

This handout is designed to help CACFP Sponsors demonstrate menu compliance during the CACFP review process through the maintenance of recipes and labels to support a cycle menu representative of the organization’s general operations.

**Note:** This handout pertains specifically to the requirements for maintaining recipes and labels and does not address or change a Sponsor’s responsibilities for maintaining additional CACFP documentation, including but not limited to: dated menus with specific food items served clearly marked, daily meal counts, food receipts, production records, etc.



**Documenting a Compliant CACFP Cycle Menu:**



- ✓ Be sure that each menu meets the requirements listed on the meal pattern compliance checklist
- ✓ Maintain a one month representative cycle menu including portion sizes for all meal types and age groups that will be claimed for reimbursement (i.e. breakfast, lunch, snack, supper)
- ✓ Retain a copy of the nutrient label for any yogurt, cereal and whole grain-rich items included on your one month cycle menu
- ✓ Retain a copy of recipes, product formulation statements, or CN labels for any combination foods that are included on your one month cycle menu
- ✓ Update the saved cycle menus and supporting documentation at least annually to reflect the menus items actually served as part of your CACFP

**If your cycle menu includes cereal, you must save:**



AND

Nutrition Facts	
Serving Size (31g)	
Servings Per Container About 9	
Amount Per Serving	
Calories 140	Calories from Fat 45
% Daily Value*	
Total Fat 5g	8%
Saturated Fat 1g	4%
Polyunsaturated Fat 0.5g	
Monounsaturated Fat 1.5g	
Cholesterol 0mg	0%
Sodium 170mg	7%
Total Carbohydrate 21g	7%
Dietary Fiber 4g	14%
Sugars 0g	
Protein 3g	

OR

Whole Grain Cereals		
BRAN FLAKES	FROSTED	TOASTED OATS
Best Yet	Shurline	MULTIGRAIN FROSTED OATS
Essential Everyday	Best Yet	Best Yet
Great Value	Essential Everyday	Essential Everyday
IGA	IGA	Great Value
Kiggins	Kiggins	IGA
Ralston	Ralston	Kiggins
Shurline	Shurline	Krandale
Stop & Shop	Stop & Shop	Ralston (Tasteeos)
		Shurline
		Stop & Shop



Documentation showing what the product is; AND

A nutrition panel with serving size and sugar information to show that there are less than 6g of sugar per ounce; OR

A copy of the WIC-approved cereal list that has your cereal listed



If your cycle menu includes yogurt, you must save:



AND

Nutrition Facts	
Serving Size 1 container (170g)	
Servings Per Carton 8	
Amount Per Serving	
<b>Calories</b>	150
Calories from Fat	15
% Daily Value*	
<b>Total Fat</b> 2g	3%
Saturated Fat 1g	5%
Trans Fat 0g	
<b>Cholesterol</b> 10mg	3%
<b>Sodium</b> 95mg	4%
<b>Total Carbohydrate</b> 25g	8%
Sugars 18g	
<b>Protein</b> 6g	12%

Documentation showing what the product is; AND

A nutrition panel with serving size and sugar information to show that there are less than 23g of sugar per 6 ounces

If your cycle menu includes prepared and/or processed food items that you did not prepare in house, such as, chicken nuggets, ravioli, soup, etc., you must save:



Documentation showing what the product is; AND

AND



A copy of the CN label showing how much of the item must be served for the components that you are planning to credit towards a CACFP meal;

OR



### Tyson Product Formulation Statement

Product Name: Fully Cooked Fun Nuggets, Breaded Shaped Chicken Patties Code No: 004189-1220  
 Manufacturer: Tyson Foods, INC Case/Pack/Count/Portion/Size: / 360 / 4 (0.68 oz.) Nugget

**I. Meat/Meat Alternate**

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

	Description of Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield	Creditable Amount *
Chicken	BONELESS CHICKEN W/SKIN IN NATURAL PROPORTION	0.4488902	X	0.70	0.31422314
<b>Total</b>					0.31422314

\* Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information

Total weight (per portion) of product as purchased 2.72 oz.

Total creditable amount of product (per portion) 1.25 oz.

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 2.72 ounce serving of the above product (ready for serving) contains 1.25 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

*Karen Shank, MS, RDN* Director-Nutrition  
 Signature Title

Karen Shank, MS, RDN 1/26/2017 (479) 290-3659  
 Printed Name Date Phone Number

A copy of the manufacturer's product formulation statement showing how much of the item must be served for the components that you are planning to credit towards a CACFP meal



If your cycle menu includes combination foods (containing more than one component) that you prepared in house, you must save:

Recipe Name: Chicken Pot Pie		
Portions per Recipe: 2600		
Portion Size: 1.5 Cups		
Ingredients	Quantity of Ingredient as Purchased (number of purchase units)	Purchase Unit
Chicken Breast	375	lb
Carrots	125	lb
Peas	125	lb
Diced Potato	35	#10 can

A recipe including the name of the menu item, the total number of portions per recipe, the portion size, and a list of all ingredients including the amount of each ingredient needed (in pounds or ounces) for the recipe.

If your cycle menu includes juice, you must save:



OR



A copy of the label clearing showing “100% Juice”; OR

A copy of the item label and the ingredient panel

If your cycle menu includes processed grain items, such as graham crackers or goldfish, you must save:



AND



AND

Your saved menu must indicate the portion size by piece for each age group (i.e. 20 pieces or approx. 1/2c serving for 3-5 year olds)

Documentation showing what the product is; AND

A nutrition facts panel showing the number of pieces per servings and the total ounces or grams per serving

**Your cycle menu must include at least one clearly labeled whole grain-rich item per day. For whole grain-rich items, you must save:**

For sandwich breads/rolls and pasta products only:



A copy of the product label, which specifically labels the product as “whole wheat”

For all other grain products:



A copy of the product label or container that has one of the two approved FDA statements:

“Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers”

“Diets rich in whole grain foods and other plan foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease.”;

OR

**Whole Grains**

**SLICED BREAD, ROLLS, TORTILLAS**

Not Allowed: Organic, Gourmet, and Imported

Arnold Stone Ground 100% Whole Wheat (16 oz)	Gold Medal Bakery 100% Whole Wheat with Flax (16 oz)	Pepperidge Farm Stone Ground 100% Whole Wheat (16 oz)

OR



Documentation showing what the product is and the ingredient panel; OR

OR

A recipe listing all ingredients and amounts; OR a product formulation statement or CN label indicating that your product meets USDA whole grain-rich standards

