

OSPI CNS Child and Adult Care Food Program Reference Sheet

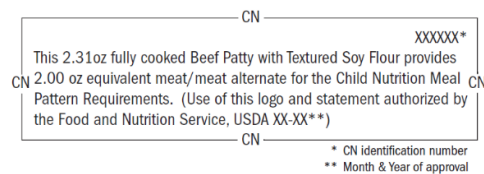
Product Documentation

Child Nutrition program sponsors must retain product documentation that demonstrates how menu items meet meal pattern requirements.

Types of Product Documentation

- **Food Buying Guide:**
 - Items must exactly match description in Food Buying Guide
- **Child Nutrition (CN) Label:**
 - Distinct label issued by USDA
 - Only meat/meat alternates (M/MA) items or combination items that include M/MA are eligible to apply for CN labels
 - Obtain label from packaging or take a photo of the label
 - Watermarked copies of CN labels are not acceptable unless accompanied by a bill of lading
 - CN labels have to be renewed by the manufacturer every five years

A sample CN logo:



- **Product Formulation Statement (PFS):**
 - Obtain from manufacturer
 - Provides specific product information:
 - Product name
 - Manufacturer's product code / unique identifier code
 - Serving or portion size
 - Creditable ingredients
 - Lists meal pattern contribution and shows how meal pattern crediting was obtained



- For items that contain Alternate Protein Product (APP), manufacturers must provide additional documentation regarding the APP (see [Attachment A of the Meat/Meat Alternate PFS form](#))
 - Must be on manufacturers letterhead and signed
- **Product Ingredient List:**
 - List of ingredients in a food item, listed in order of weight
- **Standardized Recipe:**
 - Required for any menu item that contains two or more ingredients (other than water)
 - Lists all ingredients and amounts
 - Includes yield and portion size
 - Meal pattern contribution has been figured and listed
 - If an ingredient meets whole=grain rich requirements, make sure to include required documentation and mark “WGR”

Product Documentation Needed:

<p>Meat/Meat Alternates (commercially prepared)</p> <ul style="list-style-type: none"> • CN Label or Product Formulation Statement <p>Ex. Chicken Nuggets, lunch meat</p>	
<p>Combination items (commercially prepared) Ex. Lasagna, soups, and casseroles</p> <ul style="list-style-type: none"> • CN Label or Product Formulation Statement 	<p>Combination Items (self-prepared) Ex. Lasagna, soups, and casseroles</p> <ul style="list-style-type: none"> • Standardized Recipe • Lists all ingredients and amounts • Includes yield and portion size • Meal pattern contribution has been figured and listed
<p>Whole Grain Rich Items (commercially prepared)</p> <ul style="list-style-type: none"> • Product packaging to include name and ingredients & nutrition facts 	<p>Whole Grain Rich Items (self-prepared)</p> <ul style="list-style-type: none"> • Standardized Recipe • For each recipe ingredient provide: Label, ingredient list and nutrition facts

Resources

- [7CFR 210.10](#)
- [SP 11v2 CACFP10 SFSP12-2015](#)
- [Food Buying Guide](#)
- [CN Labeling Program](#)
- [Product Formulation Statement Guidance – Product Documentation](#)

Acronym Reference

- APP - Alternate Protein Product
- CNS - Child Nutrition Services
- CFR – Code of Federal Regulations
- M/MA - Meat/ Meat alternates
- OSPI - Office of Superintendent of Public Instruction
- PFS - Product Formulation Statement
- USDA - United States Department of Agriculture
- WGR - Whole Grain-Rich