CACFP ESSENTIALS SERIES

Nutrition Essentials: Part 2

Menu and Supporting Documentation

Health and Nutrition Services
Arizona Department of Education

Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

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

This training is required for all new organizations who will be applying to participate in the CACFP.

Objectives

At the end of this training, attendees should be able to:

- understand CACFP menu requirements;
- understand best practices to build a compliant menu; and
- determine what supporting menu documentation should be kept on file.

TRAINING HOURS

Information to include when documenting this training for Continuing Education and Training Credit:

Training Title: Menu and Supporting Documentation

Hours of Instruction: 0.5 Hours

This training counts toward Empower Program training requirements. It is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your Registry transcript, please provide your ID in the completion survey.

Quiz Time

Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.

Table of Contents

CACFP Menu Overview

SECTION 1

CACFP Menu Overview

Creating a CACFP menu involves planning meals that meet the nutritional guidelines set by the program. The purpose of the CACFP is to ensure that children and adults in care receive healthy, balanced meals.

To start, familiarize yourself with the meal pattern requirements, which include specific components like fruits, vegetables, grains, protein, and dairy. Each meal must include a variety of foods from these categories to ensure nutritional adequacy. Consider the age and dietary needs of the individuals you are serving, as this will influence portion sizes and food choices. Incorporate a range of flavors and textures to make meals appealing.

Additionally, it's essential to plan for any food allergies or preferences within your group. By following these guidelines and being mindful of the dietary needs, you can create a CACFP menu that promotes health and well-being for all participants.

Menu Requirements

1. **Include all foods offered.**
   Include all components, extras, and spreads.

2. **Post weekly menu in public view.**
   Public view means the lobby or an area seen by all.

3. **Write the dates and keep on file.**
   Write the dates on the weekly posted menu. Keep the menu on file as evidence of what was served.

Menu Statements

Required Statements:

- **Non-Discrimination Statement:** This institution is an equal opportunity provider, employer, and lender.
- **Milk:** Milk type for served age groups "Whole milk is served to children 12-23 months. Children 24 months and older are served low fat or fat-free milk."
  - *Adult Centers: "All participants are served low fat or fat-free milk."*
- **Mixed Items:** Ingredients in mixed or multi-component items (e.g., "Fruit cocktail = pineapple, cherry, peach, pear" or "Turkey Wrap= turkey breast, cheese, tortilla")

Recommended Best Practices:

- **Water:** Description of how water is made available throughout the day.
- **If serving Juice**: "All juices served are 100% juice."

Menu Designations

Homemade, multi-component items must be designated on your menu using the acronym ‘HM.’ In addition to writing these designations next to certain items and entrees, the bottom of your menu must contain a key where it is explained that HM means homemade.

HM: HOMEMADE ITEMS

When an entrée is prepared on site or by a caterer and contains multiple components, it is difficult to identify the portions of each component. Therefore, a recipe should be on file to ensure the correct portion is prepared and served.

What is a Cycle Menu?

CYCLE MENUS ARE A CERTAIN NUMBER OF WEEKLY MENUS CREATED FOR A SET PERIOD.

Cycle menus play a crucial role in introducing a variety of foods while meeting the nutritional needs of students. By providing a structured plan that rotates meals over a specified period, cycle menus ensure that individuals are exposed to different foods and flavors, promoting a diverse diet.

Additionally, cycle menus can streamline food preparation and procurement processes, making it easier to manage inventory and reduce food waste. Overall, cycle menus are an effective tool for promoting variety, nutrition, and efficiency in meal planning.

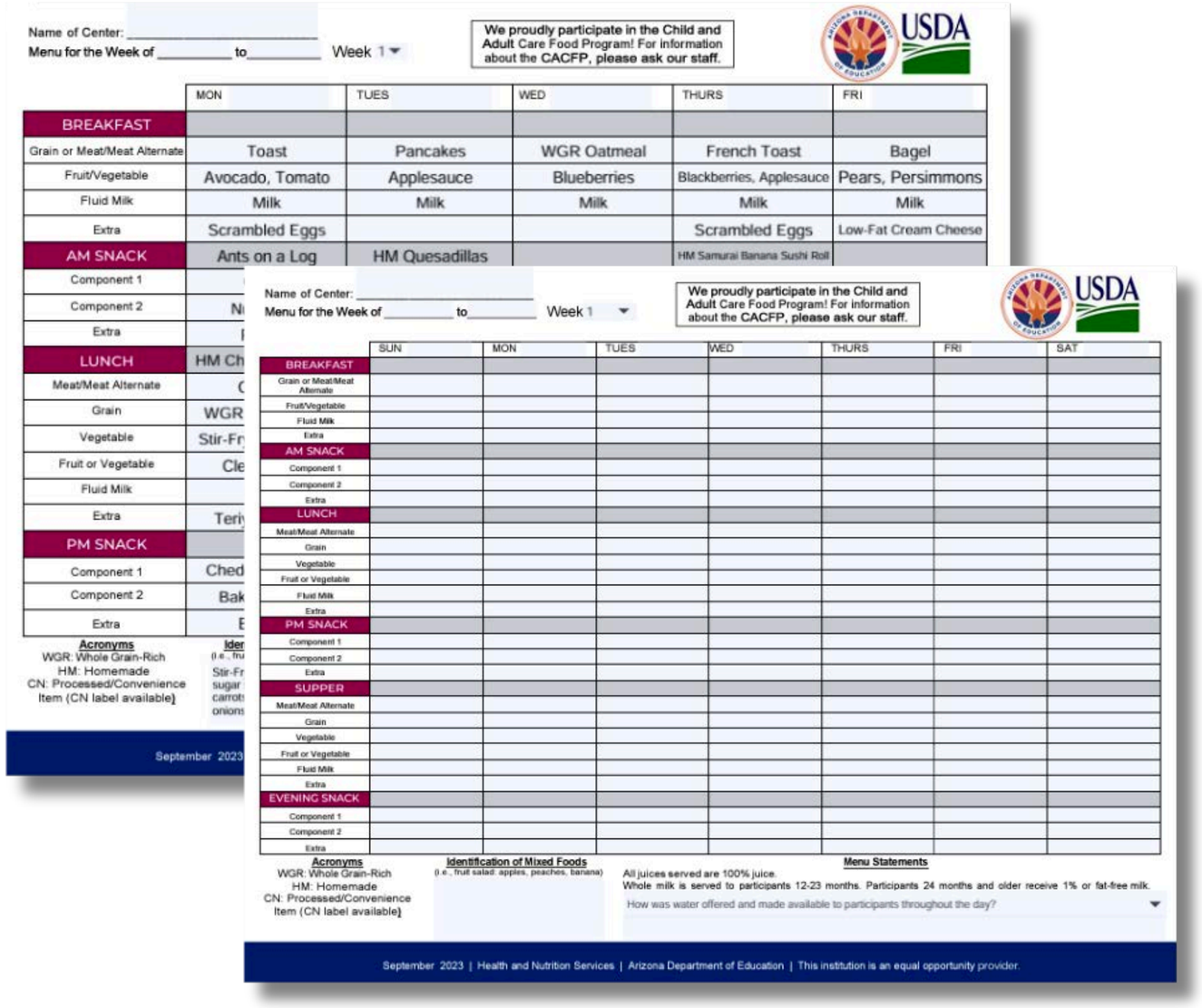
For example, if you have a five-week cycle menu, you will start again with week 1 once the cycle is complete. Cycle menus are encouraged and used by most organizations on the CACFP and can be changed at any time.

