New Mexico
CACFP
MENU RECORD BOOK
for
Adult Day Care
(Supplement to the "USDA Adult Day Care: A Child and Adult Care Food Program Handbook")

NEW MEXICO CHILDREN, YOUTH AND FAMILIES DEPARTMENT
Early Childhood Services/Family Nutrition Bureau
Revised July 2017

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(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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INTRODUCTION

The Menu Record Book (MRB) has been developed for your use to record breakfast, lunch and snack menus and the quantities of foods used daily. The MRB serves as a basic record for auditing purposes.

The Menu Record Book is the ONLY form of documentation required by the State Agency to ensure sponsoring organizations serve meals that meet the United States Department of Agriculture (USDA) meal pattern requirements.

The purpose of the Menu Record Book is to provide you with useful information to:

a. Plan and record menus and portion sizes which meet the USDA meal pattern requirement
b. Plan and record food items which are creditable following Federal and State guidelines
c. Record the calculated amounts of food needed for the number of persons planned
d. Record the actual number of meals served
e. Maintain a daily, permanent record

The MRB must be filled out accurately and completely on **a daily basis**. This book must be available at any time for review by the Children, Youth and Families Department, Child and Adult Care Food Program or any other Federal (USDA) Program Audit Unit staff. Meals **cannot** be reimbursed unless they are recorded in the MRB. Failure to complete the MRB correctly may result in financial loss to the sponsoring organization.

Menus should be planned two or more weeks in advance. In planning menus, consider the likes and dislikes of the adult participants. Plan menus that the participants will enjoy, using a variety of foods, textures and colors. Make mealtime a relaxing time that adult participants will look forward to everyday.

At times, menus are revised because of changes in food deliveries, seasonal availability, and inventory. If the planned menu is changed, take care to correct the menu record book to reflect the actual foods and amounts served.

Please read the instructions and other important information on the next few pages carefully. This Menu Record Book should be used with the USDA Food Buying Guide for Child Nutrition Programs and the New Mexico Purchasing and Production Guide.

If you have any questions about this Menu Record Book or about the Child and Adult Care Food Program, please contact:

Family Nutrition Bureau
3401 Pan American Freeway, NE
Albuquerque, NM 87107
(505) 841-4856 or 1-800-328-2665 (1-800-EAT-COOL)

-or-

Family Nutrition Bureau
1920 Fifth Street
Santa Fe, New Mexico 87505
(505) 827-9961

DEFINITIONS

The Children, Youth and Families Department (CYFD) reimburses sponsors participating in the Child and Adult Care Food Program (CACFP) for meals served. However, there are specific regulations regarding how the meals are served and what foods are served. The following definitions are used in the CACFP and it is important that sponsors become familiar with them.

Menu Record Book The Menu Record Book (MRB) is the official record in which the food served and quantities used to meet the meal requirements for the USDA CACFP Meal Pattern are documented.

Creditable Foods These are foods used to meet the requirements for a reimbursable meal. Foods are creditable based on the following: 1) nutrient content; 2) customary function in a meal; 3) USDA regulations; 4) the Food and Drug Administration's (FDA) Standards of Identity; and 5) Federal and State Agency policies.

Non-Creditable Foods These are foods that do not meet one or more of the five criteria described under creditable foods, above. (Also called "Other Foods" or "Extras".) A meal may contain both creditable and some non-creditable foods. Non-creditable foods are allowed, for example, to improve acceptability of the rest of the meal. However, non-creditable foods may not be used to meet the meal pattern requirements. Some non-creditable foods are also not reimbursable.

Reimbursable Meals Those meals that are served and meet the following requirements:

1) USDA meal pattern requirements
2) Federal regulations
3) State agency policies

Non-Reimbursable Meals Those meals that do not meet the criteria for reimbursement.

Non-Reimbursable Foods These are foods which are non-creditable (i.e., do not meet the meal pattern guidelines) and non-reimbursable as part of total food costs. Most of these foods are very low in nutritional value and high in cost.

Family Style This is a style of meal service in which both adult participants and caregivers participate in setting the table, serving the food, eating together and cleaning up after the meal. All required components of the meal are placed on the table at the start of the meal. The minimum required amount of each meal component must be available for each participant and caregiver. Participants are encouraged to take a portion from each meal component

Component One of five food categories of the USDA Meal Pattern Requirements, including:

1) Milk
2) Meat/Meat Alternates
3) Grains/Breads
4) Fruits
5) Vegetables

Disallowance A meal or meals that are not approved for reimbursement by the State Agency because:

1) Meals are ***not recorded*** in the menu record book
2) Meals are missing one or more of the required components.

   All meals will be disallowed.
3) Documentation in the menu record book and/or food receipts indicates that not enough food was served and/or purchased to give each participant the required minimum amount. In this case, the State Agency uses the USDA Food Buying Guide to determine how many servings of each component were available. ***If the number of servings available is less than the number of participants listed on the menu record book, the difference will be the number of meals disallowed*.**

USDA Food Buying Guide/ Calculator The instrument utilized by State Agency review staff to determine the exact quantities of food components required, based on menu record documentation. The servings per purchase unit (SPPU) indicated in this guide are used as the final authority when meals are disallowed.

The New Mexico Purchasing and Production Guide (NMP&PG)

The tool used to determine the approximate quantities of food required in preparation. The quantities in this book are based on the USDA Food Buying Guide. In the NMP&PG, the amounts are rounded up; therefore, it is not a precise method to disallow meals.

CACFP
Food Guidelines

MEAT/MEAT ALTERNATES

Refer to the USDA Food Buying Guide for Child Nutrition Programs, Section 1, for specific information on purchasing, yields, and crediting Meat/Meat Alternates.

Meat and meat alternates include meat, poultry, fish, cheese, yogurt, dry beans and peas, whole eggs, alternate protein products[1], peanut butter or other nut or seed butters, and nuts and seeds.

[1]***Information about Alternate Protein Product***s (AAP) can be found in 7 CFR Parts 210, 215, 220, 225, and 226.

- AAP can be credited toward all or part of the meat/meat alternate component of the meal requirements. It may be used alone or in combination with meat or meat alternate and **must** have an accompanying manufacturer's product documentation such as a product specification sheet. Very specific criteria must be met in order for the product to be creditable. Please contact the state agency nutritionist before using an alternate protein product.

- ***Commercially prepared, canned, fresh or frozen*** combination food items such as meat stews, pizzas, chicken nuggets, pot pies, ravioli, burritos and other entree/meat products are creditable foods only if:
    - The product contains creditable food items which meet all or part of the USDA meal pattern, and
    - The CN label and/or a Manufacturer's Product Analysis Sheet are available for review by the State Agency.

- ***Shelled nuts and seeds*** can meet the entire serving of the meat/meat alternate component at snack, but no more than one-half serving of the meat/meat alternate component at lunch and supper.

- ***Yogurt*** may be offered as a meat/meat alternate. Only commercially prepared nonfat or low-fat yogurt with 23 grams of sugar per 6 ounces (3.8 grams/ounce) may be served. Yogurt may be served in place of milk once per day for adults.
    - Drinkable/homemade yogurt is *not* creditable.
    - Yogurt products such as frozen yogurt, yogurt flavored products, yogurt bars, yogurt-covered fruit and/or nuts and similar products may *NOT* be served to meet this requirement.
    - Soy yogurt may be served as a meat/meat alternate.

MEAT/MEAT ALTERNATES - Continued

- ***Tofu (firm)*** may be offered as a meat/meat alternate at all meals. 2.2 oz serving (1/4 cup) must contain at least 5 grams of protein to credit as 1 ounce of meat alternate.

- ***Eggs*** may be served as all or part of the meat/meat at all meals. They may be served any style: scrambled, fried, baked, deviled or hard-cooked. Using fresh eggs (eggs in the shell) when cooking puts older adults at a greater risk of salmonella infection. Older adults as well as children are considered a "highly susceptible" population with regard to food-borne illness – in other words, they are at greater risk for serious complications if they get sick from food. All centers must use a pasteurized liquid whole egg product rather than fresh eggs when preparing an egg-containing dish. (The only time it is acceptable to use fresh eggs is when they are served hard-cooked.)

- ***Meat/Meat Alternates*** *may be served* at breakfast in lieu of the Grain/Bread (G/B) component up to three times per week (1 ounce M/MA for 1 ounce equivalent G/B). It is recommended that both a meat/meat alternate (extra food item) and a grain be served at breakfast.

- ***Homemade soups***, containing meat, fish, poultry or other meat alternates are creditable as long as enough meat/meat alternate is prepared to meet the minimum serving size for each participant. Canned soups are not creditable as a meat/meat alternate without CN or product documentation.

- ***Natural hard cheese, processed cheese food, cheese food substitutes, cheese spreads, cottage and ricotta cheese*** **are** creditable. **Twice** as much is needed to meet the requirement. For example, one ounce of cheese food is equivalent to ½ ounce meat alternate.

- ***Any type of "imitation cheese" or "cheese product"*** is NOT creditable.

- ***Canned cheese sauces, powdered cheese products and imitation cheese*** are not creditable. For more information on creditable/non-creditable cheese, please refer to the "Crediting Handbook for the Child and Adult Care Food Program".

- ***Wild game*** meat such as deer, buffalo, ostrich or goat is *NOT* creditable unless USDA inspected.

VEGETABLES/FRUITS

Refer to the USDA Food Buying Guide for Child Nutrition Programs for specific information on purchasing, yields, and crediting Vegetables/Fruits.

Each reimbursable breakfast, lunch, and supper must contain fruit and/or vegetables. Snacks may also include fruits and/or vegetables as components.

To help meet nutritional standards for quality and variety, we recommend that:

- Meals should contain **foods high in vitamin A at least two to three times per week and foods high in vitamin C every day.** Lists of fruits and vegetables high in Vitamin C and Vitamin A are found in the Appendix.
- Meals should include **foods high in fiber**. Fiber is found in all fruits and vegetables. A handout on fiber can be found in the Appendix.
- If serving **canned fruit packed in heavy syrup**, we recommend draining and discarding the syrup before measuring the fruit. A best practice is to serve canned fruits in their own juice.
- A serving of cooked vegetable is considered to be ***drained***.
- Any **fresh, frozen, or commercially canned** fruit or vegetable may be used to meet the fruit/vegetable requirement.
- For health and better nutrition, plan your menus to use a **VARIETY** of fruits and vegetables every day.

- To meet meal requirements, ***at least one vegetable and one fruit, or two different vegetables*** must be served at lunch and/or supper.

- ***Cooked dried peas, beans, or lentils*** can be used as a meat alternate or vegetable component, but cannot be used to meet both components at the same meal.

- ***Pasteurized full-strength juices*** may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day. Read the label carefully. Juice blends are creditable if they are blends of ***100% juice. Juice drinks, "cocktails" and "beverages" that are not 100%*** juice are not creditable. The only exception to this rule is CN-labeled juice drink products.

- ***Popsicles*** are *not* creditable. Frozen fruit juice bars *are* creditable when they contain 100% full-strength juice and/or a CN label indicating the amount of fruit component met.

- ***Salsa*** is creditable under the following criteria:
  - If at least 1/8 cup is served per participant and the product contains all vegetable ingredients.
  - Products that contain non-vegetable components, like gums, starches or stabilizers may be credited only if a Product Formulation Statement is available to determine the portion of the product that is a vegetable ingredient.
  - Only the vegetable may be counted towards the volume requirement.

- An ***all fluid snack*** is not reimbursable. An example includes serving milk and juice as the only other component at snack.

- A serving of ***canned fruit*** may include a portion of the juice or lite syrup in which the fruit was packed. A serving of ***frozen fruit*** includes the juice present after the fruit is thawed. ***Fresh fruit*** may be served whole or in pieces, with or without the skin. It is recommended to cut up whole fruit prior to serving.

FRUIT/VEGETABLES - continued

- Pre-packaged, mixed food items such as ***fruit cocktail or mixed vegetables*** do not meet the entire fruit/vegetable component (1 fruit + 1 vegetable or 2 different vegetables). Another fruit and/or vegetable must be served to fulfill the requirements. If you make your own mixed fruit/vegetable, the minimum portion size must be met for both the fruit and the vegetable component or two different vegetable components.

- When serving ***gelatin with fruit,*** a serving must contain at least 1/8 cup of fruit to count toward the fruit/vegetable component. Gelatin is a non-creditable food, or "extra".

- ***Fruit- flavored syrup, jams or jellies*** (even 100% fruit spreads) do not count toward the fruit/vegetable component. These are an enhancement to the meal.

- ***Home canned foods*** are not creditable because of the potential food safety risk factors associated with home canned foods.

- ***Condiments*** (such as ketchup, mustard, jelly, and cream cheese) and ***seasonings*** are *not* creditable food items. However, they serve an important role in the meal because they enhance the acceptability of the meal. They are an allowable CACFP cost.

