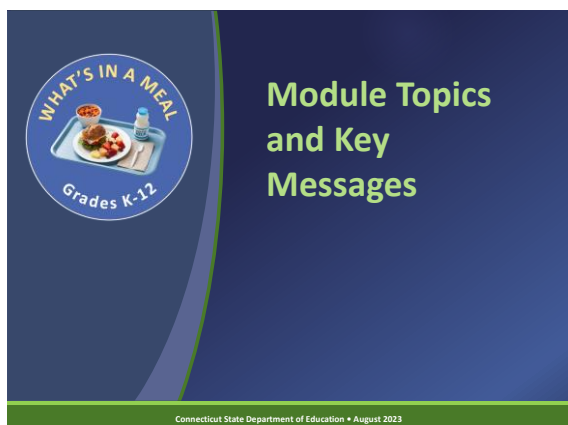
**What's in a Meal Modules**

1: Introduction to Training	2: Introduction to School Meal Patterns	3: National School Lunch Program (NSLP) Meal Pattern	4: School Breakfast Program (SBP) Meal Pattern
5: Dietary Specifications	6: Meal Pattern Documentation	7: Milk Component	8: Meat/Meat Alternates Component
9: Fruits Component	10: Vegetables Component	11: Grains Component	12: Whole Grain-rich (WGR) Requirement
13: Grain Ounce Equivalents	14: Water Availability During Meal Service	15: Offer versus serve (OVS) in the NSLP	16: Offer versus serve (OVS) in the SBP

<https://portal.ct.gov/SDE/Nutrition/Meal-Pattern-Training-Materials>

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2

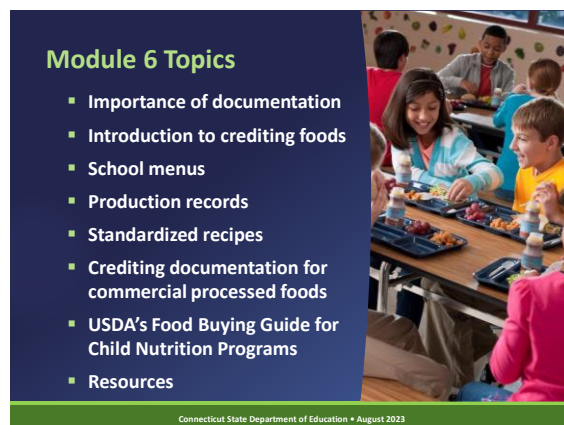


**WHAT'S IN A MEAL**  
Grades K-12

**Module Topics and Key Messages**

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**Module 6 Topics**

- Importance of documentation
- Introduction to crediting foods
- School menus
- Production records
- Standardized recipes
- Crediting documentation for commercial processed foods
- USDA's Food Buying Guide for Child Nutrition Programs
- Resources

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**Key Messages for Meal Pattern Documentation**

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**Key Messages for Meal Pattern Documentation**

- Must maintain menu records
- Must maintain production records
- Foods made from scratch must have standardized recipes
- Commercial processed products must have Child Nutrition (CN) label or product formulation statement (PFS)

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## Importance of Documentation

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## Reimbursable Meals



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## Reimbursable Meals

Meals that offer the required food components and minimum servings for each grade group, as defined by the NSLP and SBP meal patterns

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## Documentation = Reimbursable Meals



**Documentation shows that meals meet NSLP and SBP meal patterns**

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## Required Documentation


- Menus
- Production records
- Standardized recipes
- Crediting documentation for commercial processed foods
  - Child Nutrition (CN) labels
  - Product formulation statements (PFS)

**Maintain on file for Administrative Review**



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## Introduction to Crediting Foods

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### Crediting Foods

- Reimbursable meals must include specific types and amounts of creditable foods



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### Crediting

How a food or beverage counts toward a required food component of the NSLP and SBP meal patterns




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### Five Food Components

Meat/meat alternates (MMA)	Grains
Vegetables	Fruits
Milk	



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### Creditable Foods

Foods and beverages that count toward one or more of the five food components that make up reimbursable meals



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### Noncreditable Foods

Foods and beverages that do not count toward reimbursable meals



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### Why Foods and Beverages are Noncreditable

- Too small to credit
- Does not belong to food components



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### Guidance for Noncreditable Foods


- Limit frequency and amount
- Consider dietary specifications

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### CSDE Resource

#### Noncreditable Foods for Grades K-12 in the National School Lunch Program and School Breakfast Program



[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Noncreditable\\_Foods\\_SNP\\_grades\\_K-12.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Noncreditable_Foods_SNP_grades_K-12.pdf)

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### School Menus



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### Two Menu Requirements

- 1 Maintain menu records
- 2 Provide meal identification signage




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### Lunch and Breakfast Menus