CACFP Cycle Menu

ADE SAMPLE MENU AND CYCLE MENU TEMPLATES

The ADE Sample Menu contains creditable foods for each meal and snack. You can use it as-is or use it as a starting point, making changes to meals and snacks.

The ADE Cycle Menu Templates are blank and contain the proper formatting, meal pattern, and the required designations key and statements section. Templates are located on the CACFP Program Forms webpage under the *Building a Menu* section.



How to Build a CACFP Menu

SECTION 2

Build a Cycle Menu

Building a cycle menu involves several key steps to ensure that it meets nutritional needs while offering variety and efficiency.

Be sure to periodically review and adjust the cycle menu based on feedback and any changes in dietary guidelines or ingredient availability. This ensures that the menu remains relevant, appealing, and nutritionally balanced, meeting the evolving needs and preferences of those you serve.

1. **CONSIDER YOUR BUDGET**
   Ensure food cost is >50% of the total reimbursement, and there is adequate preparation time and available kitchen equipment.

2. **RECORD ALL LUNCH ENTRÉE ITEMS**
   Ensure that there are no repeating items.

3. **ADD LUNCH SIDES**
   Sides add a variety of color, texture, and flavors.

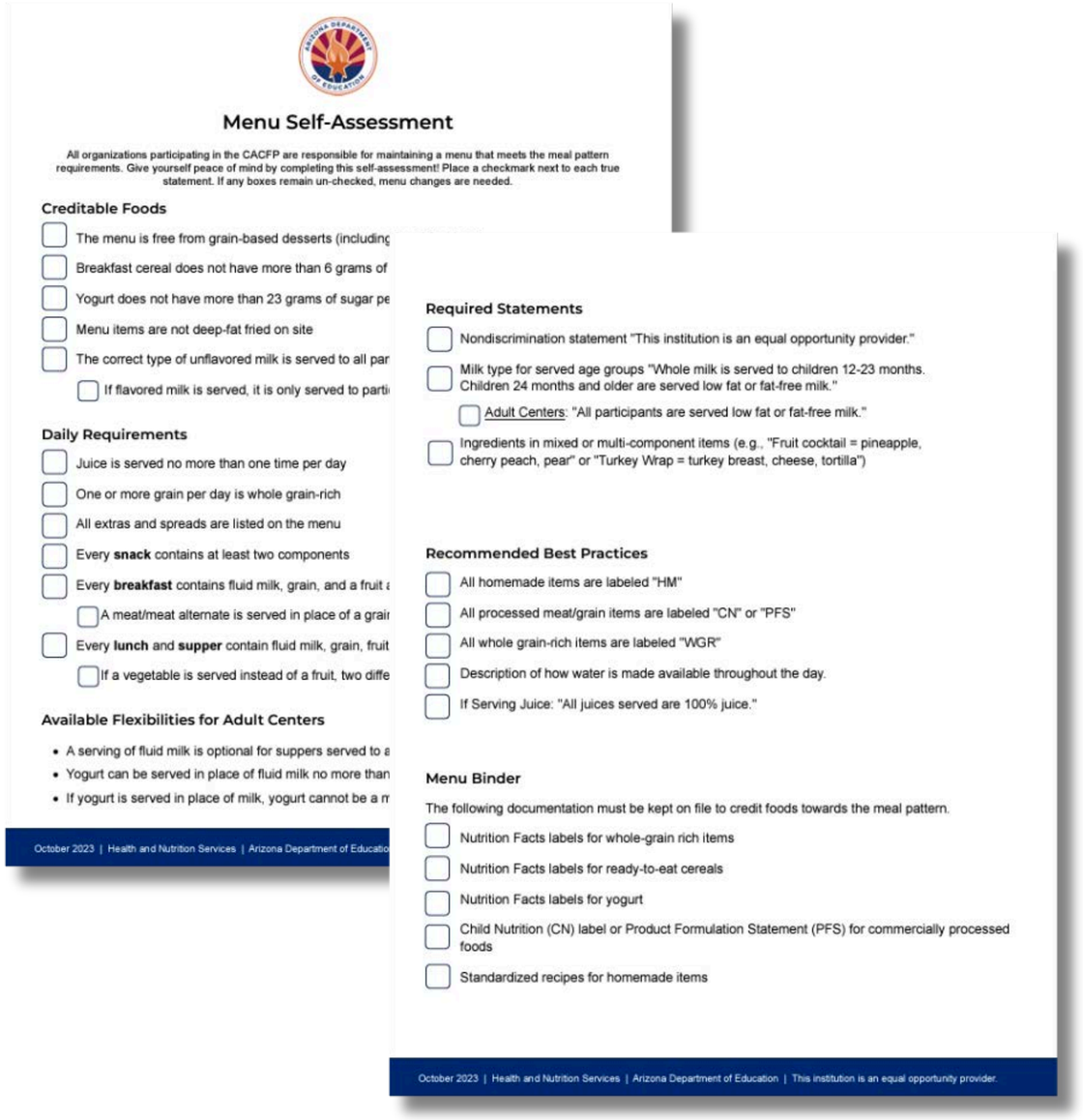
4. **CHOOSE BREAKFAST AND SNACKS**
   Create creditable breakfast and snack combinations.

CACFP Cycle Menu

SELF-ASSESSMENT

Because all organizations participating in the CACFP are responsible for maintaining a menu that meets the meal pattern requirements, you can give yourself peace of mind by completing this Menu Self-Assessment.

Simply place a checkmark next to each true statement and if any boxes remain unchecked, menu changes are needed.



Menu Self-Assessment

All organizations participating in the CACFP are responsible for maintaining a menu that meets the meal pattern requirements. Give yourself peace of mind by completing this self-assessment! Place a checkmark next to each true statement. If any boxes remain un-checked, menu changes are needed.

