



Guide for Registered Meal Vendors

February 3, 2017

National School Lunch Program,
School Breakfast Program, Child
and Adult Care Food Program,
Summer Food Program
Food and Nutrition Division

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

email: program.intake@usda.gov

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To Meal Vendor:

The purpose of this guide is to explain how you can become an approved meal vendor with the Nevada Department of Agriculture's (NDA) Food and Nutrition Division (FND). It is a guidance document prepared to answer your questions, as well as to outline your responsibilities. For the rest of this guide, meal vendor/caterer will be referred to as "vendor".

The FND Child Nutrition Programs are Federal programs through the United States Department of Agriculture (USDA) that provide healthy meals and snacks to children and adults & receiving care. FND's mission is to help Nevadans embrace a healthier life. One of our many goals is to ensure and improve access to safe, nutritious, balanced meals for Nevada's children, families and the elderly.

The Food and Nutrition Division is required to ensure that participating National School Lunch Program (NSLP) sponsors, Child & Adult Care Feeding Programs (CACFP), and Summer Food Service Sponsors (SFSP) and their selected vendors comply with State and Federal program regulations and procurement methods.

Please take a few minutes to review this guide for applying to become a registered vendor with Food and Nutrition Division. If you would like additional information, please write or call or visit our website:

Nevada Department of Agriculture
Food and Nutrition Division
405 S. 21st Street
Sparks, NV 89431
Phone: (775) 353-3758
Fax: (775) 353-3749

http://nutrition.nv.gov/Resources/Nutrition_vendor

Thank you for your interest in providing healthy meals and snacks to Nevada's children.

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VENDOR REGISTRATION PROCESS

The following items **must** be submitted to the Food and Nutrition Division for a vendor to become registered and included on the Registered Vendor list:

- a) Completed application for registration as a meal vendor/caterer
- b) Copy of current permit to operate a food service facility in which you plan to prepare meals
- c) Copy of most recent food service facility inspection report from the appropriate health regulatory agency
- d) Copies of current certifications from certified food handlers from your facility
- e) Menus and menu review documents (production records, for example) submitted to NDA

For NSLP, please include menu certification worksheets for the four week menu cycle for the each meal type (breakfast and lunch). The link is provided here:

<http://www.fns.usda.gov/school-meals/certification-compliance>

For CACFP, please include Child Nutrition (CN) labels or Product Formulation Statements (PFS) for crediting menu items not found in the Food Buying Guide. More information on what foods are creditable can be found here:

https://www.fns.usda.gov/sites/default/files/CACFP_creditinghandbook.pdf

A kitchen facility inspection tour may be scheduled with FND upon receipt of documents as part of the approval process. FND will contact you directly if needed.

Upon receipt of the above items and if approved by the appropriate program (NSLP, CACFP, and/or SFSP), the vendor's contact name will be included on the Food and Nutrition Division's Registered Meal Vendor List.

To maintain registration status, vendors are required to reapply every year and annually submit items (b), items (c) and items (d) identified above, under item number one. Vendors must also perform their responsibilities as outlined in their contract with the Program sponsor.

Vendors must remain in compliance with Nevada Administrative Code, chapter 446 and Federal Regulations 7 CFR Parts 210, 220, 225, 226 & 2CFR 200. Contact the Food and Nutrition Division for more information.

USDA Foods (formerly known as commodity foods) may be available to some program sponsors. For more information on USDA Foods Entitlement information please check out the link here:

<http://www.fns.usda.gov/fdd/schoolscn-usda-foods-programs>

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Reimbursement Rates

All federal payments to sponsors are based on the type of meal served and the child's eligibility for free, reduced-price, or paid meals, while shelters and afterschool meals and snack programs in low income areas are reimbursed at the free rate. Please find links below to the program specific reimbursement rates. Reimbursement rates are revised every July 1. The reimbursement rates are listed here so you may be aware of the pricing range which may guide you on the meal plan components and items, and the pricing method ranges for you, the prospective meal vendor. The actual amount you are paid for the meals you provide to the sponsor will depend on your proposal/contract if you are the meal vendor selected by the sponsor.

NSLP rates:

<http://www.fns.usda.gov/school-meals/rates-reimbursement>

CACFP rates

<http://www.fns.usda.gov/cacfp/reimbursement-rates>

Summer Food Service Program rates:

<http://www.fns.usda.gov/fr-011316b>

<http://www.fns.usda.gov/sfsp-reimbursement-rates>

VENDED MEAL CONTRACTS

All FND program sponsors (school districts, charter schools, residential child care institutions, preschool programs, Head Start programs, before & after care school programs, child care centers, shelters, adult day care centers, summer camps, and summer feeding sites) may choose to vend for meal services. Each sponsor must use an agency specific contract to acquire those vended meals and certain procurement methods must be followed. A vended meal contract is allowed per Federal guidelines for a period of up to one year in length. It may begin anytime but may not exceed a 12 month time period.