- Foundation of school nutrition programs
- Must maintain menus that document meal pattern compliance




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### Menus Must Include

- Date of meal service
- All food components
- All meal choices and food items, including milk




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Module 6: Meal Pattern Documentation

### Menus Planned in Advance Must include


- Month and day
- Substitutions



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### Best Practice: Use Cycle Menus




- Planned for a specific period with a different menu for each day
- At least 4 weeks recommended

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### Best Practice: Use Cycle Menus



#### Benefits


- Comply with meal pattern
- Accommodate seasonal foods
- Control food cost
- Control inventory
- Save time and labor costs

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### Must Adjust Cycle Menus to Reflect

- Production
- How often food items are offered




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### CSDE Webpage

#### Menu Planning for Child Nutrition Programs



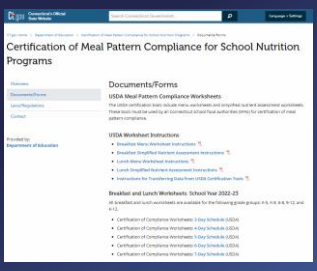
<https://portal.ct.gov/SDE/Nutrition/Menu-Planning>

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### CSDE Webpage

#### Certification of Meal Pattern Compliance



<https://portal.ct.gov/SDE/Nutrition/Certification-of-Meal-Pattern-Compliance>

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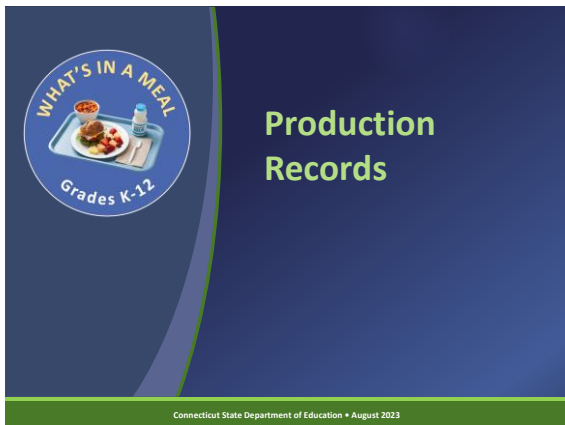


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### Location of Meal Identification Signage

Required location	All schools	Schools with OVS
Near or at beginning of serving line	✓	✓
Prior to point of service	✓	✓
All applicable points in serving line where food components are available		✓

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### Planning and Documentation


Before meal service: PLANNING	During/after meal service: DOCUMENTATION
<ul style="list-style-type: none"> <li>• Foods and recipes to use</li> <li>• Quantities to prepare</li> <li>• Amounts to portion</li> </ul>	<ul style="list-style-type: none"> <li>• Actual quantities prepared</li> <li>• Total meals served</li> <li>• Amount leftover</li> </ul>

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Module 6: Meal Pattern Documentation

### Benefits of Production Records

**Document meal pattern compliance**



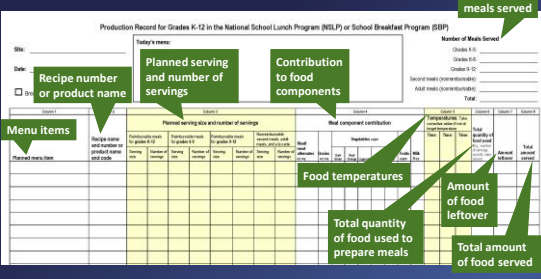
**Provide historical information**

- Menu planning
- Forecasting food products and amounts
- Identifying acceptable menu items
- Purchasing foods
- Controlling waste
- Nutrient analysis of menus

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### Components of a Production Record




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### CSDE Resource

#### Sample Production Records




<https://portal.ct.gov/SDE/Nutrition/Production-Records-for-School-Nutrition-Programs>

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### CSDE Resource

#### Requirements for Production Records in School Nutrition Programs



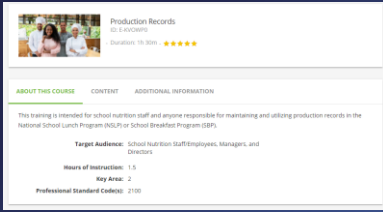
[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/Requirements\\_Production\\_Records\\_NSLP\\_SBP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/Requirements_Production_Records_NSLP_SBP.pdf)

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### Institute of Child Nutrition (ICN) Resource

#### Production Records Online Training



<https://theicn.docebosaas.com/learn/course/external/view/elearning/154/production-records>

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## Standardized Recipes

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### Standardized Recipe

A recipe that is tested and adapted for use by the food service operation

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### Standardized Recipes



- Required for foods made from scratch
- Standardize local recipes
- Use existing standardized recipes

