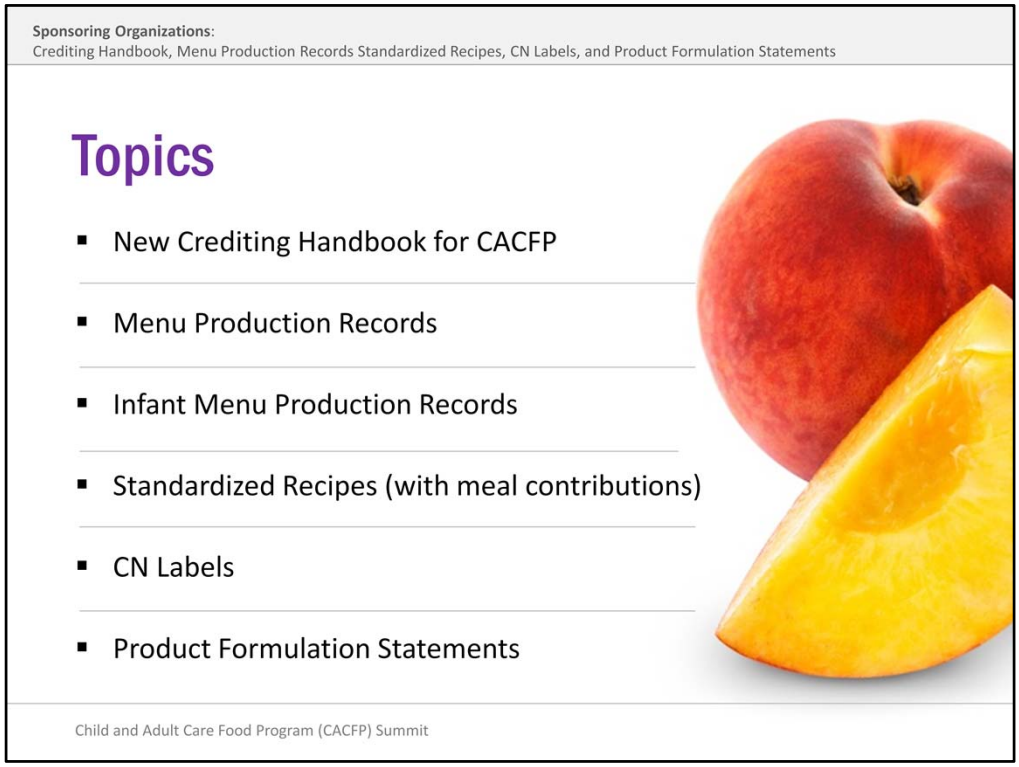
Welcome to this session on standardized recipes, meal pattern contributions, CN labels and Product Formulation Statements.

My name is (introduce yourself).

[Cover any housekeeping details, set up a parking lot (Post It note poster sheet) for questions that may come up that the trainer does not know the answer. Pass out the crediting guide before the attendees arrive and have on the tables. Ask attendees to give you their passport so you can stamp it before the end of this training and give back to them.]

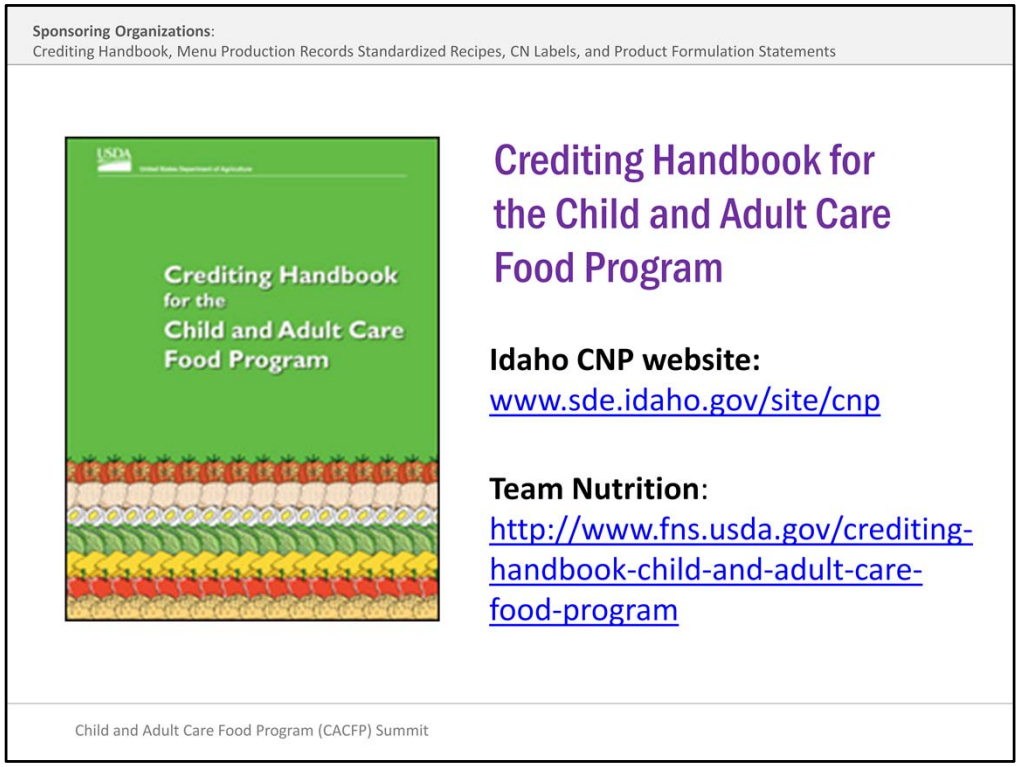


Here are the topics we'll be covering in this session:

The new Crediting Handbook for CACFP is a resource to help your facilities in planning reimbursable meals using creditable food components.

The other topics we'll be covering include the supporting documentation required to show that reimbursable meals are being served in your facilities' Child and Adult Care Food Programs:

- Menu Production Records
- Infant Menu Production Records
- Standardized Recipes – with meal pattern contributions
- CN Labels
- Product Formulation Statements

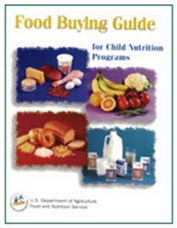


Let's get started! In December 2013 USDA released a new Crediting Handbook for CACFP that is written under the current CACFP meal patterns. This resource complements the Food Buying Guide for Child Nutrition Programs (2001 version) by providing crediting information on foods that are commonly served in child and adult care centers, family day care homes and at-risk afterschool care centers.

It also incorporated and updated the crediting information in previous publications *What's in a Meal?* and *Crediting Foods in the Child and Adult Care Food Program.*

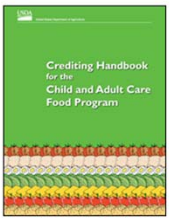
The handbook is available on the Idaho Child Nutrition Programs website and on the USDA Team Nutrition website.

The Food Buying Guide and the Crediting Handbook



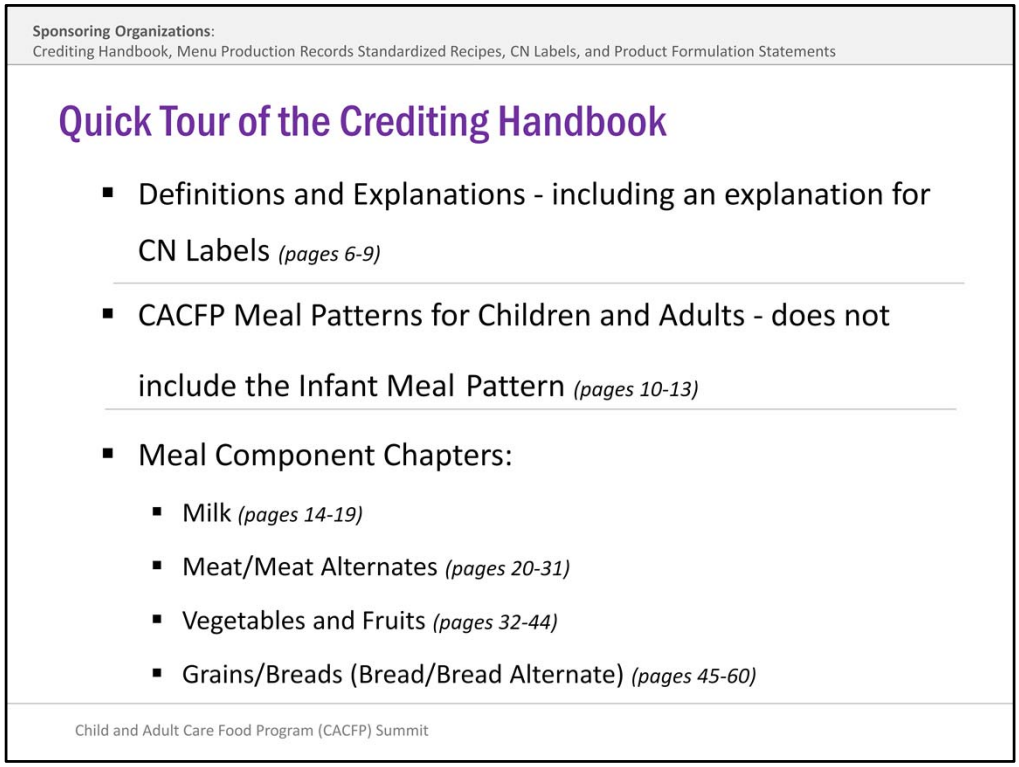
Food Buying Guide for Child Nutrition Programs– principal tool to determine the contribution that food make toward meal requirements

Crediting Handbook – supplementary, companion resource to the *Food Buying Guide*



The *Food Buying Guide for Child Nutrition Programs* is the principal tool with which to determine the contribution that foods make toward meal requirements regardless if foods are produced on site or purchased commercially.

The *Crediting Handbook* is a supplementary, companion resource to the *Food Buying Guide*. It does not replace the *Food Buying Guide*.



We are going to take a quick tour through the *Crediting Handbook* so you can get an idea of what is in it and how you can use it in your Child and Adult Care Food Program.

At the beginning of the handbook is some basic information –
Definitions and explanations – including an explanation of a CN Label
CACFP meal patterns – please note that this resource does not include guidance on the infant meal pattern

Then there are chapters for each of the meal components:
Milk
Meat/Meat Alternates
Vegetables and Fruits
Grains/Breads

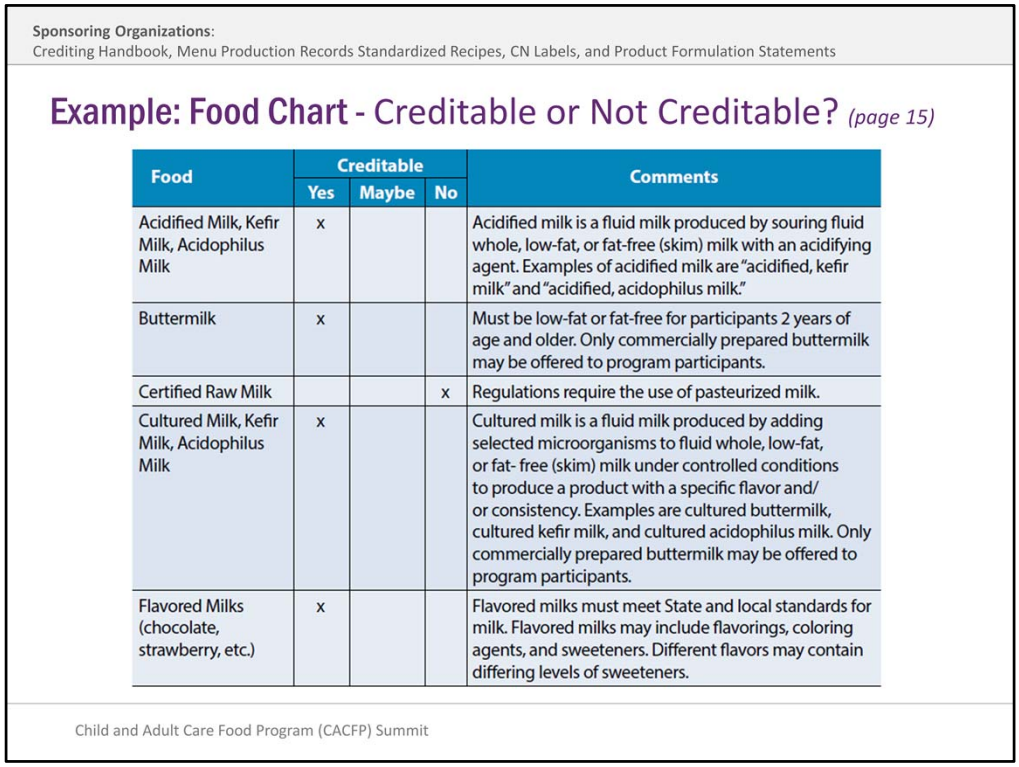
Quick Tour: Meal Component Chapters

Introductory section

Food Chart – Creditable or Not Creditable?