Creditable Foods

- ☐ The menu is free from grain-based desserts (including
- ☐ Breakfast cereal does not have more than 6 grams of
- ☐ Yogurt does not have more than 23 grams of sugar pe
- ☐ Menu items are not deep-fat fried on site
- ☐ The correct type of unflavored milk is served to all par
  - ☐ If flavored milk is served, it is only served to parti

Daily Requirements

- ☐ Juice is served no more than one time per day
- ☐ One or more grain per day is whole grain-rich
- ☐ All extras and spreads are listed on the menu
- ☐ Every **snack** contains at least two components
- ☐ Every **breakfast** contains fluid milk, grain, and a fruit
  - ☐ A meat/meat alternate is served in place of a grai
- ☐ Every **lunch** and **supper** contain fluid milk, grain, fruit
  - ☐ If a vegetable is served instead of a fruit, two diffe

Available Flexibilities for Adult Centers

- A serving of fluid milk is optional for suppers served to a
- Yogurt can be served in place of fluid milk no more than
- If yogurt is served in place of milk, yogurt cannot be a m

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Required Statements

- ☐ Nondiscrimination statement "This institution is an equal opportunity provider."
- ☐ Milk type for served age groups "Whole milk is served to children 12-23 months. Children 24 months and older are served low fat or fat-free milk."
  - ☐ Adult Centers: "All participants are served low fat or fat-free milk."
- ☐ Ingredients in mixed or multi-component items (e.g., "Fruit cocktail = pineapple, cherry peach, pear" or "Turkey Wrap = turkey breast, cheese, tortilla")

Recommended Best Practices

- ☐ All homemade items are labeled "HM"
- ☐ All processed meat/grain items are labeled "CN" or "PFS"
- ☐ All whole grain-rich items are labeled "WGR"
- ☐ Description of how water is made available throughout the day.
- ☐ If Serving Juice: "All juices served are 100% juice."

Menu Binder

The following documentation must be kept on file to credit foods towards the meal pattern.

- ☐ Nutrition Facts labels for whole-grain rich items
- ☐ Nutrition Facts labels for ready-to-eat cereals
- ☐ Nutrition Facts labels for yogurt
- ☐ Child Nutrition (CN) label or Product Formulation Statement (PFS) for commercially processed foods
- ☐ Standardized recipes for homemade items

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Quiz Time

Evaluate this menu for errors. Look for missing components, non-creditable foods, missing WGR items, or juice more than 1x per day.

	MON	TUES	WED	THURS	FRI
BREAKFAST					
Grain or Meat/Meat Alternate	Waffles	Eggs	Peach Yogurt	Mini-Bagel	English Muffin
Fruit/Vegetable	Bananas	HM Salsa	Mandarin Oranges, Pineapple Juice	Blueberries	Apple Slices
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Applesauce		Kix Cereal	Egg, Ham, Cheddar Cheese	Melted Cheddar Cheese
AM SNACK	HM Fruit Salsa	HM Southern Black-Eyed Peas			HM Lentil Soup
Component 1	Cinnamon Pita Chips	Cornbread	HM Bran Muffin	Banana	Lentils
Component 2	Apples, Honeydew, Melon, Berries	Black-Eyed Peas	Grape Juice	Toast	Celery, Carrots
Extra		Turkey Bacon		Nut Butter	Brown Rice
LUNCH	HM Burrito		HM Chicken Pot Pie	HM Pork Stir Fry	HM Chicken Quesadilla
Meat/Meat Alternate	Chicken	Ground Turkey	Shredded Chicken	Pork Sirloin Roast	Chicken and Cheese
Grain	Flour Tortilla, Brown Rice	Mashed Potatoes	Pie Crust	Brown Rice	Flour Tortilla
Vegetable	Pinto Beans & HM Salsa	Green Beans	Mixed Vegetables	Carrots, Broccoli, Onions	Black Beans
Fruit or Vegetable	Papaya	Apple Wedges	Sugar Snap Pea pods	Pineapple	Mango
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra			Gravy		
PM SNACK		HM Verduro	Zoe's Roasted Sweet Potato Sticks	Grilled Cheese	HM Mediterranean Tuna Salad
Component 1	Celery	Crispy Baked Flour Tortilla	Sweet Potato	Bread	Tuna
Component 2	Carrots	Carrots, Cabbage, Cucumber	Pineapple	Cheese	Pita Pocket
Extra	Low fat Ranch Dressing	Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

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Component 2	Carrots	Carrots, … Cucumber	Pineapple	Cheese	Pita Pocket
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<u>Tuesday's lunch:</u> No grain item. Potatoes are a vegetable. To fix this, a grain like a dinner roll should be served. Mashed Potatoes can be served as a 2nd vegetable instead of the apple wedges or they can be served as an extra component.

<u>Monday's PM Snack:</u> Contains 2 items but from only 1 component – vegetable. Celery and Carrots can both be served as component 1 but a 2nd component must be served – such as pita chips or string cheese.

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Extra	Low fat Ranch Dressing	Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

You should have identified that juice is served more than once on Wednesday. It is served at both breakfast and AM Snack.

To fix this, you could remove pineapple juice from breakfast and offer a full serving of mandarin oranges. Or, you can remove grape juice from AM Snack and replace it with fruit, vegetable, fluid milk or meat/meat alternate component.

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Extra	Low fat Ranch Dressing	Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

Lastly, a whole grain-rich item is not served on Tuesday. Assess the items being served. If one of them IS truly whole grain-rich but just isn't labeled, then write "WGR" next to that item. If no whole grain-rich items are served, then add one to the menu. When reviewing the menu, check up and down to ensure you've met all meal pattern requirements every day and check left to right (across each meal type) to strive for variety across meal type.

Menu Maintenance

Once you have an established cycle menu, it is up to you to maintain compliance. You can make permanent changes or one-time changes that continue to meet the meal pattern, without approval from your assigned specialist. Your assigned specialist is available to offer support if needed. If you make a one-time change, remember to document it on the posted menu.

You can also create seasonal menus – for example one from April through September when the weather is warm and another for October through March when it's cooler.

NAVIGATING MENU CHANGES

Permanent Change

- You can change your menu at any time. Your assigned specialist is available for support but does not need to approve changes. Did you discover a new exciting entree? Go for it!

One-Time Change

- Find inspiration from your farmers market and feature local seasonal foods at any time. Just mark your one-time substitution on your posted menu.

Requests for Modifications

Although you have a compliant cycle menu, you may have participants who want or need something different when in your care – either due to preference or a medical reason. A menu modification is exactly this – when someone asks you to avoid a food or beverage listed on your CACFP menu and offer something else instead.

HANDLING REQUESTS

A CACFP organization may be asked to provide a different food or beverage for a participant.

Processing these requests requires knowledge of the CACFP meal pattern, civil rights compliance and what documentation is needed for each request. For more information, please take the Participant Menu Modifications training, which is posted on the CACFP webpage.

Menu modifications should be supported with the Participant Menu Modification Form.