Within the FND, each Child Nutrition Program (NSLP, CACFP, SFSP) issues a vended meal contract specific to that program's needs. The actual contract will be sent by the sponsor to the awarded vendor upon approval of the Invitation for Bid (IFB) or Request for Proposal (RFP). For more information, contact NDA.

FORMAL PROCUREMENT PROCESS

FND program sponsors may be required to follow a formal procurement process before selecting a meal vendor/caterer. A formal procurement is a competitive method of procurement prescribed by the USDA and is required if annual purchases exceed the federal small acquisition threshold, which is currently \$150,000. The federal threshold applies unless a lower threshold is established by the institution. There are two main methods of formal procurement, an invitation for bid (IFB)

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and a request for proposal (RFP). If an IFB is issued, price is the only factor that is evaluated. If an RFP is issued, price must be the highest weighted factor however, other criteria are evaluated such as menu offerings, experience, references, and service models.

The formal procurement process is made up of several steps.

1. The sponsor will prepare a proposal which will include all of the pertinent information.
2. The invitation for bid or request for proposal is advertised publically. Only current registered vendors will be allowed to submit a bid/proposal to the sponsor per the bid/proposal specifications.
3. Bids or proposals are received and opened
4. Evaluation of responses by the sponsor's committee. All vendors must be "responsive and responsible" to be considered.
5. Contract approval by NDA.
6. Contract execution between the sponsor and vendor.
7. Contract monitoring and compliance of the vendor by the sponsor. After the contract has been awarded, all documents submitted are considered public information and may be viewed.

SMALL PURCHASE PROCEDURE

If the Food & Nutrition Division sponsor has not met the threshold for a formal procurement, the agency may award a contract in a less formal method by requesting price quotes from vendors registered in Nevada. The sponsor will determine what qualities are important in the meal vendor. However, the NDA vended meal contract template must still be used.

TIMELINE OF EVENTS-NSLP

Contracting out with a meal vendor is a lengthy, and involved process with sponsors, the meal vendor and the state agency. Please expect 4 to 6 weeks for a meal vendor approval, including the on-site inspection review. Please expect a sponsor to need 6 to 8 weeks for the RFP development, release, and review of responses before making a meal vendor choice. Additional time may be needed for additional approval if required by a school board or charter school board. All contract documents require state agency approval for use of Federal funds. Please find below an *estimate* of time to become a meal vendor. Meal programs and sponsor timetables may vary, and thus this is only an estimate.

Pre-assessment of current meal program: Sponsors evaluate if they wish to vend meals. Meal counts figures are established for past school year, including current program cost and costs per meal analysis. If sponsors currently have a meal vendor in place, contract monitoring is ongoing with current year meal vendor contract.

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Month 1 to 3: Sponsors contact Food and Nutrition agency for approved meal vendor registration list, vended meal RFP templates, vended meal required contract(s) and develop their scoring matrixes. Evaluation committee is formed. RFP documents are reviewed to prepare for public release.

Month 3 to 6: RFP documents are released, reviewed and evaluated. Sponsors advertise proposals for 14 days minimum. Sponsors evaluate proposals and award contracts. State agency reviews proposals (7-14 days). Sponsors receive technical assistance from state agency on the process. NDA reviews proposals and scoring matrixes (7-10 days) prior to contract award. Upon written approval from NDA, sponsor prepares contract with vendor. Sponsor sends signed contract to NDA for final approval. NDA issues approval letter prior to execution of the vended meal contract. Sponsor then may fully execute vended meal contract. This process may take 2-3 weeks. Sponsors may need board of approval on the contract which may take an additional 4 weeks (or more) for final contract approval.

Months 6 to 7: Final arrangements are made with sponsors and meal vendor on delivery schedules, equipment purchases (if needed), operational and administrative functions such as meal counting, billing, and transport records. Training and staff orientation may be scheduled at this time.

Months 7 to 8: the sponsors and meal vendors are fully prepared for the upcoming school year for meal service.

TIMELINE OF EVENTS-CACFP/SFSP

A meal vendor must be approved and registered with NDA prior to signing a meal contract with a sponsor. This could take 2-4 weeks including the on-site inspection by NDA. The sponsor can contact FND for a meal contract for CACFP or SFSP. The CACFP contract can start anytime throughout the year after FND approval, but usually follows the annual application renewal process. For SFSP the contract is usually in place for the Summer Meal Service (June through August) for most sponsors; some sponsors are year round.

Any sponsor with a meal contract exceeding \$150,000 must follow the Invitation for Bid (IFB) or Request for Proposal (RFP) formal purchasing requirements that could take the sponsor 2-3 months to complete and award a contract. Refer to the Timeline of Events-NSLP for a general overview or steps when considering registered non-school meal vendors. Contact the NDA CACFP or SFSP representative for assistance.