Question and Answer section

Each meal component chapter is formatted in the same way: there is an introductory section, a food chart of component food items that identifies whether the food item is creditable, possibly creditable or not creditable, and a column with comments. Finally there is a question and answer section.



Sponsoring Organizations:
Crediting Handbook, Menu Production Records Standardized Recipes, CN Labels, and Product Formulation Statements

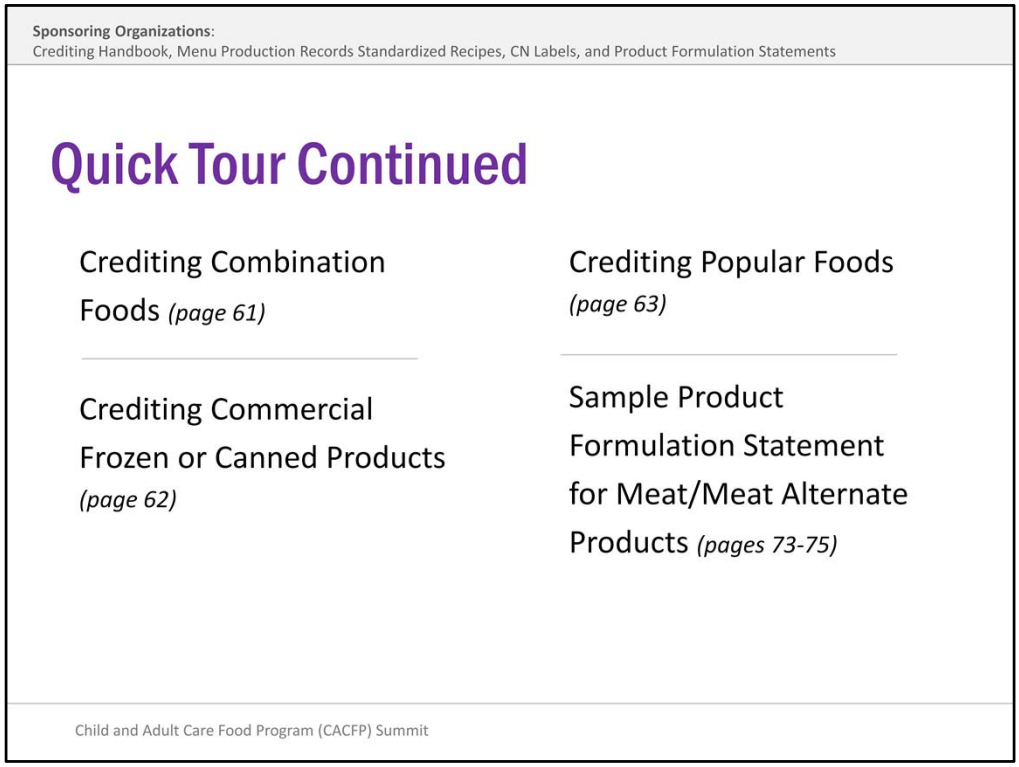
Example: Food Chart - Creditable or Not Creditable? *(page 15)*

Food	Creditable			Comments
	Yes	Maybe	No	
Acidified Milk, Kefir Milk, Acidophilus Milk	x			Acidified milk is a fluid milk produced by souring fluid whole, low-fat, or fat-free (skim) milk with an acidifying agent. Examples of acidified milk are "acidified, kefir milk" and "acidified, acidophilus milk."
Buttermilk	x			Must be low-fat or fat-free for participants 2 years of age and older. Only commercially prepared buttermilk may be offered to program participants.
Certified Raw Milk			x	Regulations require the use of pasteurized milk.
Cultured Milk, Kefir Milk, Acidophilus Milk	x			Cultured milk is a fluid milk produced by adding selected microorganisms to fluid whole, low-fat, or fat- free (skim) milk under controlled conditions to produce a product with a specific flavor and/ or consistency. Examples are cultured buttermilk, cultured kefir milk, and cultured acidophilus milk. Only commercially prepared buttermilk may be offered to program participants.
Flavored Milks (chocolate, strawberry, etc.)	x			Flavored milks must meet State and local standards for milk. Flavored milks may include flavorings, coloring agents, and sweeteners. Different flavors may contain differing levels of sweeteners.

Child and Adult Care Food Program (CACFP) Summit

Let's look at the food chart in more detail. On this slide, look at the information on buttermilk (or look on page 15 in your handbook). You can see that it is marked as being creditable and there is a note in the comments section, providing more information.

Now look at the next entry – certified raw milk – is it creditable? No, and in the comments section the reason is given – regulations require the use of pasteurized milk.



After the food component chapters, additional topics on crediting foods are covered:
Crediting combination foods
Crediting commercial frozen or canned products
Crediting popular foods
Sample product formulation statement for Meat/Meat Alternate Products

Quick Tour Continued

General Guidance for Menu Planning and Menu Checklist *(Pages 64-65)*

Preparing Preschool Children for School Meals *(Page 66)*

Dark Green and Orange Vegetables, Dry Beans and Peas, and Whole Grains *(page 67)*

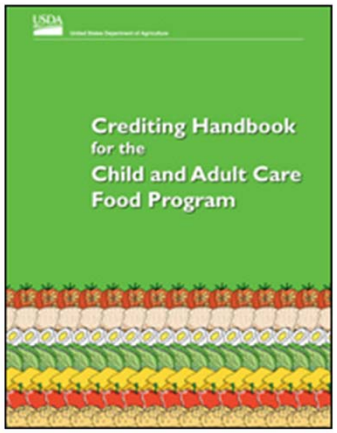
Encouraging Children to Have Positive Attitudes Toward Food *(page 70)*

Safety and Sanitation Tips *(page 71-72)*

The *Crediting Handbook* also addresses other helpful topics:
General Guidance for Menu Planning and Menu Checklist
Preparing Preschool children for school meals
Dark green and orange vegetables, dry beans and Peas, and Whole Grains
Encouraging children to have positive attitudes toward food
Safety and sanitation tips

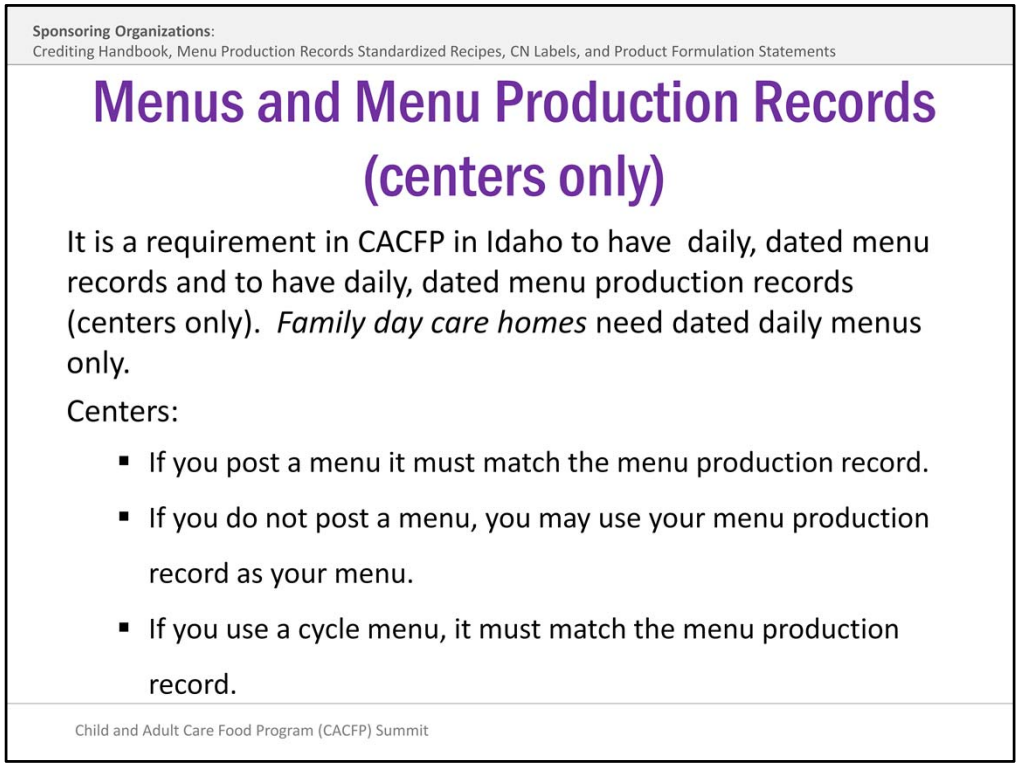
You can check these out in more detail at another time.

Crediting Handbook – A Valuable Tool



- Make sure your meals are reimbursable by serving creditable food products!
- Use the Crediting Handbook as you plan your menus and menu production records.

It is extremely important to know that the food items you serve are creditable – if they are not, your meals will not be reimbursable! The *Crediting Handbook* is a great resource to help you with this task and you are encouraged to use this resource as you plan your menus and menu production records.



It is a requirement in CACFP in Idaho to have daily dated menu records and to have daily, dated menu production records (centers only). Family day care homes only need daily dated menus.

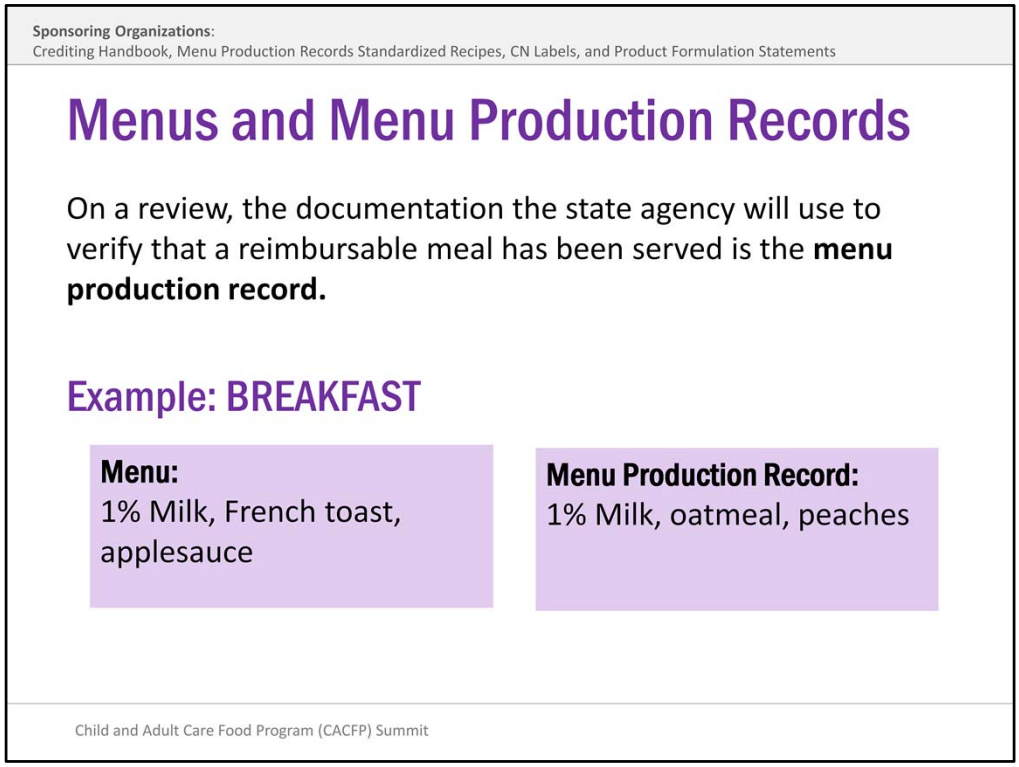
Centers:
If you post a menu it must match the menu production record. Here you would have both a menu and a menu production record.

