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:**
  - 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

- **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), manufactures 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

- **W Code Nutrition Fact Sheets:**
  - 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 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

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**Product Documentation Needed:**

<table>
<thead>
<tr>
<th>Meat/Meat Alternates</th>
<th>Milk</th>
</tr>
</thead>
</table>
| • CN Label or Product Formulation Statement AND
  • Ingredient List and Nutrition Facts OR
  • Nutrition Fact Sheet (USDA or W Code) | • Label                                   |
|                                           | • Nutrition Facts                         |

<table>
<thead>
<tr>
<th>Combination Items (commercially prepared)</th>
<th>Combination Items (self-prepared)</th>
</tr>
</thead>
</table>
| • CN Label or Product Formulation Statement AND
  • Ingredient List and Nutrition Facts OR
  • Nutrition Fact Sheet (USDA or W Code) | • Standardized Recipe
  • For each recipe ingredient provide: CN label or Product Formulation Statement AND
  Nutrition Facts OR
  USDA or W code Nutrition Fact Sheet      |

<table>
<thead>
<tr>
<th>Grain Items (commercially prepared)</th>
<th>Grain Items (self-prepared)</th>
</tr>
</thead>
</table>
| • Exhibit A or Product Formulation Statement AND
  • Ingredient List and Nutrition Facts OR
  • Nutrition Fact Sheet (USDA or W Code)  | • Standardized Recipe
  • For each recipe ingredient provide: Label, ingredient list and nutrition facts |
Fruits
- Food Buying Guide or Product Formulation Statement AND
- Ingredient List (if applicable) and Nutrition Facts
- Nutrition Fact Sheet (USDA or W Code)

Vegetables
- Food Buying Guide or Product Formulation Statement AND
- Ingredient List (if applicable) and Nutrition Facts
- Nutrition Fact Sheet (USDA or W Code)

Reference:
- 7CFR 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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>-CNS</td>
<td>Child Nutrition Services</td>
</tr>
<tr>
<td>-LEA</td>
<td>Local Education Agency</td>
</tr>
<tr>
<td>-OSPI</td>
<td>Office of Superintendent of Public Instruction</td>
</tr>
<tr>
<td>-USDA</td>
<td>United States Department of Agriculture</td>
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