



CHILD AND ADULT CARE FOOD PROGRAM

Menu Supporting Documentation



Health and Nutrition Services
Arizona Department of Education

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Introduction

WHAT IS A QUICK GUIDE?

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick guides are intended to compliment ADE's Step-by-Step Instruction: How-to Guides.

INTENDED AUDIENCE

This resource is intended for organizations operating the Child and Adult Care Food Program (CACFP).

PURPOSE OF THIS QUICK GUIDE

The purpose of the quick guide is to assist sponsors in creating a menu that complies with CACFP regulations. It will detail requirements and best practices, along with offering examples of necessary supporting documentation that should be maintained.

A photograph of several young children sitting at a table in a bright, sunny room, likely a school cafeteria. They are eating and talking. One girl in the foreground is holding a sandwich. There are water bottles, juice bottles, and fruit on the table. The background is slightly blurred, showing more children and large windows.

Menu Requirements

When managing the Child and Adult Care Food Program (CACFP), sponsors are required to maintain a menu that documents the meals served. To qualify for reimbursement, CACFP facilities must adhere to the meal pattern requirements for both meals and snacks.

All menus must fulfill the minimum standards established by the United States Department of Agriculture (USDA).

Menu supporting documentation must be maintained for a minimum of five years after the end of the fiscal year to which they pertain, or until any audits or investigations of that year's records have been closed [7 CFR 226.10(d)].

Menu Requirements

All menus must meet the following requirements in order for meals to be eligible for reimbursement.

Include all Foods Offered

Each meal and snack served must adhere to the meal pattern regulations. List all items placed on the plate in the menu, including condiments like ketchup, jams, spreads, and syrups. While these extras do not contribute to the meal pattern, it is crucial to note them for food allergy considerations.

Post Weekly Menu in Public View

The weekly menu should be displayed in a visible location. Typically, it is placed near the entrance or on the bulletin board in the lobby area.

Date & File Menus

Dates should be recorded on the weekly menu, and once the week is over, the menu should be stored in the appropriate CACFP recordkeeping system.

Menu supporting documentation must be maintained for a minimum of five years after the end of the fiscal year to which they pertain, or until any audits or investigations of that year's records have been closed [7 CFR 226.10(d)].

Menu Statements Requirements

Each menu page must include the necessary menu statements. **The non-discrimination, milk, and water statements should be featured in every weekly menu.** Statements regarding juice and mixed items are only required if these items are listed on the menu.

Non-Discrimination

“This Institution is an equal opportunity provider”.

Milk

Whole milk will be served to children 12-23 months. Children 24 months and older will be served 1% or fat free milk.

Water

Describe how water is made available throughout the day.

Juice

All juices served are 100% juice.

Mixed Items

Identify the ingredients in mixed items on the menu such as “fruit cocktail” or “mixed salad”

Menu Designations Requirements

There are three types of items on the menus that need the following designations.

REQUIRED DESIGNATION

HM - Homemade Items

Items or entrees containing multiple components should have a recipe to ensure correct portions served.

BEST PRACTICE

CN/PFS - Processed Grain, Meat, and Meat Alternate Items

Convenience items that count toward the grain and/or meat/meat alternate component require a Child Nutrition (CN) label or Product Formulation Statement (PFS) to ensure correct portions served. As a best practice, label these items 'CN' on your menu.

WGR - Whole Grain-Rich

At least one grain per day must be whole grain-rich and, as a best practice, labeled WGR on your menu.

CACFP Arizona Menu Best Practices

The CACFP provides a unique opportunity to shape lifelong nutrition behavior. The Arizona Department of Education (ADE) and the United States Department of Agriculture (USDA) have best practices to ensure participants receive the best nutrition possible while in care. Incorporating just a few or all of the best practices provides participants with nutritious meals and increases the quality of your menu.

USDA

- ☐ Make at least 1 of the 2 required snack components a vegetable or a fruit.
- ☐ Serve only unflavored milk to all participants.
- ☐ Offer a variety of fruits, especially whole fruits.
- ☐ Limit serving processed meats to no more than one serving per week.
- ☐ Provide 2 or more servings of whole grain-rich grains per day.
- ☐ Serve only natural cheeses and choose low-fat or reduced-fat cheeses.