If you do not post a menu, you may use your menu production record as your menu. Here your menu production record serves as both your menu and your production record.

If you use a cycle menu, it must match the menu production record. Here you have a cycle menu and a menu production record.

Some common questions include:
Q: What if I need to change what I plan to serve, for example, I want to serve bananas instead of strawberries so they do not go bad?
A: If there is a change, make the change in both the menu and the production record.

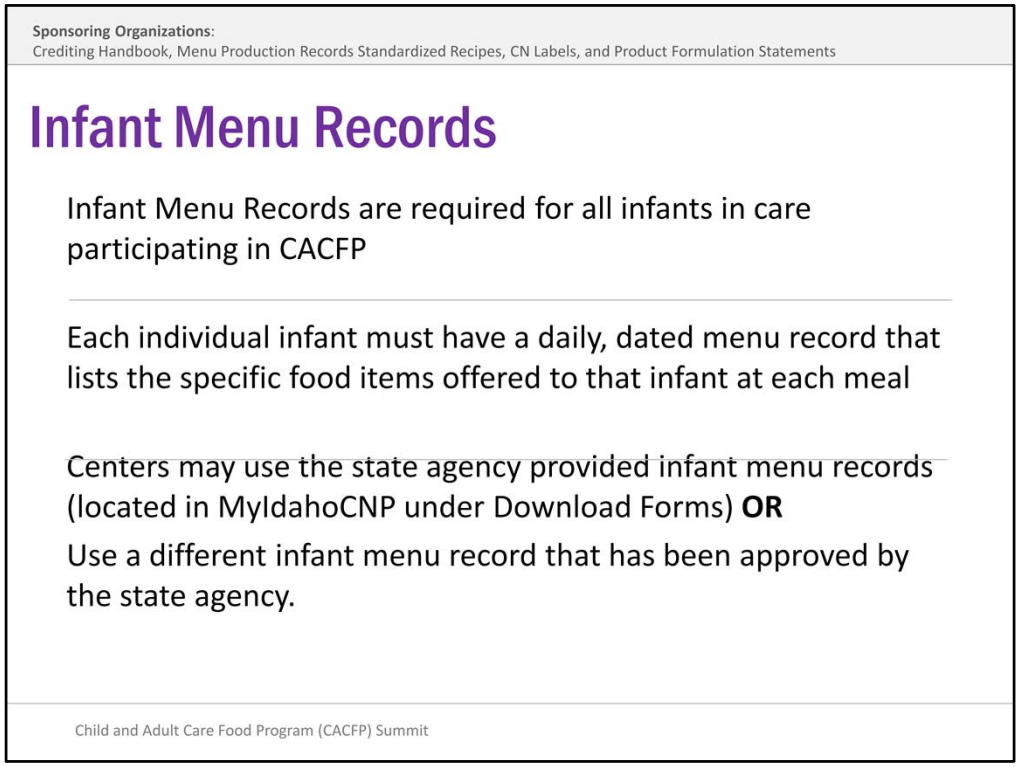
Q: Can I just put fruit or veggie on the cycle menu or posted menu then have the actual item served on the production record?
A: Yes.



On a review, the documentation the state agency will use to verify that a reimbursable meal has been served is the **menu production record.**

For example, if you post a breakfast menu that states you served milk, French toast and applesauce, but your menu production records shows that you served milk, oatmeal and peaches, the state agency would go by the documentation on the menu production record. The menu production record is used because it is completed daily and will be more accurate than a menu that may have been planned several weeks prior.

Meal or snack disallowances will occur if required components are not listed on the menu or menu production record.



Infant Menu Records are required for all infants in care participating in CACFP.

Each individual infant must have a daily, dated menu record that lists the specific food items offered to that infant at each meal.

Centers may use the state agency provided infant menu records (located in MyIdahoCNP under Download Forms)
OR
Use a different infant menu record that has been approved by the state agency.

What is a Standardized Recipe?

"A recipe that has been tried, adapted, and retried several times for use by a given food service operation and has been proven to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients."

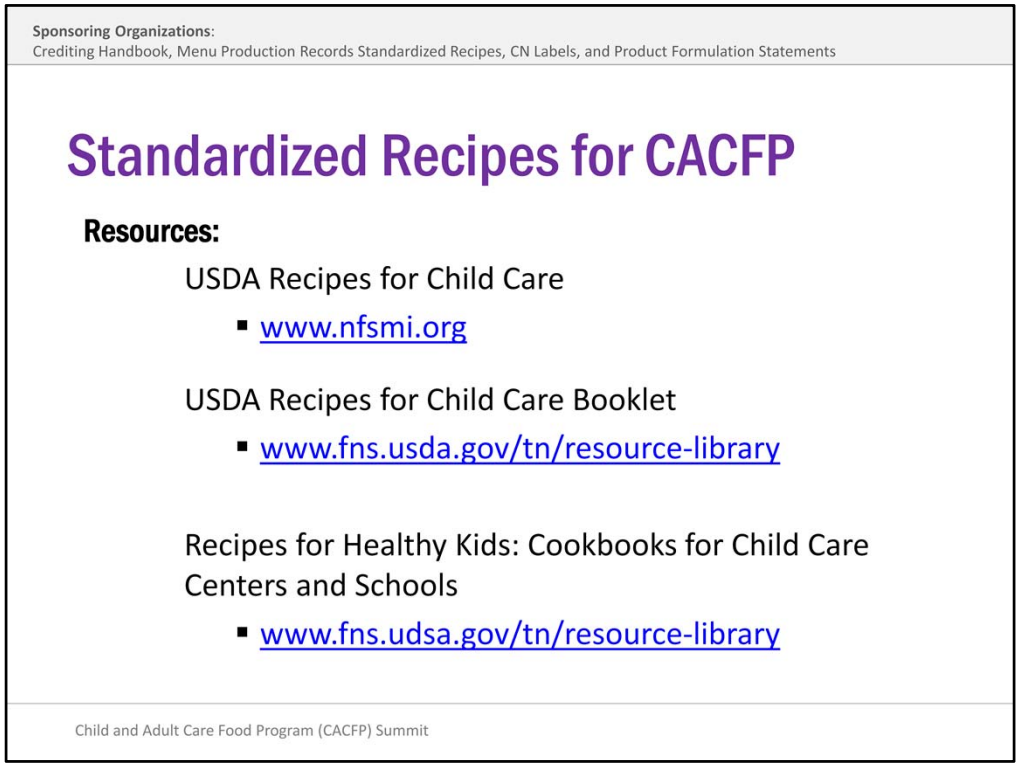
A standardized recipe lists:

- total yield
- number of servings
- size of each serving

Let's turn now to standardized recipes and define what a standardized recipe is:

A standardized recipe is "A recipe that has been tried, adapted and retried several times for use by a given food service operation and has been proven to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients."

A standardized recipe lists the total yield, the number of servings and the size of each serving.



The best way to ensure that your recipes are standardized is to use the recipes already created by USDA.

The first link listed on this slide will take you to the National Food Service Management Institute where lots of USDA recipes for child care are available.

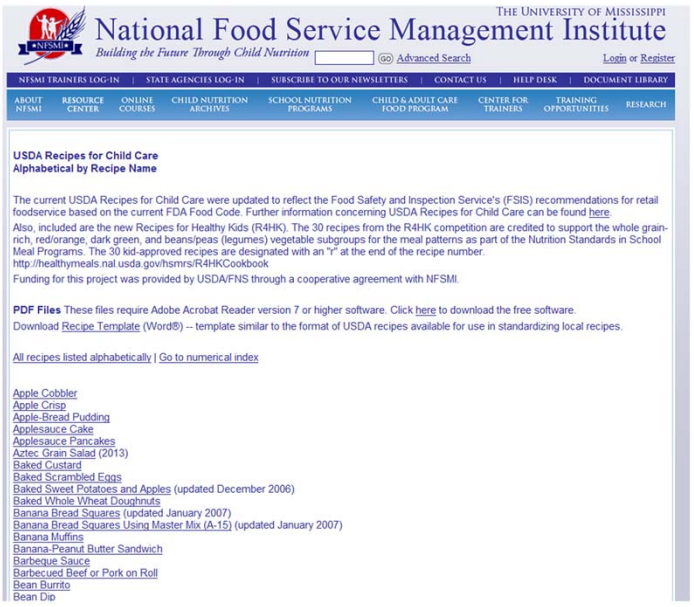
The second link takes you to the Team Nutrition resource library where the USDA Recipes for Child Care Booklet is available electronically.

The third link takes you to an electronic cookbook with even more recipes that can be used in child cares. You are encouraged to use these resources – the recipes are already standardized and will also list the meal pattern contribution for one serving.

Sponsoring Organizations:
Crediting Handbook, Menu Production Records Standardized Recipes, CN Labels, and Product Formulation Statements

USDA Recipes For Child Care

www.nfsmi.org



This is a screen shot of the National Food Service Management Institute website where the USDA Recipes for Child Care are listed.

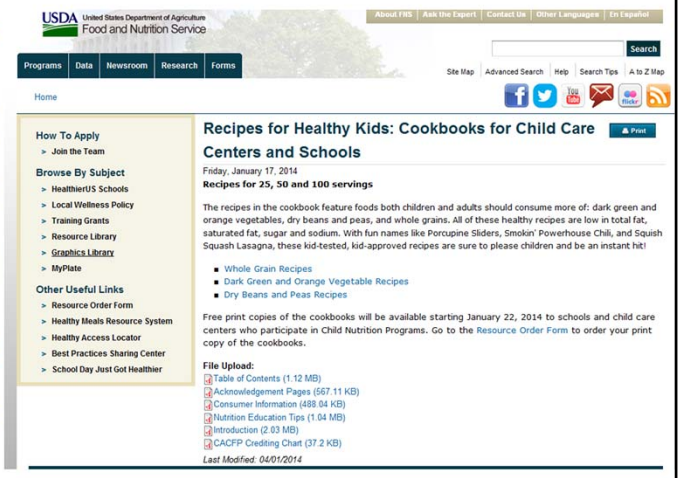
Sponsoring Organizations:
Crediting Handbook, Menu Production Records Standardized Recipes, CN Labels, and Product Formulation Statements

USDA Recipes for Child Care Booklet

www.fns.udsa.gov/tn/resource-library

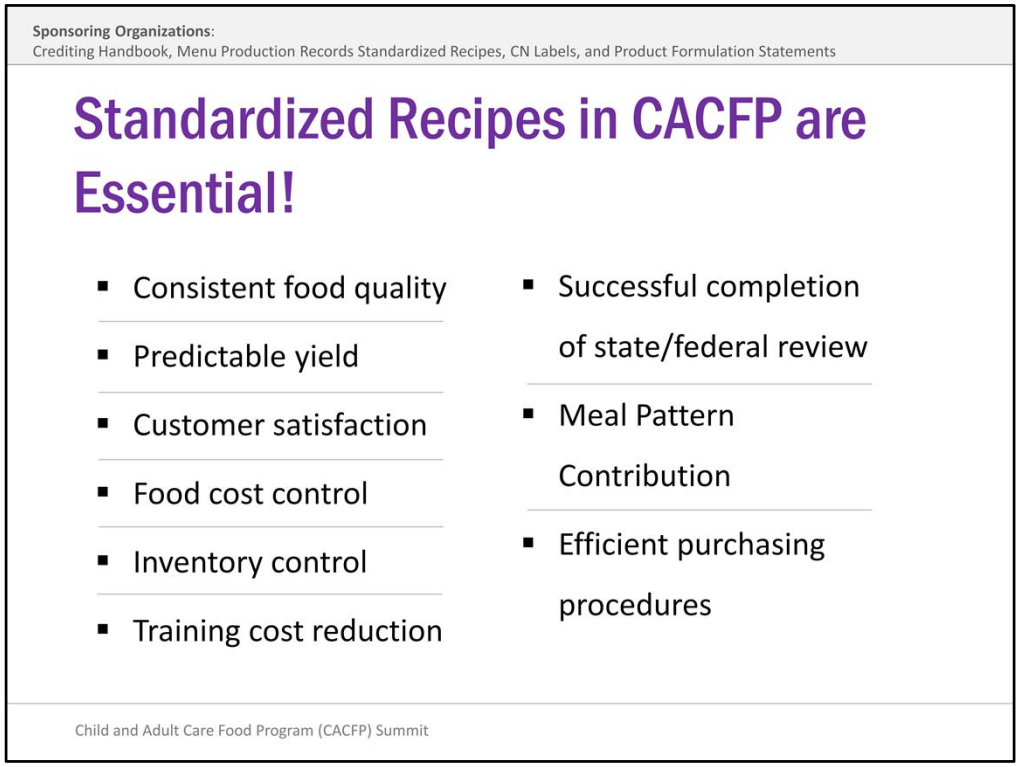
Here is what the USDA Recipes for Child Care booklet resource looks like on the Team Nutrition website.