- ***Reconstituted canned, ready-to-serve, and homemade soups*** must contain at least 1/8-cup vegetable per serving to count toward the vegetable requirement (remember 1 cup reconstituted vegetable soup=1/4 cup vegetable component)

- ***Posole or hominy*** are not creditable food items since manufacturers do not enrich and/or fortify the corn. These foods can be served as an "extra".

- ***Canned pie filling*** is not creditable***.*** The amount of fruit cannot be validated to equal the meal pattern minimum portion requirement.

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GRAINS/BREADS

Refer to the USDA Food Buying Guide for Child Nutrition Programs for specific information on purchasing, yields, and crediting Grains/Breads. It is a requirement to serve 1 whole-grain or whole grain-rich food item per day.

Foods that qualify as grains/breads are enriched or whole-grain, or made from enriched or whole-grain meal and/or flour. ***Consult the USDA Food Buying Guide for Child Nutrition Programs for specific crediting information on grains/breads***.

Bran and germ are credited the same as enriched or whole-grain meal or flour. Such foods include, but are not limited to:

- ***Breads*** that are enriched or whole-grain or made from enriched or whole-grain meal and/or flour, bran, and /or germ.

- ***Biscuits, bagels, rolls, tortillas, muffins, or crackers*** made with enriched or whole-grain meal and/or flour, bran, and /or germ.

- ***Cereal grains (cooked) such as brown rice, brown rice flour, wild rice, bulgur, oatmeal, quinoa, and cracked wheat*** are whole grain.

- ***Corn products must be labeled as:***
  - "Whole corn" (or other "whole" corn designation such as whole grain corn, whole ground corn, whole cornmeal or whole-grain cornmeal)
  - De-germinated corn meal, corn fiber, corn starch do not contribute to the meal pattern component because the germ has been removed (process increases shelf life).
  - Whole corn "treated with lime" does not meet the whole grain-rich criteria unless a FDA whole-grain health claim is on the product packaging.

- ***Ready-to-eat breakfast cereals*** that are enriched, whole-grain, or fortified.
  - Breakfast cereals (cooked, dry, or cold) may be offered as a component at ***breakfast or snack only***.
  - New cereals appear on store shelves almost daily. Please read labels carefully and serve only those cereals that contain ***no more than 6 grams sugar per dry ounce.***

- ***Whole-wheat pasta, such*** *as macaroni, spaghetti, vermicelli, or whole-grain noodles or soba noodles made with whole buckwheat flour as a primary ingredient, are creditable whole grains.*

- ***Sweet grain-based dessert*** items such as breakfast bars, brownies, cakes, cereal bars, cookies, doughnuts, granola bars, sweet pie crust, sweet rolls, and toaster pastries are NOT creditable***.***
  - These items are identified with a 3 or 4 superscript in the USDA Food Buying Guide "Exhibit A: Grain Requirement for Child nutrition Programs".

- ***Fruit or vegetable breads or muffins*** such as banana, carrot, pumpkin, squash, etc. may be used as a grain. The vegetable/fruit ingredients in these items may not be used to fulfill the fruit/vegetable component.

- ***Grains/Breads must serve the customary function of bread in a meal***. It must be served as an accompaniment to, or be, a recognizable part of the main dish (not merely an ingredient). For example, the 2 corn tortillas in an enchilada are creditable, but breadcrumbs in a meat loaf are not creditable.

GRAINS/BREADS -- continued

- ***Pie crust*** meets the grains/breads component if it is part of a meat/meat alternate dish, such as a homemade beef pot pie.

- ***Rice cakes*** can be used to meet the grains/breads component. Three (3) large rice cakes (weighing at least 20 grams or 0.7 ounces) equal one serving of grains/breads.

- ***Popcorn*** is *not* creditable.

MILK

Refer to the USDA Food Buying Guide for Child Nutrition Programs for specific information on purchasing, yields, and crediting milk.

- Milk must be pasteurized, contain vitamins A and D at levels specified by FDA, and consistent with state and local standards.
- Only FLUID MILK meets the milk requirement.
- 1% (Low-fat) or Skim (Non-Fat) unflavored milk types must be served to children 1-5 years of age. The milk types include: lactose-reduced milk, lactose-free milk, acidified milk, and buttermilk. Flavored Skim (Non-Fat) milk or flavored (Non-Fat) non-dairy beverages may be served to children 6 years and older as well as adults.
  - At lunch the fluid milk must be served as a beverage.
  - At supper, milk is not required for adults.
  - Yogurt may be substituted for fluid milk once per day for adults. 6 ounces (weight) or ¾ cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal. Yogurt may not contain more than 23 grams of total sugars per 6 ounces. When serving yogurt instead of the fluid milk, it is recommended to offer water.
  - At breakfast or snack, milk may be served as a beverage, on cereal, or both, but not cooked into a product such as scrambled eggs.

USDA CACFP MEAL PATTERN REQUIREMENTS FOR ADULTS
BREAKFAST

BREAKFAST MEAL PATTERN and COMPONENTS *(Serve all 3)*	
Milk Milk**,** fluid – *unflavored Non-Fat (skim) or 1%, or, flavored Non-Fat (skim)* **or**	1 cup or 8 fluid ounces
Vegetables/Fruits Whole fruit and/or vegetable, Juice[2] *(limit 1/day)* **or** *An equivalent quantity of any combination of the above*	½ cup
Grains/Breads (oz eq)[3, 4] Whole-grain bread **or** Whole grain bread product, such as cornbread, biscuits, rolls, muffins, etc. **or** Cold dry cereal *(no more than 6 g sugar per dry ounce/1.5 cup minimum serving)* Flakes or rounds Puffed cereal Granola **or** Whole-grain cooked cereal, pasta or noodle products **or** *An equivalent quantity of any combination of the above*	2 slices or 2 oz eq 2 servings or 2 oz eq 2 cups 2 ½ cups ½ cup 1 cup
Meat/Meat Alternate *(optional)*[5] *May substitute for Grains/Breads up to 3 times per week (1 oz cheese. = 1 oz eq grain.), or may be served as an additional "extra" component (recommended).*	*(2 oz m/ma = 2 oz eq)*

1. *Yogurt may substitute for milk only once a day, if yogurt is not served as a Meat/Meat Alternate in the same meal.*
2. *Pasteurized full-strength 100% juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.*
3. *At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.*
4. *Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains*
5. *Meat/Meat Alternates may be used to meet the entire grains requirement a maximum of three times per week. One ounce of Meat/Meat Alternate is equal to one ounce equivalent of grains.*

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USDA CACFP MEAL PATTERN REQUIREMENTS
FOR ADULTS
LUNCH and SUPPER

LUNCH and SUPPER MEAL PATTERN and COMPONENTS *(Serve all 5)*	
Milk[1] Milk**,** fluid – *unflavored Non-Fat (skim) or 1%, or flavored Non-Fat (skim)*	1 cup or 8 fluid ounces
Vegetables Whole vegetable, or Juice[3] *(limit to 1/day)*, **or** *An equivalent quantity of any combination of the above*	½ cup
Fruits[4] Whole fruit, or Juice[3] *(limit to 1/day)*, **or** *An equivalent quantity of any combination of the above*	½ cup
Grains/Breads(oz eq)[5, 6] Whole grain bread **or** Whole grain bread product, such as cornbread, biscuits, rolls, muffins, etc. **or** Whole grain cooked cereal, cereal grain, pasta or noodle products **or** *An equivalent quantity of any combination of the above*	 2 slices or 2 oz eq 2 servings or 2 oz eq 1 cup
Meat and Meat Alternates Lean meat or poultry or fish[7] **or** cheese Commercially Prepared Firm Tofu (5 g protein) Soy product Large egg **or** Cooked dry beans or peas Peanut butter or soy nut butter **or** other nut or seed butters **or** Nuts and/or seeds[9] Yogurt *(no more than 23 grams sugar per 6 oz.)*	 2 oz. 2 oz 1 cup 1 egg ½ cup 4 Tbsp. 1 oz. 1 cup.

1. *A serving of fluid milk is optional for <u>suppers</u> served to adult participants.*
2. *Yogurt may substitute for milk only once a day, if yogurt is not served as a Meat/Meat Alternate in the same meal.*
3. *Pasteurized full-strength 100% juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.*
4. *A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.*
5. *At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.*
6. *Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains*
7. *A serving consists of the edible portion of cooked lean meat or poultry or fish.*
8. *Alternate protein products must meet the requirements in Appendix A to Part 226.*
9. *Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch requirement.*

USDA CACFP MEAL PATTERN REQUIREMENTS FOR ADULTS

SUPPLEMENT (SNACK)

SNACK MEAL PATTERN and COMPONENTS *(Choose 2[1])*	
Milk Milk**,** fluid – *Unflavored Non-Fat (skim) or 1%, or Flavored Non-Fat (skim)*	1 cup or 8 ounces
Vegetables Whole vegetable, or Juice[3] *(limit to 1/day)*, **or** *An equivalent quantity of any combination of the above*	½ cup
Fruits Whole fruit, or Juice[3] *(limit to 1/day)*, **or** *An equivalent quantity of any combination of the above*	½ cup
Grains/Breads(oz eq)[4, 5] Whole grain bread **or** Whole grain bread product, such as cornbread, biscuits, rolls, muffins, etc. **or** Cold dry cereal *(with no more than 6 grams sugar per dry ounce)* Flakes or rounds Puffed cereal Granola **or** Whole grain cooked cereal, cereal grain, pasta or noodle products **or** *An equivalent quantity of any combination of the above*	1 slice or 1 oz eq 1 serving or 1 oz eq 1 cups 1 ¼ cup ¼ cup ½ cup
Meat and Meat Alternates Lean meat or poultry or fish[6] or cheese **or** Tofu, soy product or alternate protein product[7]; **or** Large egg **or** Cooked dry beans or peas **or** Peanut butter or soy nut butter or other nut or seed butters **or** Nuts and/or seeds **or** Yogurt *(no more than 23 grams sugar per 6 oz.),* **or** *An equivalent quantity or any combination or the above*	1 oz. 1 oz. ½ egg ¼ cup 2 Tbsp 1 oz. ½ cup

1. Only one of the two components may be a beverage. An all-fluid snack is not creditable.
2. Yogurt may substitute for milk only once a day, if yogurt is not served as a Meat/Meat Alternate in the same meal.
3. Pasteurized full-strength 100% juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
4. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
5. Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains
6. A serving consists of the edible portion of cooked lean meat or poultry or fish.
7. Alternate protein products must meet the requirements in Appendix A to Part 226.

NEW MEXICO
Child and Adult Care Food Program
Creditable/Non-Creditable Food List

Foods served, as part of the CACFP program, can be creditable or non-creditable. Some non-creditable foods may be served as an "extra or enhancement" to the CACFP meal.

Creditable

- Foods that meet the requirements for CACFP meal pattern components.
- Foods that are found in the USDA Food Buying Guide, Sections 1-4.
- Creditable food categories include: Fluid Milk, Grains/Breads that are whole-grain or whole-grain rich, Fruits, Vegetables, and Meat/Meat Alternates.

Non-Creditable

Some foods are classified as "Other" or "Non-Creditable". This means that they do NOT meet the USDA requirement for any component in the meal patterns of the food-based menu planning.

- "Other" foods are frequently used as condiments, seasonings, or enhancement to the meal. They are served and recorded as an "extra".
- Purchasing information on "Other" foods can be found in Section 5 of the USDA Food
  Buying Guide.
- Keep in mind that many of these food items are high in salt, fat, or sugar and provide little nutrition and "empty calories." Consider carefully how often you use them. Some examples are: butter, mayonnaise, barbecue sauce, coconut, cream cheese, jam, jelly or preserves, honey, ketchup, salad dressings, and syrups.

Non-Reimbursable Expenses

This category of foods is non-reimbursable. These are foods that may NOT be served, even as an "extra". If these items are purchased, their cost will not be considered as an allowable food cost.

Non-Creditable Food List

These foods may not be served to meet any part of the CACFP meal pattern requirement.