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### Benefits of Standardized Recipes

**Document meal pattern compliance**

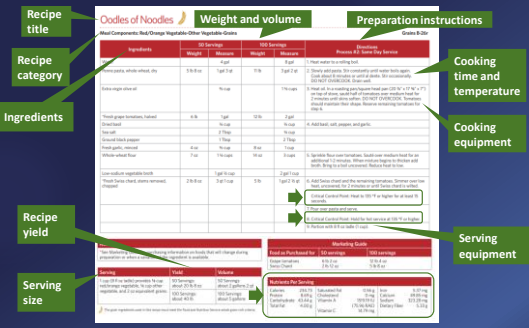
- Consistent food quality and nutrient content
- Predictable yield
- Control food cost
- Promote efficient purchasing procedures
- Control waste
- Control inventory
- Control labor cost
- Reduce recordkeeping



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### Elements of a Standardized Recipe




- Recipe title
- Recipe category
- Ingredients
- Recipe yield
- Serving size
- Weight and volume
- Preparation instructions
- Cooking time and temperature
- Cooking equipment
- Serving equipment

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### USDA Resource

#### Recipe Analysis Workbook (RAW)



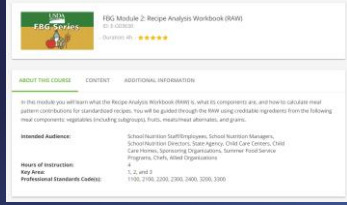
<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

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### Institute of Child Nutrition (ICN) Resource

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



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

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Module 6: Meal Pattern Documentation

**CSDE Webpage**

**Menu Planning for Child Nutrition Programs**

**Overview**

The resources below provide guidance on planning, preparing, and presenting healthy meals that meet the USDA meal pattern requirements for child and evaluation participants in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. For more resources, visit the [USDA Resource List for Menu Planning and Food Production](#).

**Menu Planning**

- Menu Planning - Promoting Healthy Food Choices
- Recipes

**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>

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**CSDE Webpage**

**Crediting Foods in School Nutrition Programs**

**Overview**

The resources below provide guidance on determining whether foods and beverages credit toward the U.S. Department of Agriculture's (USDA) meal patterns for grades K-12 in the school nutrition programs, including the National School Lunch Program (NSLP), Seamless Summer Option (SSO) of the NSLP, After-school Snack Program (ASP), School Breakfast Program (SBP), and Special Milk Program (SMP). For additional information, review the CSDE's [Crediting Guide for School Meals for Grades K-12](#) and [Menu Planning Guide for Preschoolers in the NSLP and ASP](#).

**General Crediting Guidance**

- Crediting Foods-Made From Scratch
- Crediting Commercial Processed Products
- Crediting Guidance for the Meal Pattern Components

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-School-Nutrition-Programs#ScratchFoods>

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**Food Buying Guide for Child Nutrition Programs (FBG)**

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**Yield**

The amount of a product after it is prepared, such as weight, cups, or number of servings

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**Yield Examples**

- Raw: 10 pounds
- Cooked: 8 pounds

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**Yield Examples**

- Fresh: 5 pounds
- Peeled and trimmed: 3½ pounds

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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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**Food Buying Guide**

**How much to purchase?**

**Pounds of raw broccoli**

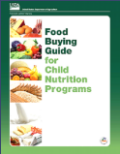
**Pounds of uncooked brown rice**



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**Food Buying Guide**



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

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**USDA Webpage**


**Food Buying Guide for Child Nutrition Programs: Training Resources**



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

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**Crediting Documentation for Commercial Processed Products**

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### Crediting Documentation for Commercial Processed Products



2 oz eq MMA

2 oz eq grains


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### Two Types of Crediting Documentation for Commercial Processed Products

1. CN label
2. PFS

Commercial processed products without a CN label or PFS do not credit



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### Child Nutrition (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

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### CN Labels




- Voluntary federal labeling program for Child Nutrition Programs
- Provide guarantee of meal component contribution
- Available only for main dish entrees with  $\geq \frac{1}{2}$  oz eq MMA


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### CN Labels



- Most CN labels indicate contribution of other meal components
  - Do not include milk component crediting
- Must determine pattern contribution using FBG yields




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Module 6: Meal Pattern Documentation

**CN Labels**




**Product with Grain Portion**

- Two crediting terms
  - oz eq grains = whole grain-rich (WGR)
  - oz eq grains (enriched) = enriched

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**CN Labels**



**Do Not Indicate**

- Product is healthier or more nutritious
- Quality of food is any different
- Food is safer to eat or free of pathogens or allergens

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**Sample CN Label**

**Chicken Stir-fry Bowl**


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

000000

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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