Recipes for Healthy Kids: Cookbooks for Child Care Centers and Schools



www.fns.udsa.gov/tn/resource-library

Here is where you can find the Recipes for Healthy Kids – again this can be found on the Team Nutrition Website. There are whole grain recipes, dark green and orange vegetable recipes and dry beans and peas recipes.

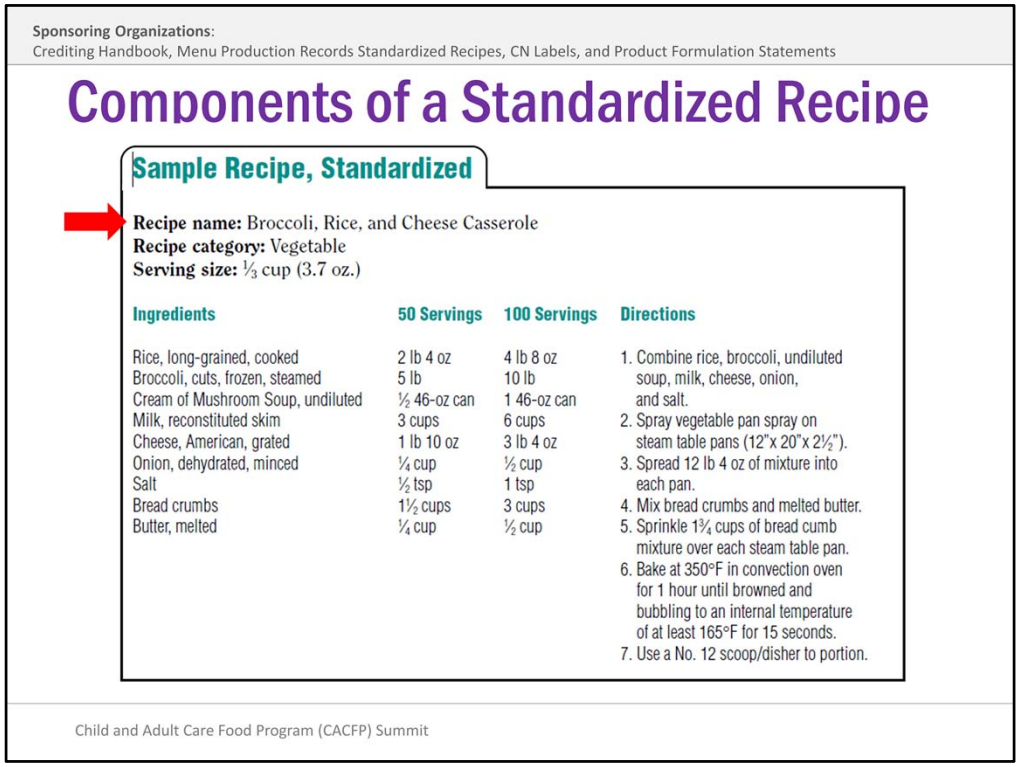


Why are standardized recipes so important that they are essential and required in CACFP? Standardized recipes impact all of the items noted on this slide. In addition, a standardized recipe is necessary to be able to determine the recipe's CACFP meal pattern contribution for a serving.

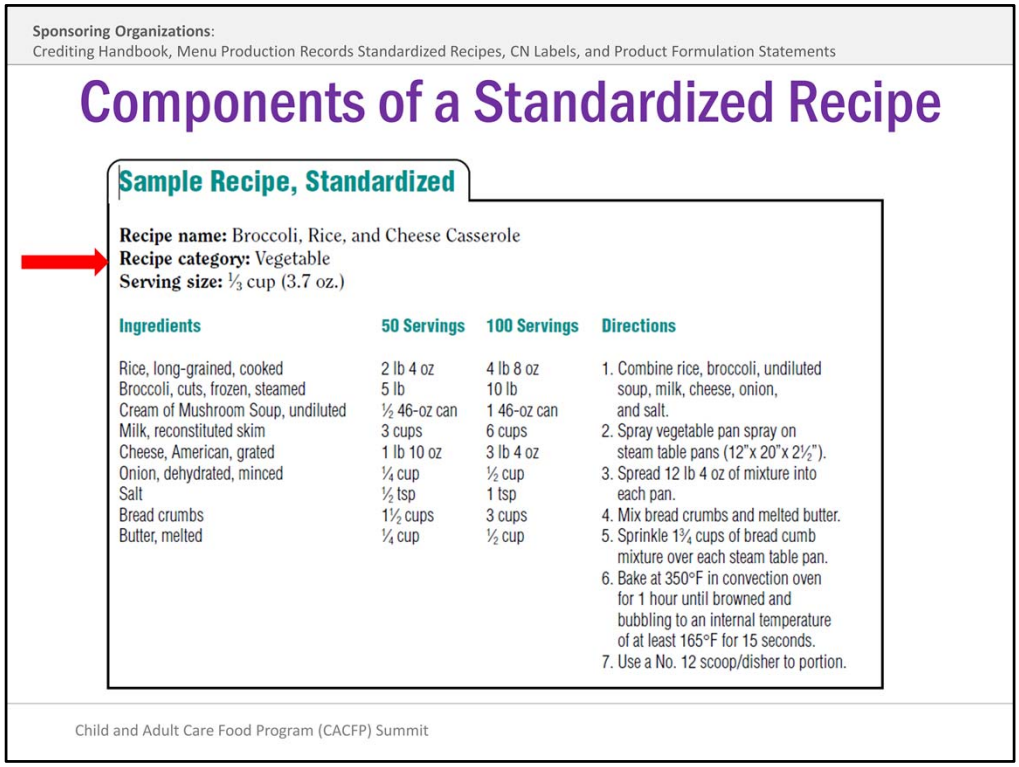
Components of a Standardized Recipe

- Title
- Recipe Category
- Ingredients
- Weight or Volume for each ingredient
- Instructions (directions)
- Cooking Temperature and time
- Serving Size
- Recipe yield
- Equipment

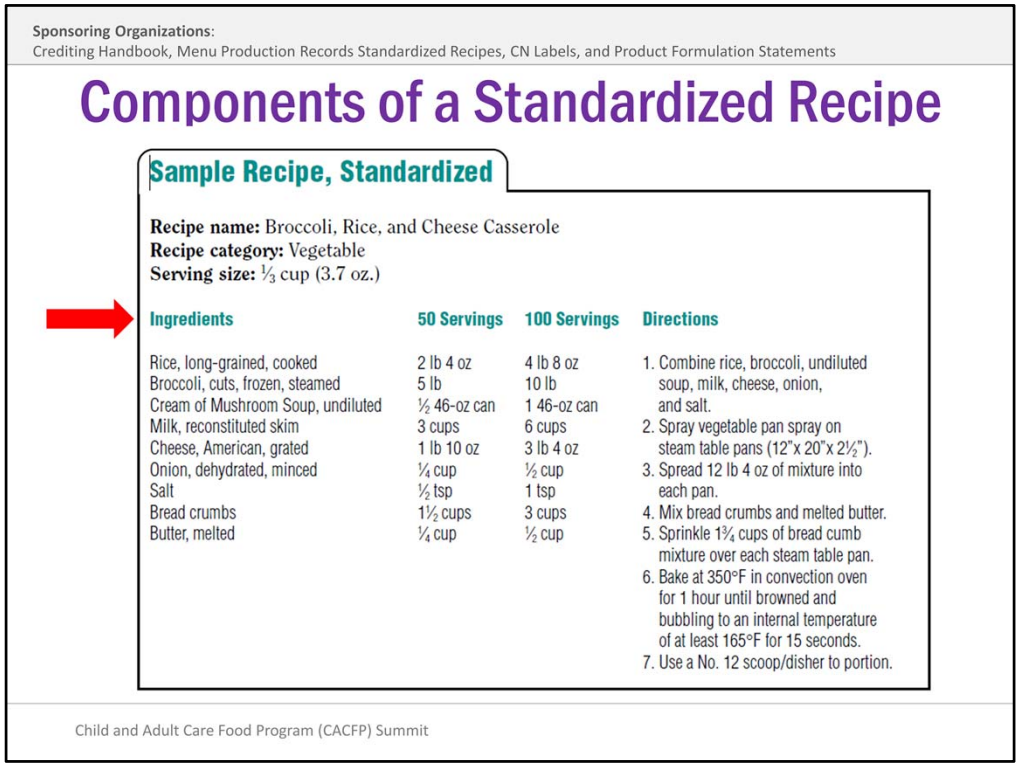
There are nine components to a good standardized recipe. In the next several slides we will look at a recipe that has been standardized. As we go through these components, think about the recipes you use every day in your child care operation – do your recipes have all of these components listed?



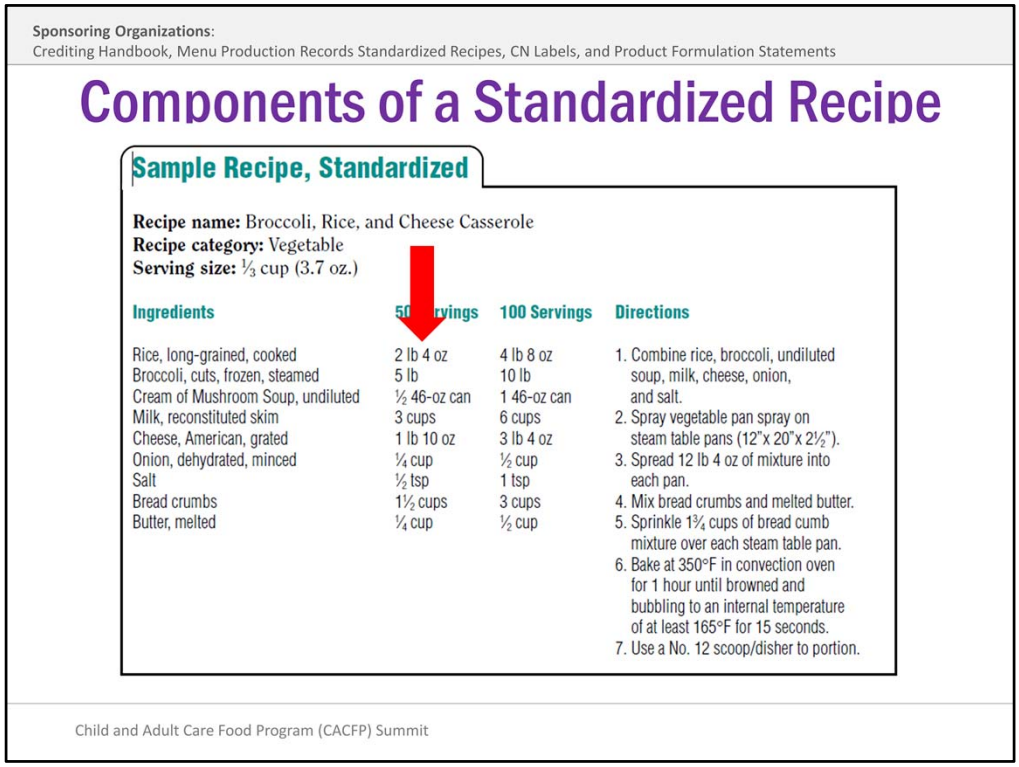
Let's start with the Recipe Title – The title should be a name that adequately describes the recipe.



