



# Oregon

Kate Brown, Governor



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Cait Gill

Acting Deputy Superintendent of Public Instruction

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TO: Child and Adult Care Food Program (CACFP) FDCH Sponsors

RE: Required CACFP Menu Documentation – Effective Immediately

The Oregon Department of Education Child Nutrition Programs (ODE CNP) requires that Family Day Care Home providers maintain records of their meal/snack service by documenting the food and beverage items on the menus served to infants and children in care. Effective Immediately, ODE CNP requires that all providers maintain the following documentation to be in compliance with the CACFP meal pattern.

**General Menu Requirements:**

All menus must contain the following information:

- Date (month, day, year the meals/snacks were served)
- The current USDA non-discrimination statement
- Actual food items served –the menu must state the actual cereal served: for example, “WG General Mills Cheerios”
- Substitutions made to the menu, including substitutions made for participants with special dietary needs

**Whole Grain Requirements:**

Providers must document on the menu which grain items served are whole grain-rich. When ALL grains served on the menu are whole grain items, the statement below may be written at the bottom or top of the menu.

- “All grains served are whole grain-rich”

When all the grain items listed on the menu are not whole grain, then each individual grain food item that is whole grain must be documented as whole grain next to the food item on the working menu. Some acceptable abbreviations of whole grains are:

- “WG” or “WGR” for whole grain or whole grain-rich
- “WW” for whole wheat

When breakfast cereal is served, the brand name of the cereal served and the name of the cereal must be documented on the menu. This is required to verify that the breakfast cereal meets the required sugar limit. For example, “General Mills Cheerios” or “WG General Mills Cheerios” if it meets the whole grain requirement.

### **Milk Requirements:**

Providers must document the percent of the fat content for milk served for each age group next to the milk component on the menu. Sponsors must document the flavor of milk on the menu *when* flavored milk is offered.

1. When the menu is used for only one age group, then the statement below may be written at the bottom or top of the menu:
  - a. For ages 12-23 months: "All milk served is whole unflavored milk"
  - b. For ages 2-5: "All milk served is 1%/non-fat unflavored milk"
  - c. For ages 6 & older: "All milk served is 1%/non-fat flavored or unflavored milk"
  
2. When the menu is used for multiple age groups then a statement may be written at the bottom or the top of the menu:
  - a. "All milk served is whole, unflavored milk for ages 12 -23 months; 1%/ non-fat, unflavored milk for ages 2-5"
  - b. "All milk served is 1%/non-fat unflavored or non-fat flavored milk for participants ages 6-18"
  
3. Flavored milk may only be served to children ages 6 and older and adults. When flavored milk is served to children ages 6 and older, providers must document the fat content of the milk served and the flavor served. For example, "non-fat, chocolate"

### **Yogurt:**

Providers must document the brand name and the flavor of the yogurt on the menu each time yogurt is listed on the menu. This is required to verify that the yogurt meets the required sugar limit. An example of a yogurt that meets the sugar requirement is "Dannon Light & Fit Greek strawberry yogurt"

### **Infant Menu Records**

Breast milk or the brand name of infant formula must also be documented on the menu. Providers must document the actual food item served on the infant menu record when the infant is developmentally ready to receive solid foods.

### **Supporting documentation:**

Providers are required to keep supporting menu information on file for three years plus the current fiscal year. The following is a list of acceptable documentation:

- A CN label or Product Formulation Statement (PFS) for commercially prepared combination foods. Include the Manufacturer's name and the name of the item served.
- A recipe for homemade combination foods
- Nutrition facts label with Manufacturer's name and brand name of cereal served
- Ingredient label with Manufacturer's name and brand name of whole grain items served
  
- Nutrition facts label with Manufacturer's name, brand name and flavor of yogurt served