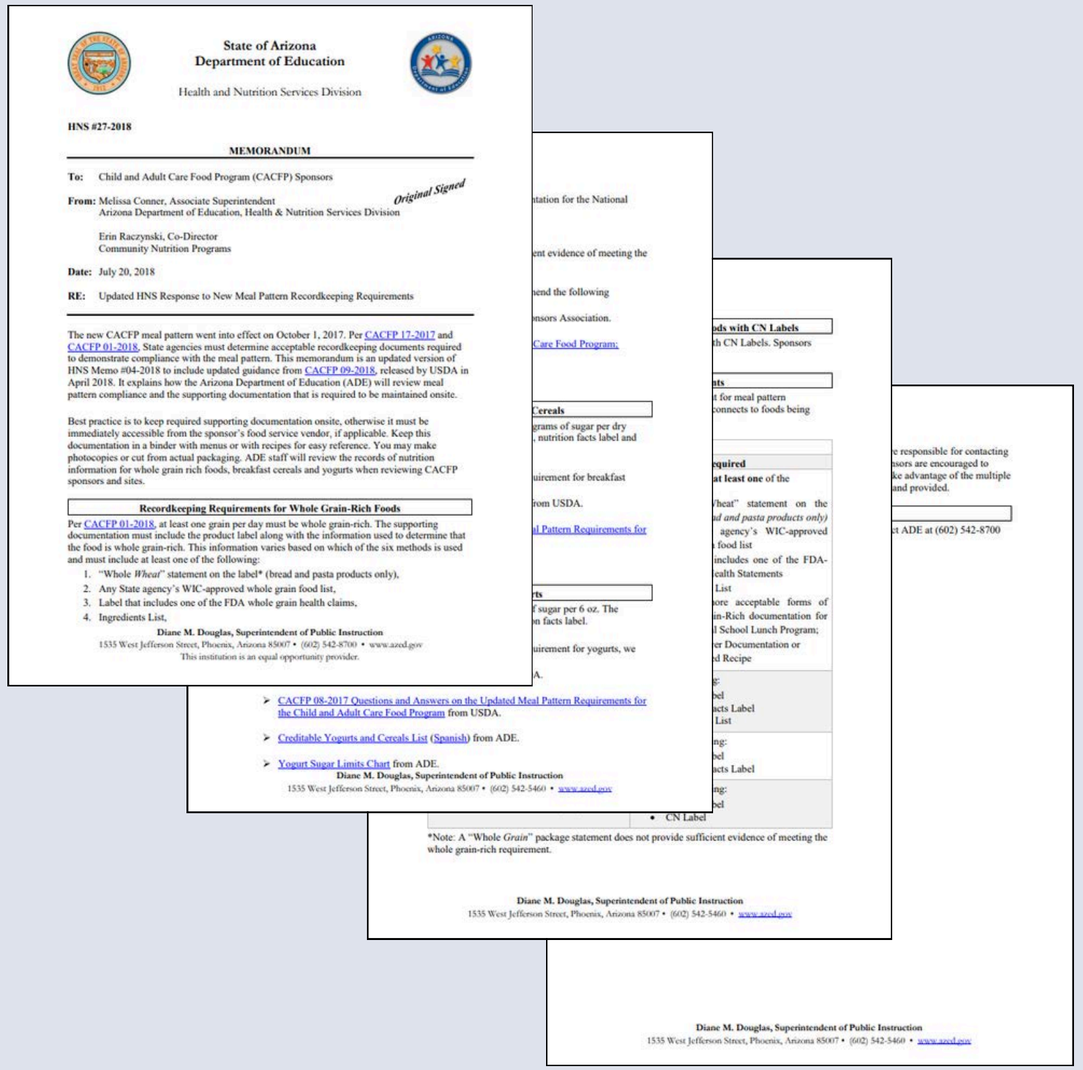
Supporting Documentation

SECTION 3

Supporting Documentation

In addition to maintaining a CACFP compliant menu, operators of the CACFP in Arizona are required to maintain documentation supporting the creditability of 5 different food items. These items include:

1. **WHOLE GRAIN-RICH**
2. **BREAKFAST CEREAL**
3. **YOGURT**
4. **COMMERCIALLY PROCESSED MEAT/GRAIN ITEMS (CN/PFS)**
5. **HOMEMADE ENTREES AND ITEMS**



State of Arizona
Department of Education

Health and Nutrition Services Division

HNS #27-2018

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 Programs

Date: July 20, 2018

RE: Updated HNS Response to New Meal Pattern Recordkeeping Requirements

The new CACFP meal pattern went into effect on 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 is an updated version of HNS Memo #04-2018 to include updated guidance from CACFP 09-2018, released by USDA in April 2018. It 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.

Recordkeeping Requirements for Whole Grain-Rich Foods

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 varies based on which of the six methods is used and must include at least one of the following:

1. "Whole *Wheat*" statement on the label* (bread and pasta products only),
2. Any State agency's WIC-approved whole grain food list,
3. Label that includes one of the FDA whole grain health claims,
4. Ingredients List,

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- 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.

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- CN Label

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

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HNS 27-2018: UPDATED HNS RESPONSE TO NEW MEAL PATTERN RECORDKEEPING REQUIREMENTS

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 varies based on which of the six methods is used.

DOCUMENTATION REQUIRED

Product Label
The name of the grain item on the front of the packaging.

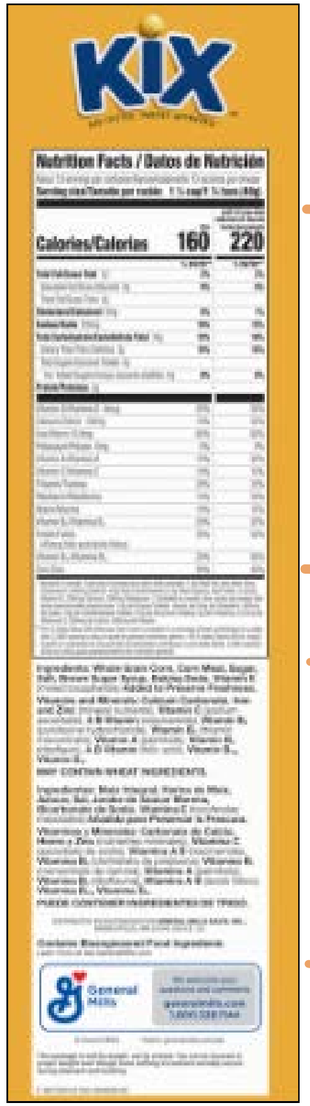
Method Documentation
Must match the method used and can be:

- “Whole Wheat” statement on the label* (bread and pasta products only)
- Any State agency’s WIC-approved whole grain food list
  - Label that includes one of the FDA-approved Health Statements
  - Ingredients List
  - Whole Grain-Rich documentation for the National or Standardized Recipe

Breakfast Cereal

All cereals in the Arizona WIC FOOD LIST are low sugar cereal and a copy of the Arizona WIC food list is sufficient documentation. Otherwise, to show that all cereal is truly within the sugar limitations, all cereal served must have a product label, nutrition facts label, and ingredients list on file.

All of this information appears on the side of the cereal box – so ADE recommends simply cutting the side panel of all cereal boxes! Place the cereal box sides in a sheet protector in your Menu Binder.



Product Label
The name of the grain item on the front of the packaging.

Nutrition Facts Label
The entire nutrition facts label. Make sure that the gram serving size and grams of sugar are visible.

Ingredients List
The list of ingredients at the bottom of the nutrition facts label.

Yogurt

To show that all yogurt is truly within the sugar limitations, all yogurt served must have a product label and nutrition facts label on file.

