



# Documenting Your CACFP Menu

When documenting your CACFP menu, it's sometimes not enough to write down what you are serving on your menu. For some CACFP foods, supporting documentation must be saved. These supporting documentation help verify that the products served meets meal pattern requirements and ensures that participants are receiving a nutritious meal.

## Grains

### Documenting Breakfast Cereals:

What to save as documentation	Resources to determine if creditable
Nutrition Facts Label	CACFP Sugar Limit Wallet Card

### Documenting Whole Grain-Rich Items:

Method of Crediting WGR:	What to save as documentation:	Resources to determine WGR crediting
1. The product is found on any State Agency's WIC whole grain food list or is an Oregon WIC cereal with a W marking	WIC food list and packaging indicating item matches the WIC list	<ul style="list-style-type: none"> <li>Oregon WIC Food List</li> <li>Any other state's WIC Food List</li> </ul>
2. The product is labeled "whole wheat" and has a FDA Standard of Identity	Packaging showing the name of the item	<ul style="list-style-type: none"> <li>Determining Creditable and Whole Grain-Rich Flowchart</li> </ul>
3. The product includes one of the FDA approved whole-grain health claims on its packaging	Packaging showing the FDA whole grain health claim and the item name	<ul style="list-style-type: none"> <li>Determining Creditable and Whole Grain-Rich Flowchart</li> </ul>
4. The food item meets the WGR criteria under the NSLP	Documentation showing it matches NSLP's WGR criteria, may be: <ul style="list-style-type: none"> <li>CN labels</li> <li>Product Formulation Statements</li> <li>Standardized Recipes</li> <li>Ingredient lists</li> </ul>	<ul style="list-style-type: none"> <li>Whole Grain Resource for the National School Lunch and School Breakfast Program</li> </ul>
5. The product has proper documentation from the manufacturer	<ul style="list-style-type: none"> <li>Processed Foods: CN label or Product Formulation Statement</li> <li>Homemade Foods: Standardized Recipe</li> </ul>	<ul style="list-style-type: none"> <li>CN Label At-A-Glance</li> <li>Product Formulation Statement At-A-Glance</li> <li>Food Buying Guide</li> </ul>
6. The food item meets the Rule of Three	Keep the ingredient list and front package	<ul style="list-style-type: none"> <li>Determining Creditable and Whole Grain-Rich Flowchart</li> </ul>



# Documenting Your CACFP Menu

## Meat and Meat Alternates

### Documenting Yogurt

What to save as documentation	Resources to determine if creditable
Nutrition Facts Label	CACFP Sugar Limit Wallet Card

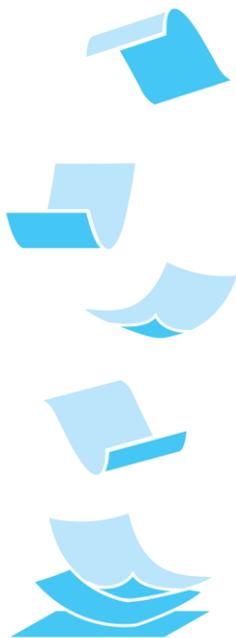
### Documenting Tofu

What to save as documentation	Resources to determine if creditable
Nutrition Facts Label	CACFP Memo 21-2016

## Combination Foods

Combination foods are items that credit for two or more meal pattern components. They can be categorized as either processed or homemade.

Combination Food Type	What to save as documentation	Resources to determine if creditable
Processed	<ul style="list-style-type: none"> <li>Standards of Identity or</li> <li>Child Nutrition Labels or</li> <li>Product Formulation Statements</li> </ul>	<ul style="list-style-type: none"> <li>Standard of Identity Handout (M/MA)</li> <li>CN Label At-A-Glance</li> <li>Product Formulation Statement At-A-Glance</li> </ul>
Homemade	<ul style="list-style-type: none"> <li>Standardized Recipe</li> </ul>	<ul style="list-style-type: none"> <li>Food Buying Guide</li> </ul>



## Tips for Saving Supporting Documentation:

- Failure to save supporting documentation may result in non-reimbursable meals
- Acceptable forms of supporting documentation can include the original labels and packaging, photographs, photocopies.
- Any photocopies or photographs must be easy to read and non-blurry.
- Supporting documentation may be saved as a physical copy or electronically.
- If the supporting documentation saved does not verify meal pattern requirements, additional supporting documentation may be required or meals may be non-reimbursable.
- Manufacturers may change formulations of products; when this occurs, sponsors and providers are responsible for updating supporting documentation for their menus.