CONTRACT MONITORING

Contract monitoring is a requirement by USDA. Program sponsors need to actively monitor meal vendors to meet program needs. In addition, USDA requires NDA to conduct an accountability system through an Administrative Review process to evaluate program requirements. These reviews happen for sponsors at a minimum every three years or more frequently as needed. As a meal vendor, you will be required to submit necessary documentation to support this review process such as food labels, production records and/or other menu planning documents as requested by the designated sponsor. This comprehensive evaluation ensures program integrity by the state agency (NDA) and its sponsors and meal vendors to ensure program compliance.

RENEWAL PROCESS FOR CONTRACTS

After the first year, if the sponsor or the vendor desires to renew their contract, a Renewal Contract must be used. Renewal options must be spelled out in the original request by the sponsors in the initial procurement documents. If no renewal options were in the original documents, a sponsor must go out to bid for the following year. The original contract should not lapse, before a renewal contract is in place if you require continuous meal service. For example, if the original contract ending date is June 30, 2017, your contract renewal date begins on July 1, 2017 if continuous meal service is desired.

MEAL PATTERN

Each program has its own meal pattern. Though similar, differences do exist in some of the food items, portion sizes, and allowable foods. Different program sponsors may have preferences within their specific program area for their program participants in terms of meal service options. For example, a school district may want hot & cold food items as well as a fruit & vegetable bar; the Summer Food Service program may only be able to serve cold lunches in a park due to the equipment limitations and the hot weather. A CACFP program may want to avoid certain foods due to the choking hazards with small children. It is up to each sponsor to customize their meal service within the specific meal pattern. For specific information, please see the links below by program.

1. NSLP Meal Pattern:
<http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>
<http://www.fns.usda.gov/sites/default/files/dietaryspecs.pdf>
2. CACFP Meal Patterns for Children, Infants, Adults
<https://www.fns.usda.gov/cacfp/meals-and-snacks>
3. SFSP Meal Pattern
http://www.fns.usda.gov/cnd/Summer/Administration/meal_patterns.html

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FOOD SAFETY

As a meal vendor in the state of Nevada, you work very hard to serve healthy, nutritious meals to children. Sponsors across the country are finding creative ways to serve meals to meet the needs of public schools, charter schools, residential child care institutions, child and adult care centers, shelters and summer and after school meal feeding programs in our community. The safety of the food you serve is a top priority. You want foods served to contribute to children's well-being; you don't want them to cause harm. Areas to consider are preparing meals safely, transporting and delivering meals safely to varied locations, such as schools, day care centers and community locations, and maintaining food temperature logs.

Familiarize yourself with local food safety regulations that apply to a vended meal operation. The local health department (or your regulatory agency) is often a good resource for food safety information and guidance. In addition, we have provided some resources here:

<http://www.fns.usda.gov/food-safety/food-safety-resources>

<http://www.theicn.org/ResourceOverview.aspx?ID=75>

<https://www.foodsafety.gov/>

RESOURCES

NSLP Meal Pattern:

<http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>

<http://www.fns.usda.gov/sites/default/files/dietaryspecs.pdf>

CACFP Meal Patterns for Children, Infants, Adults

<https://www.fns.usda.gov/cacfp/meals-and-snacks>

https://www.fns.usda.gov/sites/default/files/CACFP_creditinghandbook.pdf

SFSP Meal Pattern

http://www.fns.usda.gov/cnd/Summer/Administration/meal_patterns.html

NSLP Recipes

<http://www.theicn.org/ResourceOverview.aspx?ID=115>

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Child Care Recipes

<http://www.theicn.org/ResourceOverview.aspx?ID=114>

https://www.fns.usda.gov/sites/default/files/ccrecipes_bk.pdf

Menus for Child Care

<http://www.theicn.org/ResourceOverview.aspx?ID=196>

USDA Food Buying Guide

<http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

<http://www.nfsmi.org/ResourceOverview.aspx?ID=400>

Food and Nutrition Services webpage links:

Nevada Department of Agriculture

http://agri.nv.gov/Food/FoodNutrition_Home/

NSLP Link

<http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>

CACFP link:

<http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>

SFSP link:

<http://www.fns.usda.gov/sfsp/summer-food-service-program>

National School Lunch Program
EXHIBIT A: SCHOOL LUNCH AND BREAKFAST
WHOLE GRAIN-RICH OUNCE EQUIVALENCY (OZ EQ) REQUIREMENTS FOR
SCHOOL MEAL PROGRAMS^{1,2}