- CN logo

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**Sample CN Label**

**Chicken Stir-fry Bowl**


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

000000

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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



- CN logo
- Meal pattern contribution statement

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**Sample CN Label**

**Chicken Stir-fry Bowl**


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

000000

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Net weight: 18 pounds

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



- CN logo
- Meal pattern contribution statement

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**Sample CN Label**

**Chicken Stir-fry Bowl**


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

000000

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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



- CN logo
- Meal pattern contribution statement

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Module 6: Meal Pattern Documentation

### Sample CN Label

**Chicken Stir-fry Bowl**  
 Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/3 cup dark green vegetable, 1/3 cup red/orange vegetable, and 1/3 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

000000

**Total vegetables**  
 Dark green: 1/3 cup  
 Red/orange: 1/3 cup  
 Other: 1/3 cup  
 = 1 cup

- CN logo
- Meal pattern contribution statement

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### Sample CN Label

**Chicken Stir-fry Bowl**  
 Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/3 cup dark green vegetable, 1/3 cup red/orange vegetable, and 1/3 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

000000

- CN logo
- Meal pattern contribution statement
- 6-digit product identification number

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### Sample CN Label

**Chicken Stir-fry Bowl**  
 Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/3 cup dark green vegetable, 1/3 cup red/orange vegetable, and 1/3 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

000000

- CN logo
- Meal pattern contribution statement
- 6-digit product identification number
- USDA Food and Nutrition Service (FNS) authorization statement

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### Sample CN Label

**Chicken Stir-fry Bowl**  
 Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/3 cup dark green vegetable, 1/3 cup red/orange vegetable, and 1/3 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

000000

- CN logo
- Meal pattern contribution statement
- 6-digit product identification number
- USDA Food and Nutrition Service (FNS) month and year of AMS approval

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### Sample CN Label

**Chicken Stir-fry Bowl**  
 Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/3 cup dark green vegetable, 1/3 cup red/orange vegetable, and 1/3 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

000000

- Product name
- Ingredients statement

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### Sample CN Label

**Chicken Stir-fry Bowl**  
 Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/3 cup dark green vegetable, 1/3 cup red/orange vegetable, and 1/3 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

000000

- Product name
- Ingredients statement

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Module 6: Meal Pattern Documentation

### Sample CN Label

**Chicken Stir-fry Bowl**

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

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

**INSPECTED U.S. PRODUCE**

- Product name
- Ingredients statement
- Inspection legend

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### Sample CN Label

**Chicken Stir-fry Bowl**

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

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

**INSPECTED U.S. PRODUCE**

- Product name
- Ingredients statement
- Inspection legend
- Signature and address line

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### Sample CN Label

**Chicken Stir-fry Bowl**

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

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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

**INSPECTED U.S. PRODUCE**

- Product name
- Ingredients statement
- Inspection legend
- Signature and address line
- Net weight

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### Acceptable CN Label Documentation

- Original CN label from product carton
- Photocopy of CN label shown attached to original product carton
- Photograph of CN label shown attached to original product carton

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### CN Labels with Watermark

**Chicken Stir-fry Bowl**

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

Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16).

Net weight: 18 pounds

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


**INSPECTED U.S. PRODUCE**

Copy not for documenting Federal Meal requirements

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### CN Labels with Watermark




- Used when CN logo and contribution statement are on product information other than actual product carton
- Manufacturers may provide during bidding process


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### CN Labels with Watermark



- Acceptable documentation for Administrative Review when attached to bill of lading (invoice)




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### USDA Resource

#### USDA Memo SP 11-2015v2, CACFP 10-2015 and SFSP 13-2015: CN Labels Copied with a Watermark Acceptable Documentation



[https://fns-prod.azureedge.us/sites/default/files/cn/SP11v2\\_CACFP10\\_SFSP13-2015os.pdf](https://fns-prod.azureedge.us/sites/default/files/cn/SP11v2_CACFP10_SFSP13-2015os.pdf)

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### Storing CN Labels

- Maintain with all other menu records
- Original CN labels in designated binder or folder
- Store digital photos and scans in easily accessible electronic folder




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### CSDE Resource

#### Child Nutrition (CN) Labeling Program



[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CN\\_Labeling\\_Program.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CN_Labeling_Program.pdf)

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### USDA Webpage

#### USDA/USDC Authorized Labels and Manufacturers




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

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**USDA Resource**

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/cn/administrative-review-process-regarding-child-nutrition-cn-label>

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**CSDE Webpage**


**Crediting Foods in School Nutrition Programs**



<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-School-Nutrition-Programs#CNlabels>

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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

**Terms to Know**

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**Overview of PFS**




- USDA does not review, approve, or monitor
  - Information can vary
  - No guarantee against audit claims for reimbursable meals
- SFAs must verify PFS and keep records on file

