

# Accepting Processed Product Documentation in the Child and Adult Care Food Program

This guidance applies to meals and snacks served in child care centers, family day care homes, emergency shelters, at-risk afterschool care centers, and adult day care centers that participate in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP).



CACFP facilities must obtain acceptable documentation for all commercial food products used to credit toward the CACFP meal patterns. For example, to credit a commercially prepared beef burrito as 2 ounces of the meat/meat alternates component, the manufacturer's documentation must indicate that one serving of the product contains 2 ounces of cooked lean meat. The Connecticut State Department of Education (CSDE) will review product documentation during the Administrative Review of the CACFP.

Child Nutrition (CN) labels and product formulation statement (PFS) forms are the only acceptable types of documentation that CACFP facilities can use to determine compliance of commercial products with the CACFP meal pattern requirements. Commercial products without a CN label or PFS cannot credit in the CACFP.



## Child Nutrition (CN) Labels

- CN labels provide a warranty against audit claims when CACFP facilities use the product according to the manufacturer's instructions.
- During an Administrative Review, CACFP facilities may submit a CN label, or a photocopy or photograph of a valid CN label, as acceptable documentation of a product's contribution to the meal patterns. CACFP facilities may photocopy CN labels that are laser printed on the product carton or cannot be easily removed, or may use a photograph of the CN label while it is still attached to the product carton. CN labels that are photocopied or photographed must be visible and legible.
- During the Administrative Review, the CSDE will not request a PFS when the CACFP facilities provide a valid CN label logo and crediting statement.

For more information, see the CSDE's handout, [Using Child Nutrition \(CN\) Labels in the CACFP](#), [USDA Memo SP 11-2015 \(v2\) CACFP 10-2015 SFSP 13-2015: CN Labels Copied with a Watermark Acceptable Documentation](#), and [USDA Memo SP 27-2015 CACFP 09-2015 SFSP 12-2015: Administrative Review Process Regarding the Child Nutrition \(CN\) Label, Watermarked CN Label and Manufacturer's Product](#)

# Accepting Processed Product Documentation in the CACFP

*Formulation Statement.* The USDA's [Authorized Labels and Manufacturers](#) webpage lists approved CN-labeled products and manufacturers.

## Product Formulation Statements

- The PFS must be on signed company letterhead and must demonstrate how the processed product contributes to the CACFP meal pattern requirements.
- The USDA's [Food Manufacturers/Industry](#) webpage provides sample PFS templates for documenting the meat/meat alternates, grains, fruits, and vegetables components.
- Manufacturers may modify the USDA's PFS forms for various products that contribute to more than one meal component. For example, cheese pizza could have crediting information for the vegetables component (red/orange subgroup), in addition to the meat/meat alternates and grains components. Manufacturers may use one PFS to document the crediting information for all meal components in a product.
- All creditable ingredients listed in the PFS must match a description in the USDA's [Food Buying Guide for Child Nutrition Programs](#). The manufacturer must clearly identify how each component contributes to the meal pattern requirements.
- The PFS should verify that the product's meal pattern contribution is not greater than the serving size of the product. For example, a 2.2-ounce beef patty cannot credit for more than 2 ounces of the meat/meat alternates component.
- The PFS should assure that the creditable components are **visible** in the finished product. Examples include sausage links, beans, cheese, or peanut butter. The PFS must also specify the method for crediting these items.



For more information, see the CSDE's handout, [Using Product Formulation Statements in the CACFP](#), and the USDA's handout, [Tips for Evaluating a Manufacturer's Product Formulation Statement](#).

# Accepting Processed Product Documentation in the CACFP

## Resources

Authorized Manufacturers and Labels (USDA webpage):

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

Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs>

CN Labeling Food Manufacturers/Industry (USDA webpage):

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

CSDE Operational Memorandum No. 7A-16, 9C-16 and 9H-16: Requirements for Documenting CACFP Meal Pattern Contribution of Processed Foods:

[https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Memos/OM2016/OM07A16\\_09C16\\_09H16.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Memos/OM2016/OM07A16_09C16_09H16.pdf)

Food Buying Guide for Child Nutrition Programs (USDA):

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

Product Formulation Statement for Fruits: Completed Sample (USDA):

<https://www.fns.usda.gov/sites/default/files/resource-files/PFSsamplefruits.pdf>

Product Formulation Statement for Grains (USDA):

<https://www.fns.usda.gov/sites/default/files/resource-files/PFSgrains13-14.pdf>

Product Formulation Statement for Grains: Completed Sample (USDA):

<https://www.fns.usda.gov/sites/default/files/resource-files/PFSsamplegrains.pdf>

Product Formulation Statement for Meat/Meat Alternates (USDA):

<https://www.fns.usda.gov/sites/default/files/resource-files/PFSmma.pdf>

Product Formulation Statement for Vegetables and Fruits (USDA):

<https://www.fns.usda.gov/sites/default/files/resource-files/PFSfv.pdf>

Product Formulation Statement for Vegetables: Completed Sample (USDA):

<https://www.fns.usda.gov/sites/default/files/resource-files/PFSsamplevegetables.pdf>

Product Formulation Statements (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/PFS.pdf>

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

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

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

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

Using Product Formulation Statements in the CACFP (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/PFSacfp.pdf>

# Accepting Processed Product Documentation in the CACFP



For more information, visit the CSDE's [Crediting Foods in CACFP Child Care Programs](#) and [Crediting Foods in CACFP Adult Day Care Centers](#) webpages, or contact the [CACFP staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This handout is available at <https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/AcceptDocCACFP.pdf>.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).