

Menu Checklist

Use this checklist to ensure menus and meals comply with CACFP meal requirements.
Refer to Guidance Memorandum 12: Meal Requirements.
Specific Adult Day Care (ADC) requirements are listed below.

Meal Requirements

Breakfast contains:

- Fluid Milk
- Fruit or Vegetable or 100% Fruit or Vegetable Juice
- Grain
 - Meat/Meat Alternate may replace the Grains component a maximum of three times per week

Lunch/Supper contains:

- Fluid Milk (optional at supper for ADC)
- Meat (beef, chicken, pork, fish, etc.) or Meat Alternate (cheese, eggs, beans, etc.)
- Vegetable
- Fruit (*a vegetable may be served in place of fruit*)
- Grain

Snack contains two of the following components:

- Fluid Milk
- Vegetable or 100% Vegetable Juice
- Fruit or 100% Fruit Juice
- Meat (beef, chicken, pork, fish, etc.) or Meat Alternate (cheese, yogurt, beans, etc.)
- Grain

Creditable Foods and Daily Requirements



- All foods served are creditable (see [Creditable and Non-creditable Foods Guide](#))
- One grain served each day is whole grain rich
- Grain-based desserts are not served
- Ready-to-eat cereal must contain no more than 6 grams of sugar per dry ounce
- Yogurt contains no more than 23 grams of sugar per 6 ounces
- Juice is not served at more than one meal or snack per day
- Menu items are not deep-fat fried on-site
- ADC Only:** Yogurt (regular and soy) may be served to meet the milk requirement for one meal per day when not served as a meat alternate for that same meal

Menu Documentation Requirements

- A copy of one menu for each meal/snack claimed is on file with monthly claim documents

Menus must include:



- Dates
- Documented meal substitutions / changes
- Type of milk served (fat content by age group and if flavored)
- Whole grain rich (WGR) items notated with WW, WG, WGR (e.g., WW Bread, WG Bagels)
- Specific names of actual foods served:
 - Fruits and vegetables (ex. "pears" instead of "fruit")
 - Cereal names (ex. "Corn Flakes" instead of "cereal")
If cereal is WGR, identify on the menus next to cereal's name (ex. WG Cheerios)
- Best practice: For main dishes, identify all food components on the menu.
For example, instead of listing "Tacos" write out "Beef Tacos" or "Tacos (beef, cheese and whole grain soft tortilla)"

Product Documentation

Product Labels (original label, or readable picture/copy of label) are on file for:

- Breakfast cereals:** name and brand of item, nutrition facts label and ingredient list
- Yogurt:** name and brand of item, nutrition facts label
- Whole grain-rich foods (one of the following):**
 - Label with name and brand of item, and front of the package or ingredient list (depending on method used to determine item as whole grain rich)
 - Child Nutrition label or Product Formulation Statement crediting item as whole-grain rich
- Tofu:** name and brand of item, nutrition facts label

Refer to [CACFP Reference Guide](#) for information on crediting cereal, yogurt, and whole grain rich foods.

Child Nutrition (CN) Labels and Product Formulation Statements (PFS)

- A CN label or PFS is on file to credit all store-bought combination foods (i.e., chicken nuggets, pizza, meatballs, fish sticks, corndogs, etc.) and processed meats. Refer to the [Crediting Store-Bought Combination Foods](#) handout for more information.

Homemade Items

- Recipe is on file