**Review PFS for accuracy before purchasing product**

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**Overview of PFS**



- USDA sample PFS
  - MMA
  - Grains
  - Vegetables and fruits
- Manufacturer's PFS must include all required information

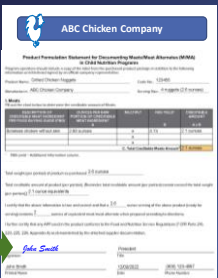
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### PFS Requirements

- 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

- 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

Cannot accept PFS forms with missing or incorrect information



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### Required PFS Element 1: Product Name

- Must match or have similar description to name on product label


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### Required PFS Element 1: Product Name

#### Examples of Product Names

Name on label	Name on PFS	Acceptable match?
Crispy battered rectangular chicken strips	Battered chicken strips	Yes
	Chicken	No




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### Required PFS Element 1: Product Name

#### Examples of Product Names

Name on label	Name on PFS	Acceptable match?
Early Harvest Green Beans	Beans	No
	Green beans	Yes



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### Required PFS Element 2: Product Code

- Unique identifier assigned by manufacturer
  - 123456
  - AB-XYZ
  - 1112-A4260


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**Required PFS Element 3: Serving or Portion Size**

- Amount of product as purchased or ready for serving
- May be stated as weight or measure








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**Required PFS Element 3: Serving or Portion Size**

- 6 chicken nuggets (3 ounces or 84 grams)
- 1 beef patty (2 ounces or 56 grams)
- 2 pancakes (50 grams)
- ½ cup of pineapple (135 grams)

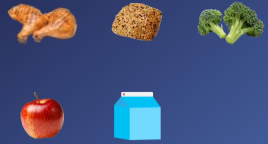






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**Required PFS Element 4: Creditable Ingredients**

- Foods or ingredients that contribute to food components of USDA meal patterns




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**Required PFS Element 4: Creditable Ingredients**


- Must match or have similar description to
  - ingredients listed on product's label
  - food item in FBG
- Must identify form, e.g., fresh, frozen, canned, dry
- Ground beef or pork ingredients must include percentage of fat

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**Knowledge Check: Reviewing Creditable Ingredients in a PFS**

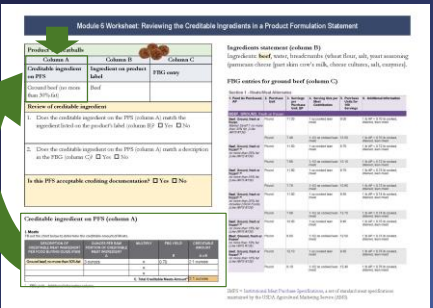


[https://portal.ct.gov/-/media/SDE/Nutrition/Training/WIAM/WIAM\\_Worksheet\\_Module\\_6\\_Reviewing\\_PFS\\_Creditable\\_Ingredients.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/Training/WIAM/WIAM_Worksheet_Module_6_Reviewing_PFS_Creditable_Ingredients.pdf)

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**Knowledge Check Instructions**



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### Knowledge Check Instructions

1. Match between PFS and label?  
2. Match between PFS and FBG?

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### Knowledge Check Instructions

Acceptable match = same or similar description

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### Use Pause and Play Buttons

Press *pause* to stop the module and review the product

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### Use Pause and Play Buttons

Press *play* to resume the module when your product review is complete

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### Example 1: Meatballs

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### Example 1: Meatballs

Ingredients: Beef, water, bread crumbs (wheat flour, salt, yeast seasoning [parmesan cheese [part skim cow's milk, cheese cultures, salt, enzymes]

Acceptable match between PFS and label?  Yes  No

Type of beef? Percentage of fat?

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### FBG Descriptions for Ground Beef

Product Name	1. PFS AP	2. Purchase Unit	3. Savings per Purchase Unit	4. Serving Size per Unit	5. Purchase Price per Unit	6. Additional Information
Beef, Ground, Fresh or Frozen (No more than 30% fat, 100% lean)	11.30	10 lb	0.00	1.0 lb	1.13	1.0 AP = 0.70 lb cooked, drained, meat only
Beef, Ground, Fresh or Frozen (No more than 20% fat, 100% lean)	7.86	10 lb	0.00	1.0 lb	0.79	1.0 AP = 0.70 lb cooked, drained, meat only
Beef, Ground, Fresh or Frozen (No more than 15% fat, 100% lean)	12.10	10 lb	0.00	1.0 lb	1.21	1.0 AP = 0.70 lb cooked, drained, meat only

≤ 30%  
 ≤ 26%  
 ≤ 24%  
 ≤ 20%  
 ≤ 10%

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### Example 1: Meatballs

Product Name: Meatballs  
Manufacturer: XYZ Company  
Serving Size: 3.0 ounces (4 meatballs)