MEAT/MEAT ALTERNATES

CHEESES
-Cheese "product"
-Imitation cheese of any kind
-Powdered cheese
-Cream cheese

MEATS/FISH
-Bacon
-Chorizo/Ceviche
-Luncheon Meats/Frankfurters (chicken, turkey, beef, pork) not in USDA Food Buying Guide, or without CN label, or which contain byproducts, cereals, binders or extenders
--Pepperoni/Salami without CN label
-Smoked snack sticks w/ beef & chicken
-Beef/Turkey/Salmon Jerky
-Pork Rinds
-Bologna containing byproducts, cereals, or extenders
-Wild meats (if not USDA inspected)

YOGURT or YOGURT PRODUCTS
-Homemade Yogurt
-Yogurt covered fruit/nuts
-Frozen Yogurt Products
-Yogurt with more than 23 grams of sugar per 6 ounce

EGGS
-Pasteurized, dried, refrigerated or frozen, egg products that are not made from whole eggs

NUTS and SEEDS
-Acorns
-Chestnuts
-Coconut
-Sweet nut butter spreads (Nutella)

VEGETABLES / FRUITS

FRUITS
-Fruit jams, preserves, & jellies
-Fruit cobbler, pie filling, or pie
-Fruit flavored frozen bars or Popsicles
-Fruit Flavored Gummy Snacks
-Fruit flavored or plain gelatin
- Fruit leather or roll-ups
- Fruit syrups
- Popsicles (fruit flavored yogurt or pudding pops)

JUICES
-Any fruit beverage that is **not** 100% fruit juice such as:
Lemonade, orangeade, fruit drinks, or beverages, cocktails, nectars, powdered drinks, sport drinks, energy drinks or vitamin drinks.

VEGETABLES
-Hominy
-Posole corn

GRAINS

-Brownies, cookies, cakes, coffee cake, granola or fruit bars, breakfast bars, cereal bars, and doughnuts
-Sweet Pie crust, fruit turnovers, toaster pastries, and sweet rolls
-Breakfast cereals with more than 6 grams of sugar per dry ounce

MILK

The only item that is creditable toward the milk component is fluid, pasteurized milk. Evaporated or non-fat dry (powdered) milk, sour cream, cream cheese, eggnog, or cream are not creditable as milk, but may be used as "other" foods. Children age one must be served unflavored whole milk. Children 2-5 years must be served unflavored low-fat (1%) or non-fat (skim) milk. Children 6 years and older or adults may be served either unflavored Non-fat(skim) or Low-fat(1%), or, flavored Non-fat(skim) milk. For adults, yogurt may substitute for milk once per day if yogurt is not served as a Meat/Meat alternate in the same meal.

OTHER FOODS (USDA Food Buying Guide-Section 5)

Food items in this category may not be used toward the meal pattern requirements.

SNACK ITEMS

Corn nuts, popcorn, potato chips, pudding (canned or packaged), candy, coffee, gum, soda, and tea may not be used toward the meal pattern requirements.

Non-Reimbursable Food List:

If these items are purchased, their cost will not be considered an allowable food cost.

SNACK ITEMS

Potato Chips **Popcorn***

***Note: Some of these items may pose a choking risk to children**

MEAT/MEAT ALTERNATES

Wild Game Meats (not USDA inspected)

OTHER

Candy Coffee Gum Soda Tea

Note: This list is designed to be used with the USDA Food Buying Guide for Child Nutrition Programs to determine the creditability of foods. It DOES NOT include every food that is non-creditable or non-reimbursable in the NM CACFP.

Revised July 2017

DOCUMENTATION FOR COMMERCIALLY PREPARED FOODS

To serve commercially prepared foods, such as pizza, burritos, or lasagna, documentation must be provided to support the fact that the ingredients provide the minimum amounts of meal component requirements. There are two ways to document these products:

Child Nutrition (CN) label

-OR-

Manufacturer's Analysis sheet

What is the Child Nutrition (CN) Label?

- Voluntary Federal labeling program for the Child Nutrition Program
- Warranty for CN-Labeled products
- Manufacturer’s claim for a product’s contribution to the meal pattern requirements
-

CN label will always contain the following information

- The CN logo, which is a distinct border
- The meal pattern contribution statement
- A six-digit product identification number
- USDA/FNS authorization
- Month and year of approval

A CN label does not mean the product provides the entire serving of the required CACFP meal component

- Check the quantity of food contained per portion before assuming the product provides complete meal components.
- Because of state guidelines, some products that do have a CN label may not be creditable. Be sure to check the list of Non-Creditable and Non-Reimbursable foods before serving.

CN (Child Nutrition) Labels

Some Examples

CHAR-BROILED BONELESS PORK RIB SHAPED PATTIE

CN

CN

2.25 oz. cooked Mon Rib by Monfort provides 2.0 oz. equivalent meat/meat alternate for child Nutrition Meal Patten Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 06-90).

CN

CN

4" x 6" CHEESE/CHEESE SUBSTITUTE PIZZA

CN

CN

This 5.00 oz. Cheese/Cheese Substitute Pizza provides 2.00 oz. equivalent meat alternate, 2 servings of grains/breads and 1/4 cup vegetable for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 4-92).

CN

CN

Sample Manufacturer's Product Analysis/Product Formulation

When CN labels are not available, a manufacturer's product analysis may be used. This analysis must be signed by an official of the food manufacturer (not the salesperson) and must also document the amount of meal component(s) provided by the product.

Product Analysis for Pizza - CN Approved

This product analysis form provides information to enable the purchaser to determine to what extent a meat product is purported to contribute to the Type A lunch requirements.

Product Name: Pizza with Beef Pattie Crumbles_
Product Code: #63627*VPM
List Variety (ies) of Meat Used in Product: Ground Beef-domestic
Total Weight of Uncooked Product: 5.460 oz._
Total Weight of Uncooked Meat Topping: .88 oz._
Weight of Raw Meat: .602 oz._
Percent Fat of Raw Meat: not greater than 26%_
(Weight of Dry VPP): .089 oz._
(Weight of Hydrated VPP): .258 oz._
(Weight of Raw Meat & Hydrated VPP): .86 oz._
Weight of Seasonings, etc.: .02 oz._
Total Weight of Precooked Product: 5.10 oz._
Weight of Prebaked Crust: 1.83 oz. = 2 bread servings
Weight of Sauce: .98 oz. = 1/8 cup vegetables
Weight of Precooked Meat (with VPP, etc.): .88 oz._
Weight of Natural Cheese: .705 oz._
Weight of Substitute Cheese: .705 oz._

I certify the above information is true and correct, and the above meat product (ready for serving) contains a total of 2.02 ounces (equivalent to 2.00 ounces) of cooked lean meat/meat alternate when prepared according to directions. I further certify the Textured Vegetable Protein Product (TVPP) used in this product conforms to USDA-FCS requirements of the child nutrition requirements.

Product Development Supervisor

Signature

Company

Date

FOOD SAFETY GUIDELINES

1. Properly clean site and service area each day. (Refer to Environmental Improvement Division – EID – standards, Hazard Analysis Critical Control Points – HACCP – standards, or a self-inspection company policy/checklist.)

2. Wash hands often for 20 seconds and ***always*** before preparing a new or different food item, after using the rest room and before serving food.

3. Train food service employees on the safe use of all types of equipment and on expectations for personal hygiene.

4. Keep ***hot foods hot*** (hold at 140°F or hotter) and ***cold foods cold*** (hold at 41°F or lower).

5. Serve hot foods within 2 hours after cooking.

6. Keep cold foods cold at 41°F or colder. Coolers ***must*** be ***layered*** with cooling materials such as ice, ice blankets, and/or ice packs.

7. Keep cold foods ***refrigerated*** until packaged for transporting or served.

8. Cover all foods.

9. Promptly dispose of leftovers.

10. Serve leftovers within 72 hours.

11. Keep garbage cans covered and empty them daily.

12. Clean and sanitize items used in the preparation, cooking, serving and delivery of meals.

13. When transporting food, check temperatures often to ensure that the proper temperature is being maintained.

14. Remember to keep thermometers in all refrigerators and freezers. Check them regularly and keep a temperature log. Freezers should be at 0° F or lower, refrigerators should be 40^{o}F or lower.

FOOD SAFETY GUIDELINES

15. Be sure food thermometers are available, calibrated, sanitized and used properly.

16. Cook foods to proper internal temperatures. Use a food thermometer.

17. Do not partially cook food one day and complete cooking the next day.

18. Prepare sandwiches and salads with a minimum amount of handling. To avoid bare hand contact with food, use disposable plastic gloves.

19. Thaw poultry and meat in a refrigerator on bottom shelf, inside a pan to contain any liquids. Do not thaw at room temperature or in the microwave.

20. Discard any food that has been in the food temperature danger zone – between 41° F and 140° F – for over 1 hour.

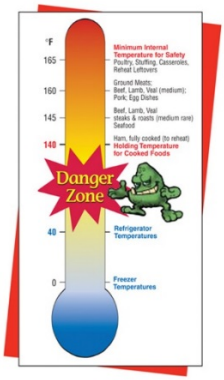
21. Keep meals and milk, not being served at the time, in the refrigerator or cooler at a temperature of 41° F or below.

22. Follow manufacturer instructions exactly on how to use and clean kitchen equipment.

23. Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their location and use.

24. Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is any doubt, throw the food out.

25. Discard expired foods and dented cans.



Child and Adult Care Food Program
INSTRUCTIONS FOR COMPLETING THE MENU RECORD BOOK

The following information must be recorded at all times in the CACFP Menu Record Book:

Date	Food Items Used
Menu	Amounts Prepared
Size of Serving	Planned Number Served
	Actual Number Served (optional)

See Example.

(1) **Meal Pattern**

These are the components (or foods) which must be served in order to serve a reimbursable meal.

(2) **Menu**

Record the food items you plan to serve, making sure they meet the required components for that meal. We recommend planning menus at least 2 weeks in advance. Any extra foods which are served at lunch or supper can be listed here.

(3) **Size of Serving**

This column lists the minimum serving size for adults. Be sure to plan to serve at least the minimum required amount for the total number you are serving (including staff).

(4) **Food Items Used**

Give a description of the food items prepared and offered at the meal. Abbreviate, if necessary. Use descriptive words as appropriate such as homemade, fresh, canned, frozen, etc. For example:

100% orange juice, frozen	Whole wheat bread (WW bread)
Baked Chicken breasts	Boneless ham
Milk, 1% or Skim	Homemade chicken soup
Fresh oranges	

5) **Amounts Prepared**

This information is extremely important to the success of your program. This is what the State Agency staff uses to determine whether enough food was prepared and offered to the adults and/or staff.

This information needs to be recorded on a daily basis and as accurately as possible. The number of staff who eats with the adult participants needs to be included when calculating the amount of food to prepare.

Record the size of the container for canned and bottled products and use "pounds" for fresh products.

For example:

1 #10 can of whole kernel corn
4 pounds lettuce

(6) <u>Planned Number Served</u>

The information recorded in this section must specify the planned total number of people to be served. This includes all adults and staff that will eat with the participants during the meal, participating in family style meal service.

(7) <u>Actual Number Served (Optional)</u>

The actual number served is optional information in the menu record book. It should reflect fewer people than the planned number to serve from column 6.

Remember, when submitting your monthly claim for reimbursement, include only the number of adult participants served. The program does not reimburse meals for staff.

REMEMBER . . .

Ensure that the amount of food used is at least the minimum amount required to serve *ALL* adults and staff.