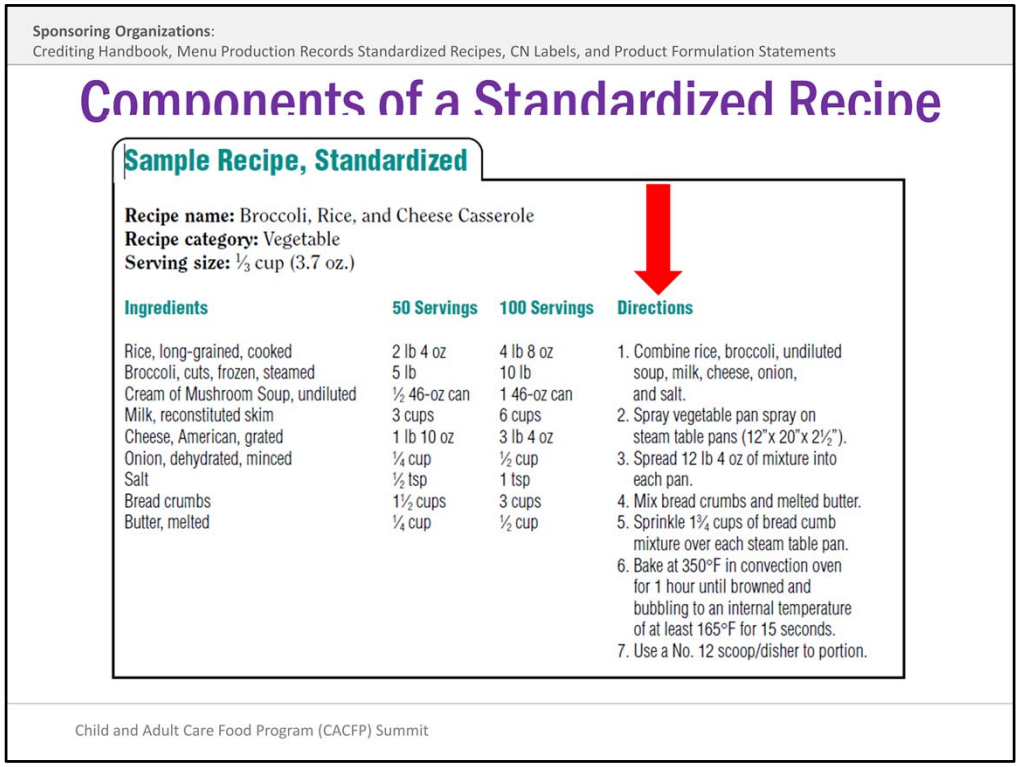
Recipe Category – This is a recipe classification based on USDA or operation-defined categories – like main dishes, grains/breads, vegetables or fruits. This recipe is listed in the vegetable category because of the large amount of vegetable in the recipe.



Ingredients - This is a list of the products used in a recipe. They should be listed in the order they are used. Ingredients should be very descriptive, indicating the product type or form (like fresh, frozen, canned and drained, dried, cooked) and indicating any pre-preparation techniques to be applied to the ingredient (like peeled, sliced, chopped, diced, grated, minced).



Weight or volume of each ingredient – This is the quantity of each ingredient listed in weight and/or volume. Dry ingredients are usually listed by weight, wet ingredients are usually listed by volume.



Preparation instructions, or directions – This is the list of instructions for how to make the recipe, step by step and in sequential order.

Components of a Standardized Recipe

Sample Recipe, Standardized

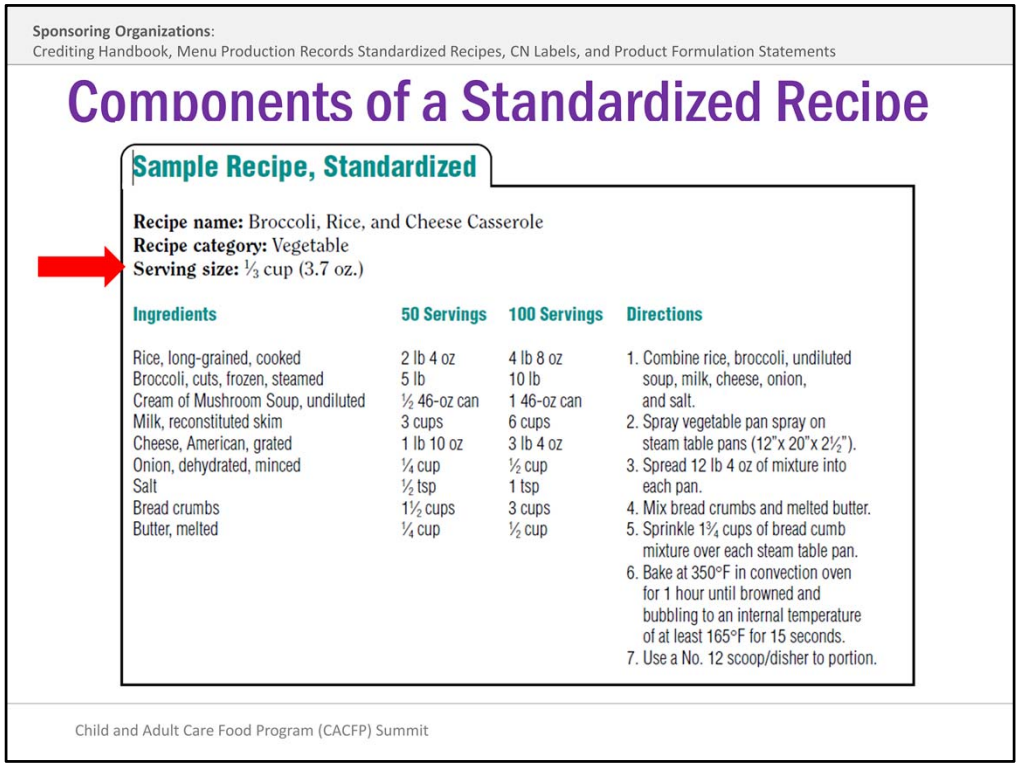
Recipe name: Broccoli, Rice, and Cheese Casserole
Recipe category: Vegetable
Serving size: ⅓ cup (3.7 oz.)

Ingredients	50 Servings	100 Servings
Rice, long-grained, cooked	2 lb 4 oz	4 lb 8 oz
Broccoli, cuts, frozen, steamed	5 lb	10 lb
Cream of Mushroom Soup, undiluted	½ 46-oz can	1 46-oz can
Milk, reconstituted skim	3 cups	6 cups
Cheese, American, grated	1 lb 10 oz	3 lb 4 oz
Onion, dehydrated, minced	¼ cup	½ cup
Salt	½ tsp	1 tsp
Bread crumbs	1½ cups	3 cups
Butter, melted	¼ cup	½ cup

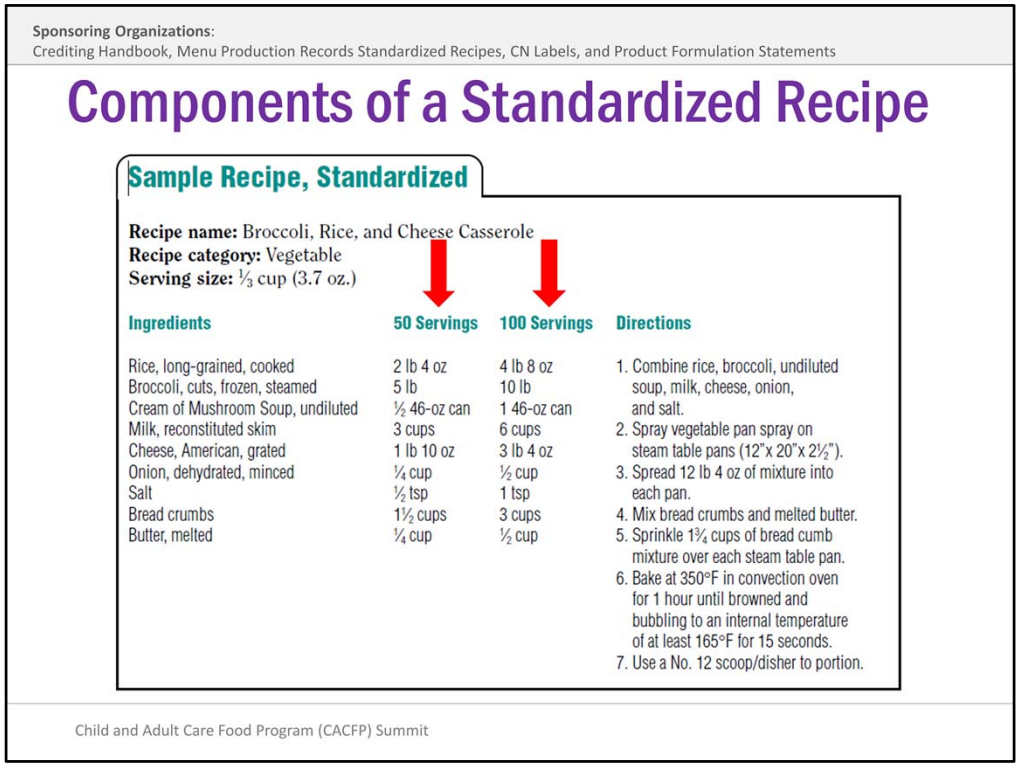
Directions

1. Combine rice, broccoli, undiluted soup, milk, cheese, onion, and salt.
2. Spray vegetable pan spray on steam table pans (12"x 20"x 2½").
3. Spread 12 lb 4 oz of mixture into each pan.
4. Mix bread crumbs and melted butter.
5. Sprinkle 1¾ cups of bread cumb mixture over each steam table pan.
6. Bake at 350°F in convection oven for 1 hour until browned and bubbling to an internal temperature of at least 165°F for 15 seconds.
7. Use a No. 12 scoop/disher to portion.

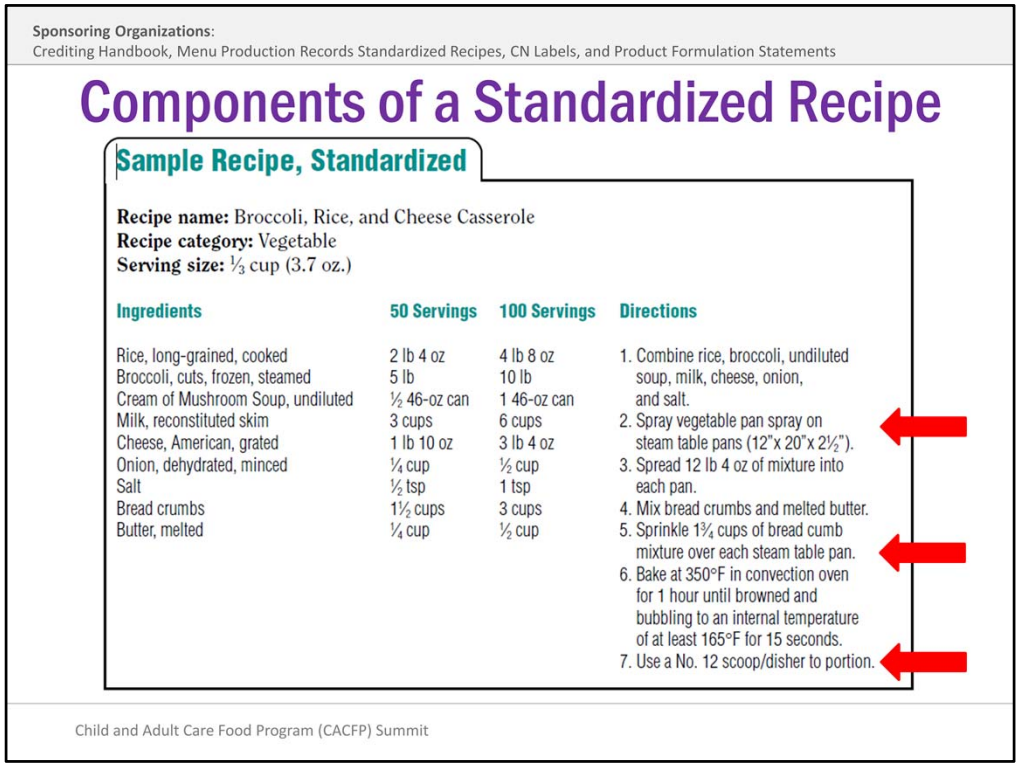
Cooking temperature and time, if needed.