Ingredient	Quantity	AP	AP Value	Percentage
Ground beef, no more than 20% fat	1.00	0.79	0.79	21.4%
Wheat flour	0.25	0.15	0.04	1.1%
Water	0.25	0.00	0.00	0.0%
Yeast seasoning	0.05	0.00	0.00	0.0%
Parmesan cheese	0.05	0.15	0.01	0.2%

Acceptable match between PFS and label?  Yes  No  
 Acceptable match between PFS and FBG?  Yes  No

Is PFS acceptable crediting documentation?  
 Yes  No

Ingredients: Beef, water, bread crumbs (wheat flour, salt, yeast seasoning [part skim cow's milk, cheese cultures, salt, enzymes])

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### Example 1: Meatballs

Product Name: Meatballs  
Manufacturer: XYZ Company  
Serving Size: 3.0 ounces (4 meatballs)

Ingredient	Quantity	AP	AP Value	Percentage
Ground beef, no more than 30% fat	1.00	1.13	1.13	100%

Ingredients: Beef, water, bread crumbs (wheat flour, salt, yeast seasoning [part skim cow's milk, cheese cultures, salt, enzymes])  
 FBG match?  No

Ingredients: Ground beef (no more than 30% fat), water, bread crumbs (wheat flour, salt, yeast seasoning [part skim cow's milk, cheese cultures, salt, enzymes])  
 FBG match?  Yes

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### Example 2: Vegetarian Chili

Product Name: Vegetarian Chili  
Manufacturer: XYZ Company  
Serving Size: 1.0 cup

Ingredient	Quantity	AP	AP Value	Percentage
Kidney beans	0.50	0.00	0.00	0.0%
Onions	0.10	0.00	0.00	0.0%
Diced tomatoes	0.10	0.00	0.00	0.0%
Whey protein isolate	0.05	0.00	0.00	0.0%
Soy flour	0.05	0.00	0.00	0.0%
Tomato paste	0.05	0.00	0.00	0.0%
Canola oil	0.05	0.00	0.00	0.0%
Chili powder	0.05	0.00	0.00	0.0%
Salt	0.05	0.00	0.00	0.0%
Garlic	0.05	0.00	0.00	0.0%
Basil	0.05	0.00	0.00	0.0%
Sugar	0.05	0.00	0.00	0.0%

Acceptable match between PFS and label?  Yes  No  
 Acceptable match between PFS and FBG?  Yes  No

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### Example 2: Vegetarian Chili

Product Name: Vegetarian Chili  
Manufacturer: XYZ Company  
Serving Size: 1.0 cup

Ingredient	Quantity	AP	AP Value	Percentage
Kidney beans	0.50	0.00	0.00	0.0%
Onions	0.10	0.00	0.00	0.0%
Diced tomatoes	0.10	0.00	0.00	0.0%
Whey protein isolate	0.05	0.00	0.00	0.0%
Soy flour	0.05	0.00	0.00	0.0%
Tomato paste	0.05	0.00	0.00	0.0%
Canola oil	0.05	0.00	0.00	0.0%
Chili powder	0.05	0.00	0.00	0.0%
Salt	0.05	0.00	0.00	0.0%
Garlic	0.05	0.00	0.00	0.0%
Basil	0.05	0.00	0.00	0.0%
Sugar	0.05	0.00	0.00	0.0%

Acceptable match between PFS and label?  Yes  No  
 Acceptable match between PFS and FBG?  Yes  No

Dry?  
 Canned?  
 Frozen?

Ingredients: water, kidney beans, onions, diced tomatoes, whey protein isolate, soy flour, tomato paste, canola oil, chili powder, salt, garlic, basil, sugar

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### FBG Descriptions for Kidney Beans

Product Name	1. PFS AP	2. Purchase Unit	3. Savings per Purchase Unit	4. Serving Size per Unit	5. Purchase Price per Unit	6. Additional Information
Beans, Kidney, dry	0.00	10 lb	0.00	1.0 lb	0.00	1.0 AP = 0.10 cup drained
Beans, Kidney, canned	0.00	10 lb	0.00	1.0 lb	0.00	1.0 AP = 0.10 cup drained
Beans, Kidney, frozen	0.00	10 lb	0.00	1.0 lb	0.00	1.0 AP = 0.10 cup drained


Acceptable match between PFS and label?  Yes  No  
 Acceptable match between PFS and FBG?  Yes  No

Dry?  
 Canned?  
 Frozen?

