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

![A sample CN label](image)

- **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 Documentation Needed:

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

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

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

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

Vegetables

- Food Buying Guide or Product Formulation Statement AND
- Ingredient List (if applicable) and Nutrition Facts
  OR
- 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

- 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