Serving size – This is the amount of a single portion in volume (a volume measure like ½ cup or a measurement like a 3 inch by 3 inch square) and/or by weight (how many ounces). There should also be directions given for how to divide the product into individual servings.



Recipe yield – This is the amount (in weight or volume and number of servings) of the product at the completion of production that is available for service.



The last component of a standardized recipe is equipment and utensils to be used – All of the cooking and serving equipment needed to prepare and serve the recipe should be listed. There are steam table pans, a convection oven and a No. 12 scoop/disher being used.

Now that we've gone through what a standardized recipe looks like, do you think your recipes are truly standardized?

All recipes used in the CACFP are required to be standardized.

Review your recipes and if they are not standardized and you really want to use them, do the work to standardize them. Also, if you are using standardized recipes, but have changed them significantly, you must create a new standardized recipe that reflects the changes.

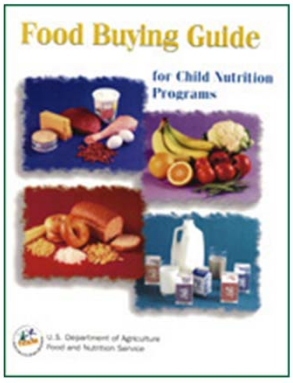
If your recipes are not standardized, do not use them in CACFP!

A great free resource that will walk you through the steps of standardizing recipes is called *Measuring Success with Standardized Recipes* from the National Food Service Management Institute. Here is the link to their site.

Meal Pattern Contributions for Standardized Recipes

Meal pattern contributions can be calculated for a serving from a standardized recipe:

- Use the *Food Buying Guide for Child Nutrition Programs* AND
- **Appendix A: Recipe Analysis** of the *Food Buying Guide for Child Nutrition Programs*
- Must use a *standardized* recipe

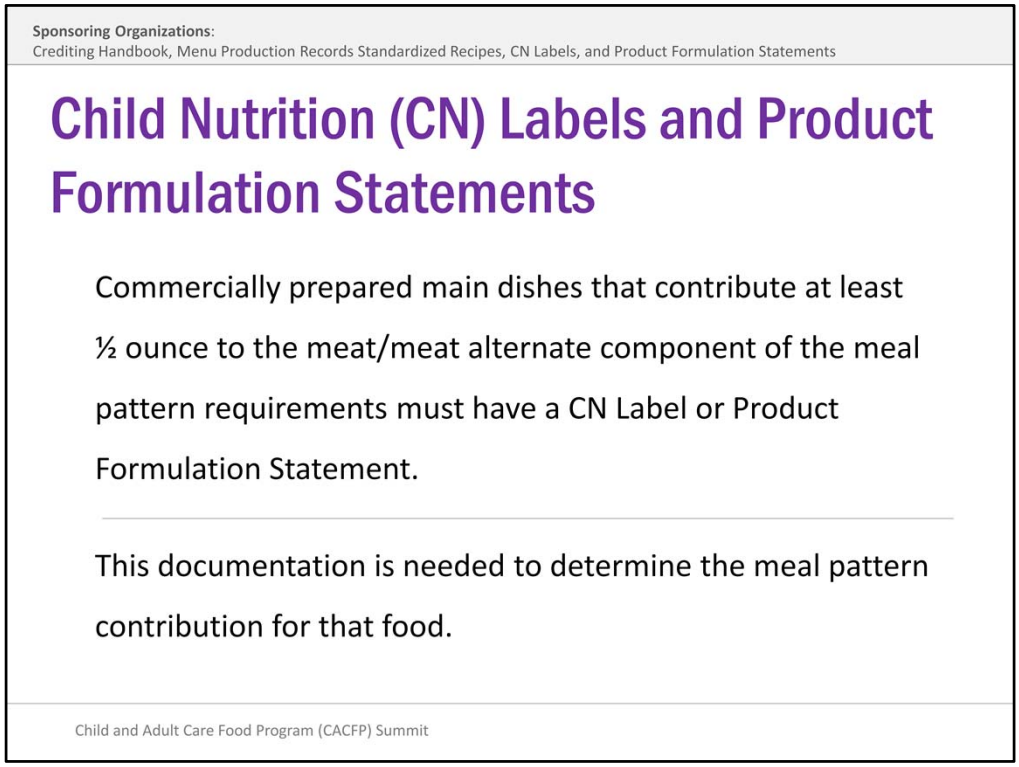


Once you have a standardized recipe, you can calculate the meal pattern contribution for one serving of the recipe.

To do this you need a copy of the *Food Buying Guide for Child Nutrition Programs* (**not** the Food Buying Guide for School Meals). Part of the Food Buying Guide is Appendix A. Appendix A provides a step-by-step process for calculating the contributions of ingredients in a recipe toward the meal pattern requirements.

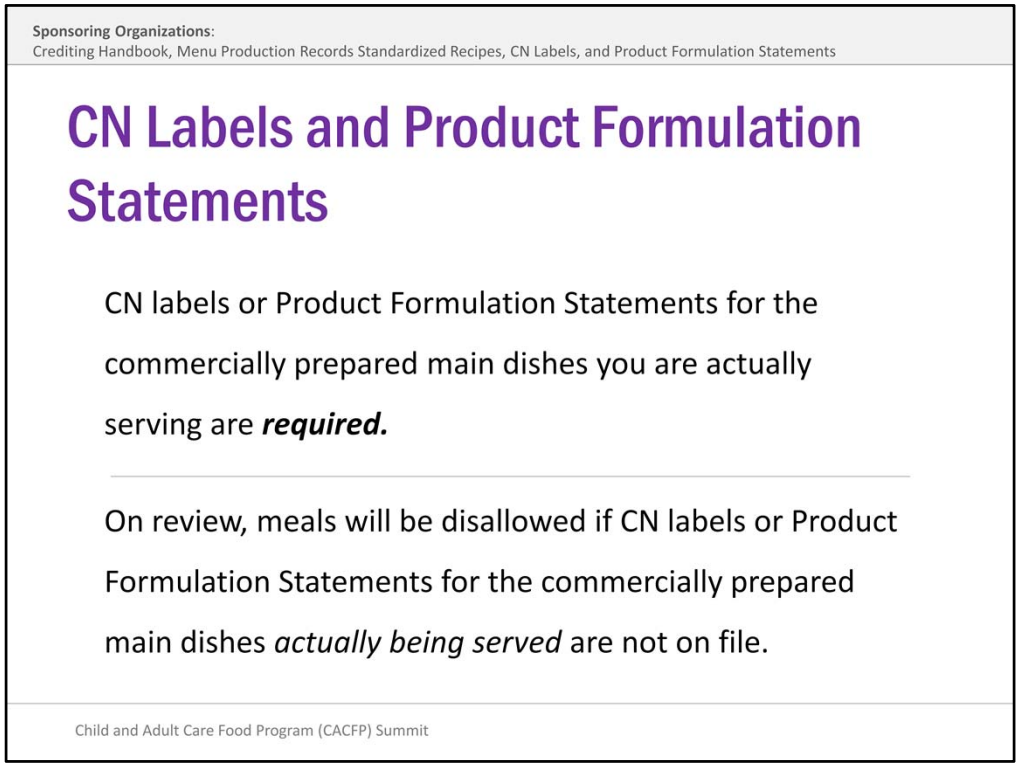
We are going to practice this process so that you will be able to calculate the meal pattern contributions for your standardized recipes.

Remember, in order for this analysis to work, you must start with a standardized recipe. It will not work if you do not have a total yield in weight and/or volume and a serving size in weight and/or volume.



Now we are going to look at the documentation needed if you have commercially prepared main dishes (like chicken nuggets, pizza) on your menu.

In addition to being able to determine the meal pattern contribution of a recipe, if you use commercially prepared main dishes that contribute at least ½ ounce to the meat/meat alternate component of the meal pattern requirements, you must obtain a Child Nutrition (or CN) Label OR have a Product Formulation Statement to be able to determine the meal pattern contribution for one serving of the commercial product.



CN labels or Product Formulation Statements for the commercially prepared main dishes you are actually serving are *required.*

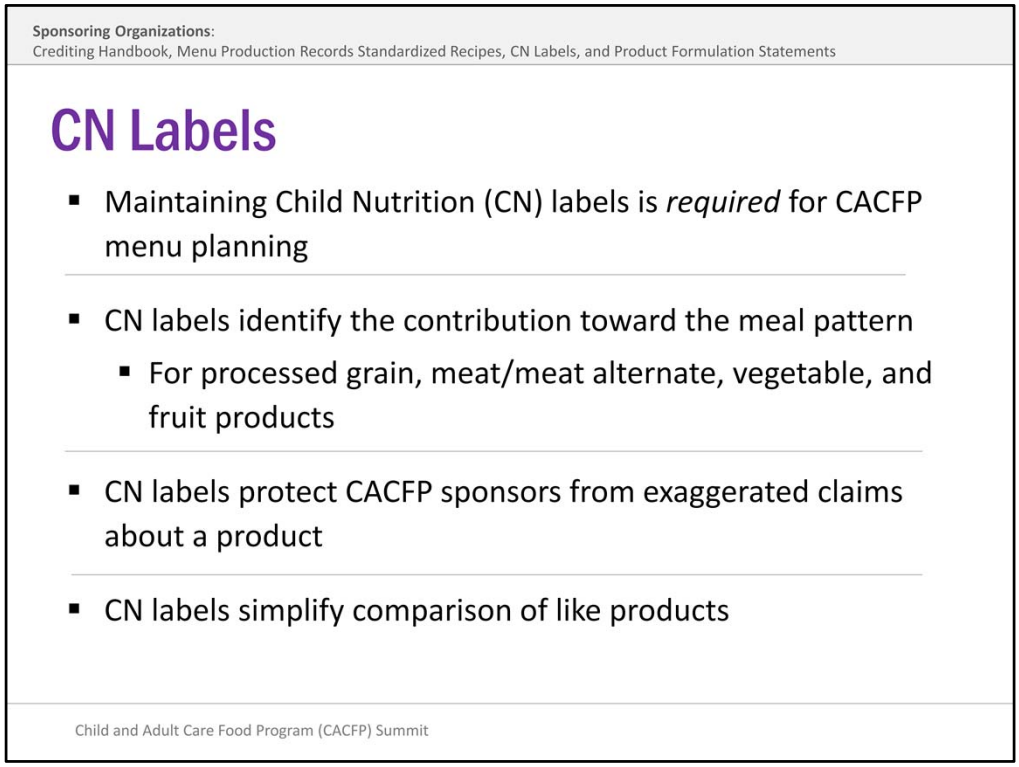
On review, meals will be disallowed if CN labels or Product Formulation Statements for the products actually being served are not on file.

Be sure to check that the CN labels and product formulation statements are current and are for the products you are actually serving.

CN Labels

- USDA/FNS federal labeling program for Child Nutrition Programs
- Manufacturer participation is voluntary
- Evaluation of a product's formulation by FNS to determine its contribution toward meal pattern requirements

The United States Department of Agriculture (USDA) and the Food and Nutrition Service (FNS) operate a federal labeling program for Child Nutrition programs. Food manufacturers voluntarily participate in this program by submitting their product formulations to FNS. FNS will evaluate a product's formulation to determine its contribution toward meal pattern requirements and this information will be available to sponsors in the form of a CN label.