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### Example 2: Vegetarian Chili



**FBG match?** ❌

**FBG match?** ✅

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### Example 2: Vegetarian Chili

Ingredients: water, kidney beans, onions, diced tomatoes, whey protein isolate, soy flour, tomato paste, canola oil, chili powder, salt, garlic, basil, sugar


Acceptable match between PFS and label?  Yes  No  
 Acceptable match between PFS and FBG?  Yes  No

Is PFS acceptable crediting documentation?  
 Yes  No

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### Example 3: Breaded Chicken Nuggets



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### Example 3: Breaded Chicken Nuggets



Ingredients: Chicken meat, salt, onion powder, garlic powder, whole wheat flour, enriched wheat flour (wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), water, salt, yellow corn flour, onion powder, natural extractives of paprika

Acceptable match between PFS and label?  Yes  No  
 Acceptable match between PFS and FBG?  Yes  No


Is PFS acceptable crediting documentation?  
 Yes  No

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### Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern

- Information needed to calculate crediting




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### Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern

- Crediting calculations follow rounding rules
- Creditable amount cannot exceed total weight of product
- Products with alternate protein products (APPs) must provide supporting documentation



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**Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern**

**Follow Rounding Rules for Crediting**

Must round down to nearest minimum creditable amount




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**Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern**

**Follow Rounding Rules for Crediting**

**MMA and grains**

Round down to nearest ¼ oz eq

- 1.49 oz eq = 1.25 oz eq
- 1.24 oz eq = 1 oz eq



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**Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern**

**Follow Rounding Rules for Crediting**

**Fruits and vegetables**

Round down to nearest ¼ cup (2 tablespoons)

- 2 ¼ tablespoons = ¼ cup
- 0.58 cup = ¼ cup






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**Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern**

**Total Creditable Amount of Serving Cannot Exceed Total Weight of Product**

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**Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern**

**Must Provide Supporting Documentation for APPs**

- APPs = food ingredients used alone or in combination with meat, poultry, or seafood
  - Soy flour
  - Soy concentrates
  - Soy isolates
  - Whey protein concentrate
  - Whey protein isolate
  - Casein



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**Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern**

**Must Provide Supporting Documentation for APPs**

- APPs cannot credit without supporting documentation


**Soy protein concentrate**

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### Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern



### Must Provide Supporting Documentation for APPs


- APPs cannot credit without supporting documentation
- FBG does not contain yield information for APPs
- Documentation must indicate product complies with Appendix A of NSLP and SBP regulations

[https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#part-210\(A.\)\(1.\)\(A.\)\(1.\)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#part-210(A.)(1.)(A.)(1.))

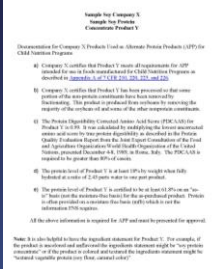
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### Required PFS Element 5: Demonstrate How Product Contributes to Meal Pattern



### Must Provide Supporting Documentation for APPs




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### USDA Resource

#### Questions and Answers on Alternate Protein Products



<https://fns-prod.azureedge.us/sites/default/files/resource-files/APP-QAs-IndustryUpdated102022.pdf>

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### CSDE Resource

#### Requirements for Alternate Protein Products in the National School Lunch Program and School Breakfast Program




[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/APP\\_Requirements\\_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/APP_Requirements_SNP.pdf)

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### Five Required Elements of a PFS

- Product name
- Product code
- Serving or portion size
- Creditable ingredients
- Information to determine how product contributes to meal pattern



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### How to Review a PFS

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### How to Review a PFS

**Example: Grilled Chicken Nuggets**

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### How to Review a PFS

- Is PFS on company letterhead?
- Is PFS signed by authorized official?

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### How to Review a PFS

- Does PFS include required information
  - Product name
  - Manufacturer name
  - Product code
  - Serving/portion size

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### How to Review a PFS

- Do creditable ingredients match or have similar description to ingredients on product label?

Grilled Chicken Nuggets  
Ingredients: Chicken meat, water, contains 2% or less of the following: chicken broth, corn starch, dried garlic, dried onion, salt, and spices (white pepper, celery, basil, and garlic powder)

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### How to Review a PFS

- Do creditable ingredients match or have similar description to food item in FBG?

1. Food As Purchased, 2. Purchase Unit, 3. Settings per Purchase Unit, 4. Serving Size per Unit	5. Purchase Unit Classification	6. Additional Information for FBG
Grilled Chicken Nuggets (chicken meat, water, contains 2% or less of the following: chicken broth, corn starch, dried garlic, dried onion, salt, and spices (white pepper, celery, basil, and garlic powder))	1 (meat)	1. 36 AP (1.75) to cooked chicken meat
	2 (fat)	1. 36 AP (1.75) to cooked chicken meat

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### How to Review a PFS

- Does PFS accurately demonstrate how creditable ingredients contribute toward meal pattern requirements?

