



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Child and Adult Care Food Program (CACFP) Child Care Centers and Family Day Care Home Sponsors

**FROM:** John Frassinelli, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** July 26, 2016

**SUBJECT:** **Operational Memorandum No. 7A-16, 9C-16 and 9H-16**  
Requirements for Documenting CACFP Meal Pattern Contribution of Processed Foods

This memo addresses the U.S. Department of Agriculture (USDA) requirements for documenting the CACFP meal pattern contribution of commercial food products. When CACFP menus include commercially prepared foods such as pizza, ravioli, burritos, fish sticks and chicken nuggets, the CACFP facility (child care center, family day care home, emergency shelter, at-risk afterschool care center and adult day care center) must be able to document that these products provide the actual amount of the meal component being credited. For example, to credit a commercially prepared burrito as 2 ounces of meat/meat alternates, the CACFP facility must have either a Child Nutrition (CN) label or product formulation statement (PFS) that indicates the amount of meat, beans and cheese in one serving.

- A CN label is USDA-approved documentation that guarantees a product’s meal pattern contribution. It provides program operators with a warranty against audit claims when the product is used according to the manufacturer’s instructions. For more information, see the Connecticut State Department of Education’s (CSDE) handout, [Using Child Nutrition \(CN\) Labels in the CACFP](#).
- A PFS is developed by the manufacturer to provide specific information about a product. Unlike CN labels, these statements are not regulated, and their information varies from manufacturer to manufacturer. CACFP facilities cannot accept a manufacturer’s PFS unless it is on signed company letterhead, and clearly identifies how each component contributes to the meal pattern requirements. For more information, see the CSDE’s handout, [Using Product Formulation Statements in the CACFP](#).

Menu planners cannot determine a product’s meal pattern contribution by reading the nutrition facts label or ingredients. CACFP facilities cannot use product nutrition information obtained from a manufacturer’s Web site to determine meal pattern compliance, unless it is a PFS. For more information on acceptable documentation, see the CSDE’s [Accepting Processed Product Documentation in the CACFP](#).

Questions may be directed to the CSDE’s CACFP staff.

Day Care Center Sponsors	Day Care Home Sponsors
Susan Boyle, 860-807-2074 Celia Cordero, 860-807-2076 Benedict Onye, 860-807-2080	Celia Cordero, 860-807-2076

JF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for the CACFP](#) Web page.