ADULT
Menu Record Book
Documentation

SAMPLE

MENU RECORD FOR ADULTS

SAMPLE

Date: 6-22-17

New Mexico Child and Adult Care Food Program

Name of Person Completing Menu: Marilyn

(1) MEAL PATTERN (REQUIRED COMPONENTS)	(2) MENU	(3) SERVING SIZE ADULTS	(4) FOOD ITEMS USED	(5) AMOUNTS PREPARED & Units (oz, lb, can size & number, quart, gallon, etc.)	(6) PLANNED Number to Serve	(7) ACTUAL Number Served
BREAKFAST 1. Milk, fluid(1%,Skim)*** 2. Vegetable, and/or fruit or full-strength juice 3. Grains/Breads (Whole)* and/or Meat/Meat Alternates**	1. Milk 2. Strawberries 3. Waffles	1. 1 C 2. 1/2 C 3. 2 SV	1. MILK, lowfat 2. Strawberries, frozen, sliced 3. Waffles, frozen, 1.2 oz ea	2 gal. 8 lbs. 4 ½ lbs	Adults: 22 Staff: 3 **TOTAL:** 26	Adults: 22 Staff: 2 TOTAL: 26
A.M. SUPPLEMENT* 1. Milk, fluid (1%,Skim)*** 2. Meat/meat alternate** 3. Vegetable 4. Fruit 5. Grains/Breads (Whole)*	1st component Yogurt 2nd component Mango & Kiwi chunks	1. 1 C 2. 1 OZ 3. 1/2 C 4. 1/2 C 5. 1 SV	1st Yogurt, vanilla 2nd Mango, fresh, and kiwi, fresh	8-32oz containers 4 lbs/ 3 lbs	Adults: 25 Staff: 3 **TOTAL:** 28	Adults: 25 Staff: 3 TOTAL: 28
LUNCH 1. Milk, fluid (1%,Skim)*** 2. Meat/meat alternate** 3. 1 Vegetable (V) 4. 1 Fruit (F) 5. Grains/Breads (Whole)*	1. Milk 2. Chicken Enchiladas 3. V Pinto Beans, Lettuce, tomato 4. F Peaches 5. Whole-Grain Corn Tortillas	1. 1 C 2. 2 OZ 3. 1/2 C 4. 1/2 C 5. 2 SV	1. MILK, lowfat 2. Chicken, diced & cheese, shredded 3. Pinto Beans, canned, Shredded lettuce, Diced tomatoes 4. Halved fresh peaches 5. Whole-Grain Corn Tortillas	3 gal. 5 ½ lbs / 2 lbs 1 ½ #10 cans, 1 lb / 3 ½ lbs 12 lbs 3 lbs	Adults: 30 Staff: 5 **TOTAL:** 35	Adults: 30 Staff: 5 TOTAL: 35
P.M. SUPPLEMENT* 1. Milk, fluid (1%,Skim)*** 2. Meat/meat alternate** 3. Vegetable 4. Fruit 5. Grains/Breads (Whole)*	1st component Cheese sticks 2nd component Breadsticks Marinara sauce (for dipping)	1. 1 C 2. 1 OZ 3. 1/2 C 4. 1/2 C 5. 1 SV	1st Mozzarella sticks 2nd Soft Breadsticks, pre made Marinara sauce (extra)	1 oz each, 33 each 2.5 oz each, 33 ea 1-64 oz jar	Adults: 28 Staff: 5 **TOTAL:** 33	Adults: 22 Staff: 5 TOTAL: 27
SUPPER 1. Milk, fluid (optional)*** 2. Meat/meat alternate** 3. 1 Vegetable (V) 4. 1 Fruit (F) 5. Grains/Breads (Whole)*	1. Milk 2. Grilled Cheese Sandwich 3. V Tomato Soup (1 cup = ¼ c.) 4. F Fresh grapes 5. Whole Wheat Bread	1. 1 C 2. 2 OZ 3. 1/2 C 4. 1/2 C 5. 2 SV	1. MILK, lowfat 2. Cheese, American 3. Tomato soup, canned 4. F Fresh grapes 5. Whole wheat Bread	2 gal. 3 ½ pounds 6 - #3cans 5 lbs 4 pounds	Adults: 23 Staff: 3 **TOTAL:** 26	Adults: 19 Staff: 3 TOTAL: 22

Meat/meat alt may be served in place of grains at breakfast up to 3 times a week. Serving size for M/MA is the amount listed or the equivalent. *A.M./P.M. Supplements: Select 2 of the 5 components; juice may not be served when milk is the only other component. *Whole grain or whole grain-rich breads/grains must be served once a day. ***1% or Skim (Non-Fat) unflavored milk, skim (Non-Fat) flavored milk, or yogurt (1/day) **Revised July, 2016

MENU RECORD FOR ADULTS

Date: _____

New Mexico Child and Adult Care Food Program

Name of Person Completing Menu:_____

(1) MEAL PATTERN (REQUIRED COMPONENTS)	(2) MENU	(3) SERVING SIZE ADULTS	(4) FOOD ITEMS USED	(5) AMOUNTS PREPARED & Units (oz, lb, can size & number, quart, gallon, etc.)	(6) PLANNED Number to Serve	(7) ACTUAL Number Served
BREAKFAST 1. Milk, fluid(1%,Skim)*** 2. Vegetable, and/or fruit or full-strength juice 3. Grains/Breads (Whole)* and/or Meat/Meat Alternates**	1. 2. 3.	1. 1 C 2. 1/2 C 3. 2 SV	1. *MILK-Type:* 2. 3.		Adults: Staff: **TOTAL:**	Adults: Staff: TOTAL:
A.M. SUPPLEMENT* 1. Milk, fluid (1%,Skim)*** 2. Meat/meat alternate** 3. Vegetable 4. Fruit 5. Grains/Breads (Whole)*	1st *component* 2nd *component* 	1. 1 C 2. 1 OZ 3. 1/2 C 4. 1/2 C 5. 1 SV	1st 2nd 		Adults: Staff: **TOTAL:**	Adults: Staff: TOTAL:
LUNCH 1. Milk, fluid (1%,Skim)*** 2. Meat/meat alternate** 3. 1 Vegetable (V) 4. 1 Fruit (F) 5. Grains/Breads (Whole)*	1. 2. 3. V 4. F 5.	1. 1 C 2. 2 OZ 3. 1/2 C 4. 1/2 C 5. 2 SV	1. *MILK-Type:* 2. 3. V 4. F 5.		Adults: Staff: **TOTAL:**	Adults: Staff: TOTAL:
P.M. SUPPLEMENT* 1. Milk, fluid (1%,Skim)*** 2. Meat/meat alternate** 3. Vegetable 4. Fruit 5. Grains/Breads (Whole)*	1st *component* 2nd *component* 	1. 1 C 2. 1 OZ 3. 1/2 C 4. 1/2 C 5. 1 SV	1st 2nd 		Adults: Staff: **TOTAL:**	Adults: Staff: TOTAL:
SUPPER 1. Milk, fluid (optional)*** 2. Meat/meat alternate** 3. 1 Vegetable (V) 4. 1 Fruit (F) 5. Grains/Breads (Whole)*	1. 2. 3. V 4. F 5.	1. 1 C 2. 2 OZ 3. 1/2 C 4. 1/2 C 5. 2 SV	1. *MILK-Type:* 2. 3. V 4. F 5.		Adults: Staff: **TOTAL:**	Adults: Staff: TOTAL:

**Meat/meat alt may be served in place of grains at breakfast up to 3 times a week. Serving size for M/MA is the amount listed or the equivalent. *A.M./P.M. Supplements: Select 2 of the 5 components; juice may not be served when milk is the only other component. *Whole grain or whole grain-rich breads/grains must be served once a day. ***1% or Skim (Non-Fat) unflavored milk, skim (Non-Fat) flavored milk, or yogurt (1/day)

Appendix A:
Information on Selected Topics of Interest

Nutritional Considerations for Adults

Diseases and Syndromes Affecting Nutritional Status

Other Factors that May Affect Nutritional Status

Important Nutrients for Health

Nutrient Density

Nutritional Considerations for Adults

In adult care centers, you will find adults from various age groups and diverse backgrounds that are in need of custodial care during the day while their families are away at work. Many of these adults require special attention because they may have certain medical conditions/health care needs that prevent them from being independent. Most often, these adults have more than one medical problem and are on multiple medications, which can place them at nutritional risk. One challenge faced by many Adult Care Providers is ensuring that these adults are adequately nourished.

Adults With Special Feeding or Nutritional Needs

Some adults with chronic medical conditions or disabilities have no special dietary needs, and can be served the same meals as other adults participating in the Child and Adult Care Food Program. However, there are others who may have special dietary needs and the CACFP Sponsor should make every reasonable effort to accommodate those with special dietary needs. Sponsors ***must*** make accommodations for adults who have been determined to have a disability by their physician or recognized medical authority.

To provide a modified meal, the Sponsor would need advance notice from the guardian, including having a medical statement completed by the physician or recognized medical authority. This includes written instructions that has the following information: a) the adult's disability or chronic medical condition and why it restricts his/her diet; b) the major life activity affected by the adult's disability; and c) the food or foods to be omitted, appropriate food substitutions, and any required changes in the texture of foods. The medical statement must be written and signed by a physician or recognized medical authority. Sponsors who have questions related to special feeding or nutritional needs may call the Family Nutrition Bureau Nutritionists at 1-800-328-2665 for technical assistance in this area.

Elderly Nutrition Care

Good nutrition is essential for maintaining good health in all stages of life, from infancy to the later years. Aside from preventing diseases, good nutrition plays an important role in fighting chronic diseases. The elderly may have conditions that place them at nutritional risk and thus may have a need for specialized nutritional care.

As the body ages, the nutrition needs become different due to changes in digestion, absorption, and transport of food. Energy requirements or calorie needs (amount of food to eat) may decrease because their bodies process food slower (lowering metabolism) and their physical activity may decline. Although their calorie needs are lowered and their body metabolism slows down, their bodies require the same if not more protein, vitamins, and minerals.

NM CACFP MEDICAL STATEMENT TO REQUEST
SPECIAL MEALS AND/OR ACCOMMODATIONS

1. Sponsor Name	2. Center Name and Location	3. Telephone Number
4. Name of Child or Adult Participant		5. Date of Birth
6. Name of Parent or Guardian		7. Telephone Number

8. Check One:

☐ Participant has a disability or a medical condition that requires a special meal and/or accommodation. Sponsors participating in CACFP must comply with requests for special meals and any adaptive equipment. Parents or guardians may supply one of the required meal component(s) which meet the meal pattern requirements for children with disabilities. Centers/home sponsors must supply the other required meal components. **Licensed physicians or state-recognized medical authorities who are authorized to write medical prescriptions must sign form.**

☐ Participant does not have a disability, but is requesting a special meal or accommodation due to a **food intolerance** or other medical reason. Food preferences are not an appropriate use of this form. Sponsors participating in CACFP are encouraged to accommodate reasonable requests. Parents/guardians may provide one component which meets the meal pattern requirements. **Licensed physicians and state-recognized medical authorities who are authorized to write medical prescriptions must sign form.**

☐ Participant does not have a disability, but is requesting a special accommodation for a **fluid milk substitute** that is nutritionally equivalent to milk for non-dairy beverages offered as milk substitutes. Sponsors are encouraged to accommodate a reasonable written request. A medical statement is not required unless the request is for a nondairy beverage that Is **not** nutritionally equivalent to milk.

9. Disability or medical condition requiring a special meal or accommodation:

10. If participant has a disability, provide a brief description of his/her major life activity affected by the disability:

11. DIET PRESCRIPTION AND/OR ACCOMMODATION (please describe in detail to ensure proper implementation-use extra pages as needed):

12. Indicate food texture for above participant:

☐ Regular ☐ Chopped ☐ Ground ☐ Pureed

13. Foods (components) to be omitted and suggested substitution foods (components) meeting the CACFP meal pattern requirements. For example, omit cheese and substitute egg to meet the meat/meat alternate requirement. You may attach a sheet with additional information as needed):

A. Food (Component) To Be Omitted	B. Food (Component) Substitutions

14. Signature of Parent

15. Signature of Recognized Medical Authority*	16. Printed Name	17. Telephone Number	18. Date

***A signature by a recognized medical authority (individual who can write a medical prescription) is required for participants with a disability. Parent/legal guardian signature is acceptable for fluid milk substitution for a child with special medical or dietary needs other than a disability (see back of form). The information on this form should be updated to reflect the current medical and/or nutritional needs of the participants.**

REV. July, 2017

CACFP Participant/Guardian Request for Fluid Milk Substitution

Name of participant _____

Non-dairy milk substitution request

If your care participant cannot drink fluid cow's milk due to medical or other special dietary needs but **does not** have a diagnosed medical disability, your provider may choose, but is not required, to provide a non-dairy milk substitute that is nutritionally equivalent to cow's milk, based on your request.

At this time, the following brands of **unflavored non-dairy beverages** for are available in New Mexico and meet the definition of being nutritionally equivalent to cow's milk: 8th Continent Soymilk (Original), Pacific Ultra Soy (Original), Kirkland Organic Soymilk (plain), Silk Original Soymilk, and Great Value Original Soymilk.

Children 6 years and older and **adults** may also be served **flavored non-dairy beverages**. The flavored non-dairy beverages that are nutritionally equivalent to cow's milk include: Kikkoman Pearl Organic Smart Soymilk (vanilla and chocolate) in 8-fluid ounce single-serving container only; 8th Continent Soymilk (vanilla); and, Pacific Ultra Soy (vanilla).

By completing the information below, your child may be served one of these soy milks, provided by the center (if the center chooses), or provided by you.

Identify why the participant needs a non-dairy milk substitute: _____

____ I request the participant be served the center provided soy milk as described above for meals which require milk.

____ I will provide one of the soy milks described above for meals served to the participant which require milk.

Cow's milk substitution request

Providers may choose, but are not required, to serve lactose free/reduced milk or organic milk to participants in their care. No documentation is needed for either type of milk. If the provider does not serve these, the parent may bring the substituted milk for the participant to consume while in care.

_____I will provide 1% or Non-fat **lactose-free/reduced milk** to be served in place of the milk served by the provider. (Whole unflavored lactose-free/reduced milk if the child is 12 – 24 months)

_____I will provide 1% or Non-fat **organic** milk to be served in place of the milk served by the provider. (Whole unflavored organic milk if the child is 12 – 24 months)

Signature of Participant/Guardian: _____Date_____

October, 2016

CACFP Approved Non-Dairy Beverages

Great Value Original Soymilk Walmart 	**Pacific Ultra Soy Original Vanilla (flavored only 6 yrs. or older)** 	**8th Continent Soymilk Original** 	**8th Continent Soy Vanilla (flavored only 6 yrs. or older)** 
Silk Original Soymilk Plain 	***Lucerne Soy Milk Original*** 	***Kirkland Organic Soymilk Plain*** 	***Kikkoman Pearl Organic Soy Smart Original (8 oz. only)***  ***Pearl Organic Soy 8 oz. Smart Vanilla/ Chocolate (flavored only 6 yrs. or older)*** 

October, 2016

Other Factors that May Affect Nutritional Status

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Food Allergy is an abnormal response of the body's immune system to an otherwise harmless food. Usually, the response is to a protein in the food. Some of the common foods which can cause a reaction include: peanuts, eggs, milk, tree nuts, soy, and wheat.

