



CACFP Child and Adult Menu Documentation Guide

Use the following charts to ensure the menu and supporting documentation records contain enough detail to support the institution’s claim for reimbursable meals and snacks.

Menu Framework

General Tips and Menu Requirements	
Tips	<ul style="list-style-type: none"> • Photocopy all paper receipts/invoices because receipts/invoices may fade over time. Be sure to capture all information, including the date of the receipt/invoice. • Include photocopies, digital photos, or original product packaging whenever possible to verify integrity of menus to CACFP Meal Patterns. • Back up electronic files.
Menu requirements	<ul style="list-style-type: none"> • Name of institution/facility • Dates (Year, Month, and Days of the week, and Numerical Dates) • Meal Pattern Type (Breakfast, Lunch, Supper, Snack) • Meal components for each meal(s)/snack(s) served • USDA Non-discrimination statement: This institution is an equal opportunity provider. • If using a menu template which lists the meal pattern requirements, the template must reflect the current meal pattern requirements <p>Best Practice:</p> <ul style="list-style-type: none"> • Agreement number

Milk

Food type/item	Documentation on the Menu	Documentation on File
Milk	<p>All of the following:</p> <ul style="list-style-type: none"> • Fat percentage: Whole, 1% (low-fat), or skim (fat-free) • Flavor of milk: Flavored or Unflavored <ul style="list-style-type: none"> • Example: “Unflavored 1% milk” • The type of milk served to each age, if serving multiple ages <ul style="list-style-type: none"> • Example footer: “Fluid Milk – 1 year old: unflavored whole milk; 2-5 years old: unflavored skim (fat-free) or unflavored 1% (low-fat) milk; 6 years and older: unflavored skim or 1% milk; flavored skim or 1% milk. Breastmilk may be served at any age in replacement of cow’s milk without medical documentation.” <p>Best Practice:</p> <ul style="list-style-type: none"> • Serve only unflavored milk to all participants 	<ul style="list-style-type: none"> • Milk receipts; and/or • Delivery invoices
Non-dairy beverages	<p>If served, all of the following:</p> <ul style="list-style-type: none"> • Type of non-dairy beverage <ul style="list-style-type: none"> • Example: “Soy milk” or “Almond milk” • Flavor of the non-dairy beverage: Flavored or Unflavored <ul style="list-style-type: none"> • Example: “Unflavored soy milk” • A footnote: “Non-dairy beverages will be served with appropriate documentation.” 	<p>For non-dairy beverages with the same nutritional value as cows’ milk:</p> <ul style="list-style-type: none"> • The Potentially Allowable Non-Dairy Beverages list from the State agency with the brand/type of non-dairy beverage on it (Example: “Silk Vanilla Soy Milk”) • Copy of Product Label with Nutrition Facts Label and Non-Dairy Tool worksheet (www.nutritionnc.com > CACFP > Meal Patterns and Nutrition Resources > Non-Dairy Beverage Milk Substitutions) • Written parent/guardian request <p>For non-dairy beverages with nutritional value different from cows’ milk:</p> <ul style="list-style-type: none"> • Signed medical statement

Vegetables and Fruits

Food type/item	Documentation on the Menu	Documentation on File
Vegetable or Fruit	<ul style="list-style-type: none"> • Specify type of vegetable or fruit served <ul style="list-style-type: none"> • Examples: “Peach slices” (instead of “Fruit”), “Pears, Oranges, and Bananas” (instead of “Fruit Cup”), “Lettuce, Tomato, and Cucumbers” (instead of “Salad”) <p>Best Practices:</p> <ul style="list-style-type: none"> • Serve a variety of vegetables and fruits (fresh, frozen, canned, dried) more often than juice • Include local and seasonal produce • At least one of the two Snack components is a Vegetable or Fruit • Include at least one serving of each variety of vegetable (dark green, red/orange, beans/peas, legumes, starchy, and other vegetables) once/week 	<ul style="list-style-type: none"> • Receipts; and/or • Delivery invoices • If purchasing from local garden, farmer’s market, CSA, or farm stand, handwritten receipts are acceptable if they document the date of purchase, name of vendor/farm, item cost, amount and total cost (Policy Memo CACFP 15-06). • To document donated or harvested foods, use the Donated or Harvested Food Record form at www.nutritionnc.com > CACFP Forms > CACFP General Forms > Meal Documentation.
Juice, including 100% coconut juice/water	<p>“100% TYPE juice”</p> <ul style="list-style-type: none"> • Examples: “100% orange juice,” “100% apple-cranberry juice blend,” or “100% carrot and mango juice” 	<p>One of the following:</p> <ul style="list-style-type: none"> • 100% juice carton • Photocopy of carton • Digital photo of carton • The brand and product name on a receipt/invoice (e.g., “Tropicana 100% orange juice)