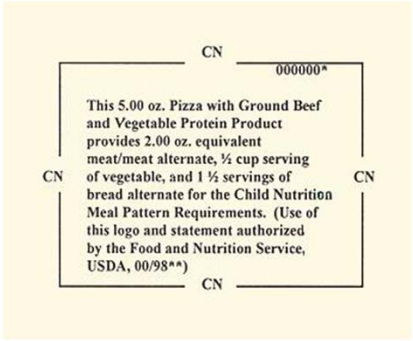
Maintaining CN labels is required for CACFP menu planning. The label identifies the contribution toward the meal pattern requirements for processed grain, meat/meat alternate, vegetable, and fruit products.

The CN label also protects a sponsor from exaggerated claims about a product and simplifies comparison of like products.

Sponsoring Organizations:
Crediting Handbook, Menu Production Records Standardized Recipes, CN Labels, and Product Formulation Statements

CN Labels Always Contain:

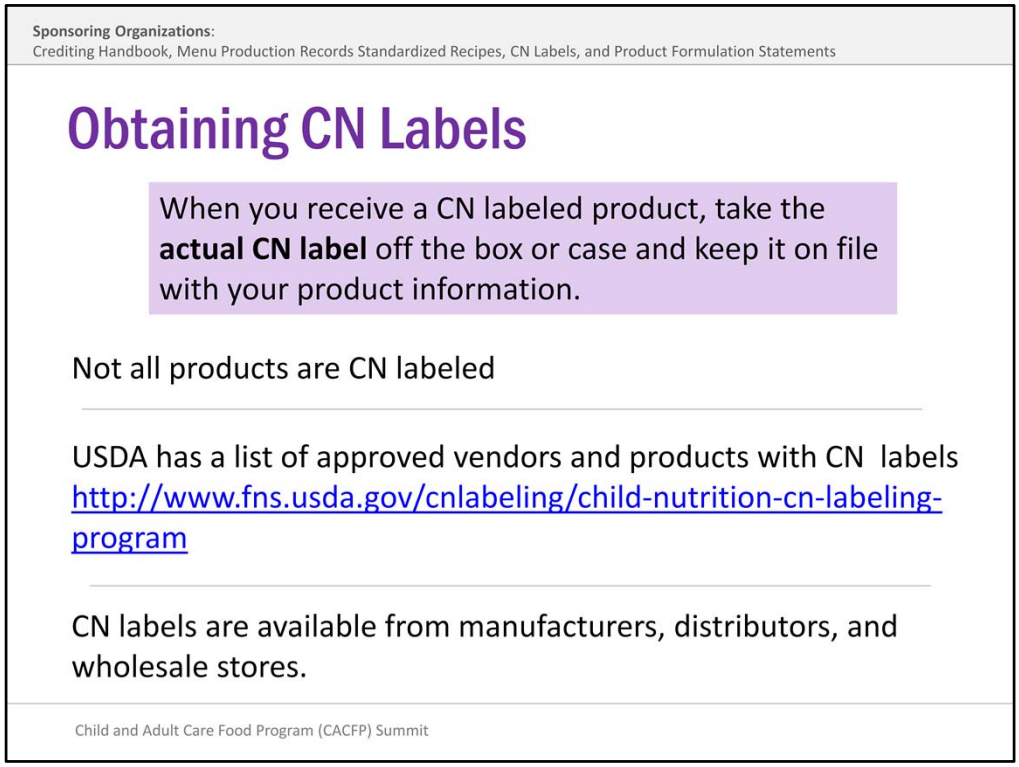
- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6-digit product identification number
- USDA/FNS authorization statement
- The month and year of certification (good for 5 years)
- Product name, inspection legend, ingredient statement, manufacturer's name, signature/address line and net weight.



Child and Adult Care Food Program (CACFP) Summit

A CN label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A unique 6-digit product identification number in the upper right corner
- USDA/FNS authorization statement
- The month and year of the original certification – this date is good for 5 years.
- Product name, inspection legend, ingredient statement, manufacturer's name, signature/address line and net weight.

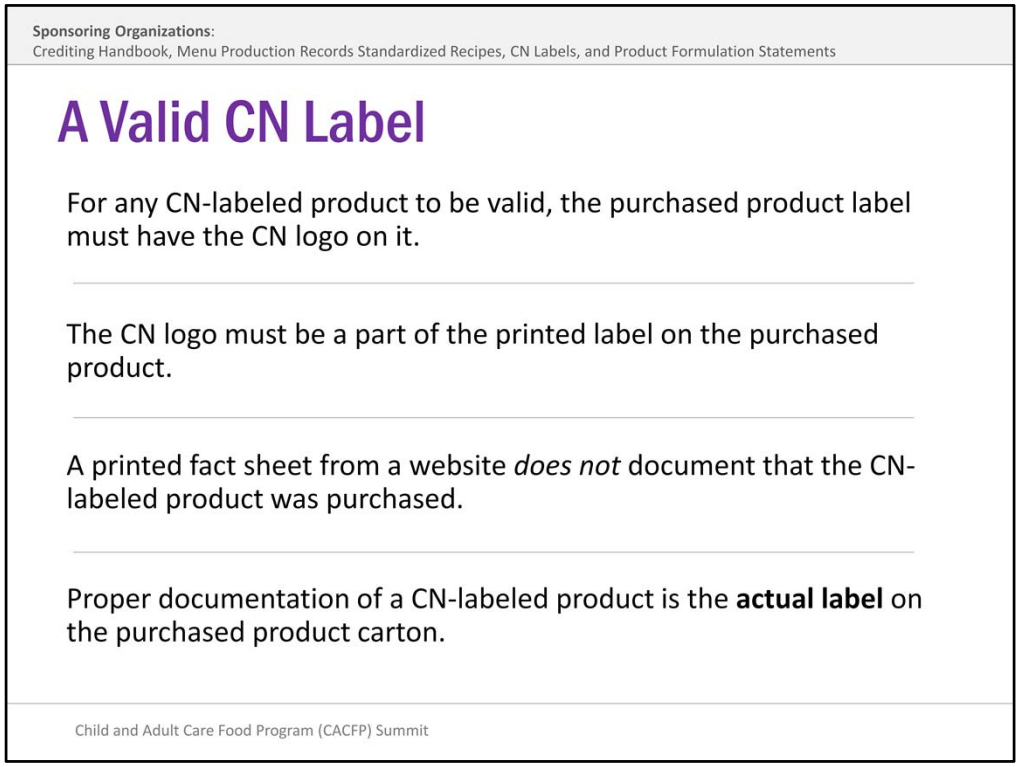


Food manufacturers are not required to participate in the USDA/FNS program; therefore, there are a number of foods available on the market, that do not have CN labels.

USDA has published a list of approved vendors and products with CN labels on their website.

CACFP sponsors must purchase processed products with CN labels, and they can obtain CN labels from manufacturers, distributors, and wholesale stores.

When you receive a CN labeled product, take the actual CN label off the box or case and keep it on file with your product information.



For any CN-labeled product to be valid, the purchased product label must have the CN logo on it.

A company may have a legitimate CN label approval, but unless the product is produced under inspection following all CN requirements and the CN logo is part of the printed label on the purchased product, it is not a CN-labeled product and is not warranted by USDA.

Printing a fact sheet or manufacturer's statement from a website does not document that the CN-labeled product was purchased.

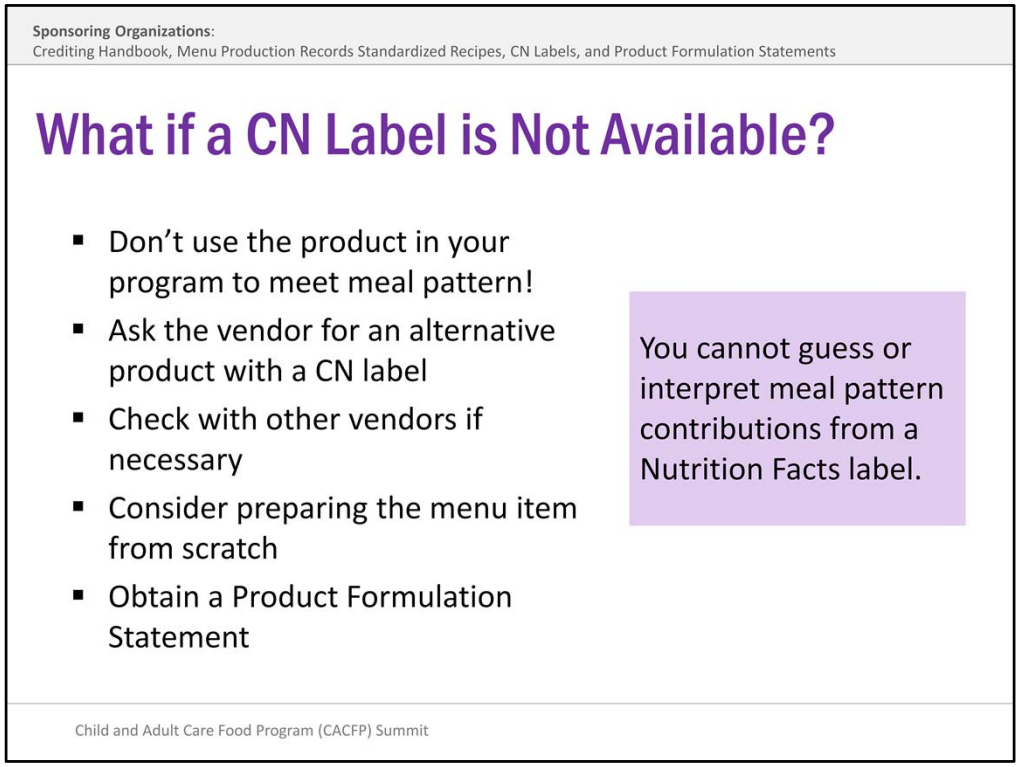
Proper documentation of a CN-labeled product is the actual label on the purchased product carton.

[Hand out the sample CN label for Italiano's Fine Frozen Pizza.]

Here is a sample CN label created by FNS to show you what a complete CN label looks like.

It has the name of the product -
The CN logo with the meal pattern contribution –
The ingredient listing -
The manufacturer name and address -
The inspection legend -
And the net weight.

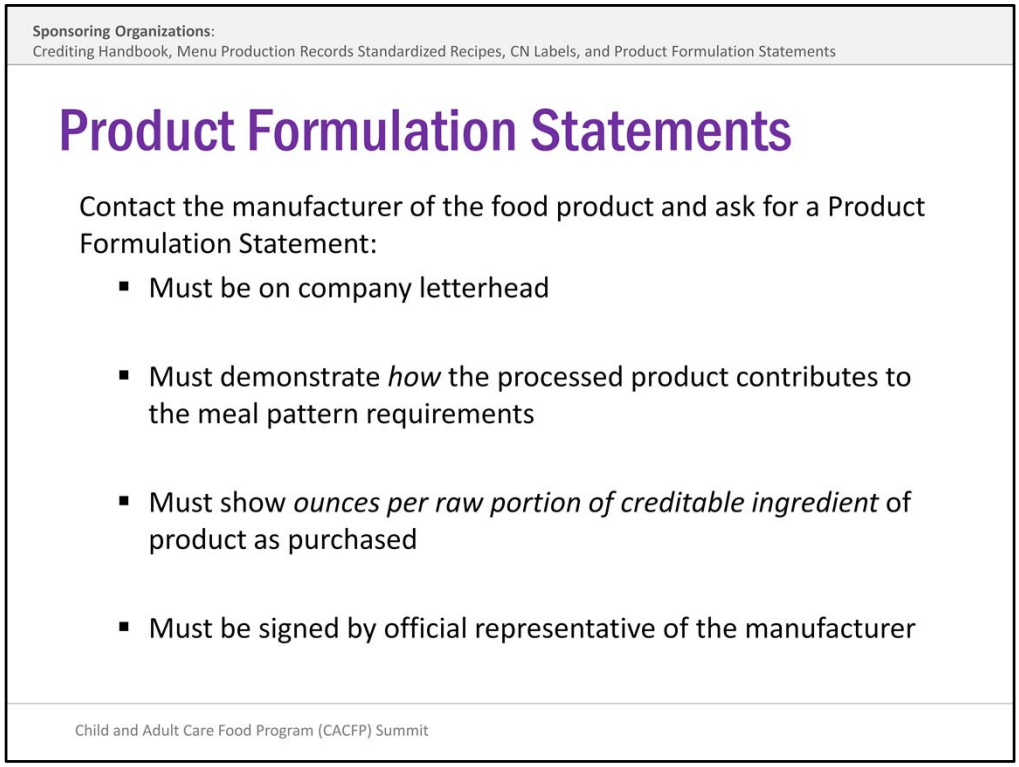
All of this information should be on the actual CN label that you take from the product carton.