Symptoms might include respiratory or gastrointestinal problems, asthma, hives, eczema or difficulty breathing, and possibly even death. Follow the advice of the medical provider or dietitian for specific recommendations on the diet for each individual.

Food Intolerance is an adverse food-induced reaction that does not involve the body's immune system. Lactose intolerance is one example of a food intolerance. A person with lactose intolerance lacks an enzyme that is needed to digest milk sugar. When the person eats milk products, gas, bloating, and abdominal pain may occur. This condition may cause discomfort, but is not life threatening. See a medical provider for specific recommendations on the diet for each individual.

Food and Medication Interaction is a reaction of food and a drug. If any adult is taking prescribed or over-the-counter drugs on a long-term basis, consult the medical authority for the possible food and medication interactions.

Chewing Problems may be found among adult day care participants because of oral surgery, faulty teeth, multiple tooth extractions, and/or denture use. These individuals may have difficulty chewing many of the foods that were previously enjoyed. Foods may have to Chopped or ground; cut up to bite size pieces; or pureed.

Important Nutrients for Health

Carbohydrates are our most important source of energy. Carbohydrates come from many sources and are made up of two different types: simple carbohydrates and complex carbohydrates.

- **What do simple carbohydrates provide?**

Simple carbohydrates (for example, the sugars which are found in milk and fruit) provide our bodies with energy that goes to work for our bodies right away.

- **How much of the foods we eat should be carbohydrates?**

Our daily diets need to include foods that provide simple carbohydrates and foods that provide complex carbohydrates. Over half of the foods we eat should be from these foods.

Protein is needed for building and repairing tissue and forming new cells. The body can also use protein as a secondary source of energy. Getting enough dietary protein from different sources is important because there are certain proteins that the body needs and cannot make.

- **What are sources of protein?**

Meat is a good source of protein along with milk, eggs, yogurt, and cheese. Other protein sources are grains and legumes, which are also rich in complex carbohydrates.

Serving meat alternatives should be considered because of the amount and frequency of fat we find in meats.

Important Nutrients for Health - Continued

Fat is the most concentrated energy source in the diet. It provides more than twice as many calories per gram as either proteins or carbohydrates.

Fats are made of fatty acids. Fatty acids are required for vision, structure of cell walls, blood clotting, and the formation of some hormones. Fatty acids may be "saturated" or "unsaturated."

- **Are fats important in the diet?**

Fat is actually an important dietary nutrient. Depending on the type and amount of fat eaten, fat can be beneficial for health. The body needs certain dietary fats. Those fats that the body needs and cannot make are called essential. Some sources of good fat come from fish and shellfish; flaxseed, soy, canola, linseed, and rapeseed; and leafy vegetables

- **What are saturated fats?**

Fats that are made up mostly of saturated fatty acids are called saturated fats. These fats cause our bodies to make cholesterol and can lead to heart disease. Saturated fats come mainly from animal foods, such as fatty meats, whole milk, and whole milk products. When serving milk, offer adults lowfat or nonfat milk, cheese, and yogurt.

Vitamins are necessary nutrients that the body needs in small amounts. Vitamins have two classes: fat -soluble vitamins and water-soluble vitamins.

Vitamins help the body with many essential functions such as absorption of foods, metabolism, and growth. Having deficiencies in vitamins can cause the body to malfunction.

What foods contain vitamins A, D, E, and K?

Vitamins A, D, E, and K are the four important fat-soluble vitamins. These vitamins are found in colorful fruits and vegetables and in foods containing fats and oils, such as dairy products.

What foods contain vitamin C and B complex vitamins?

Vitamin C is found mostly in fruits and vegetables. Vitamin B is found in meats and milk as well as in fruits, vegetables, and grains. These are water soluble.

Important Nutrients for Health - Continued

Minerals, like vitamins, are necessary nutrients that are needed in small amounts. Minerals also have two classes, the macrominerals (e.g., calcium, phosphorus, potassium) and the microminerals (iodine, iron).

- **What foods contain minerals?**

Some food sources of minerals include dairy products, seafood, meat, legumes, nuts, grains, cereal, eggs, fruits, and vegetables. Minerals have important functions similar to vitamins. Calcium serves as the structure of bones and teeth. Sodium, chloride, and potassium help with cell activity and maintaining blood concentration.

Water is an essential nutrient for life. Aside from hydrating the body, water maintains blood volume, regulates body temperature, removes waste, and transports nutrients. Having water available to adults throughout the day is a requirement, because many adults do not drink enough water during the day and may get dehydrated.

Appendix B:
Menu Planning for Adults

Guidelines for Menu Planning

The Most Common Errors in Meal Planning

Sample Breakfast Menu Cycle

Sample Lunches Menu Cycle

Sample Vegetarian Lunches Menu Cycle

Select-A-Snack & Sample Snack Menu Cycle

Sample Supper Menu Cycle

GUIDELINES FOR MENU PLANNING

I. Planning Considerations Relating to Programming

- ❑ Age
- ❑ Nutritional needs, including special diets
- ❑ Food preferences
- ❑ Religious beliefs
- ❑ Socioeconomic situation
- ❑ Arrival and departure schedules

II. Planning Considerations Relating to the Food Service Operation

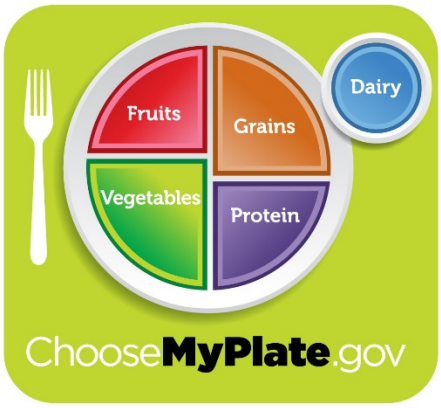
- ❑ Preparation systems (conventional vs. convenience)
- ❑ Number to be served
- ❑ Equipment available
- ❑ Employee skills
- ❑ Budget
- ❑ Availability of foods
- ❑ Recipes
- ❑ Hours of operation
- ❑ The location of the kitchen

III. Other Considerations

- ❑ Aesthetic qualities and contrasts (color, texture, flavor, consistency and temperature)
- ❑ Delivery system (including temperature maintenance of foods)
- ❑ Physical needs of the participants

The Most Common Errors in Meal Planning

- ☐ All bland or strong flavors
- ☐ Same flavors
- ☐ Same color
- ☐ Unattractive color combinations
- ☐ Mixed foods served together
- ☐ Same texture, shape or size
- ☐ Lack of variety in preparation (all fried foods, creamed foods, or food sauces over food)
- ☐ Too many high protein or starchy foods (peas, macaroni and cheese and bread)
- ☐ Too many of the same type of food
- ☐ Foods taking too long to prepare
- ☐ Same temperature of foods



Sample Three Week Cycle

Breakfast for Adults

MONDAY	1 c. milk 2 slices/oz eq blueberry muffin 1/2 c. orange slices	1 c. milk 2 slices or oz eq raisin bread/peanut butter* 1/2 c. cantaloupe	1 c. milk 2 pz eq. French toast 1/2 c. applesauce
TUESDAY	1 c. milk 2 svgs/oz eq WW tortilla cheese* 1/2 c. mixed fruit	1 c. milk 1 ½ c. Cheerios 1/2 c. banana	1 c. milk 1 c. brown rice 1/2 c. pineapple tidbits
WEDNESDAY	1 c. milk 2 svgs/oz eq. WW bread with peanut butter* 1/2 c. pineapple chunks	1 c. milk 1 breakfast pizza (2 svgs/ oz eq WW English muffin, with 1 scrambled egg * and 1/2 oz. grated cheese*) 1/2 c. orange wedges	1 c. milk 2 svgs/oz eq. pumpkin bread 1/2 c. honeydew
THURSDAY	1 c. milk 2 svgs/oz eq pancake 1/2 c. strawberries	1 c. milk 2 slices/oz eq cinnamon toast 1/2 c. apple slices	1 c. milk 2 svgs/oz eq WW English muffin Cottage cheese* 1/2 c. grapes
FRIDAY	1 c. milk 2 svgs/oz eq WW bagel 1/2 c. apricots	1 c. milk 2 oz eq biscuit Scrambled egg*/ham* 1/2 c. blueberries	1 c. milk 2 svgs WW tortilla Refried beans*/cheese* 1/2 c. peach slices

*servings = ounce equivalent (oz eq)

* Extra component at breakfast

Sample Three Week Cycle Menu
Lunch for Adults

MONDAY	Pizza "Tater" 1 med. baked potato 2 oz. cheddar cheese 1/2 c. tomato sauce 2 slices/oz eq garlic toast 1 cup milk	Macaroni & Cheese 2 oz. cheese 1/2 c. celery sticks 1/2 c. apples 1 c. whole-grain macaroni 1 cup milk	Fish Sticks 4 each (2 oz. meat) 1/2 c. Cole slaw 1/2 c. baked beans 2svgs/oz eq Corn Bread 1 cup milk
TUESDAY	Chef Salad 1 oz. ham 1 oz. grated cheese 1/2 c. carrots, tomato, cucumbers & lettuce 1/2 c. oranges 2 svgs/oz eq WG crackers 1 cup milk	Sloppy Josephines 2 oz. ground turkey or chicken 1/4 c. tomato sauce 1/4 c. zucchini/corn casserole 1/2 c. fresh strawberries 2 oz eq WW bun 1 cup milk	Bean Tacos 1 oz. cheese 1/4 c. pinto beans 1/2 c. lettuce/tomatoes 1/2 c. cantaloupe 2 oz eq taco shells 1 cup milk
WEDNESDAY	Lasagna 1 oz. ground beef 1 oz. mozzarella cheese 1/2 c. corn 1/2 c. pear 1/2 c.WW lasagna noodles 1 svg garlic bread 1 cup milk	Toasted Turkey & Cheese Sandwich 1 oz. turkey (CN) 1 oz. cheese 1/2 c. sliced tomatoes 1/2 c. apple 2 slices whole wheat bread 1 cup milk	Beans & Rice with Cheese 1/4 c. pinto beans 1 oz. cheese 1c Spanish rice 1/2 c. corn 1/2 c. watermelon 1 cup milk
THURSDAY	Green Chili Stew 2 oz. chicken 1/2 c. potatoes 1/4 c. green chili 1/4 c. apricots 2 oz eq WG bread 1 cup milk	Tuna Pasta Salad 2 oz. tuna 1/4 c. celery ¼ c. carrots 1/2 c. honeydew 1/2 c. macaroni 1 svg/oz eq WG crackers 1 cup milk	Baked Chicken 2 oz. baked chicken Vegetable rice salad: 1 c. brown rice 1/3 c. carrots 1/3 c. broccoli 1/3 c. tomatoes 1 oz eq WW roll 1 cup milk
FRIDAY	Bean Burritos 1/4 cup pinto beans 1 oz. cheddar cheese 1/2 c. lettuce & tomatoes 1/2 c. plums 2 svgs/oz eq WW tortilla 1 cup milk	Soup and Sandwich 1 oz. ham 1 oz. cheese 2 c. tomato soup 1/2 c. fruit compote 2 svgs/oz eq WW roll 1 cup milk	Sliced Turkey Sandwich 2 oz. turkey 1/2 c. lettuce & tomato 1/2 c. kiwi 2slices/oz eq WW bread 1 cup milk