ADE

- ☐ Serve lettuce with an additional vegetable for the vegetable component.
- ☐ Limit 100% fruit or vegetable juice to twice per week or less.
- ☐ Increase variety! Limit crackers and breakfast cereal.
- ☐ Limit combined entrees to three components or less to ensure a side at all meals.
- ☐ Offer a variety of dark green, red, orange, and deep yellow vegetables, including root vegetables and dried peas and beans.
- ☐ Source seasonal & local foods to feature on the menu.
- ☐ Cook from scratch! Limit commercially processed or frozen entrees.

Cycle Menu

Cycle menus are weekly menus that are created for a set period and reused periodically.

Instead of planning for and creating new compliant menus every week, cycle menus allow sponsors to repeat the cycle after a set period.

For example, a five-week cycle menu will repeat week 1 once the five-week cycle is complete.

ADE offers a sample cycle menu which can be found at <https://www.azed.gov/hns/cacfp/programforms/> under “Building a Menu”

Name of Center: _____
Menu for the Week of _____ to _____ Week 5

We proudly participate in the Child and Adult Care Food Program! For information about the CACFP, please ask our staff.

Name of Center: _____
Menu for the Week of _____ to _____ Week 4

We proudly participate in the Child and Adult Care Food Program! For information about the CACFP, please ask our staff.

Name of Center: _____
Menu for the Week of _____ to _____ Week 3

We proudly participate in the Child and Adult Care Food Program! For information about the CACFP, please ask our staff.

Name of Center: _____
Menu for the Week of _____ to _____ Week 2

We proudly participate in the Child and Adult Care Food Program! For information about the CACFP, please ask our staff.

Name of Center: _____
Menu for the Week of _____ to _____ Week 1

We proudly participate in the Child and Adult Care Food Program! For information about the CACFP, please ask our staff.

	MON	TUES	WED	THURS	FRI
BREAKFAST					
Grain or Meat/Meat Alternate	Toast	Pancakes	WGR Oatmeal	French Toast	Bagel
Fruit/Vegetable	Avocado, Tomato	Applesauce	Blueberries	Blackberries, Applesauce	Pears, Persimmons
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Scrambled Eggs			Scrambled Eggs	Low-Fat Cream Cheese
AM SNACK	Ants on a Log	HM Quesadillas		HM Samurai Banana Sushi Roll	
Component 1	Celery	WGR Tortilla	Watermelon	Banana	String Cheese
Component 2	Nut Butter	Cheese	Pita Bread	Tortilla	Cantaloupe
Extra	Raisins	HW Guacamole	HM Hummus	Peanut Butter	
LUNCH	HM Chicken Stir Fry	Spaghetti & HM Sauce	HM Soft Tacos	HM Arroz con Pollo	Ham Dinner
Meat/Meat Alternate	Chicken	Ground Turkey	Ground Beef	Chicken	Baked Ham
Grain	WGR Brown Rice	Spaghetti	Flour Tortilla	WGR Brown Rice	WGR Quinoa
Vegetable	Stir-Fry Vegetables	Tomato Sauce, Zucchini	Salsa, Avocado, Lettuce, Tomato	Onion, Bell Peppers, Tomato	Potato
Fruit or Vegetable	Clementines	Peaches	Kiwi, Pears	Pineapple	Asparagus
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Teriyaki Sauce				Gravy
PM SNACK					
Component 1	Cheddar Cheese	Vanilla Yogurt	Tomato Soup	Cornbread	Corn Tortilla
Component 2	Baked Potato	Raspberries, Blueberries	Macaroni Noodles	Kidney Beans	Refried Beans, Cheese
Extra	Broccoli	HM WGR Granola	Oyster Crakers	Ground Turkey	

Acronyms

WGR: Whole Grain-Rich
HM: Homemade
CN: Processed/Convenience Item (CN label available)

Identification of Mixed Foods
(i.e., fruit salad: apples, peaches, banana)
Stir-Fry Vegetables: Broccoli, sugar/snap peas, green beans, carrots, celery, mushrooms, onions, red peppers.