GROUP A	OZ EQ FOR GROUP A
<ul style="list-style-type: none"> • Bread type coating • Bread sticks (hard) • Chow mein noodles • Savory Crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) Note: weights apply to bread in stuffing 	<p>1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz</p>
GROUP B	OZ EQ FOR GROUP B
<ul style="list-style-type: none"> • Bagels • Batter type coating • Biscuits • Breads (sliced whole wheat, French, Italian) • Buns (hamburger and hot dog) • Sweet Crackers⁴ (graham crackers - all shapes, animal crackers) • Egg roll skins • English muffins • Pita bread (whole wheat or whole grain-rich) • Pizza crust • Pretzels (soft) • Rolls (whole wheat or whole grain-rich) • Tortillas (whole wheat or whole corn) • Tortilla chips (whole wheat or whole corn) • Taco shells (whole wheat or whole corn) 	<p>1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz</p>
GROUP C	OZ EQ FOR GROUP C
<ul style="list-style-type: none"> • Cookies³ (plain - includes vanilla wafers) • Cornbread • Corn muffins • Croissants • Pancakes • Pie crust (dessert pies³, cobbler³, fruit turnovers⁴, and meat/meat alternate pies) • Waffles 	<p>1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz</p>

1 The following food quantities from Groups A-G, must contain at least 16 grams of whole-grain or can be made with 8 grams of whole-grain and 8 grams of enriched meal and/or enriched flour to

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be considered whole grain-rich.

- 2 Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.
- 3 Allowed only as dessert at lunch as specified in §210.10.
- 4 Allowed for desserts at lunch as specified in §210.10, and for breakfasts served under the SBP.

GROUP D	OZ EQ FOR GROUP D
<ul style="list-style-type: none"> • Doughnuts⁴ (cake and yeast raised, unfrosted) • Cereal bars, breakfast bars, granola bars⁴ (plain) • Muffins (all, except corn) • Sweet roll⁴ (unfrosted) • Toaster pastry⁴ (unfrosted) 	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz
GROUP E	OZ EQ FOR GROUP E
<ul style="list-style-type: none"> • Cereal bars, breakfast bars, granola bars⁴ (with nuts, dried fruit, and/or chocolate pieces) • Cookies³ (with nuts, raisins, chocolate pieces and/or fruit purees) • Doughnuts⁴ (cake and yeast raised, frosted or glazed) • French toast • Sweet rolls⁴ (frosted) • Toaster pastry⁴ (frosted) 	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz
GROUP F	OZ EQ FOR GROUP F
<ul style="list-style-type: none"> • Cake³ (plain, unfrosted) • Coffee cake⁴ 	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz
GROUP G	OZ EQ FOR GROUP G
<ul style="list-style-type: none"> • Brownies³ (plain) • Cake³ (all varieties, frosted) 	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz

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GROUP H	OZ EQ FOR GROUP H
<ul style="list-style-type: none"> • Cereal Grains (barley, quinoa, etc) • Breakfast cereals (cooked)^{5,6} • Bulgur or cracked wheat • Macaroni (all shapes) • Noodles (all varieties) • Pasta (all shapes) • Ravioli (noodle only) • Rice (enriched white or brown) 	<p>1 oz eq = 1/2 cup cooked or 1 ounce (28 g) dry</p>
GROUP I	OZ EQ FOR GROUP I
<ul style="list-style-type: none"> • Ready to eat breakfast cereal (cold, dry)^{5,6} 	<p>1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola</p>

5 Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

6 Cereals must be whole-grain, or whole grain and enriched or fortified cereal.

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Child and Adult Care Food Program

EXHIBIT A: GRAIN REQUIREMENT FOR CHILD NUTRITION PROGRAMS^{1, 2}

Group A	Minimum Serving Size for Group A	Oz Eq for Group A
<ul style="list-style-type: none"> • Bread type coating • Bread sticks (hard) • Chow mein noodles • Savory Crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) Note: weights apply to bread in stuffing. 	1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz
Group B	Minimum Serving Size for Group B	Oz Eq for Group B
<ul style="list-style-type: none"> • Bagels • Batter type coating • Biscuits • Breads (sliced white, whole wheat, French, Italian) • Buns (hamburger and hot dog) • Sweet Crackers³ (graham crackers - all shapes, animal crackers) • Egg roll skins • English muffins • Pita bread (white, whole wheat, whole grain-rich) • Pizza crust • Pretzels (soft) • Rolls (white, whole wheat, whole grain-rich) • Tortillas (wheat or corn) • Tortilla chips (wheat or corn) • Taco shells 	1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz

¹Under the CACFP, the following foods are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. For meals and snacks served to children and adults, at least one serving of grains per day in the CACFP must be whole grain-rich starting October 1, 2017. Under the NSLP and SBP, the following food quantities from Groups A-G, must contain at least 16 grams of whole grain or can be made with 8 grams of whole grain and 8 grams of enriched meal and/or enriched flour to be considered whole grain-rich. ²Some of the following foods, or the accompaniments, may contain more sugar, salt, and/or fat than others. This should be considered when deciding how often to serve them. ³Considered a grain-based dessert and cannot count towards the grain component at any meal served under the CACFP beginning October 1, 2017, as specified in §226.20(a)(4). Allowed only as dessert at lunch served under the NSLP as specified in §210.10.