A photocopy or photo of the front packaging and the nutrition facts label is sufficient documentation.

Product Label
The name of the yogurt item on the front of the packaging.

Nutrition Facts

Serving Size: 2/3 Cup (170g)
Servings Per Container: 5

	Per Serving
Calories	150
	% Daily Value *
Total Fat	1g / 1%
Saturated Fat	0.5g / 3%
Trans Fat	0g
Cholesterol	<5mg / 2%
Sodium	80mg / 3%
Total Carbohydrate	31g / 11%
Dietary Fiber	0g / 0%
Total Sugars	22g
Incl. Added Sugars	17g / 34%
Protein	5g
Vitamin D	3.0mcg / 15%
Calcium	180mg / 15%
Iron	0mg / 0%
Potassium	240mg / 6%
Vitamin A	170mcg / 15%

* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

Nutrition Facts Label
The entire nutrition facts label. Make sure that the gram serving size and grams of sugar are visible.

Commercially Processed Meat/Grain Items

A CN Label of Product Formulation Statement (PFS) is required for all processed or convenience entrees that contribute to the grains and meat/meat alternate component. It must be kept on file for ADE's review. A CN label sometimes appears on packaging and contains 4 sides labeled "CN". A PFS can only be obtained from the manufacturer. These items will appear on the menu with a "CN" or "PFS" designation next to the item and that will indicate whether a CN label or Product Formulation Statement is on file.

DOCUMENTATION REQUIRED

Convenience items that count toward the grain or meat/meat alternate component to assist in correct portions served.

Examples:

- Chicken patties/nuggets
- Pizza
- Burritos
- Fish sticks
- Corn dogs
- Ravioli, etc.

CN Label

CN Labels are voluntary labels administered by USDA Food and Nutrition Services, usually found on food products purchased in bulk. A Nutrition facts label is not a CN Label, and a Nutrition facts label is not a valid substitution for a CN Label.

A CN Label will always contain a distinct 4-sided border with “CN” written on each side, a meal pattern contribution statement, 6-digit product identification number, USDA/FNS authorization statement, and the month and year of approval. The meal pattern contribution statement is used to ensure correct portion sizes for each age group.

CN LABELS WILL ALWAYS CONTAIN THE FOLLOWING:

- CN Logo (distinct border)
- Meal Pattern Contribution statement
- 6-digit product ID number
- Month and year of approval

CN Label is valid for only 5 years.


AdvancePierre Foods

FULLY COOKED MEATLOAF
CHEDDAR CHEESE ADDED
TOPPED WITH KETCHUP

68190

CN

094158

ONE 2.90 OZ. FULLY COOKED MEATLOAF CHEDDAR CHEESE ADDED TOPPED WITH KETCHUP PROVIDES 2.00 OZ. EQUIVALENT MEAT/MEAT ALTERNATE FOR CHILD NUTRITION MEAL PATTERN REQUIREMENTS. (USE OF THIS LOGO AND STATEMENT AUTHORIZED BY THE FOOD AND NUTRITION SERVICE, USDA 06-16.)

CN

INGREDIENTS: GROUND BEEF (NO MORE THAN 20% FAT), PASTEURIZED PROCESS CHEDDAR CHEESE (CHEDDAR CHEESE (MILK, CHEESE CULTURE, SALT AND ENZYMES), WATER, SODIUM PHOSPHATE, CREAM, SALT, SORBIC ACID (PRESERVATIVE) APO-CAROTENAL (COLOR)), BREAD CRUMBS (WHOLE WHEAT FLOUR, ENRICHED WHEAT FLOUR (ENRICHED WITH NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), YEAST, ASCORBIC ACID), SEASONING (TOMATO POWDER, SALAD MUSTARD POWDER (DISTILLED VINEGAR, MUSTARD SEED, SALT, TURMERIC), MALTODEXTRIN, MODIFIED CORN STARCH, SPICE EXTRACTIVE), ONION POWDER, DEXTROSE, SUGAR, GARLIC POWDER, DEHYDRATED ONION, BEEF STOCK, NATURAL FLAVORS, MALTODEXTRIN, GUM ARABIC, SPICE, GRILL FLAVOR (FROM SUNFLOWER OIL)), WATER, ONIONS, SALT, OLEORESIN ROSEMARY. GLAZED WITH: KETCHUP (TOMATO CONCENTRATE (WATER, TOMATO PASTE), SUGAR, DISTILLED VINEGAR, SALT, ONION POWDER, SPICE, NATURAL FLAVOR).
CONTAINS: WHEAT AND MILK

SAMPLE COPY NOT FOR DOCUMENTING FEDERAL MEAL REQUIREMENTS

100 PORTIONS

0 00 71421 36819 2

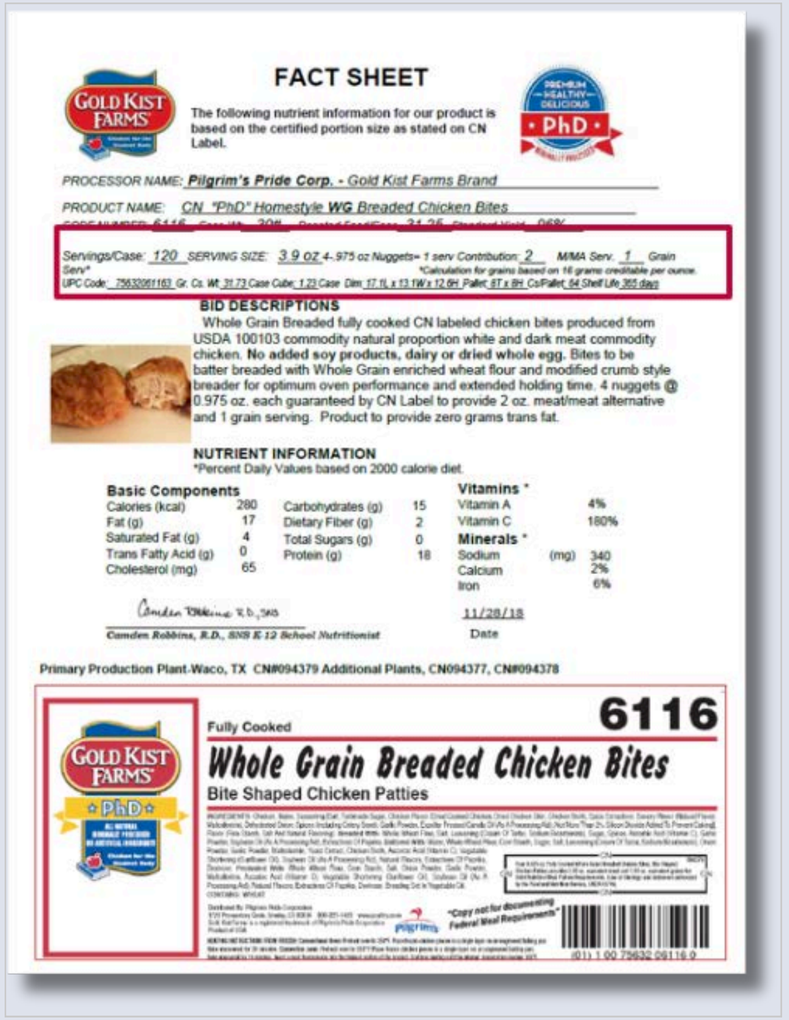
KEEP FROZEN

Comments or questions about AdvancePierre Foods products? Call toll free 800-317-2333 www.Advance Pierre.com
AdvancePierre Foods, Inc. 9990 Princeton Glendale Rd. Cincinnati, OH 45246

Product Formulation Statement

A current PFS provided by the manufacturer and signed by an officer of the corporation is an acceptable substitution for a CN Label. If you buy an item that requires a CN Label but a CN label is not available, you can request a Product Formulation Statement from the manufacturer.