Menu Statements

All juices served are 100% juice.
Whole milk is served to participants 12-23 months. Participants 24 months and older receive 1% or fat-free milk.
How is water offered and made available to participants throughout the day?

Menu Changes

Permanent Change

You can change your menu at any time. The sponsors' assigned specialist is available for support but does not need to approve changes.

One-Time Change

Sometimes last-minute changes need to be made, sponsors should mark the one-time substitution on the posted menu and keep a copy of it.

Request for Modifications

Changes to meals may be necessary for various reasons, including both disability-related and non-disability-related considerations.

For Disability-Related Needs

Institutions and facilities are required to make meal modifications, including substitutions in meals and snacks, for participants whose disabilities restrict their diets.

The requested modification must be connected to the disability and provided at no additional cost to the child or adult participant.

To receive Federal reimbursement for a modified meal that does not comply with the meal pattern requirements sponsors must obtain a written medical statement from a State-licensed healthcare professional.

****By October 1, 2025, sponsors must also accept medical statements signed by registered dietitians.**

Request for Modifications

This medical statement should include detailed information regarding the participant's dietary restrictions, such as specific foods to avoid and suggested alternatives, if applicable.

Sponsors may use ADE's Participant Menu Modification form found in <https://www.azed.gov/hns/cacfp/programforms/> under the Participant Enrollment and Eligibility section.

This form should be maintained on file for recordkeeping purposes for five years following the meal modifications.

For Non-Disability-Related Needs

Institutions and facilities should take participants' dietary preferences into account when planning and preparing meals and snacks. Any changes must still comply with the meal pattern requirements set.

Modified meals that align with the CACFP meal pattern requirements are eligible for reimbursement, with or without a medical statement.

Fluid Milk Substitutes

If a sponsor chooses to offer fluid milk substitutes for non-disability reasons, the fluid milk substitutes must provide, at a minimum, the nutrients listed in the following page. Fluid milk substitutes must be fortified in accordance with fortification guidelines issued by the Food and Drug Administration.

The nutrition facts label for all milk substitutes served should be kept on file for a minimum of 5 years for recordkeeping purposes.

Request for Modifications

Fluid Milk Substitutes

Check Nutrients on the Nutrition Facts Label

Remember to check the Nutrition Facts label when selecting a fluid milk substitute. If the fluid milk substitute does not meet these requirements, then the modification does not meet the meal pattern and is not eligible for meal reimbursement.

Micronutrients

If a sponsor chooses to offer a fluid milk substitutes for non-disability reasons, the fluid milk substitutes must provide, at minimum, these nutrients per cup (8 fl. oz. or 240ml).

Sponsors must maintain documentation to support the nutrient density of fluid milk substitutes served.

Nutrition Facts

8 servings per container

Serving size 1 cup (240mL)

Amount per serving

Calories 70

% Daily Value*

Total Fat 4g 5%

Saturated Fat 0.5g 3%

Trans Fat 0g 0%

Cholesterol 0mg 0%

Sodium 75mg 3%

Total Carbohydrate 3g 1%

Dietary Fiber 2g 7%

Total Sugars 1g

Includes 0g Added Sugars 0%

Protein 8g

Calcium 276mg

Vitamin A 150 mcg

Vitamin D 2.5 mcg

Magnesium 24mg

Phosphorus 222mg

Potassium 349 mg

Riboflavin 0.44 mg

Vitamin B-12 1.2 mcg

*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to the daily diet. 2,000 calories a day is used for general nutrition advice

Serving size

The nutrients listed here must be present in the required amounts **per cup** (8fl. oz or 240ml)

Protein

Each cup of the milk substitute must contain at least **8 grams** of protein

Medical Statements

If the fluid milk substitute required for the participant does not meet these nutrient requirements, a medical statement, signed by a medical provider, must be kept on file and include detailed information regarding the participant's dietary restrictions

A photograph of a diverse group of young children sitting at a long table in a school cafeteria, eating a meal. They are wearing white shirts. In the background, two adults in blue aprons are working at a food service counter. The table is set with plates of food, colorful plastic cups, and pitchers. The scene is brightly lit and captures a moment of daily school life.