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Group C	Minimum Serving Size for Group C	Oz Eq for Group C
<ul style="list-style-type: none"> • Cookies³ (plain - includes vanilla wafers) • Cornbread • Corn muffins • Croissants • Pancakes • Pie crust (dessert pies³, cobbler³, fruit turnovers⁴, and meat/meat alternate pies) • Waffles 	1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz
Group D	Minimum Serving Size for Group D	Oz Eq for Group D
<ul style="list-style-type: none"> • Doughnuts³ (cake and yeast raised, unfrosted) • Cereal bars, breakfast bars, granola bars⁴ (plain) • Muffins (all, except corn) • Sweet roll⁴ (unfrosted) • Toaster pastry⁴ (unfrosted) 	1 serving = 50 gm or 1.8 oz 3/4 serving = 38 gm or 1.3 oz 1/2 serving = 25 gm or 0.9 oz 1/4 serving = 13 gm or 0.5 oz	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz
Group E	Minimum Serving Size for Group E	Oz Eq for Group E
<ul style="list-style-type: none"> • Cereal bars, breakfast bars, granola bars⁴ (with nuts, dried fruit, and/or chocolate pieces) • Cookies³ (with nuts, raisins, chocolate pieces and/or fruit purees) • Doughnuts⁴ (cake and yeast raised, frosted or glazed) • French toast • Sweet rolls⁴ (frosted) • Toaster pastry⁴ (frosted) 	1 serving = 63 gm or 2.2 oz 3/4 serving = 47 gm or 1.7 oz 1/2 serving = 31 gm or 1.1 oz 1/4 serving = 16 gm or 0.6 oz	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz
Group F	Minimum Serving Size for Group F	Oz Eq for Group F
<p><i>(These items are only allowed under the NSLP and SBP)</i></p> <ul style="list-style-type: none"> • Cake³ (plain, unfrosted) • Coffee cake⁴ 	1 serving = 75 gm or 2.7 oz 3/4 serving = 56 gm or 2 oz 1/2 serving = 38 gm or 1.3 oz 1/4 serving = 19 gm or 0.7 oz	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz

³Considered a grain-based dessert and cannot count towards the grain component at any meal served under the CACFP beginning October 1, 2017, as specified in §226.20(a)(4). Allowed only as dessert at lunch served under the

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NSLP as specified in §210.10. ⁴ Considered a grain-based dessert and cannot count towards the grain component at any meal served under the CACFP beginning October 1, 2017, as specified in §226.20(a)(4). Allowed for desserts at lunch served under the NSLP as specified in §210.10, and for breakfasts served under the SBP.

Group G <i>(These items are only allowed under the NSLP and SBP)</i>	Minimum Serving Size for Group G	Oz Eq for Group G
<ul style="list-style-type: none"> • Brownies³ (plain) • Cake³ (all varieties, frosted) 	1 serving = 115 gm or 4 oz 3/4 serving = 86 gm or 3 oz 1/2 serving = 58 gm or 2 oz 1/4 serving = 29 gm or 1 oz	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz
Group H	Minimum Serving Size for Group H	Oz Eq for Group H
<ul style="list-style-type: none"> • Cereal Grains (barley, quinoa, etc.) • Breakfast cereals (cooked)^{5,6} • Bulgur or cracked wheat • Macaroni (all shapes) • Noodles (all varieties) • Pasta (all shapes) • Ravioli (noodle only) • Rice (enriched white or brown) 	1 serving = 1/2 cup cooked or 25 gm dry	1 oz eq = 1/2 cup cooked or 1 ounce (28 gm) dry
Group I	Minimum Serving Size for Group I	Oz Eq for Group I
<ul style="list-style-type: none"> • Ready to eat breakfast cereal (cold, dry)^{5,6} 	1 serving = 3/4 cup or 1 oz, whichever is less	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola

³Considered a grain-based dessert and cannot count towards the grain component at any meal served under the CACFP beginning October 1, 2017, as specified in §226.20(a)(4). Allowed only as desserts at lunch served under the NSLP as specified in §210.10. ⁵Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served under the SBP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast. ⁶Under the CACFP, cereals must be whole grain, enriched, or

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fortified, and must contain no more than 6 grams of sugar per dry ounce. Under the NSLP and SBP, cereals must be whole grain, whole grain and enriched, or fortified.

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Exhibit A – Grains/Breads for the Food Based Alternatives on the Child Nutrition Programs¹
Refer to *A Guide to Crediting Foods* regarding criteria for determining acceptable Grains/Breads and minimum serving sizes.