PFS do not expire but it is best practice to update them every 2-3 years to make sure they are still accurate



FACT SHEET

The following nutrient information for our product is based on the certified portion size as stated on CN Label.

PROCESSOR NAME: Pilgrim's Pride Corp. - Gold Kist Farms Brand

PRODUCT NAME: CN "PhD" Homestyle WG Breaded Chicken Bites

Servings/Case: 120 SERVING SIZE: 3.9 oz 4-.975 oz Nuggets= 1 serv Contribution: 2 M/MA Serv. 1 Grain Serv*

*Calculation for grains based on 16 grams creditable per ounce.

UPC Code: 75632061163 Gr. Cs. Wt. 31.73 Case Cube: 1.23 Case Dim: 17.1L x 13.1W x 12.6H Pallet: 8T x 8H Cs/Pallet: 64 Shelf Life: 365 days

BID DESCRIPTIONS

Whole Grain Breaded fully cooked CN labeled chicken bites produced from USDA 100103 commodity natural proportion white and dark meat commodity chicken. **No added soy products, dairy or dried whole egg.** Bites to be batter breaded with Whole Grain enriched wheat flour and modified crumb style breader for optimum oven performance and extended holding time. 4 nuggets @ 0.975 oz. each guaranteed by CN Label to provide 2 oz. meat/meat alternative and 1 grain serving. Product to provide zero grams trans fat.

NUTRIENT INFORMATION

*Percent Daily Values based on 2000 calorie diet.

Basic Components				Vitamins *	
Calories (kcal)	280	Carbohydrates (g)	15	Vitamin A	4%
Fat (g)	17	Dietary Fiber (g)	2	Vitamin C	180%
Saturated Fat (g)	4	Total Sugars (g)	0	Minerals *	
Trans Fatty Acid (g)	0	Protein (g)	18	Sodium (mg)	340
Cholesterol (mg)	65			Calcium	2%
				Iron	6%

Camden Robbins, R.D., SNS K 12 School Nutritionist — 11/28/18 Date

Primary Production Plant-Waco, TX CN#094379 Additional Plants, CN094377, CN#094378

Fully Cooked

6116

Whole Grain Breaded Chicken Bites

Bite Shaped Chicken Patties

"Copy not for documenting Federal Meal Requirements"

Homemade Items

DOCUMENTATION BEST PRACTICE

It is a best practice to have recipes on file for all homemade items. Recipes should be used just like CN labels or Product Formulation Statements, stating the serving size for each age group to meet the meal pattern. Recipes should contain:

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

For example, if cornbread casserole is prepared, the recipe may indicate that the casserole is cut into 24 pieces and indicate what age groups need 1 piece or 2. Recipes are also helpful in the event of staff turnover, to ensure recipes can be replicated by others.

Production Worksheets

To ensure enough food is purchased, prepared, and served, ADE recommends the use of Production Worksheets. Production Worksheets are an optional purchasing tool for self-prep organizations but required for every meal and snack provided by a food service vendor, per the vendor contract. Although self-prep organizations are not required to complete production records, if an inadequate amount of food is purchased, prepared, or served, ADE may require an institution to complete and maintain them to support food purchasing compliance.

PURCHASING TOOL

- Useful when completed two weeks in advance (or before purchasing)
- Can use the online system for calculations at: http://fbg.theicn.org/

INFORMATION NEEDED

- A menu that meets the meal pattern
- The projected number of children/adults (including staff) who will be eating the meal

CATERED

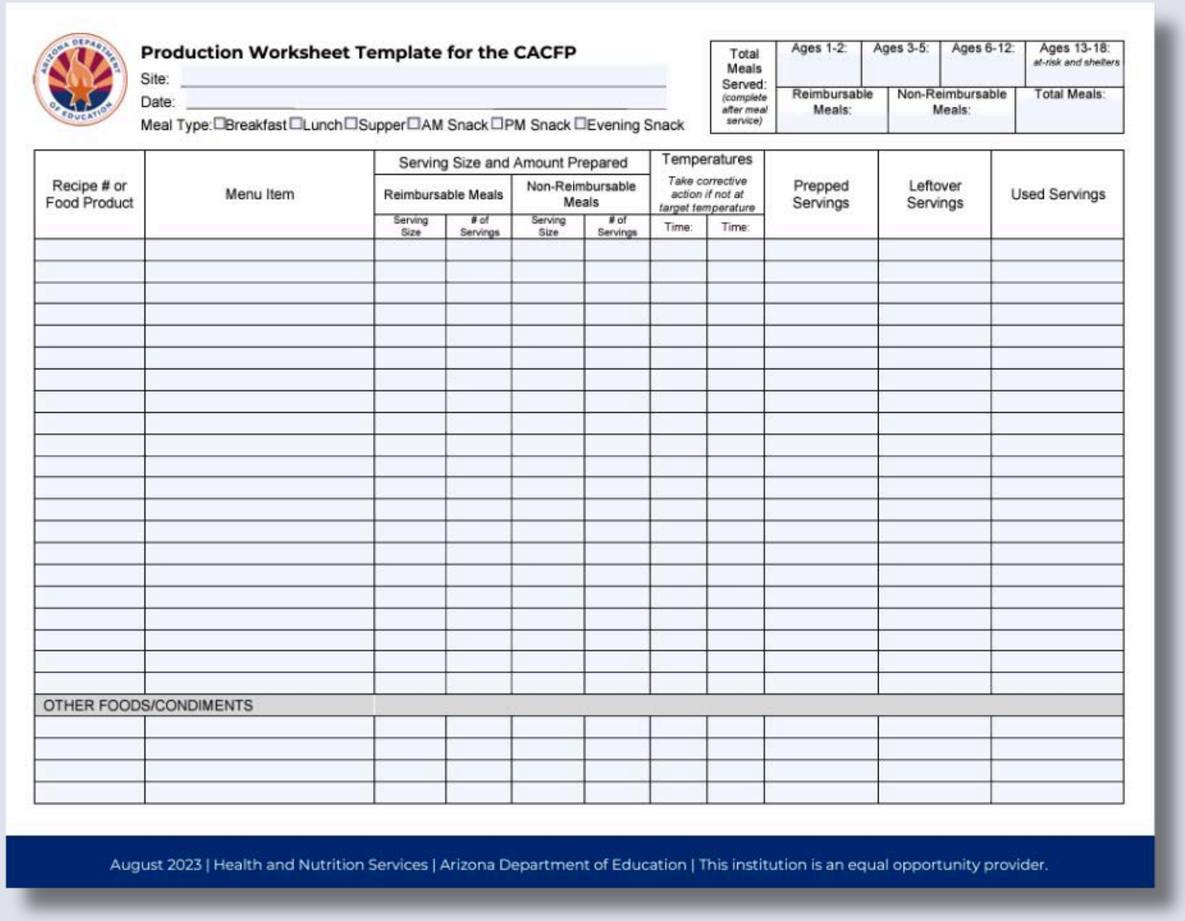
- Required to be completed/maintained for every meal and snack provided by a food service vendor, per the vendor contract, and cannot be waived by ADE.

