



State of Arizona
Department of Education



Health and Nutrition Services Division

HNS #04-2018

MEMORANDUM

To: Child and Adult Care Food Program (CACFP) Sponsors

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Original Signed

Erin Raczynski, Co-Director
Community Nutrition, Traditional

Date: February 9, 2018

RE: HNS Response to New Meal Pattern Recordkeeping Requirements

The new CACFP meal pattern was effective October 1, 2017. Per [CACFP 17-2017](#) and [CACFP 01-2018](#), State agencies must determine acceptable recordkeeping documents required to demonstrate compliance with the meal pattern. This memorandum explains how the Arizona Department of Education (ADE) will review meal pattern compliance and the supporting documentation that is required to be maintained onsite.

Best practice is to keep required supporting documentation onsite, otherwise it must be immediately accessible from the sponsor's food service vendor, if applicable. Keep this documentation in a binder with menus or with recipes for easy reference. You may make photocopies or cut from actual packaging.

ADE staff will review the records of nutrition information for whole grain rich foods, breakfast cereals and yogurts when reviewing CACFP sponsors and sites.

<p>Recordkeeping Requirements for Whole Grain Rich Foods</p>

Per [CACFP 01-2018](#), at least one grain per day must be whole grain rich. The supporting documentation must include the product label along with the information used to determine that the food is whole grain rich. This information must include at least one of the following:

- "100% Whole *Wheat*" statement on the label, *
- Ingredients List,
- Label that includes one of the FDA-approved Health Statements; or

- A Product Formulation Sheet or CN label for mixed dishes that includes an “oz eq grains” statement.

*Note: A “Whole Grain” package statement does not provide sufficient evidence of meeting the whole grain rich requirement.

If you are not sure whether a product is whole grain rich, we recommend the following resources:

- [Identifying Whole Grain Rich](#) from the National CACFP Sponsors Association.
- [CACFP 01-2018 Grain Requirements in the Child and Adult Care Food Program: Questions and Answers](#) from USDA.
- [List of Whole Wheat Products \(Spanish\)](#) from ADE.

Recordkeeping Requirements for Breakfast Cereals

Per [CACFP 08-2017](#), breakfast cereals must contain no more than 6 grams of sugar per dry ounce. The supporting documentation must include the product label, nutrition facts label and ingredients list.

If you are not sure whether a product meets the new meal pattern requirement for breakfast cereals, we recommend the following resources:

- [Choose Breakfast Cereals That Are Lower in Added Sugars](#) from USDA.
- [CACFP 08-2017 Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program](#) from USDA.
- [Creditable Yogurts and Cereals List \(Spanish\)](#) from ADE.

Recordkeeping Requirements for Yogurts

Per [CACFP 08-2017](#), yogurts must contain no more than 23 grams of sugar per 6 oz. The supporting documentation must include the product label and nutrition facts label.

If you are not sure whether a product meets the new meal pattern requirement for yogurts, we recommend the following resources:

- [Choose Yogurts That Are Lower in Added Sugars](#) from USDA.
- [CACFP 08-2017 Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program](#) from USDA
- [Creditable Yogurts and Cereals List \(Spanish\)](#) from ADE.

- [Yogurt Sugar Limits Chart](#) from ADE.

Reminder of Recordkeeping Requirements for Mixed Foods with CN Labels
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There is no change to the recordkeeping requirement for products with CN Labels. Sponsors must keep the product label and CN label. A mixed dish with a CN label that states “oz eq grains” indicates a whole grain rich item.

Summary of Recordkeeping Requirements
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Sponsors must provide documentation that shows the nutrient content for meal pattern requirements and allow reviewers to clearly identify how each label connects to foods being served. You may make photocopies or cut from actual packaging.

Meal Pattern Recordkeeping	
Food Items	Recordkeeping Required
Whole Grain Rich Foods	Product Label and at least one of the following: <ul style="list-style-type: none"> • 100% Whole <i>Wheat</i> statement on the label, • Ingredients List, * • Label that includes one of the FDA-approved Health Statements, or • A Product Formulation Sheet or CN Label for mixed dishes indicating “oz eq grains” statement.
Breakfast Cereals	All of the following: <ul style="list-style-type: none"> • Product Label, • Nutrition Facts Label and • Ingredients List
Yogurts	Both the Product Label and Nutrition Facts Label
Products with Child Nutrition (CN) Labels	Both the Product Label and CN Label

*Note: A “Whole *Grain*” package statement does not provide sufficient evidence of meeting the whole grain rich requirement.

Even if you are not scheduled for a review this year, you must follow the new meal pattern. Sponsors and sites should take advantage of the multiple training and technical assistance opportunities that are available to them, and are also responsible for contacting ADE with any questions or concerns during this transition year. Sponsors are encouraged to contact their CACFP Specialist with specific questions.

Contact Information

If you have questions or concerns regarding this memo, please contact ADE at (602) 542-8700 and choose Option 1 for Community Nutrition Programs.

Diane M. Douglas, Superintendent of Public Instruction

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