If CN labels are unavailable for a product, don't use the product in your CACFP program to meet meal pattern! Here are some options to find another product:

- Ask the vendor for an alternative product with a CN label
- Check with other vendors if necessary
- Consider preparing the menu item from scratch
- Obtain a Product Formulation Statement

Remember, you cannot guess or interpret meal pattern contributions from a Nutrition Facts label.



If a CN label is not available for a product, you can contact the manufacturer for a Product Formulation Statement.

A valid Product Formulation Statement must:

- Be on company letterhead
- Demonstrate *how* the processed product contributes to the meal pattern requirements
- Show total ounces per raw portion of creditable ingredient of product as purchased
- Be signed by an official representative of the company

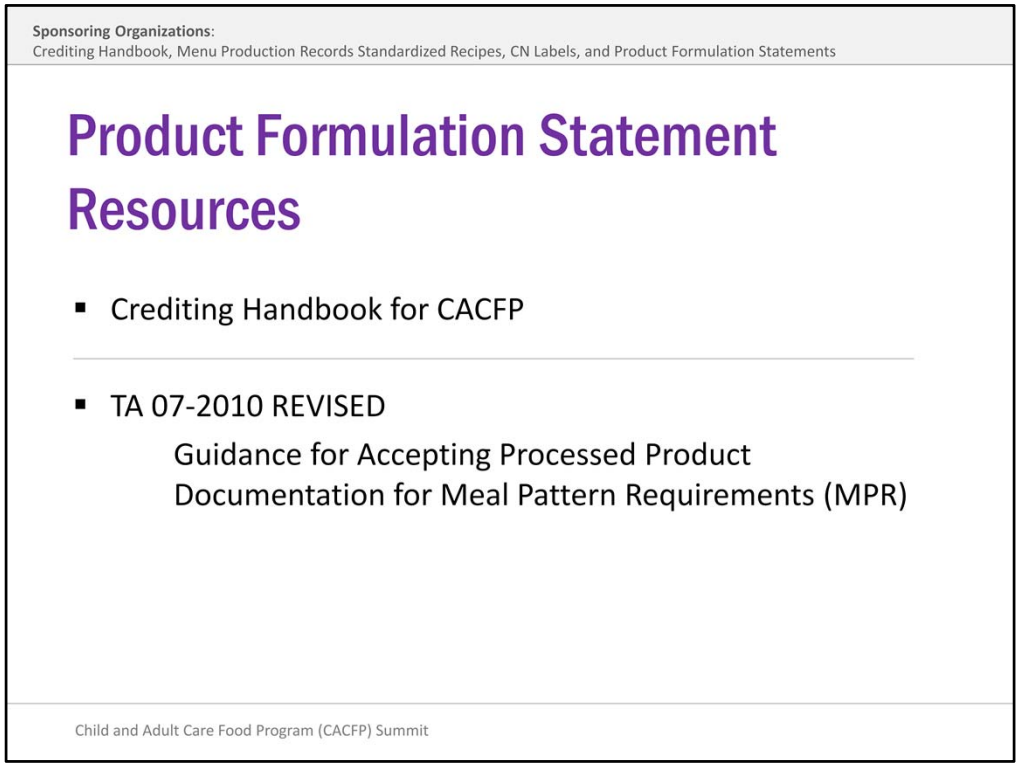
[Hand out the sample Product Formulation Statement for Tangy Chicken by the SA Food Company.]

Here is a sample Product Formulation Statement we created to show you what a complete Product Formulation Statement looks like.

The statement is on company letterhead –
The product name is given as well as the code number –
The manufacturer of the product is listed and the Case/Pack/Count/Portion/Size is listed –
Under the Meat/Meat Alternate section the Description of Creditable Ingredients per Food Buying Guide is listed – here it is Chicken, boneless, fresh or frozen (this description can be found on page 1-31 of the Food Buying Guide –
The Ounces per Raw Portion of Creditable Ingredient is listed – 3.1499 -
And the Food Buying Guide Yield/Servings per unit is .70 (Column 6) –
The math is done (ounces per raw portion times serving per unit) to get the creditable amount, 2.2049

The total weight (per portion) of product as purchased is listed – 3.9 oz.
The total creditable amount of product, per portion is listed – 2.00

There is a certification statement that is filled in and it is signed by a representative of the company and a phone number is provided.



The Crediting Handbook is a resource you can refer to when working with CN labels and Product Formulation Statements. CN labels are defined in the Definitions and Explanations and Product Formulation Statements are covered in the last section of the handbook.

Another resource on Product Formulation Statements is the technical assistance guidance TA 07-2010 Revised, Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements. We are providing a copy of this guidance to you for your reference.

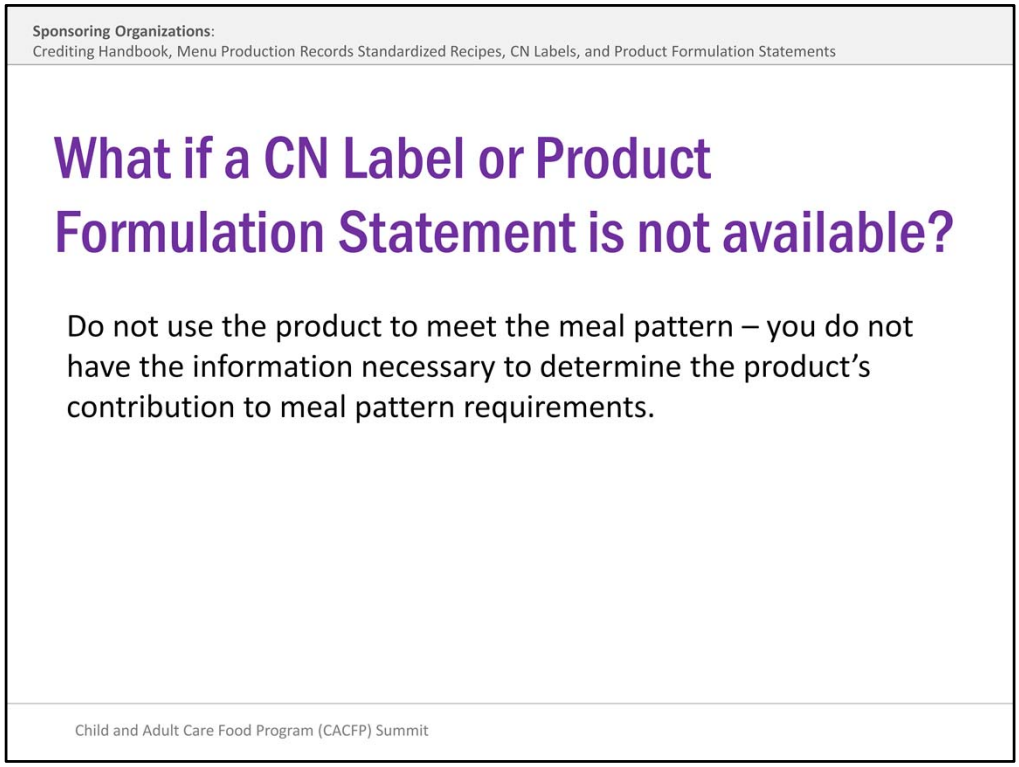
[Hand out copies of TA 07-2010 REVISED.]

Please note, this guidance states that:

Program operators are ultimately responsible if a menu does not fulfill meal pattern requirements; therefore they must keep records of supporting documentation (original CN
product label from the product carton or signed Product Formulation Statements) provided by the manufacturers. It is the program operator's responsibility to request and
verify that the supporting documentation is accurate.

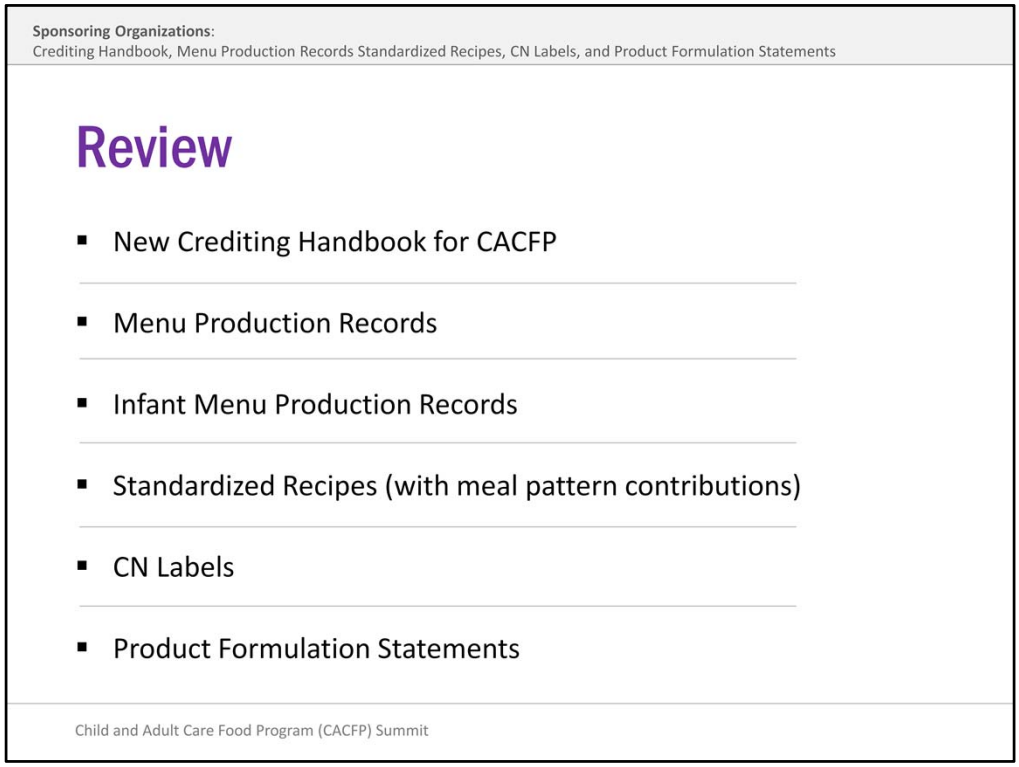
This guidance also has links to a Reviewer's Checklist for Evaluating Manufacturer Product Formulation Statements for Meat/Meat Alternate products – an excellent

resource to use when evaluating product formulation statements.



If the product does not have a valid CN label or Product Formulation Statement, then the product cannot be used to meet the meal pattern . You do not have the information necessary to determine the product's contribution to meal pattern requirements.

Also, if a CN labeled product that you normally use is not available and you order a different product, you must obtain a CN Label or Product Formulation Statement for that product before you serve it. For example, if you normally order a certain brand of chicken nuggets that you have a valid CN label for, and that brand is not available and you are looking to order a different brand of chicken nugget, you must get the proper documentation (a valid CN label or product formulation statement) *before* you order it.



This concludes our session. To review,

We've taken a look at the new Crediting Handbook for CACFP,

And we've covered some of the supporting documentation required to show that reimbursable meals are being served in your Child and Adult Care Food Program:

We covered menu production records (centers only) and infant menu production records

We reviewed what a standardized recipe looks like and how to determine the meal pattern contributions from a standardized recipe

We also reviewed the documentation needed for commercially prepared mixed dishes – CN labels and Product Formulation Statements.

You also received resources to help you as you make sure you are maintaining all of the correct and required supporting documentation for a well run program.

Wrap Up

Get your passport stamped before you leave!

Remember to complete the evaluation.

Thank you!

IDAHO CN P
CHILD NUTRITION PROGRAMS

I hope you have found this session helpful. Please make sure I have stamped your passport before you leave this session. Remember to complete the evaluation. Also, please leave the calculators and *Food Buying Guides* here.

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