Group A	Minimum Serving size for Group A
<ul style="list-style-type: none"> • Bread Type Coating • Bread Sticks (hard) • Chow Mein Noodles • Crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) note: weights apply to bread in stuffing 	<p>1 serving = 20 gm or 0.7 oz. ¾ serving = 15 gm or 0.5 oz. ½ serving = 10 gm or 0.4 oz. ¼ serving = 5 gm or 0.2 oz.</p>
Group B	Minimum Serving Size for Group B
<ul style="list-style-type: none"> • Bagels • Batter Type Coating • Biscuits • Breads (white, wheat, whole wheat, French, Italian) • Buns (hamburger and hot dog) • Crackers (graham crackers – all shapes, animal crackers) • Egg Roll Skins, Won Ton Wrappers • English Muffins • Pita Bread (white, wheat, whole wheat) • Pizza Crust • Pretzels (soft) • Rolls (white, wheat, whole wheat, potato) • Tortillas (wheat or corn) • Tortilla chips (enriched or whole grain) • Taco shells 	<p>1 serving = 25 gm or 0.9 oz. ¾ serving = 19 gm or 0.7 oz. ½ serving = 13 gm or 0.5 oz. ¼ serving = 6 gm or 0.2 oz.</p>
Group C	Minimum Serving Sizes for Group C
<ul style="list-style-type: none"> • Cookies² (plain) • Cornbread • Corn Muffins • Croissants • Pancakes • Pie Crust (dessert pies², fruit turnovers³, 	<p>1 serving = 31 gm or 1.1 oz. ¾ serving = 23 gm or 0.8 oz. ½ serving = 16 gm or 0.6 oz. ¼ serving = 8 gm or 0.3 oz.</p>

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<ul style="list-style-type: none"> • and meat meat/alternate pies) • Waffles 	
Group D	Minimum Serving size for Group D
<ul style="list-style-type: none"> • Doughnuts³ (cake and yeast raised, unfrosted) • Granola Bars³ (plain) • Muffins/Quick Breads (all except corn) • Sweet Roll³ (unfrosted) • Toaster Pastry³ (unfrosted) 	1 serving = 50 gm or 1.8 oz. ¾ serving = 38 gm or 1.3 oz. ½ serving = 25 gm or .9 oz. ¼ serving = 13 gm or 0.5 oz.
Group E	Minimum Serving Size for Group E
<ul style="list-style-type: none"> • Cookies² (with nuts, raisins, chocolate pieces, and/or fruit purees) • Doughnuts³ (cake and yeast raised, frosted, or glazed) • French Toast • Grain Fruit Bars³ • Granola Bars³ (with nuts, raisins, chocolate pieces, and/or fruit) • Sweet Rolls³ (frosted) • Toaster Pastry (frosted) 	1 serving = 63 gm or 2.2 oz. ¾ serving = 47 gm or 1.7 oz. ½ serving = 31 gm or 1.1 oz. ¼ serving = 16 gm or 0.6 oz.
Group F	Minimum Serving Size for Group F
<ul style="list-style-type: none"> • Cake² (plain, unfrosted) • Coffee Cake³ 	1 serving = 75 gm or 2.7 oz. ¾ serving = 56 gm or 2.0 oz. ½ serving = 38 gm or 1.3 oz. ¼ serving = 19 gm or 0.7 oz.
Group G	Minimum Serving Size for Group G
<ul style="list-style-type: none"> • Brownies² (plain) • Cake² (all varieties, frosted) 	1 serving = 115 gm or 4 oz. ¾ serving = 86 gm or 3 oz. ½ serving = 58 gm or 2 oz. ¼ serving = 29 gm or 1 oz.
Group H	Minimum Serving Size for Group H
<ul style="list-style-type: none"> • Barley • Breakfast Cereals⁴ (cooked) • Bulgur or Cracked Wheat • Macaroni (all shapes) • Noodles (all varieties) • Pasta (all shapes) • Ravioli (noodle only) 	1 serving = ½ cup cooked (or 25 gm dry)



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<ul style="list-style-type: none"> Rice (enriched white or brown) 	
Group I	Minimum Serving Size for Group I
<ul style="list-style-type: none"> Ready to eat breakfast cereal⁴ (cold, dry) 	1 serving = $\frac{3}{4}$ cup or 1 oz., whichever is less

- Some of the following foods or their accompaniments may contain more sugar, salt and/or fat than others. This should be a consideration when deciding how often to serve them.
- Allowed only for supplements (snacks) served under the SFSP.
- Allowed only for supplements (snacks) and for breakfasts served under the SFSP.
- Refer to NSLP, SBP and CACFP program regulations for the appropriate serving size for snacks and meals served to children ages 1 through 5 in the SFSP. Breakfast cereals are traditionally served as a breakfast item but may be served in meals other than breakfast.