SELF-PREP

- Strongly encouraged to ensure enough food is purchased, prepared, and served.

Production Worksheets

Production Worksheets are most useful when completed in advance of purchasing and they are helpful with a new menu or new entrée because they tell you the minimum quantity that must be purchased to have enough food for each meal or snack that will be served.



Production Worksheet Template for the CACFP

Site: _____

Date: _____

Meal Type: ☐Breakfast ☐Lunch ☐Supper ☐AM Snack ☐PM Snack ☐Evening Snack

Total Meals Served: *(complete after meal service)*	Ages 1-2:	Ages 3-5:	Ages 6-12:	Ages 13-18: *at-risk and shelters*
	Reimbursable Meals:	Non-Reimbursable Meals:		Total Meals:

Recipe # or Food Product	Menu Item	Serving Size and Amount Prepared				Temperatures *Take corrective action if not at target temperature*		Prepped Servings	Leftover Servings	Used Servings
		Reimbursable Meals		Non-Reimbursable Meals						
		Serving Size	# of Servings	Serving Size	# of Servings	Time:	Time:			
OTHER FOODS/CONDIMENTS										

August 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

Quiz Time

Review this menu and write down which items would require menu documentation.

BREAKFAST		HM Omelet	HM Fruit Smoothie	HM Bagel Sandwich	HM Breakfast Pizza
Grain or Meat/Meat Alternate	Waffles	Eggs	Peach Yogurt	Mini-Bagel	English Muffin
Fruit/Vegetable	Bananas	HM Salsa	Mandarin Oranges, Pineapple Juice	Blueberries	Apple Slices
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Applesauce		Kix Cereal	Egg, Ham, Cheddar Cheese	Melted Cheddar Cheese
AM SNACK	HM Fruit Salsa	HM Southern Black-Eyed Peas			HM Lentil Soup
Component 1	Cinnamon Pita Chips	Cornbread	HM Bran Muffin	Banana	Lentils
Component 2	Apples, Honeydew, Melon, Berries	Black-Eyed Peas	Tangerines	Toast	Celery, Carrots
Extra		Turkey Bacon		Nut Butter	Brown Rice
LUNCH	HM Burrito		HM Chicken Pot Pie	HM Pork Stir Fry	HM Chicken Quesadilla
Meat/Meat Alternate	Chicken	Ground Turkey	Shredded Chicken	Pork Sirloin Roast	Chicken and Cheese
Grain	Flour Tortilla, Brown Rice	WW Macaroni	Pie Crust	Brown Rice	Flour Tortilla
Vegetable	Pinto Beans & HM Salsa	Green Beans	Mixed Vegetables	Carrots, Broccoli, Onions	Black Beans
Fruit or Vegetable	Papaya	Apple Wedges	Sugar Snap Pea pods	Pineapple	Mango
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra			Gravy		
PM SNACK		HM Verduro	Zoe's Roasted Sweet Potato Sticks	Grilled Cheese	HM Mediterranean Tuna Salad
Component 1	Grapes	Crispy Baked Flour Tortilla	Sweet Potato	WW Bread	Tuna
Component 2	Crackers	Carrots, Cabbage, Cucumber	Pineapple	Cheese	Pita Pocket
Extra		Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

Remember to document the following menu items:

- Whole Grain-Rich Items
- Breakfast Cereal
- Yogurt
- Processed Grain/Meat Items
- Homemade Items

Quiz Time

Review this menu and write down which items would require menu documentation.

BREAKFAST		HM Omelet	HM Fruit Smoothie	HM Bagel Sandwich	HM Breakfast Pizza
Grain or Meat/Meat Alternate	Waffles	Eggs	Peach Yogurt	Mini-Bagel	English Muffin
Fruit/Vegetable	Bananas	HM Salsa	Mandarin Oranges, Pineapple Juice	Blueberries	Apple Slices
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Applesauce		WGR Kix Cereal	Egg, Ham, Cheddar Cheese	Melted Cheddar Cheese
AM SNACK	HM Fruit Salsa	HM Southern Black-Eyed Peas			HM Lentil Soup
Component 1	Cinnamon Pita Chips	Cornbread	HM Bran Muffin	Banana	Lentils
Component 2	Apples, Honeydew, Melon, Berries	Black-Eyed Peas	Tangerines	Toast	Celery, Carrots
Extra		Turkey Bacon		Nut Butter	WGR Brown Rice
LUNCH	HM Burrito		HM Chicken Pot Pie	HM Pork Stir Fry	HM Chicken Quesadilla
Meat/Meat Alternate	Chicken	Ground Turkey	Shredded Chicken	Pork Sirloin Roast	Chicken and Cheese
Grain	Flour Tortilla, WGR Brown Rice	WW Macaroni	Pie Crust	WGR Brown Rice	Flour Tortilla
Vegetable	Pinto Beans & HM Salsa	Green Beans	Mixed Vegetables	Carrots, Broccoli, Onions	Black Beans
Fruit or Vegetable	Papaya	Apple Wedges	Sugar Snap Pea pods	Pineapple	Mango
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra			Gravy		
PM SNACK		HM Verduro	Zoe's Roasted Sweet Potato Sticks	Grilled Cheese	HM Mediterranean Tuna Salad
Component 1	Grapes	Crispy Baked Flour Tortilla	Sweet Potato	WW Bread	Tuna
Component 2	WGR Crackers	Carrots, Cabbage, Cucumber	Pineapple	Cheese	WGR Pita Pocket
Extra		Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

Whole Grain-Rich Items

- All items highlighted should include the product label and method of documentation must be kept on file.
- One cereal is served, highlighted in red. Because it is a cereal, the nutrition facts label and ingredients list or the WIC Food List page must also be kept on file to verify the item meets the sugar limitations.

Quiz Time

Review this menu and write down which items would require menu documentation.