Grains and Whole Grain-Rich Foods

Food type/item	Documentation on the Menu	Documentation on File
<p>Whole grain-rich (WGR) foods (grains or combination foods <i>with</i> whole grain-rich grains)</p>	<p>When grain is part of the meal pattern, at least 1 serving per day must be whole grain-rich.</p> <p>Clearly indicate whole grain-rich on the menu. Do either of the following:</p> <ul style="list-style-type: none"> • Tag any whole grain-rich foods with “WW” (whole wheat), “WG” (whole grain), or “WGR” (whole grain-rich), as applicable to item <ul style="list-style-type: none"> • Examples: “WW Tortilla” or “WGR crackers” • Tag any whole grain-rich foods with a symbol and include a legend on the menu <p>Best Practice:</p> <ul style="list-style-type: none"> • Provide at least two servings of WGR/day 	<p>Required for homemade WGR grains or WGR combination foods:</p> <ul style="list-style-type: none"> • Standardized recipe <p>Required for commercially prepared WGR combination foods:</p> <ul style="list-style-type: none"> • Child Nutrition (CN) label or Product Formulation statement <p>One of the following is required for store-bought WGR grains that are not combination foods:</p> <ul style="list-style-type: none"> • Packaging with ingredient list • Photocopy of packaging and ingredient list • Digital photo of packaging and ingredient list • Brand and product name on a receipt/invoice (e.g., “Nature’s Own® 100% Whole Wheat Bread”)
<p>Ready-to-eat (RTE) cereal and hot cereal</p>	<p>Indicate the type [brand/product name] of cereal</p> <ul style="list-style-type: none"> • RTE examples: “Cheerios®” or “Kix®” • Hot cereal examples: “Oatmeal” or “Grits” <p>Please note breakfast cereals must contain no more than 6 grams of sugar per dry ounce.</p>	<p>One of the following, including Nutrition Facts Label:</p> <ul style="list-style-type: none"> • Cereal boxes or packaging • Photocopy of cereal box • Digital photo of cereal box • Brand and product name on a list of cereals purchased (e.g., “Honey Bunches of Oats® Whole Grain Honey Crunch”) • Standardized recipe if homemade <p>Photocopy of the cereal preparation directions (for hot cereals, only)</p>

Meat/Meat Alternates

Food type/item	Documentation on the Menu	Documentation on File
Meat/Meat Alternates	<p>Name of food item</p> <p>Best Practices:</p> <ul style="list-style-type: none"> • Serve only lean meats, nuts, and legumes • Limit serving processed meats to no more than one serving per week • Serve only natural cheeses and choose low-fat or reduced fat-cheeses 	<ul style="list-style-type: none"> • Receipts; and/or • Delivery invoices
Processed Meats	<p>Name of food item</p> <ul style="list-style-type: none"> • Examples: “Hot dogs,” “Turkey luncheon meat,” “Pepperoni,” “Sausage,” “Vienna sausage” 	<p>One of the following:</p> <ul style="list-style-type: none"> • CN label • Product Formulation Statement
Yogurt	<p>“Yogurt”</p> <p>Please note yogurt must contain no more than 23 grams of total sugars per 6 ounces.</p>	<p>One of the following, including Nutrition Facts Label:</p> <ul style="list-style-type: none"> • Yogurt container • Photocopy of container • Digital photo of container • The brand and product name on a receipt/invoice (e.g., “Yoplait® Original Strawberry Yogurt”)
Cheese sauce	<p>Name of the food item/dish</p> <ul style="list-style-type: none"> • Examples: “Tortilla chips and cheese sauce,” “Macaroni and cheese,” or “Fettuccini with cheese sauce” 	<p>One of the following:</p> <ul style="list-style-type: none"> • CN label • Product Formulation Statement • Standardized recipe (if homemade)
Roast	<p>Type of meat roasted</p> <ul style="list-style-type: none"> • Examples: “Pork roast,” “Beef roast,” “Roasted chicken,” or “Roasted turkey” 	<ul style="list-style-type: none"> • Receipts; and/or • Delivery invoices

Combination Foods

Food type/item	Documentation on the Menu	Documentation on File
Combination food	<p>Be descriptive and clearly identify each meal component</p> <ul style="list-style-type: none"> Examples: “Cheese Pizza” (instead of just “Pizza”), “Cheese and Spinach Quesadilla on a WGR Tortilla” (instead of “Quesadilla”), “Black Bean Tacos on a WGR Tortilla” (instead of “Tacos”), or “Chicken Noodle Soup with Carrots and Celery” (instead of “Chicken Soup”) 	<p>One of the following:</p> <ul style="list-style-type: none"> • CN label • Product Formulation Statement • Standardized recipe (if homemade)

Other Foods Require Supporting Documentation

Food type/item	Documentation on the Menu	Documentation on File
Hummus, Cheese sauces, etc.	Name of food item	<p>One of the following:</p> <ul style="list-style-type: none"> • CN label • Product Formulation Statement • Standardized recipe (if homemade)

Resources

- **7 CFR 226.20:** <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-226>
- **Crediting Handbook for the Child and Adult Care Food Program:** https://fns-prod.azureedge.net/sites/default/files/resource-files/FNS_Crediting_Handbook.pdf
- **Food Buying Guide for Child Nutrition Programs:** <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>