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### How to Review a PFS

- Does PFS accurately demonstrate how creditable ingredients contribute toward meal pattern requirements?

80% yield

73% yield

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### Incorrect Crediting of Boneless Chicken

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBI)	QUANTITY PER RAW PORTION OF CREDITABLE MEAT INGREDIENT	MULTIPLY BY	FBI YIELD	CREDITABLE AMOUNT
A	B	C	D	A x B
Boneless chicken without skin	2.63 ounces	x	0.8	2.3 ounces
		x		
		x		
<b>C. Total Creditable Meats Amount</b>				<b>2.3 ounces</b>

2.25 oz eq

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### Correct Crediting of Boneless Chicken

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBI)	QUANTITY PER RAW PORTION OF CREDITABLE MEAT INGREDIENT	MULTIPLY BY	FBI YIELD	CREDITABLE AMOUNT
A	B	C	D	A x B
Boneless chicken without skin	2.63 ounces	x	0.76	2.0 ounces
		x		
		x		
<b>C. Total Creditable Meats Amount</b>				<b>2.0 ounces</b>

2 oz eq

Revised PFS required

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### Reviewing PFS for Other Food Components

- Same PFS review criteria for fruits, vegetables, grains
- Different crediting calculations

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### USDA Resource

Sample USDA PFS forms

- Meat/meat alternates
- Grains
- Vegetables
- Fruits

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

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### CSDE Resource

Using Product Formulation Statements in the School Nutrition Programs

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Product\\_Formulation\\_Statements.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Product_Formulation_Statements.pdf)

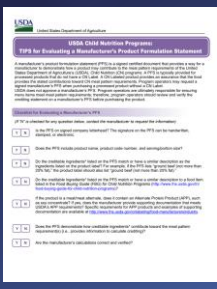
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**USDA Resource**

**Tips for Evaluating a Manufacturer's Product Formulation Statement**



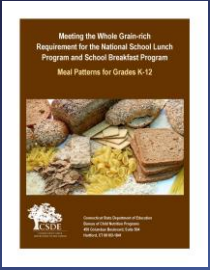
<https://fns-prod.azureedge.us/sites/default/files/resource-files/manufacturerPFtipsheet.pdf>

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**CSDE Resource**

**Meeting the Whole Grain-rich Requirement for the NSLP and SBP Meal Patterns for Grades K-12**




[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/WGR\\_Requirement\\_SNP\\_grades\\_K-12.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/WGR_Requirement_SNP_grades_K-12.pdf)

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**USDA Resource**

**Reviewer's Checklist for Evaluating Manufacturer Product Formulation Statements for Meat/Meat Alternates**




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

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**Resources for Meal Pattern Documentation**

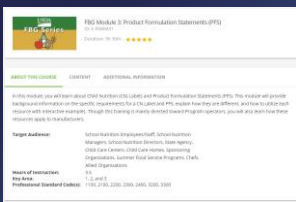


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**Institute of Child Nutrition (ICN) Resource**

**FBG Module 3: Product Formulation Statements (Online Training)**




<https://theicn.docesoaas.com/learn/course/external/view/elearning/139/fbg-module-3-product-formulation-statements-pfs>

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**CSDE Resource**

**Accepting Processed Product Documentation in the National School Lunch Program and School Breakfast Program**



[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Accepting\\_Processed\\_Product\\_Documentation\\_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Accepting_Processed_Product_Documentation_SNP.pdf)


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**USDA Resource**

**USDA Memo TA 07-2010 (v3) Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements**



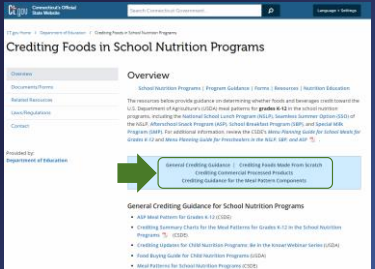
<https://fns-prod.azureedge.us/sites/default/files/resource-files/TA07-2010v3os.pdf>

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**CSDE Webpage**

**Crediting Foods in School Nutrition Programs**




<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-School-Nutrition-Programs>

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**CSDE Resource**

**Resources for the School Meal Patterns for Grades K-12**



[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/MealPattern/Resources\\_School\\_Meal\\_Patterns\\_grades\\_K-12.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/MealPattern/Resources_School_Meal_Patterns_grades_K-12.pdf)

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**Questions?**

**Contact the school nutrition programs staff**



<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

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**Thank you for participating in module 6!**



<https://portal.ct.gov/SDE/Nutrition/Meal-Pattern-Training-Materials>

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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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Module 6: Meal Pattern Documentation

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