BREAKFAST		HM Omelet	HM Fruit Smoothie	HM Bagel Sandwich	HM Breakfast Pizza
Grain or Meat/Meat Alternate	Waffles	Eggs	Peach Yogurt	Mini-Bagel	English Muffin
Fruit/Vegetable	Bananas	HM Salsa	Mandarin Oranges, Pineapple Juice	Blueberries	Apple Slices
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Applesauce		Kix Cereal	Egg, Ham, Cheddar Cheese	Melted Cheddar Cheese
AM SNACK	HM Fruit Salsa	HM Southern Black-Eyed Peas			HM Lentil Soup
Component 1	Cinnamon Pita Chips	Cornbread	HM Bran Muffin	Banana	Lentils
Component 2	Apples, Honeydew, Melon, Berries	Black-Eyed Peas	Tangerines	Toast	Celery, Carrots
Extra		Turkey Bacon		Nut Butter	Brown Rice
LUNCH	HM Burrito		HM Chicken Pot Pie	HM Pork Stir Fry	HM Chicken Quesadilla
Meat/Meat Alternate	Chicken	Ground Turkey	Shredded Chicken	Pork Sirloin Roast	Chicken and Cheese
Grain	Flour Tortilla, Brown Rice	WW Macaroni	Pie Crust	Brown Rice	Flour Tortilla
Vegetable	Pinto Beans & HM Salsa	Green Beans	Mixed Vegetables	Carrots, Broccoli, Onions	Black Beans
Fruit or Vegetable	Papaya	Apple Wedges	Sugar Snap Pea pods	Pineapple	Mango
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra			Gravy		
PM SNACK		HM Verduro	Zoe's Roasted Sweet Potato Sticks	Grilled Cheese	HM Mediterranean Tuna Salad
Component 1	Grapes	Crispy Baked Flour Tortilla	Sweet Potato	WW Bread	Tuna
Component 2	Crackers	Carrots, Cabbage, Cucumber	Pineapple	Cheese	Pita Pocket
Extra		Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

Yogurt

- One yogurt is served, highlighted in red. A product label and nutrition facts label must be kept on file.

Quiz Time

Review this menu and write down which items would require menu documentation.

BREAKFAST		HM Omelet	HM Fruit Smoothie	HM Bagel Sandwich	HM Breakfast Pizza
Grain or Meat/Meat Alternate	Waffles	Eggs	Peach Yogurt	Mini-Bagel	English Muffin
Fruit/Vegetable	Bananas	HM Salsa	Mandarin Oranges, Pineapple Juice	Blueberries	Apple Slices
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Applesauce		Kix Cereal	Egg, Ham, Cheddar Cheese	Melted Cheddar Cheese
AM SNACK	HM Fruit Salsa	HM Southern Black-Eyed Peas			HM Lentil Soup
Component 1	Cinnamon Pita Chips	Cornbread	HM Bran Muffin	Banana	Lentils
Component 2	Apples, Honeydew, Melon, Berries	Black-Eyed Peas	Tangerines	Toast	Celery, Carrots
Extra		Turkey Bacon		Nut Butter	Brown Rice
LUNCH	HM Burrito		HM Chicken Pot Pie	HM Pork Stir Fry	HM Chicken Quesadilla
Meat/Meat Alternate	Chicken	Ground Turkey	Shredded Chicken	Pork Sirloin Roast	Chicken and Cheese
Grain	Flour Tortilla, Brown Rice	WW Macaroni	Pie Crust	Brown Rice	Flour Tortilla
Vegetable	Pinto Beans & HM Salsa	Green Beans	Mixed Vegetables	Carrots, Broccoli, Onions	Black Beans
Fruit or Vegetable	Papaya	Apple Wedges	Sugar Snap Pea pods	Pineapple	Mango
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra			Gravy		
PM SNACK		HM Verduro	Zoe's Roasted Sweet Potato Sticks	Grilled Cheese	HM Mediterranean Tuna Salad
Component 1	Grapes	Crispy Baked Flour Tortilla	Sweet Potato	WW Bread	Tuna
Component 2	Crackers	Carrots, Cabbage, Cucumber	Pineapple	Cheese	Pita Pocket
Extra		Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

Processed Grain/Meat Items

- There are NO processed grain or meat items requiring a CN Label or Product Formulation Statement, so CN Labels and Product Formulation Statements are not required for the items on this menu.

Quiz Time

Review this menu and write down which items would require menu documentation.

BREAKFAST		HM Omelet	HM Fruit Smoothie	HM Bagel Sandwich	HM Breakfast Pizza
Grain or Meat/Meat Alternate	Waffles	Eggs	Peach Yogurt	Mini-Bagel	English Muffin
Fruit/Vegetable	Bananas	HM Salsa	Mandarin Oranges, Pineapple Juice	Blueberries	Apple Slices
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra	Applesauce		Kix Cereal	Egg, Ham, Cheddar Cheese	Melted Cheddar Cheese
AM SNACK	HM Fruit Salsa	HM Southern Black-Eyed Peas			HM Lentil Soup
Component 1	Cinnamon Pita Chips	Cornbread	HM Bran Muffin	Banana	Lentils
Component 2	Apples, Honeydew, Melon, Berries	Black-Eyed Peas	Tangerines	Toast	Celery, Carrots
Extra		Turkey Bacon		Nut Butter	Brown Rice
LUNCH	HM Burrito		HM Chicken Pot Pie	HM Pork Stir Fry	HM Chicken Quesadilla
Meat/Meat Alternate	Chicken	Ground Turkey	Shredded Chicken	Pork Sirloin Roast	Chicken and Cheese
Grain	Flour Tortilla, Brown Rice	WW Macaroni	Pie Crust	Brown Rice	Flour Tortilla
Vegetable	Pinto Beans & HM Salsa	Green Beans	Mixed Vegetables	Carrots, Broccoli, Onions	Black Beans
Fruit or Vegetable	Papaya	Apple Wedges	Sugar Snap Pea pods	Pineapple	Mango
Fluid Milk	Milk	Milk	Milk	Milk	Milk
Extra			Gravy		
PM SNACK		HM Verduro	Zoe's Roasted Sweet Potato Sticks	Grilled Cheese	HM Mediterranean Tuna Salad
Component 1	Grapes	Crispy Baked Flour Tortilla	Sweet Potato	WW Bread	Tuna
Component 2	Crackers	Carrots, Cabbage, Cucumber	Pineapple	Cheese	Pita Pocket
Extra		Parmesan Cheese	HM Hummus	Sliced Tomatoes	Carrots, Peas

Homemade Items

- The items highlighted in red are labeled “HM” for homemade. It is best practice to have a recipe on file for each of these homemade items.

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.

602-542-8700

HelpDesk

www.azed.gov/hns

Congratulations

You have completed the Online Course:
Menu and Supporting Documentation

ADHS Empower Program
This training counts toward Empower Program training requirements.

Arizona Early Childhood Workforce Registry
This training is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your registry transcript, please provide your Workforce Registry ID when completing the survey.

Certificate

Requesting a training certificate
Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

Information to include when documenting training completion:

Training Title: Menu and Supporting Documentation

Length: 0.5 Hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

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1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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