

The following details recordkeeping requirements for the CACFP meal pattern and documentation that must be kept on file. These apply to ALL Programs.

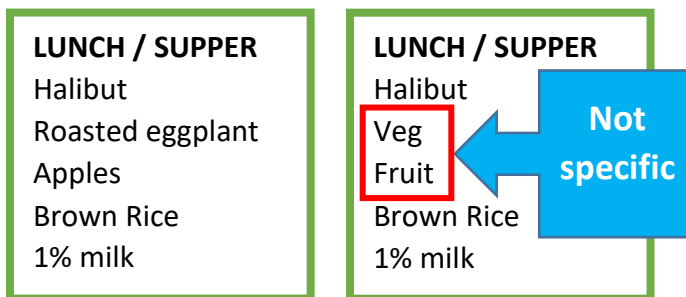
Menus

The following must be documented on menus:

MILK: Type of milk for each age group served. This includes listing the fat content (e.g. whole, low-fat or 1%, and fat-free or skim) **and** if the milk is flavored.

*Examples: Whole milk is served to children age 1
1% milk is served to children ages 2 and older
Chocolate fat-free milk is served to children ages 6 and older*

FRUITS AND VEGETABLES: The specific fruit and/or vegetable(s) served at each meal and snack must be recorded on menus filed with the claim.



GRAINS:

- **Whole Grain or Whole Grain-Rich Items:** Must be identified. Write next to the grain item:
 - Whole grain OR WG
 - Whole grain-rich OR WGR
 - Whole wheat OR WW
 - Grains like quinoa, brown rice, oatmeal, etc. do not need to be identified as WG or WGR
- **Cereals:** The specific name of cereal(s) must be written. *Note: A cereal that is at or below sugar requirements may not necessarily be a Whole Grain or Whole Grain-Rich Item, but still may be served as the grain item*

LUNCH
Parmesan chicken
WG Noodles
Roasted Carrot Coins
Blueberries
1% milk

BREAKFAST
WG Cheerios
Raspberries
1% milk

Documentation

The following must be kept on file for the actual items served:

Whole Grain-Rich (WGR) Items:

1. Product package of item that includes the term **Whole Wheat**:
 - Only **bread, rolls and buns** labeled “whole wheat”, “entire wheat” or “graham” on the package are 100% whole wheat and WGR
 - Only the following **pasta** labeled “whole wheat” on the package are 100% whole wheat and WGR: Macaroni, macaroni product, spaghetti, vermicelli

For other items labeled as “whole wheat” such as crackers, tortillas, bagels, and biscuits use another method to determine if they are WGR.
2. Product package of item found on any State agency’s **WIC-approved** whole grain food list
3. Product package of item that includes one of the following **FDA health claims**:
 - “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.” OR
 - “Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease.”
4. Product package with **ingredient list** that shows the food meets the **Rule of Three**
 - A) The first ingredient (or second after water) is whole grain, AND
 - B) The next two grain ingredients (if any) are whole grains, enriched grains, bran, or germ
 - Non-creditable grains or flours cannot be one of the first 3 grain ingredients
 - Grain derivatives must be ignored and not included in the Rule of Three
 - Any ingredients that are labeled as “2% or less” are considered insignificant and may be disregarded
5. Child Nutrition (CN Label), Product Formulation Statement from the manufacturer or a recipe that demonstrates that the item is WGR
 - a. Recipe must include all ingredients and identifies grain ingredient amounts by weight or volume
6. Documentation from the School Food Authority demonstrating the product meets the WGR criteria in the **National School Lunch Program** (this may include a CN label or product formulation statement, ingredient list, etc.)

Cereal and Yogurt (for sugar amounts) and Tofu: Keep actual package, picture, or a copy of the product package including the name of item and Nutrition Facts Label

Store-bought Combination Food Items (ex. pizza, chicken nuggets): Child Nutrition (CN) label or product formulation statement from manufacturer to credit meal components to the meal pattern

Financial Recordkeeping

Non-creditable foods are unallowable costs. They cannot be included in your CACFP food costs, even when served as an extra with a reimbursable meal/snack. Examples include:

- Grain-based desserts (ex. Toaster pastries, granola bars, cookies)
- Cereals and yogurt above sugar limit
- Combination food items (ex. pizza, chicken nuggets) not supported with a CN label or production formulation statement
- Other non-creditable food items (ex. Ice cream, gelatin, pudding, popcorn, bacon, potato chips, etc.)