How Do They Compare? Child Nutrition Programs Meal Pattern Requirements

*Please note: This chart only addresses meals served to children age 1 year and older as well as adults. It does not address the infant meal pattern requirements in the Child and Adult Care Food Program (CACFP) and National School Lunch (NSLP) and School Breakfast (SBP) Programs (jointly referred to as School Meal Programs). Additionally, the chart is based on the updated CACFP meal patterns and the updated pre-school meal patterns in the School Meal Programs. These updated requirements go into effect October 1, 2017.

Meal Pattern Requirement	Child and Adult Care Food Program (and Schools' Pre-K Meal Patterns)	School Meal Programs (NSLP and SBP)	K-12 Afterschool Snack Service (under NSLP)	Summer Food Service Program (SFSP)
Milk				
Fat content	<ul style="list-style-type: none"> • 1 year olds: whole milk • 2 year olds and older: low-fat or fat-free milk • Yogurt may be served in place of milk once per day for adults only 	Low-fat or fat-free	No restrictions	No restrictions
Flavored milk	<ul style="list-style-type: none"> • Prohibited for children 0 through 5 years old • Must be fat-free when served to children 6 years old and older and adults 	Must be fat-free	No restrictions	No restrictions
Non-dairy beverages (fluid milk substitutes)	<ul style="list-style-type: none"> • Non-dairy beverages that are nutritionally equivalent (defined by regulation) to cow's milk may be served to participants with special 	<ul style="list-style-type: none"> • Non-dairy beverages that are nutritionally equivalent (defined by regulation) to cow's milk may be served to non-disabled students with 	<ul style="list-style-type: none"> • Non-dairy beverages that are nutritionally equivalent (defined by regulation) to cow's milk may be served to non-disabled students with 	<ul style="list-style-type: none"> • Not allowed for SFSP sponsors • School sponsors claiming meals under SFSP may serve non-dairy beverages that are



Meal Pattern Requirement	Child and Adult Care Food Program (and Schools' Pre-K Meal Patterns)	School Meal Programs (NSLP and SBP)	K-12 Afterschool Snack Service (under NSLP)	Summer Food Service Program (SFSP)
	<p>dietary needs; must be requested in writing by a parent/guardian, adult participant, or a person on behalf of the adult participant</p> <ul style="list-style-type: none"> Breastmilk may be served in lieu of fluid milk; a written request is not required Other beverages, including water, may not be offered in place of milk as part of the reimbursable meal or snack 	<p>medical or special dietary needs; must be requested in writing by a parent/guardian</p> <ul style="list-style-type: none"> Other beverages, including water, may not be offered in place of milk as part of the reimbursable meal 	<p>medical or special dietary needs; must be requested in writing by a parent/guardian</p> <ul style="list-style-type: none"> Other beverages, including water, may not be offered in place of milk as part of the reimbursable snack 	<p>nutritionally equivalent (defined by regulation) to cow's milk may be served to non-disabled students with medical or special dietary needs; must be requested in writing by a parent/guardian or licensed health care professional</p> <ul style="list-style-type: none"> Other beverages, including water, may not be offered in place of milk as part of the reimbursable meal or snack
Vegetables/Fruit				
Components	<ul style="list-style-type: none"> Vegetables and fruit are one component at breakfast Vegetables and fruits are two separate components at lunch, supper, and snack 	<ul style="list-style-type: none"> Only the fruit component is required at breakfast; vegetables may be offered in place of fruits as long as 2 cups/week of under consumed vegetables (dark green, red/orange, beans and peas, or other vegetables) are included on the weekly breakfast menu Vegetables and fruits are two separate components at lunch 	Vegetables and fruit are one component	Vegetables and fruit are one component at all meals and snacks



Meal Pattern Requirement	Child and Adult Care Food Program (and Schools' Pre-K Meal Patterns)	School Meal Programs (NSLP and SBP)	K-12 Afterschool Snack Service (under NSLP)	Summer Food Service Program (SFSP)
Vegetable subgroups	No requirement	Must offer specific serving amount of each vegetable subgroup (dark green vegetables, red-orange vegetables, beans and peas, starchy vegetables, other vegetables) over the course of a week (NSLP only)	No requirements	No requirements
Full-strength juice (100% juice)	<ul style="list-style-type: none"> • May count towards the entire vegetable or fruit component no more than once per day • Juice may not be served at snack when milk is served as the only other component 	May count towards no more than half of the vegetables or fruits offered over the week	<ul style="list-style-type: none"> • May count towards the entire vegetable/fruit component • Juice may not be served at snack when milk is served as the only other component 	<ul style="list-style-type: none"> • May count towards no more than half of the vegetable/fruit requirement at lunch and supper • Juice may not be served at snack when milk is served as the only other component
Crediting	<ul style="list-style-type: none"> • Dried fruit credit as twice the amount served (¼ cup dried fruit = ½ cup fruit) • Raw leafy greens credit for half the amount served (1 cup of raw leafy greens = ½ cup vegetable) 	<ul style="list-style-type: none"> • Dried fruit credit as twice the amount offered (¼ cup dried fruit = ½ cup fruit) • Raw leafy greens credit for half the amount offered (1 cup of raw leafy greens = ½ cup vegetable) 	All fruits and vegetables are credited based on volume served with the exception of tomato paste and tomato puree which credit based on yields found in the Food Buying Guide for Child Nutrition Programs	<ul style="list-style-type: none"> • ¼ cup dried fruit = ¼ cup fruit • ½ cup raw leafy greens = ½ cup vegetable



