

OSPI CNS School Nutrition Programs Reference Sheet

Product Documentation

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

Types of Product Documentation

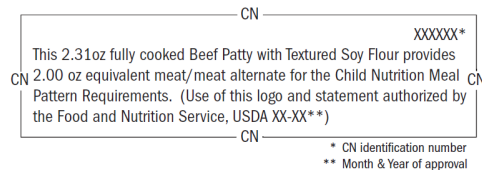
✓ **Food Buying Guide**

- Items must exactly match description in Food Buying Guide

✓ **Child Nutrition (CN) Label**

- District 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

✓ **USDA Nutrition Fact Sheet**

- Specific to USDA foods purchased through the USDA Food Distribution Program



- Available at <http://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets>
- ✓ **W Code Nutrition Fact Sheets**
 - Available for Washington processed items at <http://www.k12.wa.us/ChildNutrition/programs/FoodDistribution/FactSheets.aspx>
 - If fact sheet indicates product has CN label; obtain CN label from product package
- ✓ **Product Ingredient List**
 - List of ingredients in a food item, listed in order of weight
- ✓ **Nutrition Facts**
 - List of basic nutrition information about a product that typically includes product weight, serving size, number of servings, and nutrient composition
 - Must show: Calories/Saturated Fat/Trans Fat/Sodium
- ✓ **Exhibit A**
 - USDA grains chart that allows product weight to determine grain ounce equivalent contribution
 - Specific item must be listed to use Exhibit A
- ✓ **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

Product Documentation Needed

<p>Meat/Meat Alternates</p> <ul style="list-style-type: none"> •CN Label or Product Formulation Statement AND •Ingredient List and Nutrition Facts OR •Nutrition Fact Sheet (USDA or W Code) 	<p>Milk</p> <ul style="list-style-type: none"> •Label •Nutrition Facts
<p>Combination Items (commercially prepared)</p> <ul style="list-style-type: none"> •CN Label or Product Formulation Statement AND •Ingredient List and Nutrition Facts OR •Nutrition Fact Sheet (USDA or W Code) 	<p>Combination Items (self-prepared)</p> <ul style="list-style-type: none"> •Standardized Recipe •For each recipe ingredient provide: CN label or Product Formulation Statement AND Nutrition Facts Or USDA or W code Nutrition Fact Sheet
<p>Grain Items (commercially prepared)</p>	<p>Grain Items (self-prepared)</p>

<ul style="list-style-type: none"> ▪Exhibit A or Product Formulation Statement AND ▪Ingredient List and Nutrition Facts OR ▪Nutrition Fact Sheet (USDA or W Code) 	<ul style="list-style-type: none"> ▪Standardized Recipe ▪For each recipe ingredient provide: Label, ingredient list and nutrition facts
<p style="text-align: center;">Fruits</p> <ul style="list-style-type: none"> ▪Food Buying Guide or Product Formulation Statement AND ▪Ingredient List (if applicable) and Nutrition Facts OR ▪Nutrition Fact Sheet (USDA or W Code) 	<p style="text-align: center;">Vegetables</p> <ul style="list-style-type: none"> ▪Food Buying Guide or Product Formulation Statement AND ▪Ingredient List (if applicable) and Nutrition Facts OR ▪Nutrition Fact Sheet (USDA or W Code)

Reference:

- ✓ [7 CFR 210.10](#)
- ✓ [TA 07-2010 \(v.3\)](#)
- ✓ [SP11v2 CACFP10 SFSP12-2015](#)

Resources:

- ✓ [Exhibit A](#)
- ✓ [Food Buying Guide](#)
- ✓ [CN Labeling Program](#)
- ✓ [Product Formulation Statement Guidance – Product Documentation](#)
- ✓ [USDA Nutrition Fact Sheets](#)
- ✓ [Washington State Nutrition Fact Sheets](#)

Acronym Reference

- CFR Code of Federal Regulations
- CNS Child Nutrition Services
- LEA Local Education Agency
- OSPI Office of Superintendent of Public Instruction
- USDA United States Department of Agriculture