Sample Two Week Cycle Menu
Vegetarian Lunches for Adults

MONDAY	Peanut Butter & Banana Sandwich 2 Tbs. peanut butter ½ c. banana ¼ c. raisins ¼ cup carrot sticks 1 hard cooked egg 2 svgs/oz eq WW bun 1 c. milk	Split Pea Soup 1 c. split pea soup ½ oz ham 1/2 c. mixed veggies 1/2 c. plums 2svgs/oz eq corn bread 1 c. milk
TUESDAY	Garden Lentil Toss 1/2 c. lentils 1/2 c. cauliflower, broccoli cucumber and carrot 1/2 c. nectarine 1 c. brown rice 1 c. skim chocolate milk	Cheese Pizza 2 oz. mozzarella cheese ¼ c. green pepper rings ¼ c tomato sauce 1/2 c. peaches 2svgs/oz eq WW crust 1 c. milk
WEDNESDAY	ATL Sandwich 1/4 c. cottage cheese 1/2 c. avocado, tomato and lettuce 1/2 c. Pineapple tidbits 2slices/oz eq WWbread 1 oz. pkg. sunflower seeds 1 c. milk	Breakfast for Lunch 1 scrambled egg ½ c. warmed applesauce ½ c. oven-baked potatoes 2 slices/oz eq French toast 1 c. milk
THURSDAY	Guacamole Tostada: 2 oz. cheddar cheese 1/2 c. avocado, lettuce & tomato 1/2 c. cantaloupe 2svgs/oz eq crispy corn tortillas 1 c. milk	Pasta Salad: 2 oz. cheddar cheese 1/2 c. celery, green peppers and carrots 1/2 c. kiwi fruit 1 c WW pasta 1 c. milk
FRIDAY	Vegetarian Chef's Salad 1 hard boiled egg ½ cup shredded lettuce 1/2 c. carrots, green peas and tomatoes 2 svgs/oz eq WG crackers 1 c. milk	Toasted Cheese Sandwich 2 oz. Swiss cheese 1/2 c. sliced tomatoes 1/2 c. apple 2slices/oz eq whole rye bread 1 c. skim chocolate milk

SNACK MENU

Select-A-Snack Ideas

Meat & Meat Alternates

Beans of any kind
Cheese *(such as American, Cheddar, Co-Jack, Colby, Monterey Jack, Muenster, Mozzarella, Provolone, and Swiss)*
Chicken Salad
Cottage Cheese
Deli Meat (such as Turkey Ham, and Ham)
Egg Salad
Hard Boiled Egg
Peanut Butter
Seeds and Nuts
Tuna Salad
Yogurt(23 g sugar/6 oz)

Fruits & Vegetables

Apples
Apricots
Avocado
Banana
Bell Pepper
Carrot Raisin Salad
Cherries
Grapes
Carrot Curls
Celery Sticks
Kiwi
Lettuce
Mandarin Oranges
Melons (*Cantaloupe, Honey dew, Musk Melon, etc.)*
Oranges
Green Chile
Garden Salad
Spinach Salad
Potato Salad
Peaches
Pears
Plums
Strawberries
Tomatoes
Watermelon

Grains & Breads

Bagel
Savory Crackers
Croissant
Dinner Roll
Garlic Bread
Pasta
Pretzels
Whole Grain Crackers
Corn Bread
Whole Grain Bread
Tortilla
Trail Mix *(homemade)*
Hamburger Bun
Hoagie Bun
Pita Pockets
Rice Cakes
Rye Bread

Milk

*Nonfat, 1% Unflavored
Or
*Nonfat Flavored

Sample CACFP Four Week Cycle
Snack Menu for Adults

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HM tortilla Pizza Roll 1 oz eq WW tortilla 1 Tbsp tomato paste* 1 oz mozzarella cheese *Roll tortilla and microwave to melt cheese, if desired.*	1 oz eq waffle, frozen, toasted, spread with 2 Tbsp almond butter	1 c. milk 1 oz eq whole grain bagel, toasted *Spread with cream cheese**	4 oz yogurt, plain ½ cup melon cubes (fresh or frozen)	*Homemade Trail Mix* 1 oz eq cereal such as Chex, or Cheerios 1 oz nuts Applesauce *Place all ingredients in a small sandwich bag, seal the bag, and shake to mix.*
1 oz eq cinnamon raisin toast ½ c. peaches (frozen, fresh or canned)	1 oz cheese stick 0.7 oz eq WG crackers	½ cup apple slices 2 Tbsp peanut butter for dipping	*Quesadilla:* 1 oz eq WW tortilla 1 oz shredded cheese *Microwave until cheese is melted, serve with salsa**	1 c. milk 1 oz eq cold, ready to eat cereal Fresh banana slices*
1 oz eq soft breadstick 1 oz mozzarella cheese stick *Meatless spaghetti sauce for dipping**	*PB & J:* ½ C. cherry tomatoes ½ C. cucumbers 1 oz eq WG crackers	*Yogurt Parfait:* 4 oz yogurt ½ cup fresh or frozen sliced mixed fruit for layering *Use a sprinkle of granola cereal as a garnish.**	1 Potato (size 100), baked 1 oz shredded cheese *Bake potatoes in the microwave, sprinkle cheese on top while warm, use veggies or plain yogurt as a garnish**	*Bean Burrito:* 1 oz eq WW tortilla ½ cup canned refried beans Shredded cheese* *Warm in microwave and serve with salsa, if desired.*
1 oz eq blueberry muffin 1 C milk	1 oz eq bagel with Cream cheese* ½ cup banana slices on top *Sprinkle lightly with cinnamon sugar**	1 oz eq Rice cakes 1 oz mild, soft feta or ricotta cheese, spread on top *Sprinkle with dried fruit for a colorful presentation, if desired**	*Ham and Cheese Biscuit:* 1 oz eq WW biscuit 1 oz (total) ham slice and cheese slices *Slice biscuit and place ham and cheese slices inside. Microwave to warm.*	1 c. milk 1 oz eq French Toast, toasted *Applesauce cup, used for dipping**

* Extra food component or meal enhancement in this snack.

Sample Three Week Cycle Menu
Supper for Adults

MONDAY	Bean Burritos 1/4 cup pinto beans 1 oz. cheddar cheese 1/2 c. lettuce & tomatoes 1/2 c. plums Brown Rice WW tortilla Beverage	Chicken Pot Pie 2 oz diced chicken ½ cup peas, carrots, & celery ½ cup peach slices Pot pie crust WW roll Beverage	Spaghetti w/ Meatballs 2 oz. ground beef meatballs ½ cup tossed salad ½ cup apple slices ½ cup spaghetti noodles Garlic bread Beverage
TUESDAY	Chef Salad 1 oz. ham 1 oz. cheese cubes ¾ c. carrots, tomato, cucumbers & lettuce ¼ c. oranges Savory crackers Croutons Beverage	Chicken Roll-Up 1 oz cooked, diced chicken 1 oz shredded cheese ¼ cup shredded lettuce ¼ cup salsa ½ cup melon cubes WW tortilla Beverage	Texas Chili Stew 1 oz ground beef ¼ cup kidney beans ½ cup tomato sauce ½ cup pears Corn muffins Beverage
WEDNESDAY	Cheese Enchiladas 2 oz shredded cheese 2 corn tortillas green chile sauce (extra) ½ cup beans ½ cup calabacitas lettuce and tomato for garnish (extra) Beverage	Toasted Turkey & Cheese Sandwich: 1 oz. turkey (CN) 1 oz. cheese 1/4 c. sliced tomatoes 1/2 c. apple WW bread Beverage	Baked Chicken Breasts 2 oz. chicken (without bone) Rice Pilaf: ½ c. rice w/ ¼ c. carrots and ¼ cup green peas ½ cup tossed salad WG dinner roll Beverage
THURSDAY	Beef Stew 2 oz. beef 1/2 c. potatoes 1/4 c. carrots 1/4 c. apricots Cornbread Beverage	Chicken Salad on Croissant 2 oz. chicken 1/4 c. celery and onions ¼ cup grapes 1/2 c. honeydew melon Croissant Beverage	Bean Toastadas w/ Cheese 1/4 c. pinto beans 1 oz. cheese 1/2 c. brown rice 1/4 c. corn 1/2 c. watermelon
FRIDAY	Roasted Pork Loin 2 oz roasted pork loin ½ C AuGratin Potatoes ½ cup warm applesauce ½ cup stuffing WW roll Beverage	Grilled Steak Fajitas: 2 oz grilled steak ½ cup pinto beans ¼ cup lettuce & tomato ¼ cup salsa Sour Cream (extra) WW tortilla Beverage	Grilled Pannini Sandwich 1 oz. turkey (CN) 1 oz Swiss cheese ¼ c. roasted pepper strips ¼ cup avocado ½ c. kiwi Pannini bread (or other thick sourdough-style bread for grilling) Beverage

Appendix C:
Handouts

Breakfast Cereals

Cheese

Snack Crackers

Fabulous Fiber

Iron

All about Juice

Vitamin A

Vitamin C

Breakfast Cereals

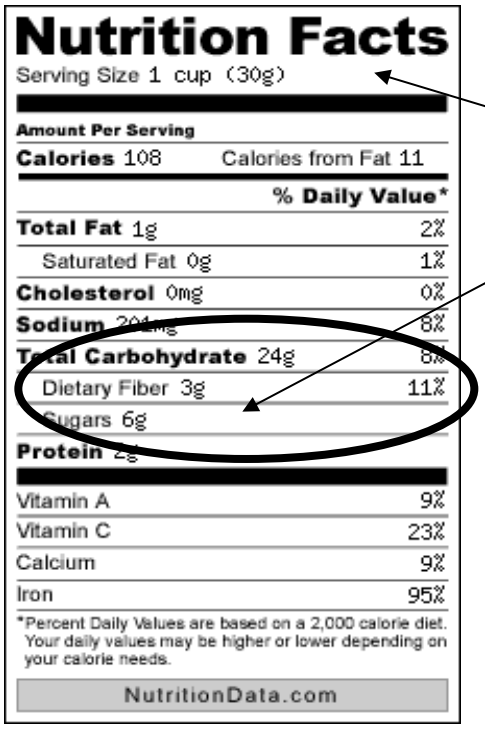
➔Choose and serve cereals that contain no more than 6 grams of sugar per dry ounce!

To figure the grams per ounce:

1. Locate the Nutrition Facts Label on the package. Find the serving size (at the top) and the amount of sugars.

2. Find the serving size and the amount of total sugars.

3. Compare the serving size in ounces to the grams of sugar to determine if the cereal is creditable.



Nutrition Facts

Serving Size 1 cup (30g)

Amount Per Serving

Calories 108 Calories from Fat 11

	% Daily Value*
Total Fat 1g	2%
Saturated Fat 0g	1%
Cholesterol 0mg	0%
Sodium 201mg	8%
Total Carbohydrate 24g	8%
Dietary Fiber 3g	11%
Sugars 6g	
Protein 2g	
Vitamin A	9%
Vitamin C	23%
Calcium	9%
Iron	95%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

NutritionData.com

Example:

Serving size = 30 grams.

This product contains 6 grams of sugar.

6g/30g = 0.036 (less than 0.212 which is the maximum amount of sugar) so cereal is creditable

.

✓This product is creditable!

A Partial Listing of "Best Bets" for Breakfast…

CACFP Creditable Cereals
(6 grams Sugar or Less)

*Rice Chex
*Corn Chex
*Wheat Chex
Rice Krispies
All-Bran
Special K
*Total
Crispix
*Grape-Nuts

*Grape-Nuts Flakes
*Scooby-Doo
*Cheerios
*Honey Kix
*Kix
*Multi-Grain Cheerios
*Mini-Wheats (Unfrosted)
*Go Diego Do
Honey-Almond Oat Blenders
Honey Bunches of Oats with Almonds
Honey Bunches of Oats with Cinnamon

*Life
Cream of Rice
Cream of Wheat
*Oatmeal
*Malt-O-Meal
Corn Flakes
Crixpix
Blenders
*Dora Explorer

* = Cereal is whole grain

Creditable/Non-Creditable Cheese

A guide to selecting creditable cheese in NM CACFP/SFSP

The key to finding cheese that is creditable in CACFP/SFSP is to read the package labels. Natural or process cheese (including reduced fat, lowfat, nonfat, and lite versions of cheese, cheese food, and cheese spread) as well as cheese substitutes are creditable in the CACFP/SFSP. It is recommended to serve natural cheese.

Natural cheese is a term used to describe cheese that is made from milk to which salt, enzymes and flavorings are added. Different types of cheese are created from using slightly different ingredients. Only those products that conform to the standards of identity for natural cheese can be labeled as such.

Use the chart below to help you decide if a cheese item is creditable.
Look carefully at the package label to pick out the key words.
Remember that the wording must match <u>exactly</u> the creditable side of the chart below.
Items that have different words or words that do not match are <u>not creditable</u>.

Creditable, As long as the package label says. . .	**NOT Creditable, Because the package label says . . .**
Natural or Process Cheese, such as: ✓ *American, Cheddar, Mozzarella or Swiss* ✓ *Feta, Brie, or Camembert* ✓ *Parmesan or Romano* ✓ *Cottage or Ricotta*	**Prepared Cheese** or **Pasteurized Prepared** ✓ Cheese Product ✓ Cheese Snack ✓ Pub Cheese
Process Cheese Food ✓ *Twice as much needed! 2oz cheese food = 1oz meat alternate.*	**Cheese Dip** or **Cheese Sauce** ✓ In cans, jars or pouches
Process Cheese Spread ✓ *Twice as much needed! 2oz cheese food = 1oz meat alternate.*	**Spreadable Cheese** such as: ✓ Cream cheese, Neuchâtel cheese ✓ Pimento Spread
Natural or Process Cheese Substitute (*Or Cheese food substitute, cheese spread substitute, or any cheese item labeled as "substitute".*) ✓ *Must meet the FDA standard of identity for substitute foods and NOT be nutritionally inferior to the cheese for which it is substituting*.	**Imitation Cheese**

For complete information on crediting cheese, refer to the "Crediting Handbook for the CACFP" Nutritionists.