Supporting Documentation

Organizations must also maintain supporting documentation for the creditability of the five different food components. The following section contains information regarding those five components along with examples of the type of documentation that must be maintained by sponsors operating under the Child and Adult Care Food Program.

Menu supporting documentation must be maintained for a minimum of five years after the end of the fiscal year to which they pertain, or until any audits or investigations of that year's records have been closed [7 CFR 226.10(d)].

Supporting Documentation

ADE requires sponsors to maintain documentation supporting the credibility of the following five meal components.

Whole Grain-Rich

Breakfast Cereal

Yogurt

**Commercially Processed
Meat/Grain Items (CN/PFS)**

Homemade Entrees and Items

Menu supporting documentation must be maintained for a minimum of five years after the end of the fiscal year to which they pertain, or until any audits or investigations of that year's records have been closed [7 CFR 226.10(d)].

Whole Grain-Rich

SUPPORTING DOCUMENTATION

CACFP (with the exception of infants) have a whole grain-rich requirement. Whole grain-rich (WGR) is the term designated by FNS to indicate that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched.

Supporting documentation that is acceptable for WGR includes the ingredient list, WIC food list, CN label, and product formulation label.

Use product packaging

INGREDIENT LIST

Ingredient statements list ingredients in descending order by weight, so the ingredient that weighs the most is listed first. A grain product that lists a whole grain as the primary ingredient by weight (or as the second ingredient after water) and in which the remaining grains are enriched meets the whole grain-rich criteria.

Healthy Life Original 100% Whole Wheat Whole Grain Bread

Nutrition Facts	
Serving Size 2 Slices (41g)	
Servings Per Container 11	
Amount Per Serving	% Daily Value*
Calories 70	Calories from Fat 5
Calories 35	Calories from Fat 0
% Daily Value*	
Total Fat 0g.0g	0% 0%
Saturated Fat 0g.0g	0% 0%
Trans Fat 0g.0g	
Polyunsaturated Fat 0g.0g	
Monounsaturated Fat 0g.0g	
Cholesterol 0mg.0mg	0% 0%
Sodium 150mg.80mg	6% 3%
Total Carbohydrate 16g.8g	5% 3%
Dietary Fiber 5g.3g	20% 12%
Sugars 2g.1g	
Protein 5g.2g	
Vitamin A 0% 0%	Vitamin C 0% 0%
Calcium 10% 4%	Iron 4% 2%
Thiamin 6% 4%	Riboflavin 2% 2%
Niacin 6% 2%	Folic Acid 2% 0%
* Percent Daily Values (DV) are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.	
Calories: 2,000 2,500	
Total Fat	Less than 65g 80g
Sat Fat	Less than 20g 25g
Cholesterol	Less than 300mg 300mg
Sodium	Less than 2,400mg 2,400mg
Total Carbohydrate	300g 375g
Dietary Fiber	25g 30g

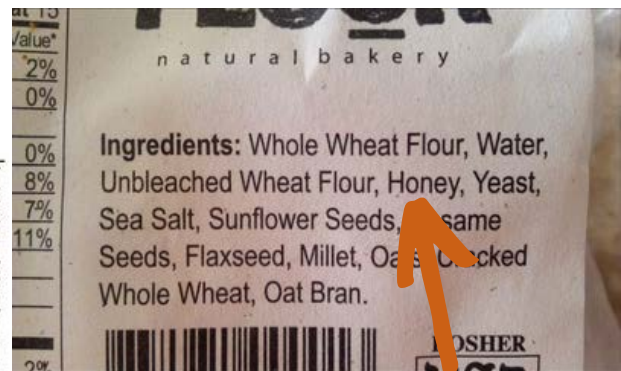
NO BROMATE
NO Hydrogenated Oil
0 Grams Trans Fats
NO Saturated Fats
NO Cholesterol

INGREDIENTS: WATER, 100% WHOLE GRAIN WHOLE WHEAT FLOUR, SOY FIBER AND/OR WHEAT FIBER AND/OR SUGAR CANE FIBER, WHEAT GLUTEN, YEAST, BROWN SUGAR, CONTAINS 2% OR LESS OF THE FOLLOWING: MOLASSES, SALT, DOUGH CONDITIONERS (MONO & DIGLYCERIDES, SODIUM STEAROYL LACTYLATE, ETHOXYLATED MONO- DIGLYCERIDES, ASCORBIC ACID, CALCIUM PEROXIDE, AZODICARBONAMIDE), CALCIUM PROPIONATE (TO PREVENT SPOILAGE), GUAR GUM, YEAST NUTRIENTS (CALCIUM SULFATE, CALCIUM CARBONATE, AMMONIUM SULFATE), FUMARIC ACID, WHEAT STARCH, PALM OIL, SOY LECITHIN.

