

Center-Based CACFP Sponsors are required to maintain menus and supporting documentation to show that CACFP meal pattern requirements are met. This guide provides an overview of documentation requirements for CACFP.

Required Documents:

- Working Menus:** Menu documenting all actual food items served, including substitutions
- Supporting Documentation** for the Working Menu
 - Combination Food Documentation (Standardized Recipes, Child Nutrition Labels, Product Formulation Statements, Standards of Identity)
 - Ingredient Lists or [other documentation](#) for Whole Grain-Rich items
 - Nutrition Facts Labels for Breakfast Cereals, Yogurts, and Tofu

For Applicable Sponsors Only:

- Forms to support [Meal Modifications](#), including Medical Statements and Meal Preference Forms
- Infant Menu Records:** Individual menu records for each infant in care

The Working Menu: Must include:

1. The dates of service, ex. MM/DD/YY – MM/DD/YY
2. Site name/location for Sponsors with more than one location
3. The meals/snacks that were served
4. Actual food items served, ex. carrots instead of vegetables
 - a. Including all substitutions that were served
5. Milk type served for each age group, ex. Unflavored whole milk served to children age 1, unflavored 1% milk served to children ages 2-5
6. Whole Grain-Rich items are labeled (at least once per day when grains are required)
7. Breakfast cereals must include the name of the cereal, ex. Cheerios or Corn Flakes
8. Yogurts must include the flavors served, ex. vanilla yogurt

Sample Menu: Site XYZ 2

1		Monday	Tuesday	Wednesday	Thursday	Friday
Week		10/1/20XX	10/2/20XX	10/3/20XX	10/4/20XX	10/5/20XX
3	Supper	Club Sandwich (WGR)	Chicken Pita Wrap (WGR)	Ham & Cheese with Crackers (WGR)	Teriyaki Meatballs with Brown Rice (WGR)	Pepperoni Pizza (WGR)
		MILK	Milk	Milk	Milk	Milk
4		Baby carrots Applesauce Banana	Side Salad Mandarin Oranges	Celery Sticks Grapes	Green beans Pears	Baked Tots Apple Slices
5 All milk served is unflavored 1%. Pacific Soy Milk served as Milk Substitute Preference.						

Supporting Documentation: Additional documentation may be needed to show that items served on the menu meets CACFP meal pattern requirements. The tables below lists out the documentation required for each type of food item.

Combination Foods: Combination foods are items that contain more than one component or contains both creditable and non-creditable foods. Additional documentation is required to verify crediting. Crediting documentation will depend on whether the item is homemade or commercially prepared.

Type of Combination Food	Supporting Documentation Needed
Homemade (Made by Sponsor)	Standardized Recipes <ul style="list-style-type: none"> • Recipes are available from the Institute of Child Nutrition (ICN) and OSU Food Hero • Crediting resources are available from the Food Buying Guide (FBG)
Commercially Prepared	Save one of the following showing crediting by component: <ul style="list-style-type: none"> • Child Nutrition (CN) Label • Product Formulation Statements (PFS) • Standards of Identity or Food Buying Guide Crediting

Additional Foods: Some food items in the Grains and Meat/Meat Alternate Components will also require supporting documentation

Type of Food	Supporting Documentation Needed
Whole Grain-Rich Items	Ingredient list and front packaging , if the ingredient list does not prove Whole Grain-Rich status, additional documentation may be required, including: <ul style="list-style-type: none"> • Grain item listed on a current WIC list • Product is labeled “whole wheat” and has a FDA Standard of Identity • Product has the FDA approved whole-grain health claim on the packaging • PFS, CN Label, or Standardized Recipe
Breakfast Cereal	Nutrition Facts Label showing the cereal is within sugar limit thresholds (see: CACFP Sugar Limit Wallet Card – Cereal)
Yogurt	Nutrition Facts Label for each flavor showing the yogurt is within sugar limit thresholds (see: CACFP Sugar Limit Wallet Card – Yogurt)
Tofu	Nutrition Facts Label showing the tofu meets protein requirements of at least 5 grams protein per 2.2 oz (1/4 cup)

Reminder: All supporting documentation must be legible and up to date for items served.