July 2016

Creditable and Non-creditable Cheeses

Name of Cheese	Creditable	Serving Size	Calories	Fat (grams)	% Calories from Fat	Protein (grams)	Calcium	Sodium
Blue	yes	1 oz	100	8.2	74%	6.1	150 mg	396 mg
Brick	yes	1 oz	105	8.4	72%	6.6	191 mg	159 mg
Brie	yes	1 oz	95	7.9	75%	5.9	52 mg	178 mg
Cheddar	yes	1 oz	114	9.4	74%	7.1	204 mg	176 mg
Colby	yes	1 oz	112	9.1	73%	6.7	194 mg	171 mg
Cottage Cheese, creamed	yes*	2 oz	59	2.6	40%	7.1	34 mg	229 mg
Cream Cheese	no	1 oz	99	9.9	90%	2.1	23 mg	84 mg
Edam	yes	1 oz	101	7.9	70%	7.1	207 mg	274 mg
Feta	yes	1 oz	75	6.0	72%	4.0	140 mg	316 mg
Fontina	yes	1 oz	110	7.3	60%	8.8	156 mg	not avail.
Gjetost	yes	1 oz	132	8.4	57%	2.7	113 mg	170 mg
Gouda	yes	1 oz	101	7.8	70%	7.1	198 mg	232 mg
Monterey	yes	1 oz	106	8.6	73%	6.9	212 mg	152 mg
Mozzarella, whole milk	yes	1 oz	80	6.1	69%	5.5	147 mg	106 mg
Mozzarella, part skim	yes	1 oz	72	4.5	52%	6.9	183 mg	132 mg
Muenster	yes	1 oz	104	8.5	74%	6.6	203 mg	178 mg
Neuchâtel	no	1 oz	74	6.6	80%	2.8	21 mg	113 mg
Parmesan, hard	yes	1 oz	111	7.3	59%	10.1	336 mg	454 mg
Provolone	yes	1 oz	100	7.6	76%	7.3	214 mg	248 mg
Ricotta, part skim	yes*	2 oz	86	4.9	51%	7.1	337 mg	155 mg
Romano	yes	1 oz	110	7.6	62%	9.0	302 mg	340 mg
Swiss	yes	1 oz	107	7.8	70%	8.1	272 mg	74 mg
Processed American Cheese	yes	1 oz	106	8.9	76%	6.3	174 mg	406 mg
American Cheese Food	yes*	1 oz	93	7.0	68%	5.6	163 mg	337 mg
Cheese Spread	Yes*	2 oz	82	6.0	66%	4.7	159 mg	381mg

*** Twice as much needed per serving**

SNACK CRACKERS

Crackers are an acceptable grain/bread in the Child and Adult Care Food Program (CACFP). When serving crackers, please note the following:

- ✓ Many varieties of whole grain, lower salt, and low fat crackers are available! Be sure to check the nutrition facts label for information on the content of fiber, sodium and fat.
- ✓ Steer away from any crackers that have more than 30% of the calories from fat.
- ✓ It is important to serve a variety of grains/breads, so limit the number of times per week or month you serve crackers!

When serving crackers, take note of the Nutrition Facts label. Most labels list the serving size as one ounce, which is more than the minimum required for a full serving. You can use the serving size listed on the box so that you meet or exceed the serving size for the adults in your care. You may also use your scale to determine the number of crackers to serve. Remember that every different type of cracker has a different weight and therefore, a different number of crackers are needed to meet the minimum serving size.

On the reverse side of this handout is a comparison of crackers that you might find helpful. Notice the different serving sizes and that some crackers are lower in fat, sodium or sugar, or higher in fiber.

Read labels to get the best in value and variety!

Nutrition Facts

Serving Size 6 crackers (28g)
Servings Per Container About 9

Amount Per Serving

Calories 120	Calories from Fat 35
	% Daily Value*
Total Fat 3.5g	**5%**
Saturated Fat 0.5g	**3%**
Trans Fat 0g	
Polyunsaturated Fat 2g	
Monounsaturated Fat 1g	
Cholesterol 0mg	**0%**
Sodium 160mg	**7%**
Potassium 120mg	**3%**
Total Carbohydrate 20g	**7%**
Dietary Fiber 3g	**12%**
Sugars Less than 1g	
Protein 3g	

Vitamin A 0%	•	Vitamin C 0%	
Calcium 0%	•	Iron 8%	
Phosphorus 10%			

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

		Calories:	2,000	2,500
Total Fat	Less than		65g	80g
Sat Fat	Less than		20g	25g
Cholesterol	Less than		300mg	300mg
Sodium	Less than		2,400mg	2,400mg
Potassium			3,500mg	3,500mg
Total Carbohydrate			300g	375g
Dietary Fiber			25g	30g

INGREDIENTS: WHOLE GRAIN WHEAT, VEGETABLE OIL (SOYBEAN AND/OR CANOLA OIL), MALTODEXTRIN, WHEY, SEA SALT, NATURAL FLAVOR (INCLUDES NATURAL SMOKE FLAVOR), SUGAR, GOUDA CHEESE POWDER (CULTURED MILK, SALT, ENZYMES), LACTOSE, CHEDDAR CHEESE POWDER (CULTURED MILK, SALT, ENZYMES), YEAST EXTRACT, CITRIC ACID, NONFAT MILK, EXTRA VIRGIN OLIVE OIL, BUTTERMILK, MALTED BARLEY FLOUR, LACTIC ACID.

CONTAINS: WHEAT, MILK.

Comparison of Snack Crackers

Brand Name	Serving Size (equals about 20 grams)	% Calories from	Comments
Cheese Nips - original	20 each	40%	
Cheese Nips-reduced fat	20 each	27%	
Chicken in a Biskit	10 each	50%	2 g sugar/14 crackers
Club crackers - original	6 each	36%	
Club crackers-reduced sodium	6 each	36%	
Club crackers-reduced fat	6 each	29%	2 g sugar/4 crackers
Harvest Crisps - Five Grain	8 each	23%	no sugar
Harvest Crisps - Garden Vegetable	10 each	23%	4g sugar, 1g fiber/13 crackers
Nabisco Cheese Nips Air Crisps	21 each	23%	<1 g sugar/32 crackers
Pepperidge Farm Goldfish- original	36 each	43%	
Pepperidge Farm Goldfish-cheddar	36 each	36%	
Ritz	6 each	44%	1 g sugar/5 crackers
Ry-Krisp	3 each	0%	contains only whole grain flour
Saltine crackers	8 each	19- 25%	no fiber, 0 - 2 g sugar/5 crackers
SnackWells Wheat Crackers	6 each	0	2 g sugar, 1 g fiber/5 crackers
Townhouse	6 each	50%	
Triscuits - original	5 each	32%	4 g fiber/7 crackers
Triscuits- reduced fat	5 each	19%	4 g fiber/7 crackers
Twigs	10 each	40%	1 gm sugar <1g. fiber/15 crackers
Vegetable Thins	9 each	50%	2 g sugar, 1 g fiber/14 crackers
Waverly	6 each	43%	
Wheat Thins - original	11 each	36%	2 g fiber/16 crackers
Wheat Thins - Air Crisps	16 each	31%	3 g sugar/24 crackers
Wheatables - Garden Vegetable	16 each	43%	2 g sugar/26 crackers
Wheatsworth	6 each	38%	1 g fiber/5 crackers
Zesta Soup Crackers	60 each	36%	No sugar

GRAINS

The new requirement for grains is effective October 1, 2017. At least one (1) serving of grains per day must be whole grain or whole grain-rich. Grain-based desserts are not creditable. Breakfast cereals must contain no more than six (6) grams of sugar per dry ounce.

Whole grain-rich (WGR) foods contain 100% whole grains, or at least 50% whole grains, and the remaining grains are enriched. This whole grain-rich requirement only applies to meals served to children one (1) year and older. It is a best practice to offer infants low-sugar cereals which contain 6 grams of sugar or less per dry ounce for snack when developmentally ready.

Each day, at least one meal or snack must include a whole grain-rich food. If a center only serves one meal per day breakfast, lunch or supper), the grain must be whole grain-rich. If a center serves more than one meal per day, it can choose which meal to serve the whole grain-rich food.

Whole grain (WG) or whole grain-rich (WGR) must be written on the Menu Record Page next to the grain item. The grain item packaging must be kept to verify it is a whole grain or whole grain-rich food item.

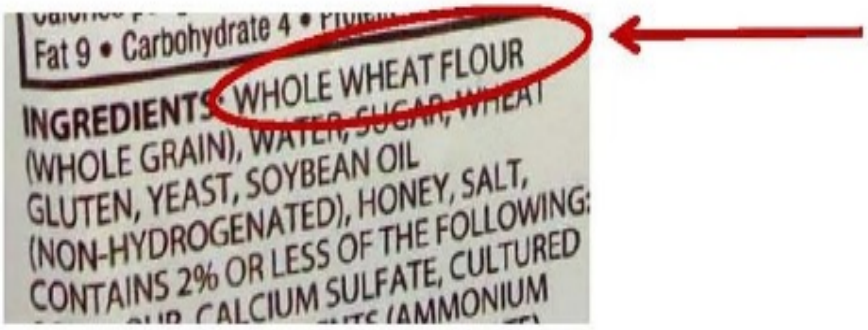
To determine if a grain is whole grain-rich, foods must meet at least **one** of the following four options below:

a) Label says 100% Whole grain or 100% Whole Wheat and the ingredient list verifies this information.

b) The ingredient list lists a whole grain (see List below) as the first ingredient, or second after water

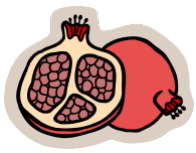
c) All commercially prepared mixed dishes (pizza, burritos, etc.) must have a CN label or Product Formulation Statement (PFS) to credit all meal components, including the grain component, to the meal pattern.

d) The package includes one of the following health claims:"Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and cancers."



Fiber Content of Foods

Food	Amount*	Grams of Fiber
Grains		
Mini-Wheat Cereal	1 cup	6
Oatmeal	1 cup	4
Barley, cooked	1/2 cup	3
Bran Muffin	1 small	2
Whole Wheat Bread	1 slice	2
Vegetables		
Green Peas, cooked	1/2cup	4
Sweet Potato	1/2cup	3
Broccoli	1/2cup	2
Carrots	1/2cup	2
Fruits		
Strawberries	1 cup	4
Apple, unpeeled	1 medium	3
Orange	1 small	2
Asian Pear	1/2 medium	2
Blueberries	1/2 cup	2
Legumes		
Pinto Beans	1/2 cup	7
Baked Beans	1/2 cup	6
Garbanzo Beans	1/2 cup	5
Lentils	1/2 cup	4
Nuts and Seeds		
Peanuts	1 oz	3
Sunflower Seeds	1 oz	3



The amount listed may or may not be the correct serving size to meet CACFP / SFSP meal pattern requirements . . . please refer to meal pattern requirements for actual serving sizes!

IRON for ADULTS

Ever wonder why so many ready-to-eat breakfast cereals and bread/grain foods are fortified with iron? Iron is a nutrient that's needed to make hemoglobin, the oxygen-carrying component of red blood cells (RBCs). Red blood cells circulate throughout the body to deliver oxygen to all its cells. Without enough iron, the body can't make enough RBCs, and tissues and organs won't get the oxygen they need.

Almost two-thirds of iron in the body is found in hemoglobin, the protein in RBCs that carries oxygen to tissues. Smaller amounts of iron are found in myoglobin, a protein that helps supply oxygen to muscle, and in enzymes that assist biochemical reactions.

What foods provide iron?

There are two forms of dietary iron: heme and non-heme. Heme iron is derived from hemoglobin, the protein in red blood cells that delivers oxygen to cells, and therefore only found in animal-based foods. Heme iron is more easily absorbed in the body. Non-heme iron is found in plant-based foods. This is the form of iron that is added to iron-enriched or fortified foods. It is not as easy for the body to absorb non-heme iron, but it remains an important dietary nutrient.

What are the food sources of iron?

BEST SOURCES	GOOD SOURCES	FAIR SOURCES
Apricots-dried	Almonds	Asparagus
Beans-dried	Beet Greens	Bread-enriched
Beef	Chard	Broccoli
Cashews	Eggs	Brussel Sprouts
Cereal-iron fortified	Peanuts	Collards
Currants	Peas-Split	Dandelion Greens
Kidney	Peas-green	Kale
Lentils	Pork	Mustard Greens
Liver, (chicken, beef)	Prunes	Sweet Potatoes
Peaches-dried	Raisins	Tomato Juice
Spinach	Tuna	Turnip Greens
Turkey	Walnuts	

Did you know?