CONTAINS: WHEAT, SOY.

LEWIS BAKERIES, INC.
GENERAL OFFICES: EVANSVILLE, IN 47710

Allergy Advisory: Produced on the same bakery equipment as baked goods containing milk, eggs, or nuts. Therefore, this product may inadvertently contain milk, eggs, or nuts to which some people may be allergic.



The ingredient list must be kept on file for all grains served used to meet the whole grain-rich requirement.

Whole Grain-Rich

WIC LIST

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides lists of foods that can be purchased with WIC benefits. This list is called the WIC Authorized Foods List (WIC list) and includes specific brands and product names of foods. Arizona has its own [WIC list](#).



Whole Grains



100% Whole Wheat Bread

Any of the following loaves of bread in a 16 oz. size only

- Any store brand
100% whole wheat bread
- Bimbo
100% Whole Wheat
- Nature's Own
100% Whole Wheat
- Ozark Hearth
100% Whole Wheat
- Sara Lee
100% Whole Wheat
- Wonder
100% Whole Wheat

**The WIC Food List
has an entire
section of approved
Whole Grains
sponsors can shop
from**

Whole Grains Continued



Brown Rice

Any brand of brown rice (long or short grain) in a 16 oz. size only

You can use the most recent Arizona WIC list to choose grain items that can be counted toward a reimbursable meal or snack in the Child and Adult Care Food Program (CACFP).

Best practice is to make notes of which items used were taken from the [Arizona WIC](#) list and provide that information to your reviewer during your Administrative Review.

Breakfast Cereal

SUPPORTING DOCUMENTATION

Ready-to-eat (RTE) breakfast cereals must list a whole grain as the primary ingredient, and the cereal must be fortified to be considered whole grain-rich.

RTE breakfast cereals that are 100 percent whole grain and do not contain other refined grains are not required to be fortified.

These unfortified, 100 percent whole grain, RTE breakfast cereals sometimes contain an insignificant amount (less than 2 percent by weight) of non-creditable, refined grains and can still be credited.

Supporting documentation that is acceptable for RTE cereals includes the ingredient list, nutrition label, and WIC food list.

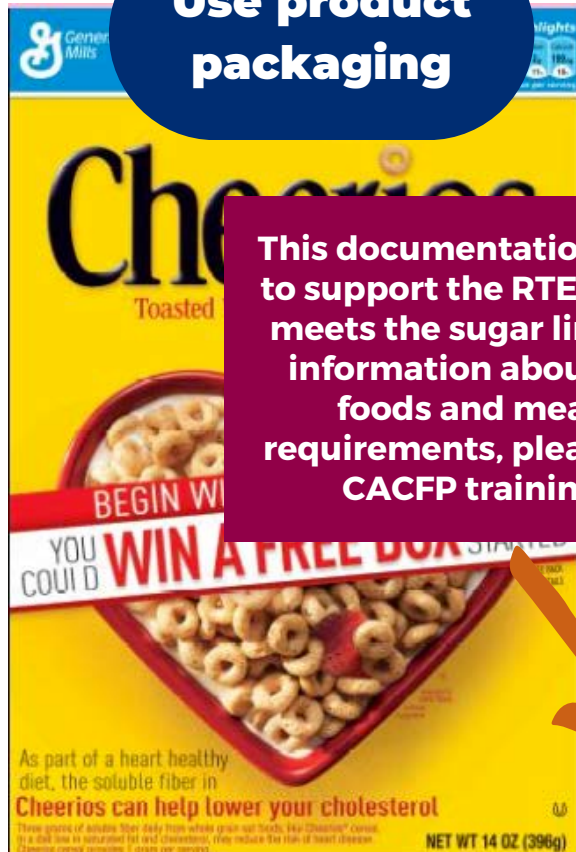
All supporting documentation must be kept on file, per month, to support the RTE cereal served in CACFP meet the sugar limit and the whole grain-rich requirement if claimed as whole grain-rich. For more information about creditable foods and meal pattern requirements, please visit ADE's CACFP training library.

