

Meal Pattern Documentation Checklist

To ensure compliance with meal pattern requirements, it is crucial to keep the following documentation organized for all your operating sites.

Documentation to Maintain:

- Number of meals prepared
- Required meal components
- Portion sizes according to SFSP meal guidelines
- Adequate records to support costs and meals claimed

For easy access, we recommend storing all documents in a file or binder. While food production records are not mandatory, maintaining them is a best practice for thorough documentation.

Why It's Important: As per 7 CFR 225.15, sponsors must maintain records that justify all costs and meals claimed. Keeping accurate and accessible documentation helps ensure your program meets regulatory standards.

Check	Meal Pattern Records
	Menu(s)
	Portion Sizes for each menu item (Best practice document directly on menu)
	Number of Meals prepared and served on Daily Meal count Form
	Number of Milk available
	Meal Delivery Receipts for Satellite/Vended Sites
Product Documentation	
	Recipes for Scratch made items: <ul style="list-style-type: none"> • Standardized Recipes • Nutrition facts, CN label, or PFS for any processed item used in the recipe
	For processed Meat/ Meat Alternate (MMA), combination MMA/grain item, provide: <ul style="list-style-type: none"> • CN Label or Product Formulation Statement
	Grain items: <ul style="list-style-type: none"> • Nutrition Facts Label, meal pattern contribution (identified with Exhibit A)
	Milk a single photo of milk type(s) used
	Any additional Nutrition Fact Labels and ingredient lists as needed to validate meal pattern contribution
	All current Special Dietary Accommodations forms
	Receipts and paid invoices for all food
	Inventory records of items on hand



Resources:

- Use the [Food Buying Guide](#) to determine how foods are credited in SFSP and their contributions.
- [Exhibit A for Grain](#).
- [USDA Food Buying Guide For Child Nutrition Programs – Appendix E](#)
- [Nutrition Guide](#)