Menu Checklist

Use this checklist to ensure menus and meals comply with CACFP meal requirements.
Refer to Guidance Memorandum 12: Meal Requirements.
Specific Adult Day Care (ADC) requirements are listed below.

Meal Requirements

Breakfast contains:

☐ Fluid Milk

☐ Fruit or Vegetable

☐ Grain

    ☐ Meat/Meat Alternate may replace the Grain component a maximum of three times per week

Lunch/Supper contains:

☐ Fluid Milk (optional at supper for ADC)

☐ Meat (beef, chicken, pork, fish, etc.) and/or Meat Alternate (cheese, eggs, beans, etc.)

☐ Vegetable

☐ Fruit *(a second different vegetable may be served in place of the entire fruit component)*

☐ Grain

Snack contains two of the following components:

☐ Fluid Milk

☐ Vegetable

☐ Fruit

☐ Meat (beef, chicken, pork, fish, etc.) and/or Meat Alternate (cheese, yogurt, beans, etc.)

☐ Grain

Creditable Foods and Daily Requirements

☐ All foods served are creditable (see [Creditable and Non-creditable Foods Guide](#))

☐ One grain served each day is whole grain-rich*

☐ Grain-based desserts are not served (see [Is It a Grain-Based Dessert?](#))

☐ Breakfast cereals (ready-to-eat cereals, instant, and hot cereals) contain no more than 6 grams of sugar per dry ounce*

☐ Yogurt contains no more than 23 grams of sugar per 6 ounces*

☐ Juice is not served at more than one meal or snack per day

☐ Menu items are not deep fat fried on-site

☐ **ADC Only:** Yogurt (regular and soy) may be served to meet the milk requirement for one meal per day when not served as a meat alternate for that same meal

*Refer to [CACFP Reference Guide](#) for information on crediting cereal, yogurt, and whole grain rich foods.

Menu Documentation Requirements

☐ A copy of one menu for each meal/snack claimed is on file with monthly claim documents

Menus must include:

☐ Dates

☐ Documented meal substitutions / changes

☐ Type(s) of milk served (fat content by age group and if flavored)

☐ Whole grain rich (WGR) items notated with WW, WG, WGR (ex. WW Bread, WG Bagels)

☐ Specific names of actual foods served:

    ☐ Fruits and vegetables (ex. "pears" instead of "fruit")

    ☐ Cereal names (ex. "Corn Flakes" instead of "cereal")
If cereal is WGR, identify on the menus next to cereal's name (ex. WG Cheerios)

☐ Food items for all required components of the meal/snack. For example, instead of listing "WG Tacos" write out "Beef and Cheese Tacos on Whole Grain Soft Tortilla" or "Tacos (beef, cheese, and whole grain soft tortilla)"

Product Documentation

Product Labels (original label, or readable picture/copy of label) are on file for:

☐ **Breakfast cereals:** name and brand of item, nutrition facts label and ingredient list

☐ **Yogurt:** name and brand of item, nutrition facts label

☐ **Whole grain-rich foods (one of the following):**

    ☐ Label with name and brand of item, and front of the package or ingredient list (depending on method used to determine item as whole grain rich)

    ☐ Child Nutrition label or Product Formulation Statement crediting the item as whole-grain rich

☐ **Tofu:** name and brand of item, nutrition facts label

Refer to CACFP Training Spotlights: Documentation for Whole Grain-Rich (WGR) Foods and Product Labels for Cereal and Yogurt Sugar Limits for information on product documentation.

Child Nutrition (CN) Labels and Product Formulation Statements (PFS)

☐ A CN label or PFS is on file to credit all store-bought combination foods and processed meat/meat alternates (i.e., chicken nuggets, pizza, meatballs, fish sticks, corndogs, etc.). Refer to the Crediting Store-Bought Combination Foods handout for more information.

Foods Prepared from Scratch / Homemade Items

☐ Standardized recipes are on file (recipes must include a specified serving size (portion) and CACFP crediting information per serving (how the serving size contributes to the CACFP meal pattern)). Refer to CACFP Training Spotlight: Recipes for Foods Prepared From Scratch for more information and links to websites that provide standardized recipes.