Breakfast Cereal

NUTRITION LABEL AND INGREDIENT LIST

Use product packaging

This documentation is necessary to support the RTE cereal served meets the sugar limit. For more information about creditable foods and meal pattern requirements, please visit ADE's CACFP training library.



Ingredients: Whole Grain Oats (includes the oat bran), Modified Corn Starch, Sugar, Salt, Tripotassium Phosphate, Oat Fiber, Wheat Starch, Vitamin E (mixed tocopherols) Added to Preserve Freshness.

Vitamins and Minerals: Calcium (Calcium carbonate), Iron and Zinc (mineral nutrients), Vitamin C (sodium ascorbate), Vitamin B₆ (pyridoxine hydrochloride), Vitamin A (palmitate), Vitamin B₂ (riboflavin), Vitamin B₁ (thiamin mononitrate), Vitamin B₁₂ (cyanocobalamin), Vitamin D₃.

Nutrition Facts

Serving Size 1 cup (28g)
Children Under 4 - $\frac{3}{4}$ cup (21g)
Servings Per Container about 14
Children under 4 - about 19

	Cheerios	with $\frac{1}{2}$ cup skim milk	Cereal for Children Under 4
	100	140	80
Fat	15	20	10
% Daily Value**			
	3%	3%	1.5g
	0%	3%	0g
			0g
Saturated Fat	0.5g		0g
Monounsaturated Fat	0.5g		0g
Cholesterol	0mg	0%	1%
Sodium	160mg	7%	9%
Potassium	170mg	5%	11%
Total Carbohydrate	20g	7%	9%
Dietary Fiber	3g	11%	11%
Soluble Fiber	1g		0g
Sugars	1g		1g
Other Carbohydrate	17g		12g
Protein	3g		2g
% Daily Value**			
Protein	-	-	9%
Vitamin A	10%	15%	10%
Vitamin C	10%	10%	10%
Calcium	10%	25%	8%
Iron	45%	45%	50%
Vitamin D	10%	25%	6%
Thiamin	25%	30%	35%
Riboflavin	25%	35%	35%

Ready-to-eat (RTE) breakfast cereals must list a whole grain as the primary ingredient, and the cereal must be fortified to be considered whole grain-rich.

Breakfast Cereal

WIC LIST

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides lists of foods that can be purchased with WIC benefits. This list is called the WIC Authorized Foods List (WIC list) and includes specific brands and product names of foods. Arizona has its own [WIC list](#).



Cereal Continued

Cold Cereal



Any of the following store brand Crispy Rice:

- Best Yet
- First Street
- Food Club
- Great Value
- Market Pantry
- WinCo

The WIC Food List has an entire section of approved cereals sponsors can shop from

Any of the following store brand Toasted Oats:

- First Street
- Food Club
- Kroger
- Signature Select
- WinCo

Name Brands

- Wheat Flakes - All-Bran Complete
- Banana Nut Crunch - Great Grains
- Multi-Grain - Cheerios
- Plain - Cheerios
- Corn - Chex
- Rice - Chex
- Wheat - Chex
- Corn Flakes - Kellogg's
- Crispy Rice - Malt O Meal
- Frosted Mini Spooners - Malt O Meal
- Frost Mini Wheats Original - Kellogg's



You can use the most recent Arizona WIC list to choose cereal items that can be counted toward a reimbursable meal or snack in the Child and Adult Care Food Program (CACFP).

Best practice is to make notes of which items used were taken from the [Arizona WIC](#) list and provide that information to your reviewer during your Administrative Review.

Yogurt

SUPPORTING DOCUMENTATION

All yogurt served in the CACFP must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).

Supporting documentation that is acceptable for yogurt include the product label and nutrition label.

