

DOCUMENTING MEALS QUICK GUIDE for Child Nutrition Programs - *At A Glance*

Sponsors must keep records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. Documentation for all food products and ingredients used to prepare meals must indicate how the food items credits toward the meal pattern. This documentation must be available at all times and will be reviewed as part of a State review or audit.

ACCEPTABLE DOCUMENTATION

1. USDA Food Buying Guide
2. Exhibit A: Whole Grain-Rich Ounce Equivalency Requirements for SNP/SBP or Bread/Grain Chart for CACFP, SFSP or NSLP ASP
3. Standardized Recipe with Recipe Analysis Worksheet (RAW)
4. USDA Recipe
5. Child Nutrition (CN) Label
6. Manufacturer's Product Formulation Statement (PFS)
7. USDA Foods Fact Sheet

USING DOCUMENTATION



Meals offered to participants must meet, at a minimum, the meal pattern requirements. Sponsors must produce enough food to offer each participant the quantities specified in the meal pattern for each age/grade group served.

All foods served as part of a USDA Child Nutrition Programs must be documented. Sponsors must be able to show how all foods (individual food items, purchased foods and recipes) contribute to the required food components in the meal pattern. Sponsors should use one of these tools to document all foods served as part of a reimbursable meal for students.

- The first and most basic tool is the **Food Buying Guide**. It is the basis for calculating the contribution of individual foods, Standardized Recipes and processed convenience foods that are standardized and listed in the Food Buying Guide.
- **Exhibit A** for the National School Lunch Program (NSLP) or School Breakfast Program (SBP), or the **Bread/Grain Chart** for Child and Adult Care Feeding Program (CACFP), Summer Food Service Program (SFSP), or Afterschool Snack Program (ASP) under NSLP provides guidelines for calculating the serving sizes of prepared grain or bread items. This is important because depending on the density of the grain or bread product, more or less than 1 ounce may be required to achieve an ounce equivalency.
- A **Standardized Recipe** is a recipe that has been carefully adapted and tested to ensure that it will produce a consistent product every time it is used. A Standardized Recipe is used for any menu item that contains 2 or more ingredients, or which requires preparation. Standardized Recipes should be accompanied by a Recipe Analysis Worksheet that shows how recipe ingredients contribute to the meal pattern or a Production Record that includes information on meal contribution.
- The **Recipe Analysis Worksheet** replaces Appendix A from the Food Buying Guide. The spreadsheet is designed to help sponsors calculate recipe ingredient contributions to the meal pattern.
- **USDA Recipes** show how the recipe contributes toward the meal pattern. As with any Standardized Recipe, ingredients, weight or measure, pan size and cut, and portioning must be followed for the crediting information on the recipe to be correct. If any changes or modifications are made a Recipe Analysis Worksheet should be completed to update the documentation of how the new recipe credits toward the meal pattern.
- The **CN Label** is the gold standard for verifying the crediting of processed menu items and provides a warranty against audit claims when the product is used according to the manufacturer's instructions.
- The **Manufacturer's Product Formulation Statement (PFS)** documents how a commercially prepared product contributes to the meal pattern. When purchasing a commercial product without a Child Nutrition (CN) label, sponsors must obtain a PFS that demonstrates how the product contributes to the meal pattern requirements.
- The **USDA Foods Fact Sheet** includes crediting information that should be used to document how the food contributes to the meal pattern. It is also important to use this information when a USDA Food is used in a recipe.

RESOURCES

Individual training and additional resources for each of the methods of documenting meals can be found on the ODE Child Nutrition training webpage.