

# ACCEPTING PROCESSED PRODUCT DOCUMENTATION

## in the Child and Adult Care Food Program (CACFP)

Food manufacturers use Child Nutrition (CN) labels, fact sheets, product formulation statements (PFS), and product labels to communicate how their products may contribute to the U.S. Department of Agriculture (USDA) CACFP meal pattern requirements. The guidance below assists CACFP facilities (child care centers, family day care homes, emergency shelters, at-risk afterschool care centers, and adult day care centers) with obtaining and evaluating acceptable documentation for commercial food products used in CACFP meals. This information will be reviewed by the Connecticut State Department of Education (CSDE) during the CACFP administrative review.

CN labels and PFS are the **only acceptable documentation** to determine compliance of commercial products with the CACFP meal pattern. CACFP facilities cannot use product nutrition information obtained from a manufacturer's Web site to determine meal pattern compliance, unless it is a PFS. CN labels are the only documentation approved by the USDA.

### CN LABELS

- CN labels provide program operators with a warranty against audit claims when the product is used 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 meal pattern contribution.
  - CACFP facilities may photocopy CN labels that are laser printed on the product carton or cannot be easily removed.
  - CACFP facilities 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 an administrative review, CSDE CACFP staff cannot request a product formulation statement when the CACFP facility provides a valid CN label logo and crediting statement.

For more information, see the CSDE's handout, *Using Child Nutrition (CN) Labels in the CACFP*.

### PFS

- PFS must be on signed company letterhead and must demonstrate how the processed product contributes to the meal pattern requirements.
- The USDA's [Food Manufacturers/Industry](#) Web page provides templates for documenting the meat/meat alternates, grains, fruits and vegetables components.
- Manufacturers may modify PFS for various products that contribute to more than one meal component. For example, cheese pizza could have crediting information for vegetables in addition to the meat/meat alternates and grains/breads components. Manufacturers may use one PFS to document the crediting information for each meal component.
- All creditable ingredients listed in 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.
- PFS should verify that the product's contribution to the CACFP meal pattern requirements is not greater than the serving size of the product. For example, a 2.2-ounce beef patty cannot credit for more than 2 ounce equivalents of meat/meat alternates.
- PFS should assure that the creditable components are visible in the finished product, e.g., sausage links, beans, cheese or peanut butter. PFS must also specify the method for crediting these items.



## ACCEPTING PROCESSED PRODUCT DOCUMENTATION IN THE CACFP, continued

For more information, see the CSDE's handout, *Using Product Formulation Statements in the CACFP*.

### RESOURCES

Authorized Manufacturers and Labels (USDA Web Page):

[www.fns.usda.gov/cnd/cnlabeling/authorized.htm](http://www.fns.usda.gov/cnd/cnlabeling/authorized.htm)

CN Labeling (USDA Web Page):

[www.fns.usda.gov/cnd/cnlabeling/default.htm](http://www.fns.usda.gov/cnd/cnlabeling/default.htm)

CN Labeling Food Manufacturers/Industry (USDA Web Page):

[www.fns.usda.gov/cnlabeling/food-manufacturersindustry](http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry)

*Crediting Foods in CACFP Adult Day Care Centers:*

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#crediting](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#crediting)

*Crediting Foods in CACFP Child Care Programs:*

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322326#crediting](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322326#crediting)

*Food Buying Guide for Child Nutrition Programs:*

[www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs](http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)

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

[www.fns.usda.gov/sites/default/files/cn/manufacturerPFStipsheet.pdf](http://www.fns.usda.gov/sites/default/files/cn/manufacturerPFStipsheet.pdf)

*Using Child Nutrition (CN) Labels in the CACFP:*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/cnlabelcacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/cnlabelcacfp.pdf)

*Using Product Formulation Statements in the CACFP:*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/pfscacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/pfscacfp.pdf)



For information on the CACFP, visit the Connecticut State Department of Education's (CSDE) [CACFP Web site](#) or contact the [CACFP staff](#) in the CSDE, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

*This handout is available at*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/acceptdocCACFP.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/acceptdocCACFP.pdf).

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*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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).

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