All supporting documentation must be kept on file, per month, to support the yogurt served in CACFP meets the sugar limit.

PRODUCT LABEL AND NUTRITION LABEL



Use product packaging

This documentation is necessary to support the yogurt served meets the sugar limit. For more information about creditable foods and meal pattern requirements, please visit ADE's CACFP training library.

Commercially Processed Meat/Grain Items

SUPPORTING DOCUMENTATION

Documentation is required if serving convenience items that count toward the grain or meat/meat alternate component to assist in correct portions served.

This includes chicken patties, nuggets, pizza, burritos, fish sticks, corn dogs, ravioli, etc.

Supporting documentation that is acceptable for commercially processed meat/grain items include CN labels and product formulation statements.

A Child Nutrition (CN) label crediting statement that indicates what the product credits toward the meat/grains component. In some cases it ensures that the product is whole grain-rich.

A Product Formulation Statement (PFS), supplied by the manufacturer, may be used to determine if the grain product or meat product meets CACFP meal pattern requirements.

All supporting documentation must be kept on file, per month, to support the commercially processed meat/grain items meet portion requirements.

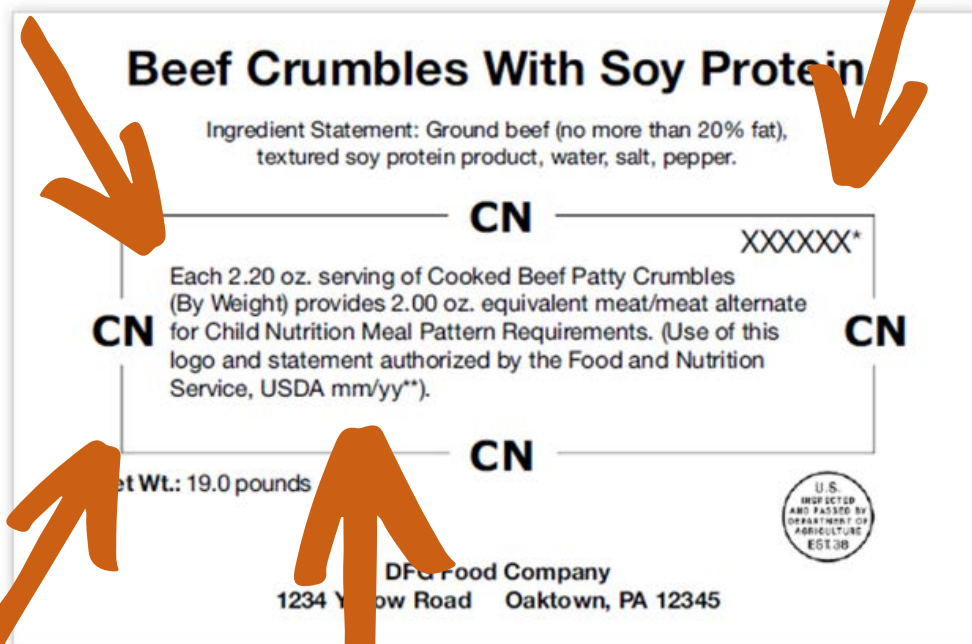
CN Label

SUPPORTING DOCUMENTATION

CN labels have a distinct border. They are a meal pattern contribution statement and usually contain a 6-digit product ID number. All CN labels will have a month and year of approval. A CN label is valid for only 5 years.

**Meal Pattern
Contribution**

**6-digit product ID
number**



CN logo

Month and year of approval
**CN Label is valid for only 5 years

**CN labels sometimes appear on the
packaging**

Product Formulation Statement

SUPPORTING DOCUMENTATION

Product formulation statements are provided by the manufacturer. They can be used as a substitution for CN labels. Sponsors should email the manufacturer for a PFS.

It is best practice to update PFS every 2-3 years

WK Kellogg Co

Product Formulation Statement for Documenting Grains in Child Nutrition Programs

(Crediting Standards Based on Exhibit A Weights per Ounce Equivalent)

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: KELLOGG'S Apple Jacks - Made with 12g Whole Grain

Code No.: 38000 78787

Manufacturer: WK Kellogg Co

Serving Size: 1 Container (28 g)

I. Does the product meet the whole grain-rich criteria?

Yes X No

II. Does the product contain non-creditable grains?

Yes No

How many grams?