Meal Pattern Requirement	Child and Adult Care Food Program (and Schools' Pre-K Meal Patterns)	School Meal Programs (NSLP and SBP)	K-12 Afterschool Snack Service (under NSLP)	Summer Food Service Program (SFSP)
Grains				
Whole grain-rich	Must serve at least one whole grain-rich food per day	All grains offered must be whole grain-rich (exemptions allowed through school year 2016-2017)	No whole grain-rich requirement	No whole grain-rich requirement
Grain-based desserts	Grain-based desserts cannot count toward the grain requirement	<ul style="list-style-type: none"> • Up to 2 ounce equivalents of grain-based desserts per week may be offered as part of the grains component at lunch • No restrictions at breakfast 	No restrictions	Allowed only at snacks and breakfast meals
Breakfast cereals	Must contain no more than 6 grams of sugar per dry ounce	No sugar limit – the cap is generated by the dietary specifications for the weekly menu	No sugar limit	No sugar limit
Crediting	Based on ounce equivalents (starting October 1, 2019)	<ul style="list-style-type: none"> • Based on ounce equivalents • Non-creditable grains (e.g. bran, germ, etc.) are limited to no more than 2% or less than 0.25 ounce equivalents per portion 	Based on ounce equivalents	Based on serving sizes



Meal Pattern Requirement	Child and Adult Care Food Program (and Schools' Pre-K Meal Patterns)	School Meal Programs (NSLP and SBP)	K-12 Afterschool Snack Service (under NSLP)	Summer Food Service Program (SFSP)
Meat/Meat Alternates				
Tofu	Allowed as a meat alternate. Must contain 5 grams of protein per 1.0 ounce equivalent (¼ cup or 2.2 ounces by weight)	Allowed as a meat alternate. Must contain 5 grams of protein per 1.0 ounce equivalent (¼ cup or 2.2 ounces by weight)	Allowed as a meat alternate. Must contain 5 grams of protein per 1.0 ounce equivalent (¼ cup or 2.2 ounces by weight)	Not creditable
Yogurt (including soy yogurt)	Must contain no more than 23 grams of sugar per 6 ounces	No sugar limit per product – the cap is generated by the dietary specifications for the weekly menu	No sugar limit	No sugar limit
Meat/meat alternates in place of grains <u>at breakfast</u>	May substitute meat/meat alternate for the entire grain component no more than 3 times per week	May substitute 1 ounce equivalent meat/meat alternate for 1 ounce equivalent grains after the minimum daily grains requirement is met, or it may be served as an extra within the dietary specifications for the weekly menu	Not applicable	May be served as an extra food item
Dietary Specifications				
Dietary specifications	Sugar limits on breakfast cereals and yogurt (see above)	<ul style="list-style-type: none"> Meals must, on average, meet weekly limits for calories, saturated fat, and sodium 	No dietary specifications	No dietary specifications



Meal Pattern Requirement	Child and Adult Care Food Program (and Schools' Pre-K Meal Patterns)	School Meal Programs (NSLP and SBP)	K-12 Afterschool Snack Service (under NSLP)	Summer Food Service Program (SFSP)
		<ul style="list-style-type: none"> Food products served in meals must contain zero grams of trans fat 		
Meal Service Options				
Offer versus serve	<ul style="list-style-type: none"> Allowed in adult day care centers and at-risk afterschool programs, only. At lunch or supper, participants must select at least 3 food components out of the 5 components offered; at breakfast, at least 4 food items must be offered and participants must select 3 items No ½ cup vegetable or fruit requirement Not allowed at snack service Not allowed in pre-k 	<ul style="list-style-type: none"> Required in high schools. At lunch, students must select at least 3 food components out of the 5 components offered; at breakfast, menu planner must offer 4 food items and students must select 3 food items. Students must select at least ½ cup of fruit and/or vegetable at breakfast and lunch Optional for middle and elementary schools Not allowed at snack service 	Not allowed	<ul style="list-style-type: none"> Allowed at all SFSP sites, regardless of location type or sponsorship. At lunch, children must select 3 food components out of the 4 components offered; at breakfast, at least 4 food items must be offered and children must select 3 items No ½ cup vegetable or fruit requirement Not allowed at snack service
Family style meals	Allowed in all CACFP settings	Allowed in all schools and RCCIs	Allowed in all afterschool snack settings	Allowed only at camps and closed enrolled sites