- Iron from animal sources is more easily absorbed than iron from plant sources.
- Serving a wide variety of foods each day, including meat and meat alternates, vegetables, and whole grains, helps assure adequate iron intake each day.
- Serving a vitamin-C rich food with meals increases the body's absorption of iron from the meal.
- Serving meat, fish or poultry at a meal makes iron from other foods at the same meal more available to the body.
- Cooking foods in cast iron cookware adds iron to the diet.

100% Juice Requirements

CACFP Program requirements regarding fruit and vegetable juice:

- It is recommended that whole fruits or vegetables be served instead of juice.
- Only 100% fruit or vegetable juice is creditable on the CACFP.
- Juice must be limited to ONE serving a day for adults.

Recommendations for serving juice:

- Be a savvy shopper! At the grocery store, purchase only 100% fruit or vegetable juice – specifically look for the words, "100% juice" on the label.
- Rather than serving juice, encourage the adults to eat more fruits and vegetables which contain not only all the nutrients that are contained in the juice but also fiber – an important and difficult to get nutrient for adults.

Fluids for adults:

- Offer water regularly throughout the day, between meals, and more often when the weather is hot. Water is often the best way to quench a thirst.

Vitamin A

Vitamin A is a fat-soluble vitamin that helps you see normally in the dark and promotes the growth and health of all body cells and tissues. It also protects against infection by keeping healthy the skin and tissues in the mouth, stomach, intestines and respiratory tract.

Vitamin A is a fat-soluble vitamin, which is found in both animal origin and plant-based foods. Foods like eggs, whole milk, liver and fish oils contain Vitamin A. When vitamin A is found in plant-based foods, it is in the form of beta carotene or carotenoid.

Most vitamin A rich fruits and vegetables are colored deep orange, yellow or dark green. These foods add color, taste and variety to your menus. When planning a menu for adults on the CACFP program, include fruits and vegetables which are good sources of vitamin A at least two times per week.

What are the food sources of Vitamin A?

Fruits	*Vegetables*
Apricots Cantaloupe Mango Nectarines Plums	Beet greens Carrots Chard Chinese Cabbage Collards
	

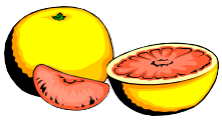
Vitamin C

Vitamin C is a water-soluble vitamin that is essential to many functions in the body. It helps produce the connective tissue collagen, helps form and repair red blood cells, bones and other tissues, helps keep capillary walls and blood vessels firm, protects against bruising, helps maintain healthy gums and heal cuts and wounds and helps protect from infection by keeping the immune system healthy. Most importantly, it helps the body absorb non-heme iron (iron from plant sources). Water soluble vitamins need to be ingested every day, since the body cannot store them. Eating more fruits and vegetables is important for good health.

Vitamin C is found in citrus fruits and many other fruits and vegetables, including berries, melons, peppers, many dark-green leafy vegetables, potatoes and tomatoes.

What are the food sources of Vitamin C?

Fruits	*Vegetables*
Cantaloupe	Asparagus
Grapefruit sections	Broccoli
Grapefruit	Brussel Sprouts
Honeydew	Cabbage
Kiwi	Cauliflower
Mandarin orange	Chicory
Mangoes	Collards
Orange juice	Kale
Oranges	Kohlrabi
Papaya	Mustard greens
Pineapple/orange juice	Peas, edible pod
Plums	Peppers, chile
	Peppers, sweet
	Snow Peas
	Tomato juice
	Turnip greens



Appendix D:
Kitchen Helps / Tips / Hints

Common Can and Jar Sizes

Recipe Conversion Charts

Common Abbreviations

Calculating 1/8 & 3/8 Cup Serving Size for Fruit/Vegetables

COMMON CAN AND JAR SIZES

Can Size (Industry Term)*	Average net weight of fluid measure per can**	Average Volume per can	Principal Products
8 oz. can 	8 oz.	1 cup	Ready-to-serve soups, fruits, vegetables
No. 1 can	10-1/2 oz. to 12 oz.	1-1/4 cups	Condensed soups, some fruits, vegetables, meat, fish
No. 300 can	14 oz. to 16 oz. (1 lb.)	1-3/4 cups	Some fruits and meat products
No. 303 can 	16 oz. (1 lb) to 17 oz. (1 lb. 1 oz.)	2 cups	Small cans: fruits and vegetables, some meat and poultry products, ready-to-serve soups
No. 2 can	20 oz. (1 lb. 4 oz.) or 18 fl. oz. (1 pt. 2 fl. oz.)	2-1/2 cups	Juices, ready-to-serve soups, some fruits
No. 2-1/2 can 	26 oz. (1 lb. 10 oz) to 30 oz. (1 lb. 14 oz.)	3-1/2 cups	Family size: fruits, some vegetables
No. 3 cylinder	51 oz. (3 lb. 3 oz.) or 46 fl. oz. (1 qt. 14 fl. oz.)	5-3/4 cups	Condensed soups, some vegetables, meat and poultry products, fruit and vegetable juices
No. 10 can 	6 lb. (96 oz.) to 7 lb. 5 oz. (117 oz.)	12 cups to 13-2/3 cups	Institutional size: fruits, vegetables, some other foods

*Can sizes are industry terms and do not necessarily appear on the label.
**The net weight on can or jar labels differs according to the density of the contents.

Source: *Food Buying Guide for Child Nutrition Programs,* by Dorothy W. Davis and others. Washington, DC: US Department of Agriculture, 1984.

RECIPE CONVERSION CHARTS

FRACTIONAL EQUIVALENTS (F.E.) * FOR USE IN CONVERTING RECIPES

The following chart is designed to help you change fractional parts of pounds, gallons, cups, etc., to accurate weights or measures. To use this chart, take the number in the F.E. column and look under the heading of Tablespoon, Cup, Pint, Quart, Gallon or Pound to convert to an accurate unit of measure or weight. For example, reading from left to right, the table shows that 7/8 of one pound is 14 ounces, 1/3 of a gallon is 1 quart plus 1-1/3 cups; 1/16 of a cup is 1 tablespoon; etc.

*F. E. **	*TABLESPOON*	*CUP*	*PINT*	*QUART*	*GALLON*	*POUND*
1	3 tsp	16 Tbsp	2 cups	2 pints	4 quarts	16 ounces
7/8	2-1/2 tsp	1 cup less 2 Tbsp	1-3/4 cups	3-1/2 cups	3 quarts plus 1 pint	14 ounces
¾	2-1/4 tsp	12 Tbsp	1-1/2 cups	3 cups	3 quarts	12 ounces
2/3	2 tsp	10 Tbsp plus 2 tsp	1-1/3 cups	2-2/3 cups	2 quarts plus 2 2/3 cups	10-2/3 ounces
5/8	2 tsp (scant)	10 Tbsp	1-1/4 cups	2-1/2 cups	2 quarts plus 1 pint	10 ounces
½	1-1/2 tsp	8 Tbsp	1 cup	2 cups	2 quarts	8 ounces
3/8	1-1/8 tsp	6 Tbsp	3/4 cup	1-1/2 cups	1 quart plus 1 pint	6 ounces
1/3	1 tsp	5 Tbsp plus 1 tsp	2/3 cup	1-1/3 cups	1 quart plus 1 1/3 cups	5-1/3 ounces
¼	3/4 tsp	4 Tbsp	1/2 cup	1 cup	1 quart	4 ounces
1/8	1/2 tsp (scant)	2 Tbsp	1/4 cup	1/2 cup	1 pint	2 ounces
1/16	1/4 tsp (scant)	1 Tbsp	2 Tbsp	4 Tbsp	1 cup	1 ounce

WEIGHT AND VOLUME OF COMMONLY SERVED FOODS

FOOD	*WEIGHT*	*MEASURE (Approximate)*
Baking powder	1 oz	2 Tbsp
Baking soda	1 oz	2-1/3 Tbsp
Bread, loaf sandwich crumbs, dry	1 lb 2 lbs 1 lb	16 slices 32 slices 1 qt
Butter, lard, margarine	1 lb	2 cups
Flour, all-purpose white, bread, sifted cake, sifted	1 lb 1 lb 1 lb	4 cups 4 cups 4-3/4 cups
Honey	1 lb	1-1/3 cups
Lemon juice	1 lb	2 cups (8-10 lemons)
Lettuce, average head	9 oz	1
Macaroni, dry 1 lb cooked	1 lb 3 lbs	4 cups 2-1/4 qts
Oats, rolled, A.P. (quick)	1 lb	6 cups
Oil, vegetable	1 lb	2 to 2-1/8 cups
Onions, A.P. chopped	1 lb 1 lb	4 to 5 medium 2 to 3 cups
Pepper, ground	1 oz	4 Tbsp
Potatoes, white A.P.	1 lb	3 medium
Rice, dry 1 lb cooked	1 lb 4 to 4-1/2 lbs	2 cups 2 qts
Salad dressing, mayonnaise	1 lb	2 cups
Shortening, hydrogenated	1 lb	2-1/4 cups
Spaghetti, dry 1 lb cooked	1 lb 4 lbs	5 cups 2-1/2 qts
Sugar, brown, solid pack granulated powdered, XXXX, sifted	1 lb 1 lb 1 lb	2 cups 2 cups 3 cups
Vanilla extract	1 oz	2 Tbsp
Vinegar	1 lb	2 cups
Walnuts, E.P.	1 lb	4 cups

COMMON ABBREVIATIONS

FOUND IN RECIPES

t or tsp =teaspoon(s)	wt = weight
T or Tbsp = tablespoon(s)	ea = each
C = cup(s)	pc(s) = piece(s)
pt = pint(s)	sl = slice(s)
qt = quart(s)	# = number (i.e. #10 can)
gal = gallon(s)	pkd = packed
	AP = as purchased
	MBG = Meat Buyers Guide
oz = ounce(s)	EP = edible portion
fl oz = fluid ounce(s)	o F = degrees Fahrenheit

MEASURE EQUIVALENTS

3t = 1 T	16 oz = 1 lb
4t = 1-1/3 T	1 lb 4 oz = 1-1/4 lb
4 -1/2 t = 1-1/2 T	1 lb 8 oz = 1-1/2 lb
4T = 1/4 C	1 lb 12 oz = 1-3/4 lb
16 T = 1 C	
2 C = 1 pt	8 fl oz = 1 C
4 C = 1 qt	16 fl oz = 1 pt
2 pt = 1 qt	32 fl oz = 1 qt
4 qt = 1 gal	128 fl oz = 1 gal

Scoop or Disher Number	Level Measure	Scoop or Disher Number	Level Measure
6	2/3 cup	24	2-2/3 Tablespoons
8	1/2 cup	30	2-1/5 Tablespoons
10	3/8 cup	40	1-3/5 Tablespoons
12	1/3 cup	50	3-4/5 teaspoons
16	1/4 cup	60	1 Tablespoon

Calculating 1/8 & 3/8 Cup Serving Size for Fruits / Vegetables

How to use these charts: If you are going to be serving 1/8 cup of fruit or vegetable or 3/8 cup of fruit or vegetable, use these charts to see the equivalent 1/4 cup servings. Then, look in your NM Purchasing and Production Guide to find out how many purchase units (for example, pounds or #10 cans) you will need of each.

PLANNING CHART FOR 1/8 CUP FRUIT OR VEGETABLE SERVINGS	
NUMBER OF 1/8 CUP SERVINGS NEEDED	**EQUIVALENT NUMBER* OF 1/4 CUP SERVINGS**
25	15
50	25
75	40
100	50
150	75
200	100
250	125
300	150
350	175
400	200
450	225
500	250

PLANNING CHART FOR 3/8 CUP FRUIT OR VEGETABLE SERVINGS	
NUMBER OF 3/8 CUP SERVINGS NEEDED	**EQUIVALENT NUMBER* OF 1/4 CUP SERVINGS**
25	40
50	75
75	115
100	150
150	225
200	300
250	375
300	450
350	525
400	600
450	675
500	750

For numbers which are not on this 1/8 cup chart, divide the number of meals to be prepared by 2, and look that number up in the New Mexico Purchasing and Production Guide. For example, if you need to prepare 160 (1/8 cup) servings, divide 160 by 2, which = 80. Look up 80 (1/4 cup) servings to determine how much to prepare for 160 (1/8 cup) servings.

For numbers which are not on this 3/8 cup chart, multiply 1.5 by the number of meals being prepared and look that number up in the New Mexico Purchasing and Production Guide. For example, if you need to prepare 160 (3/8 cup) servings, multiply 160 by 1.5, which = 240. Look up 240 (1/4 cup) servings to determine how much to prepare for 160 (3/8 cup) servings.

* All numbers rounded up to nearest 5 servings.

Form N-001