(Products with more than 0.24 ounce equivalent (oz eq) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the Food Buying Guide for Child Nutrition Programs (FBG) to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). (Different methodologies are applied to calculate the grains contribution based on creditable grains. Groups A-G use the standard of 16g creditable grains per oz eq; Groups H and I use the standard of 28g creditable grains per oz eq or volume.)

Indicate to which Exhibit A Group (A-I) the Product Belongs:

I

DESCRIPTION OF PRODUCT PER EXHIBIT A	PORTION SIZE OF PRODUCT AS PURCHASED	WEIGHT OF ONE OZ EQ AS LISTED IN EXHIBIT A	CREDITABLE AMOUNT
	<u>A</u>	<u>B</u>	<u>A / B</u>
Ready to Eat Breakfast Cereal	28 g	1 ounce (28 g)	1
Total Creditable Amount ¹			1

¹ Total Creditable Amount must be rounded down to the nearest quarter (0.25) oz eq. Do not round up.

Total weight (per portion) of product as purchased

28 g

Total contribution of product (per portion)

1

oz eq

I certify that the above information is true and correct and that a 28 g portion of this product (ready for serving) provides 1 oz eq grains.

I further certify that non-creditable grains are not above 0.24 oz eq per portion. Products with more than 0.24 oz eq or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.


Signature

Senior Manager, Regulatory Affairs & Policy, WK Kellogg Co
Title

Cris Corlito, CerRAP
Printed Name

877-511-5777
Phone Number

Signed by an officer of the corporation

Homemade Items

SUPPORTING DOCUMENTATION

To qualify for reimbursement, meals provided must include all necessary components. Some sponsors may categorize a single meal item, such as lasagna, as comprising two components, like meat/meat alternate and grain. In such cases, sponsors are required to keep documentation that verifies homemade items can be counted as two components.

While it is not mandatory, it is best practice for items or entrées made from scratch containing multiple components to have a recipe to ensure correct portions are served.

Recipes should contain:

- All ingredients with cooking instructions.
- The number of servings the recipe makes.
- How the serving credits toward the meal pattern.

The next page contains an example of the fields needed for standardized recipes.

Homemade Items

STANDARDIZED RECIPE EXAMPLE

Recipe Title: Spaghetti with meat sauce Recipe Number #HM-35
 Serving Size: 3/4 cup Portion Utensil: 6 oz ladle
 Contribution per serving: M/MA 2 (oz) F/V 1/2 (cup(s)) G/B 1 (svg)
 Total Yield: 65 servings

Ingredients	For <u>65</u> Servings		Directions
	Weight	Measure	
Raw Ground Beef (no more than 15% fat)	7 lbs. 3 oz		1. Thaw ground beef in refrigerator prior to cooking. Brown ground beef. Drain. Add onions and garlic powder. Cook for 5 minutes.
Dehydrated onion.....	6 oz	1 3/4 cup	
Black Pepper.....		1 1/2 tsp	2. Add pepper, canned tomatoes, tomato paste, water, and seasonings. Cook meat sauce to internal temperature of 155° for 14 seconds. Simmer about 1 hour.
Canned Tomatoes with liquid	4 lbs. 4 oz	2/3 No. 10 can	
Tomato paste.....	1 lbs. 12 oz	1/4 No. 10 can	
Water.....		1 1/2 qt	
Seasonings			
Flaked basil		3 Tbsp + 2 tsp	3. Heat water to rolling boil. Add salt.
Flaked oregano		3 Tbsp + 2 tsp	
Water.....	3 gal		
Salt.....	1 Tbsp		5. Stir into meat sauce.
			6. Pour into serving pans. Hold in serving pans at 140° or above.
Cheddar cheese, shredded	1 lb		7. Top with shredded cheese.
			8. Portion 3/4 cup serving.
			9. Cool any leftovers in a shallow pan in refrigerator to 41° or below.

All supporting documentation must be kept on file, per month, to support the homemade items meet portion requirements.

Thank you!

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