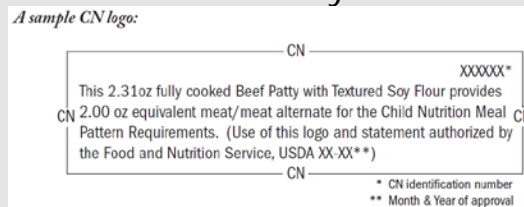


## Product Documentation

Child Nutrition program sponsors must retain product documentation that demonstrate how menu items meet meal pattern requirements.

### Types of Product Documentation:

- **Food Buying Guide:**
  - Items must exactly match description in Food Buying Guide
- **Child Nutrition (CN) Label:**
  - Distinct label issued by USDA
  - Only meat/meat alternates (M/MA) items or combination items that include M/MA are eligible to apply for CN labels
  - Obtain label from packaging or take a photo of the label
  - Watermarked copies of CN labels are not acceptable unless accompanied by a bill of lading
  - CN labels have to be renewed by the manufacturer every five years



- **Product Formulation Statement (PFS):**
  - Obtain from manufacturer
  - Provides specific product information:
    - product name
    - manufacturer's product code / unique identifier code
    - serving or portion size
    - creditable ingredients
  - Lists meal pattern contribution and shows how meal pattern crediting was obtained
  - For items that contain Alternate Protein Product (APP), manufacturers must provide additional documentation regarding the APP (see [Attachment A of the Meat/Meat Alternate PFS form](#))
  - Must be on manufacturers letterhead and signed
- **USDA Nutrition Fact Sheet:**
  - Specific to USDA foods purchased through the USDA Food Distribution Program
  - Available at <http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets>
- **W Code Nutrition Fact Sheets:**
  - Available for Washington processed items at <http://www.k12.wa.us/ChildNutrition/programs/FoodDistribution/FactSheets.aspx>
  - If fact sheet indicates product has CN label; obtain CN label from product package

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- **Product Ingredient List:**
  - List of ingredients in a food item, listed in order of weight
- **Nutrition Facts:**
  - List of basic nutrition information about a product that typically includes product weight, serving size, number of servings, and nutrient composition
  - Must show: Calories / Saturated Fat / Trans Fat / Sodium
- **Exhibit A:**
  - USDA grains chart that allows product weight to determine grain contribution
  - Specific item must be listed to use Exhibit A
- **Standardized Recipe:**
  - Required for any menu item that contains two or more ingredients (other than water)
  - Lists all ingredients and amounts
  - Includes yield and portion size
  - Meal pattern contribution has been figured and listed

## Product Documentation Needed:

<p style="text-align: center;"><b>Meat/Meat Alternates</b></p> <ul style="list-style-type: none"> <li>▪CN Label <b>or</b> Product Formulation Statement</li> <li style="text-align: center;"><b>AND</b></li> <li>▪Ingredient List <b>and</b> Nutrition Facts</li> <li style="text-align: center;"><b>OR</b></li> <li>▪Nutrition Fact Sheet (USDA or W Code)</li> </ul>	<p style="text-align: center;"><b>Milk</b></p> <ul style="list-style-type: none"> <li>▪Label</li> <li>▪Nutrition Facts</li> </ul>
<p style="text-align: center;"><b>Combination Items</b> (commercially prepared)</p> <ul style="list-style-type: none"> <li>▪CN Label <b>or</b> Product Formulation Statement</li> <li style="text-align: center;"><b>AND</b></li> <li>▪Ingredient List <b>and</b> Nutrition Facts</li> <li style="text-align: center;"><b>OR</b></li> <li>▪Nutrition Fact Sheet (USDA or W Code)</li> </ul>	<p style="text-align: center;"><b>Combination Items</b> (self-prepared)</p> <ul style="list-style-type: none"> <li>▪Standardized Recipe</li> <li>▪For each recipe ingredient provide: CN label or Product Formulation Statement</li> <li style="text-align: center;"><b>AND</b></li> <li style="text-align: center;">Nutrition Facts</li> <li style="text-align: center;"><b>Or</b></li> <li style="text-align: center;">USDA or W code Nutrition Fact Sheet</li> </ul>
<p style="text-align: center;"><b>Grain Items</b> (commercially prepared)</p> <ul style="list-style-type: none"> <li>▪Exhibit A <b>or</b> Product Formulation Statement</li> <li style="text-align: center;"><b>AND</b></li> <li>▪Ingredient List <b>and</b> Nutrition Facts</li> <li style="text-align: center;"><b>OR</b></li> <li>▪Nutrition Fact Sheet (USDA or W Code)</li> </ul>	<p style="text-align: center;"><b>Grain Items</b> (self-prepared)</p> <ul style="list-style-type: none"> <li>▪Standardized Recipe</li> <li>▪For each recipe ingredient provide: Label, ingredient list and nutrition facts</li> </ul>

# OSPI CNS School Nutrition Programs Reference Sheet

<b>Fruits</b>	<b>Vegetables</b>
•Food Buying Guide <b>or</b> Product Formulation Statement <b>AND</b> •Ingredient List (if applicable) <b>and</b> Nutrition Facts <b>OR</b> •Nutrition Fact Sheet (USDA or W Code)	•Food Buying Guide <b>or</b> Product Formulation Statement <b>AND</b> •Ingredient List (if applicable) <b>and</b> Nutrition Facts <b>OR</b> •Nutrition Fact Sheet (USDA or W Code)

## Reference:

- ✓ [7CFR 210.10](#)
- ✓ [TA 07-2010 \(v.3\)](#)
- ✓ [SP11v2 CACFP10 SFSP12-2015](#)

## Resources:

- ✓ [Exhibit A](#)
- ✓ [Food Buying Guide](#)
- ✓ [CN Labeling Program](#)
- ✓ [Product Formulation Statement Guidance – Product Documentation](#)
- ✓ [USDA Nutrition Fact Sheets](#)
- ✓ [Washington State Nutrition Fact Sheets](#)

## Acronym Reference

-CFR	Code of Federal Regulations
-CNS	Child Nutrition Services
-LEA	Local Education Agency
-OSPI	Office of Superintendent of Public Instruction
-USDA	United States Department of Agriculture